

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

**June 17, 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 and potential or existing litigation. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**SWEARING IN OF STUDENT TRUSTEE**

**MINUTES**

- 13-6-1      [Approval of the Minutes of the Regular Meeting of May 15, 2013](#)
- 13-6-2      [Approval of the Minutes of the Special Meeting of June 3, 2013](#)
- 13-6-3      [Approval of the Minutes of the Special Meeting of June 5, 2013](#)
- 13-6-4      [Approval of the Minutes of the Special Meeting of June 12, 2013](#)

**STATEMENTS FROM EXECUTIVES**

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

**NEW BUSINESS**

- 13-6-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

- 13-6-2A [Adoption of Resolution No. 13-7 Authorizing Reporting of Defined Benefit Contributions and Remittance Directly To the California State Teachers Retirement System](#)

### **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.*

- 13-6-1CA [Approval of Curricular Additions and Deletions – Cañada College, College of San Mateo and Skyline College](#)
- 13-6-2CA [Annual Review and Approval of Instructional Material Fees](#)
- 13-6-3CA [Approval of Community Services Classes, Fall/Winter 2013 – Cañada College, College of San Mateo and Skyline College](#)
- 13-6-4CA [Approval of Off-Campus Facilities, 2013-14](#)
- 13-6-5CA [Ratification of March and April 2013 District Warrants](#)
- 13-6-6CA [Adoption of Resolution No. 13-8 Establishing 2013-14 Budget Limits](#)
- 13-6-7CA [Approval of Domestic/International Student Insurance Program, 2013-14](#)
- 13-6-8CA [Approval of Student Accidental Injury Insurance Program, 2013-14](#)

### **Other Recommendations**

- 13-6-4B [Appointment of Candidate to Fill Board of Trustees Vacancy](#)
- 13-6-5B [Election of Board of Trustees Vice President-Clerk](#)
- 13-6-100B [Acceptance of Grant Funds for the Career Ladders Project and Authorization to Execute Grant Agreement](#)
- 13-6-101B [Approval of Contract Award for Meal Services for the Child Development Centers at College of San Mateo and Skyline College](#)
- 13-6-102B [Approval of Board Policy 7.21, Speech: Time, Place and Manner](#)
- 13-6-103B [Approval of Agreement with Moodlerooms, Incorporated](#)
- 13-6-104B [Approval of 2015-2019 Five-Year Capital Construction Plan](#)
- 13-6-105B [Adoption of the 2013-14 Tentative Budget](#)

### **INFORMATION REPORTS**

- 13-6-1C [Update on 2013 Accreditation](#)
- 13-6-2C [Information Report on International Education Program](#)

**COMMUNICATIONS****STATEMENTS FROM BOARD MEMBERS****RECESS TO CLOSED SESSION**

## 1. Closed Session Personnel Items

A. Administration Appointment, Reappointment, Assignment and Reassignment: **Cañada College** – Vice President of Instruction, Instruction; Director, Center for International and University Studies, Instruction

## B. Public Employment

1) Employment: **Cañada College** – Counselor, Counseling Services; Astronomy/Physics Instructor, Science & Technology; Multimedia Instructor, Science & Technology; Math Instructor, Science & Technology; **College of San Mateo** – Art Instructor, Creative Arts/Social Science; Nursing Instructor, Math/Science; Dental Assisting Instructor/Coordinator, Math/Science; Accounting Instructor, Business & Technology; Cosmetology Instructor, Business & Technology; English Instructor, Language Arts; **Skyline College** – Cosmetology Aide, Business; Athletic Trainer, Kinesiology/Athletics/Dance; Art Instructor, Social Sciences/Creative Arts (2 positions); Cosmetology Instructor, Business (2 positions); Math Instructor, Math, Science & Technology; English for Speakers of Other Languages Instructor, Language Arts/LR; Energy Systems Technology Mgmt. Instructor, Math, Science & Technology; Cosmetology Instructor/Coordinator, Business; Automobile Instructor, Business; English Instructor, Language Arts (2 positions); Physics Instructor, Science, Math & Technology; **District Office** – Senior Maintenance Engineer, Facilities/Public Safety

2) Re-Employment: **Cañada College** – Workforce Development Specialist, Business, Workforce & Athletics; Instructional Designer/Distance Education Coordinator, Instruction; **Skyline College** – Counselor, Counseling Services; Counselor/Coordinator, Counseling Services; CTE Environmental Technology Coordinator, Workforce Development; CTE Environmental Technology Coordinator, Science Math & Technology

C. Public Employee Discipline, Dismissal, Release

D. 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 Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
May 15, 2013, San Mateo, CA**

**The meeting was called to order at 6:31 p.m.**

**Board Members Present:** President Karen Schwarz, Trustees 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

**Pledge of Allegiance**

President Schwarz said that Trustee Holober's wife, Nadia, passed away last week and funeral services were held yesterday. She said the Board will adjourn this meeting in memory of Nadia Holober.

Trustee Schwarz reminded the Board that California Education Code Section 72000(d)(3) specifically provides that "except as otherwise provided by law, the governing board [of a community college district] shall act by a majority vote of all the membership constituting the governing board." A majority of the current Board membership is three; therefore, at tonight's meeting, a unanimous vote will be required to pass any action items.

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Schwarz said that item 13-5-103B, Election of Board of Trustees Vice President-Clerk, is being removed from the agenda. It will be brought to a future meeting at which Trustee Holober is present.

President Schwarz asked that the report by José Luis Sanchez-Sosa, President of the Associated Students of Skyline College (ASSC), be presented first in order to accommodate his schedule for final exams. There were no objections.

Mr. Sanchez-Sosa said there are 36 active clubs with great diversity, including the new Myanmar American Student Association. Spring events included Heart to Heart, 1 Billion Rising, Cesar E. Chavez Volunteer Fair, hAPI Festival, and National Poetry Month. Donations and sponsorships by ASSC included the Cesar E. Chavez Commemorative Luncheon, President's Breakfast, Student Recognition and Awards Ceremony, and the Skyline College Lecture Series: A Call to Consciousness. ASSC held a Leadership Retreat; student leaders also attended the National Grassroots Legislative Conference in Washington, D.C. and the General Assembly of the Student Senate for California Community Colleges. The speaker at the May 24 commencement ceremony will be Juan Sepúlveda, Senior Advisor for Hispanic Affairs at the Democratic National Committee (DNC).

President Schwarz said Mr. Sanchez-Sosa's reports are always entertaining and informative and he will be missed after he graduates. Trustee Mandelkern wished Mr. Sanchez-Sosa good luck. He said he hopes Mr. Sanchez-Sosa will have opportunities to demonstrate the leadership skills he has exhibited so well at Skyline College. Trustee Miljanich said she looks forward to hearing about Mr. Sanchez-Sosa's future activities.

**MINUTES**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the minutes of the regular meeting of April 24, 2013. Trustee Mandelkern said the word "not" was omitted when citing a comment by Professor David Laderman regarding plus/minus grading. With this amendment, the motion carried, all members voting "Aye."

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the minutes of the special meeting of May 3, 2013. President Schwarz announced that the date of this meeting is printed incorrectly on the minutes distributed in the board packet. The minutes of record will show the correct date of May 3. With this amendment, the motion carried, all members voting "Aye."

## **STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo said Robert's Rules specifies that the vice president of an organization becomes president upon the retirement or resignation of the president; therefore, Trustee Schwarz is now the Board President. As noted above, the election of the Vice President will take place when all current Board members are present. Chancellor Galatolo said he received notice from Caltrain Executive Director Mike Scanlon that Saturday bus service to Cañada College will not be eliminated and will be reevaluated at a future time. President Schwarz suggested that this message be delivered to students. Chancellor Galatolo said he will provide Caltrain contact information to President Buckley.

Skyline College President Stanback Stroud congratulated Mr. Sanchez-Sosa and said his enthusiasm and charisma have engaged students at Skyline College. President Stanback Stroud said Vanessa Chosa is the recipient of the Karl S. Pister Scholarship and will attend the University of California, Santa Cruz. Another student, Mark Lipkin, has been very active in student government and has received a full scholarship to the University of California, Berkeley. President Stanback Stroud said the College is preparing for commencement. She said an increasing number of students are participating in the commencement ceremony.

College of San Mateo President Claire said the brother of the College's Pister Scholarship recipient is an athlete at College of San Mateo and has received a full scholarship to Louisiana State University. President Claire recognized Kathy Chaika, one of six employees statewide to be honored as Classified Employee of the Year by the Board of Governors for California Community Colleges and the Foundation for California Community Colleges. The College of San Mateo women's softball team has qualified for the final four and will play for the state championship. College of San Mateo hosted the MAKE Hardware Conference which is associated with the prestigious Maker Faire.

Cañada College President Buckley invited Board members to attend the Athletics Hall of Fame Banquet on June 1 at the Elks Lodge in San Mateo. Among the inductees will be MLB Network commentator Harold Reynolds and student athletes Annika Nousiainen and Pierce Precht. The Dreamers Task Force and Bridging Hispanic Minds to Success Club hosted a two-day "One Community, Many Dreams" conference on April 29. The conference addressed the issue of immigration and immigrant student opportunity. More than 300 students participated in Majors Day, during which faculty and counseling staff met with students to discuss majors and programs. President Buckley invited everyone to attend the Cañada College commencement on May 25 at 10:00 a.m. The speaker will be Judge Cruz Reynoso, who has had a long career in human rights and civil rights. He received the Presidential Medal of Freedom in 2000. He was the first Latino to graduate from the University of California, Berkeley School of Law; the first Latino to serve on a California Appellate Court; and the first Latino to serve on the California Supreme Court.

Executive Vice Chancellor Keller said the Governor's May Revise was presented this week. It:

- Removed the proposal to cap the number of state subsidized units a student can accumulate at 90.
- Removed the proposal to base community college funding on the census of students at the end of the term.
- Removed the proposal to shift the responsibility for adult education from the K-12 system to community colleges.
- Maintained the proposal to improve online education.
- Included 1.5% COLA. This might affect the District to the extent that it is applied to categorical programs.
- Included 1.63% to restore access (growth). This will affect the District because the Board has directed that the District stay close to what it would have been had it not achieved basic aid status.
- Included buy-down of deferrals, which will make districts less dependent on issuing Tax and Revenue Anticipation Notes (TRANs). The District might still use TRANs because of the timing of the receipt of property taxes.

Executive Vice Chancellor Keller said that, while the statewide bond program is not included in the proposal, the District is interested in this as it still has projects to finish. Should bond funding become available from the state, it will be competitive and most funds will go to projects for classroom use and public safety.

Executive Vice Chancellor Keller said the District has been emphasizing its international education program. He said that housing and transportation are issues of difficulty for many students. As a result of Vice Chancellor Jing Luan's outreach efforts and building relationships, it is possible that foreign investors will provide money to convert existing hotel spaces to residences for students and provide shuttle services to the campuses. Chancellor Galatolo applauded what Vice Chancellor Luan has done. He said this would be an outstanding solution and a model for other colleges to follow.

District Academic Senate President Bennett said faculty are busy with self studies, hiring committees, other participatory governance committees and several retirements. She said the Academic Senate hosted discussions with faculty last month regarding Massive Open Online Courses (MOOCs), at which issues, concerns and possibilities were addressed. She said an article in *The Advocate* addresses some of these issues. She said there have been open conversations about how to best serve students while providing resources for faculty to be creative and innovative with technology. The discussions will continue in the Fall. President Bennett said the Performance Evaluation Taskforce has visited each of the campuses; Taskforce members have received valuable information from the completed surveys which contain 15 detailed questions. The Taskforce has created draft instrument tools which they will share with faculty on a flex day in the fall. They will also do beta testing with some faculty.

President Schwarz said she would be interested in hearing more about housing for international students. Chancellor Galatolo said it is now in the development stage and Vice Chancellor Luan will present an information report at a later time. Chancellor Galatolo said two sites have been studied. One is near Coyote Point and the other, more desirable, location is the Best Western Hotel near the Marina Market complex at Hillsdale Blvd. and Norfolk Street. Student Trustee Girard asked how the shuttle service to the campuses would work. Chancellor Galatolo said the Best Western currently has five shuttle buses and their objective is to have them circulating continuously.

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

None

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-5-1A)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the actions in Board Report No. 13-5-1A. The motion carried, all members voting "Aye."

#### **HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829, COUNCIL 57 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFSCME; ADOPTION OF AFSCME'S INITIAL PROPOSAL AND DISTRICT'S INITIAL PROPOSAL (13-5-2A)**

President Schwarz announced that the attachment to the report (AFSCME's Initial Proposal) has been replaced with a corrected attachment. Copies of the attachment were provided to the Board and copies were available for others at the meeting. It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to conduct the public hearing. The motion carried, all members voting "Aye." President Schwarz called the public hearing open and asked for questions and/or comments from the public. Hearing none, President Schwarz declared the public hearing closed. It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to adopt AFSCME's Initial Proposal as distributed at this meeting and the Districts' Initial Proposal. The motion carried, all members voting "Aye."

#### **HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFT; ADOPTION OF AFT'S INITIAL PROPOSAL AND DISTRICT'S INITIAL PROPOSAL (13-5-3A)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to conduct the public hearing. The motion carried, all members voting "Aye." President Schwarz called the public hearing open and asked for questions and/or comments from the public. Hearing none, President Schwarz declared the public hearing closed. It was moved by Student Trustee Girard and seconded by Trustee Miljanich to adopt the Initial Proposals as detailed in the report. The motion carried, all members voting "Aye."

#### **HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND ADOPTION OF CSEA'S INITIAL PROPOSAL (13-5-4A)**

President Schwarz announced that the attachment to the report (CSEA's Initial Proposal) has been replaced with a corrected attachment. Copies of the attachment were provided to the Board and copies were available for others at the meeting. The date of a meeting referred to in the first paragraph of the report has also been corrected. It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to conduct the public hearing. The motion carried, all members voting "Aye." President Schwarz called the public hearing open and asked for questions and/or comments from the

public. Hearing none, President Schwarz declared the public hearing closed. It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to adopt CSEA's Initial Proposal as distributed at this meeting. The motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

President Schwarz said the consent agenda consists of Board Reports 13-5-1CA, Renewal of Agreement with American Institute for Foreign Study (AIFS), Fall 2013 and 13-5-2CA, Approval of Curricular Additions and Deletions – Cañada College and College of San Mateo. It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the items on the consent agenda. The motion carried, all members voting "Aye."

#### **Other Recommendations**

#### **APPROVAL OF MODIFICATION TO COLLEGE OF SAN MATEO'S DIVERSITY STATEMENT (13-5-1B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the modification. The motion carried, all members voting "Aye."

#### **CONSIDERATION OF SERVICE AWARD FOR 2012-13 STUDENT TRUSTEE (13-5-102B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the service award as detailed in the report. The motion carried, all members voting "Aye." Trustee Miljanich said the award is well-deserved. She said she appreciates Student Trustee Girard bringing issues to the Board on behalf of students. She noted that he was always prepared for Board meetings. Trustee Mandelkern said Student Trustee Girard brought enthusiasm and interest to his position and did a good job representing students. He noted that Student Trustee Girard had perfect attendance at Board meetings. President Schwarz thanked Student Trustee Girard for his contributions and mentioned that he attended many social events at the Colleges and District. President Schwarz presented a plaque to Student Trustee Girard in appreciation for his service.

#### **APPROVAL OF ADDITIONS AND REVISIONS TO BOARD POLICIES: 1.05, STUDENT TRUSTEE; 1.40 MEETINGS OF THE BOARD; 2.29, SEXUAL ASSAULT EDUCATION, PREVENTION, AND REPORTING; 2.35, USE OF DISTRICT COMMUNICATIONS SYSTEMS; 6.21, GRADING AND ACADEMIC RECORD SYMBOLS; 7.21, SPEECH: TIME, PLACE AND MANNER; AND 8.13, PUBLIC SAFETY ON DISTRICT PROPERTY (13-5-104B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the additions and revisions as detailed in the report. Trustee Mandelkern asked if it would be possible to defer discussion and approval of Policy 7.21 until Trustee Holober is present and has a chance to contribute to the discussion. All Board members agreed to defer action on this policy. With this change, the motion carried, all members voting "Aye."

#### **APPROVAL TO ENTER INTO COOPERATIVE AGREEMENT BETWEEN LOCUSPOINT NETWORKS AND KCSM-TV (13-5-105B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the agreement.

Tracy Rosenberg, Executive Director of Oakland-based Media Alliance and resident of Albany, said the Board seems to be indicating that they will choose to liquidate the non-commercial broadcast license entrusted to the District in 1964. She said the Board is doing so as if, to some degree, there is not a problem with media consolidation and intense commercialization of media with propaganda. She said the District is also choosing to provide censored information, as the documentation presented to her and to the *Palo Alto Daily Post* in response to a public records request was sent with large black cross-outs. Ms. Rosenberg said she is asking the Board to make better choices: release uncensored information to the public; have a robust public comment process at a center that is transit accessible on the Peninsula; announce on the television and radio stations owned by the District when and where such a forum will occur; and explain and justify what criteria are being used for turning down multiple bidders who have committed to carry out the non-commercial broadcast license charter. She said the District received a bid for \$6.8 million and she has been told that the bidder was not given a chance to match the bid from the Blackstone Group. She said this does not convince her that the Board is making the best possible choices.

Henry Tenenbaum, a resident of San Mateo, asked to see the agreement upon which the Board will be voting. He said it is difficult for the public to comment on something they have not seen and said this shows a lack of transparency. President Schwarz said there have been many presentations on the topic of KCSM-TV over many months. She said negotiations are finally at a point at which information can be shared with the public without harming what staff has been

working on. She said the public is being given the courtesy to make comments at this time. Mr. Tenenbaum asked if there are stipulations in the Blackstone contract to address a delay or cancellation of the spectrum auction. President Schwarz said this and other questions will be answered during the staff presentation. Mr. Tenenbaum said he is worried that the Board has chosen to go for the cash instead of trying to find a middle way. He stated again that he believes the Board has shown a lack of transparency by taking public comments before the public has the information needed to comment intelligently.

Patrick Reilly, legal counsel for Media Stewards Project, said he looks to the Board for assurance that the actions of the Board in this matter are in full compliance with the California Public Records Act.

Ravi Kapur said he is a journalist. He is a lifelong resident of San Mateo County and he and family members have taken classes at the District's colleges. Mr. Kapur said he owns television station KAXT in San Jose, runs a station in Chicago and has a national television network. He said he has been personally approached by LocusPoint/Blackstone Group. Mr. Kapur said he put in a bid during the first RFP process, suggesting that the KCSM-TV license be retained and that he run the channels out of his station for a nominal fee; he said this would have provided a cost savings of \$900,000 per year. He said this was rejected because at that time the Board was looking for a cash payment. Mr. Kapur said the digital spectrum that the District possesses is worth much more than \$6 million. He said he is concerned that staff does not understand the full context and he believes the real problem is mismanagement of the station. He said he believes there has been a lack of transparency. He urged the Board to reevaluate divesting itself of an asset that is worth tens of millions of dollars.

Teeka James said she has taught English at College of San Mateo for 16 years and is President of the local faculty union. On behalf of the San Mateo County Community College Federation of Teachers, AFT Local 1493, AFL-CIO, Professor James asked the Board to postpone its decision in order to provide a 30-day public comment period. She said independent public television stations are becoming an endangered species due to steep declines in public funding. Yet, it is only public television stations like KCSM-TV that can successfully represent the interests of the community at large. Professor James said Local 1493 urged the Board to reconsider its decision this evening. She said they are concerned about the consequences of this sale for the future of non-profit, non-commercial television throughout the Bay Area. She said this kind of public good needs to be preserved and defended.

Jan Roecks, Interim Dean of Business, Workforce, and Athletics at Cañada College, presented a staff report. She said KCSM-TV has been on the College of San Mateo campus for almost 50 years. In June 2011, after several years of discussions at public Board meetings, the Board decided that the station could no longer be funded by the general fund. The process to follow the Board's direction has taken almost two years and extensive work by a team that includes Ms. Roecks, KCSM General Manager Marilyn Lawrence, County Counsel Eugene Whitlock, and FCC attorney Lawrence Miller.

Ms. Roecks said that in July 2011, the team crafted a Request for Proposal (RFP) with the objective of looking for qualified bidders who could meet the FCC's requirements to hold a non-commercial license. The RFP was released in December 2011 and bids were received in February 2012. In April 2012, the Board was informed that there were two finalists and the team hoped that one would prove successful in completing a transaction. Negotiations with the two finalists took place over the summer. By fall 2012, it was clear that neither could meet the objectives of the bid and the team recommended that the Board reject all bids. The Board followed the recommendation.

Ms. Roecks said that in November 2012, the team informed the Board that they would like to issue a new RFP. The RFP would solicit bidders to hold a non-commercial license as defined in the initial RFP or to partner with the District in the upcoming spectrum auction. She said that between the first and second RFPs, it became obvious that a spectrum auction would be held some time in the near future, although there were no guarantees. The second RFP was released in December 2012 and bids were due in February 2013. The District received four bids:

1. Oriental Culture and Media Center of Southern California. This bidder offered to purchase the station for \$1.00. Staff did not believe this was a reasonable price and had concerns that the bidder could not meet localism and ownership requirements.
2. Minority Television Project, Inc. This non-profit corporation proposed to purchase the station with funds from traditional public television sources. This traditional funding has not been successful for KCSM-TV for the last ten years. The corporation offered \$400,000 at signing, \$1 million after the first year, and the final payment

within two years to total \$4 million. Because of the lack of identified funding for the Minority Television Project, the team determined it was not in the best interest of the District to pursue this bid.

3. Public TV Financing. This company submitted a bid in response to the first RFP; the bid was rejected because they could not meet local representation requirements. In its second bid, the company offered to subsidize existing operations for \$800,000 per year until KCSM-TV entered into a spectrum sale with them. They also offered to tender an upfront payment of \$800,000 to show good faith. However, this money would be paid back to them once a reverse auction bid was allocated; therefore, this essentially would be a loan. The proposal suggested that the District enter into a sharing arrangement with a neighboring broadcast licensee, which would allow KCSM-TV's spectrum assets to be offered at an FCC spectrum auction. Finding a suitable partner would be the responsibility of the District, which the team knew could be problematic. Any auction proceeds would be split three ways – the District, the unidentified partner, and the payback to Public TV Financing. This offer presented a number of financial uncertainties and the team believed it would not be in the best interest of the District to pursue the offer.
4. LocusPoint Networks. This is a local company with local board members. The proposal offered to provide funding to subsidize operations of the station for up to four years until a spectrum auction occurs. In exchange, the District will provide a percentage of the proceeds of a spectrum auction, should an auction occur. The District would receive \$900,000 per year for up to four years to continue to operate the station; this figure is based on the costs of operating the station and would ensure that no general fund monies would be needed. The money would not have to be paid back unless there was willful misconduct or gross negligence. LocusPoint would receive 36.5% of auction proceeds and the District would retain 63.5% of the proceeds. LocusPoint has significant experience and expertise in the management of spectrum assets and would assist the District in maximizing the value of the asset. The team believes the spectrum auction is likely to occur in 2015. However, the agreement addresses differing scenarios such as delays or cancellation of an auction and the District's recourse if there is a delay in payments from LocusPoint.

Ms. Roecks said the team has spent many hours over several months consulting with attorneys to make sure the District's interests are protected fully and they believe the proposed agreement with LocusPoint Networks is the best and most valuable option for the District.

Trustee Miljanich said this is a very difficult situation. She said the Board has been discussing KCSM-TV for a number of years. She said the Board has a responsibility to look at what is in the best interest of students as well as the community at large. She said she believes the District has done due diligence and has tried to come up with other solutions that were not successful. Trustee Miljanich said she is prepared to support the recommendation.

Trustee Mandelkern thanked the public for their comments, including Ms. Rosenberg and Mr. Tenenbaum who have addressed the Board at previous meetings. He said the Board has been discussing this issue at public meetings for more than three years. At some of those meetings, there have been no public comments and at some there has been extensive public input. Regarding the issue of transparency, Trustee Mandelkern said the Board has tried to provide as much disclosure as possible. He said that the Board has a fiduciary responsibility, part of which is to make sure the District gets the fair market value for this asset. Given this responsibility and the constraints the Board has been working under, Trustee Mandelkern said every detail of every contract and proposal cannot be made public before negotiations are completed because to do so would harm the District's negotiating posture. He said the Board welcomes input from the public, but it is the Board's responsibility as elected representatives of the citizens of San Mateo County to make decisions.

Trustee Mandelkern said this difficult process has been conducted in the context of budget cuts and pressures that affect the District's primary mission of educating students in San Mateo County. He said the station was developed in the context of the mission to educate students and the Board must consider whether it is the best use of time and resources to continue to support the station as part of that educational mission. He said he shares many of the concerns that have been expressed eloquently regarding the commercialization of public media and the consolidation of media. He noted, however, that the Board does not make the rules but must live within them. Trustee Mandelkern said the District is dealing with a broadcast entity in the midst of a very tumultuous and complicated time for broadcast entities.

Trustee Mandelkern said that, while he appreciates the many comments received from residents of Berkeley, this is not his primary concern. He said the District's primary mission is to serve the residents of San Mateo County. He said that, while the station may be viewed as a Bay Area asset, it is in fact the District's asset and the Board must do what is best for its constituents. He said the District's mission is to educate students, not to fund public media or to try to revamp the

broadcast of spectrum the way the Board may wish it were rather than the way it is. Trustee Mandelkern said that, as expressed at many meetings over many years, the District continues to have approximately \$1 million in losses every year at KCSM-TV. He said this Board has been clear that the District cannot afford to continue this financial subsidization. He said the Board has looked at many different options brought by staff and station management for programming and partnerships. He said the Board has heard many requests to do something but few specific suggestions as to what the District might do, and who to do it with, that would present a viable option to ensure the financial and programming viability of the station.

Trustee Mandelkern said he disagrees that there has been a failure of management. He said management has worked creatively and broadly. He said staff have spent months working with bidders who either did not have the financial wherewithal to complete a transaction or could not meet FCC requirements. Trustee Mandelkern said the Board has concluded that District has done everything possible and has not found another, more viable option.

Trustee Mandelkern said the recommendation to enter into an agreement with LocusPoint keeps the station on the air until a spectrum auction might occur; continues the operations with KCSM-TV staff as a public broadcasting entity; and does not preclude the District's ability to come up with a better plan or strategy if something else occurs, thus protecting the District from financial risk. He said it is important to make sure that the District does not undervalue the asset in any transaction and he believes that keeping a large percentage of the potential proceeds protects the District. Trustee Mandelkern said a critical question is whether one believes the value of the spectrum will be greater or less than \$10 million. If it will be greater than \$10 million, as many predict it will be, it will be a very favorable deal for the District compared with the alternatives and will protect the financial interests of the residents of San Mateo County who have generously funded the District since it was formed more than 90 years ago. By discontinuing subsidies for KCSM-TV from the general fund, it will also allow the District to focus on its principal mission of educating students. Trustee Mandelkern said he understands that the District has not aired classes on KCSM-TV for five years. There are currently fewer than 20 FTE students take the broadcasting class at a cost of \$1 million per year in general fund subsidy, or approximately \$75,000 per student per year. Community colleges are funded by the state at a level of less than \$5,000 per student per year.

Trustee Mandelkern said the Board has the responsibility to do the best it can for the greatest number of students in San Mateo County. He said he believes the Board must look at the option that provides the greatest return for the District and the best outcome in terms of programming availability. Trustee Mandelkern said the Board could consider simply letting the station go dark and surrendering the license; however, he does not believe this is a viable alternative because it would be a failure of the Board's responsibility to the residents of the County.

Regarding the Blackstone Group, Trustee Mandelkern said this is a publicly held company which is involved in many businesses, including Hilton Hotels, Michael's Framing and Art Supplies, Moldavian Airlines and many other businesses. He said Blackstone is a capital provider and its business is to make money. He said broadcasting is a business that requires money and, when one needs money, one goes to the people who have money. He said that in the past, staff has spent months negotiating with bidders who in the end did not have the financial wherewithal. He said Blackstone is willing to finance a transaction that he believes brings great benefits to the District. For this reason, he believes that approving the recommendation is the right thing to do.

President Schwarz said it was very painful for the Board to decide that, because of ongoing deficits, it could no longer afford to financially subsidize KCSM-TV. She said KCSM's general manager has presented different proposals and has tried everything she could think of, including employee cutbacks. Regarding transparency, President Schwarz said the Board has discussed this issue at many meetings and the public has had a chance to comment over a long period of time. She said the specifics of the contract were not publicized because negotiations were going on until the last minute. She said there now seems to be concern about who the District will agree to do business with. President Schwarz said staff has worked diligently over many months and has given the Board confidence that the recommendation will be best for the District.

Ms. Rosenberg said it is likely that the National Association of Broadcasters will take the FCC to court regarding the parameters of the spectrum auction. She said the District is accepting an offer for \$3.6 million but rejected an offer for \$5.8 million six months ago. She said the charges regarding lack of transparency and fundamental dishonesty are not out of line. She said she was told that Trustee Mandelkern told a *Palo Alto Daily Post* reporter 72 hours ago that he had not seen the amounts of the bids; she said it is insane to make a multimillion dollar decision without knowing the details.

Ms. Rosenberg said the characterization of public television financing in the board report is factually wrong. She said the assertion that it is impossible to find a partner is also untrue, as a partner is readily available in PenTV. She said this bidder would continue to operate the station beyond a spectrum auction. She said this is a local and fellow not-for-profit broadcasting partner. Ms. Rosenberg said the asset belongs to the public and there should be a 30 to 60 day public comment period.

Trustee Mandelkern said Ms. Rosenberg's assertion regarding his statement to the *Daily Post* reporter is simply untrue. He said the reporter clearly stated in her article, published in Tuesday's edition, that Trustee Mandelkern said he had received the contracts with the financial information and had reviewed them. Trustee Mandelkern said the fact that the reporter stated this in print indicates that this is what she heard. He said he is offended when members of the public accuse the Board of not doing their job. He said Board members have considered the issue of KCSM-TV very seriously over the past several years and all Board members would like to see KCSM-TV live on forever. However, they are faced with financial reality and are trying to make the best of a bad situation. Trustee Mandelkern said inflammatory comments that attack Board members do not help in the decision making process.

President Schwarz said she always appreciates hearing from the public, whether they agree or disagree with her and other Board members. She said that, as an elected trustee of the District, she is confident that administrative staff have worked with experts and have done due diligence and she is prepared to accept their recommendation.

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

## **INFORMATION REPORTS**

### **DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2013 (13-5-1C)**

President Schwarz said the attachments were not included in the board report. They have been provided to the Board and are available to others at the meeting. The Board accepted the report. There were no questions or comments.

## **COMMUNICATIONS**

President Schwarz said that since the last regular meeting, the Board received 22 emails regarding KCSM-TV; each has been answered by staff on behalf of the Board. The Board also received email correspondence from two individuals regarding public records requests and several invitations to end-of-year events at the Colleges.

## **STATEMENTS FROM BOARD MEMBERS**

Trustee Miljanich wished Student Trustee Girard good luck in his future endeavors.

Trustee Mandelkern said his thoughts are with Trustee Holoher and his family with the sudden and shocking passing of Nadia Holoher. He said the entire Holoher family has been committed to public service and the passing of Mrs. Holoher is a great loss to Millbrae, San Mateo County and the country.

Student Trustee Girard added his condolences to the Holoher family. He said he will be active next year in the Associated Students and will continue to attend meetings. He attended the General Assembly of the Student Senate for California Community Colleges and other events at the campuses.

President Schwarz wished Student Trustee Girard well. She said she is saddened that any member of the public feels that the Board is not transparent. She said she prides herself on being open to the public, listening to their concerns and following through as appropriate. She said the Board is committed to transparency and it is upsetting that people from outside the District area have attacked the Board in this regard.

President Schwarz said words cannot express the deep sadness she feels for Trustee Holoher and his sons.

President Schwarz said she attended the retirement reception for Helen Hausman. She also attended a retirement party for Susan Estes, Vice President of Instruction at College of San Mateo, and commented that Vice President Estes was gracious in her acknowledgements. President Schwarz attended an education meeting with Senator Jerry Hill which focused primarily on K-12 issues. She enjoyed a lunch with the U.S. Ambassador to Fiji at Skyline College.

**RECESS TO CLOSED SESSION**

President Schwarz announced that during Closed Session, the Board will consider the personnel items listed as 1A, 1B and 1C on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

President Schwarz said the next scheduled meeting of the Board will be a Special Meeting on June 5 at 6:00 p.m. in the District Board Room at a time to be determined; interviews of candidates to fill the Board vacancy will be held at this meeting, which is open to the public. The June Study Session will be held on June 12.

The Board recessed to Closed Session at 8:45 p.m. and reconvened to Open Session at 9:50 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Schwarz reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 3-0 to approve the items listed as 1A, 1B and 1C.

**ADJOURNMENT**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to adjourn the meeting in memory of Nadia Holober. The motion carried, all members voting "Aye." The meeting was adjourned at 9:55 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 17, 2013 meeting.

**Minutes of the Special Meeting of the Board of Trustees  
San Mateo County Community College District  
June 3, 2013, San Mateo, CA**

**The meeting was called to order at 3:10 p.m.**

**Board Members Present:** President Karen Schwarz, Trustees Richard Holober, Dave Mandelkern and Patricia Miljanich, Student Trustee David Zay Latt

**Pledge of Allegiance**

President Schwarz welcomed Student Trustee Latt who assumed office on June 1; the ceremonial swearing in will take place at the June 17<sup>th</sup> Board meeting.

President Schwarz welcomed Trustee Holober and informed him that the Board adjourned the May 15<sup>th</sup> meeting in memory of Nadia Holober.

**NEW BUSINESS**

**BOARD VACANCY: APPLICATION REVIEW (13-6-1B)**

Trustee Schwarz said the Board received twelve applications to fill the vacancy on the Board. She called for discussion about whether to screen the applications or interview all applicants.

Trustee Miljanich said that, because of the need for continuity beyond the interim period leading up to the November election and the substantial investment made in the training and orientation process for a new trustee, she would prefer not to grant interviews to the applicants who indicated either that they would not run or they were undecided about running for the full term in November. After discussion, all Board members agreed and directed staff to inform the five candidates who indicated that they would not run or were undecided about running that they will not be interviewed for the position.

The Board discussed whether to further screen applicants and decided to interview all of the seven remaining candidates.

The Board discussed the process for the interviews. They decided to schedule interviews with the seven candidates over a two night period, with four candidate interviews on June 5 and three on June 12; the Board asked staff to set the interview schedule. The interviews will be conducted in open meetings and both meetings will begin at 6:00 p.m. A maximum of one hour will be allowed for each interview. Each candidate will be allowed to make a five minute opening statement. Board members will then ask five random questions from a list formulated by the Board at the May 3<sup>rd</sup> Special Meeting, followed by questions that individual Board members may wish to ask. The candidate will then be allowed to make a three minute closing statement.

The Board reviewed and made some changes to the list of random questions that will be asked of candidates.

The Board discussed the timing of selecting a candidate to fill the position. A majority vote for one candidate is required (three votes). The Board agreed that they might be able to make a decision at the end of the second night of interviews or they might need time to reflect and wait until the meeting of June 17 to try to reach a decision. President Schwarz said the candidate who is selected would take the seat immediately.

Trustee Holober suggested, and the Board agreed, to conduct background checks on the seven candidates to verify education and employment histories. Staff will ask the candidates to complete a form agreeing to the background checks and will ensure that the background checks are conducted. Trustee Mandelkern suggested, and the Board agreed, to verify that the candidates are registered voters at the addresses listed on their applications; staff will check voter registration files, which are public information, to make the verification.

The Board discussed whether candidates can be asked to absent themselves from the room while other candidates are being interviewed, even though the meetings are open to the public. President Schwarz, along with staff, will check with County Counsel to determine whether the Board can suggest to candidates that, out of respect to other candidates, they not be present for the other interviews.

Audience member Bill Nack asked for the names of the seven candidates who will be interviewed. President Schwarz said they are: Ravi Kapur, Tom Mohr, Genevieve Jopanda, Barbara Noriko (Nori) Jabba, Bill Lock, Stan Watkins and Alvin Zachariah.

**ADJOURNMENT**

It was moved by Trustee Miljanich and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 4:10 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 17, 2013 meeting.

**Minutes of the Special Meeting of the Board of Trustees  
San Mateo County Community College District  
June 5, 2013, San Mateo, CA**

**The meeting was called to order at 6:05 p.m.**

**Board Members Present:** President Karen Schwarz, Trustees Richard Holober, Dave Mandelkern and Patricia Miljanich, Student Trustee David Zay Latt

**Pledge of Allegiance**

President Schwarz announced that four candidates who applied to fill the vacancy on the Board of Trustees will be interviewed at this meeting. She said that each candidate will be allowed to make an opening statement of five minutes or less, followed by questions from Board members and a closing statement of three minutes or less.

The candidates interviewed were:

1. Barbara Noriko (Nori) Jabba
2. Thomas C. Mohr
3. Genevieve V. Jopanda
4. Alvin Zachariah

Following Ms. Jopanda's interview, Josh Becker addressed the Board. Mr. Becker submitted an application and answered "no" to the question, "Please indicate if you are planning to run for the community college Board in November 2013." At the Board's special meeting on June 3, the Board unanimously decided that, because of the need for continuity beyond the interim period leading up to the November election and the substantial investment made in the training and orientation process for a new trustee, they would not grant interviews to the applicants who indicated either that they would not run or they were undecided about running for the full term in November. Mr. Becker said that, because of the way the question was worded, he interpreted a "yes" answer to mean that the candidate would definitely run for the office in November whether appointed or not appointed to fill the vacancy until that time. He said he hoped to clarify during an interview that he had planned to run for the office in November if he was appointed, but would not challenge another appointee. He said he was excited about the opportunity to serve on the Board and requested that the Board grant him an interview.

President Schwarz said the Board would discuss this matter after the final interview and Mr. Becker was welcome to be present for that discussion.

After Mr. Zachariah's interview, the Board discussed Mr. Becker's request. The Board unanimously decided not to reverse its decision to not interview candidates who indicated they would not run for the office in November. During discussion, Board members said that none of the other candidates interpreted the question the same way as Mr. Becker did. In fact, three of the candidates who indicated they would not run or were undecided added some explanatory remarks about their answer. Board members also agreed that, if the Board reversed the decision regarding Mr. Becker's application they believed that, in fairness to all, they would have to give others who indicated they would not run for office the opportunity for an interview.

**ADJOURNMENT**

The Board adjourned by consensus at 9:58 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 17, 2013 meeting.

**Minutes of the Special Meeting of the Board of Trustees  
San Mateo County Community College District  
June 12, 2013, San Mateo, CA**

**The meeting was called to order at 6:05 p.m.**

**Board Members Present:** President Karen Schwarz, Trustees Richard Holober, Dave Mandelkern and Patricia Miljanich, Student Trustee David Zay Latt

**Pledge of Allegiance**

President Schwarz announced that three candidates who applied to fill the vacancy on the Board of Trustees will be interviewed at this meeting. She said that each candidate will be allowed to make an opening statement of five minutes or less, followed by questions from Board members and a closing statement of three minutes or less.

The candidates interviewed were:

1. William Lock
2. Ravi Kapur
3. Stan Watkins

Following the interviews, the Board held extensive discussion regarding the seven candidates who were interviewed on June 5 and at this meeting. The Board declined to make an appointment and agreed to again discuss the appointment at the June 17<sup>th</sup> meeting of the Board.

**ADJOURNMENT**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:15 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 17, 2013 meeting.

# President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

### VANESSA CHOSA AWARDED THE 2013 UNIVERSITY OF CALIFORNIA SANTA CRUZ PISTER SCHOLARSHIP



Vanessa Chosa, Skyline College EOPS/CARE/CalWORKS student is the first Skyline College single parent student to win the prestigious UC Santa Cruz Pister Scholarship.

The Karl S. Pister Leadership Opportunity Award was established in 1993 by Chancellor Pister to increase opportunities for outstanding, talented California community college students who have overcome adverse circumstances and have a demonstrated commitment to assisting and improving the lives of others. The Leadership Program offers a \$20,000 scholarship, plus summer work opportunities. Vanessa Chosa, a first generation college student, joins a prestigious circle of EOPS students who are former Pister Scholars.

Ms. Chosa will study Latin American Studies. Before coming to Skyline College, Vanessa attended Peninsula High School. During her first semester at Skyline College, Vanessa was awarded the Friends of Skyline College scholarship. "I realized how much I enjoyed learning and that my past experiences do not predict my future." "At Skyline, I have received the most support from teachers and counselors in my life." Vanessa is an exceptionally dedicated student. She has also been working on campus as a CalWORKS work-study student assistant.

Vanessa Chosa's EOPS family is delighted and honored to laud her accomplishments. We are certain that Vanessa will continue to use her life experiences and future achievements to significantly enrich the campus community and the world around her.

*Article by Imelda Hermosillo. Photo by Javier Urena.*

### THE 8<sup>TH</sup> ANNUAL PILIPINO CULTURAL NIGHT AT SKYLINE COLLEGE: LAYUNIN

This year's production, on May 2<sup>nd</sup> and 4<sup>th</sup>, 2013, drew on pre-colonial Filipino history, bringing us back to the Philippine island of Palawan during ancient times as a possessed datu (or chieftan) attempted to rule the entire island while his banished son and daughter fought to keep the peace amongst the tribes. The story was written by the English 104 AK class under the supervision of head writer Danika Gutierrez, who was also in charge of last year's production, Kapre & Me. The students were able to successfully sell tickets for two shows, a preview night and gala night, attended not only by friends and family members, but also past PCN alumni who wanted to support the next generation of PCN students. On gala night, after the show, the Kababayan Community also celebrated graduates and transfer students, awarding stoles and program patches not only to the students, but to our departing Fulbright Foreign Language Teaching Assistant for 2012-2013, Joyce Benedicto.



A limited number of the Layunin hooded sweatshirts (\$25) are still available, and the DVDs of the Gala Night show (\$15) will be on sale in a few weeks. Please contact Liza Erpelo at [erpelol@smccd.edu](mailto:erpelol@smccd.edu) or x 4119 if you are interested in purchasing either of these items. All proceeds from the show go toward future productions and activities for the Kababayan Program and its very active and dynamic student-initiated and student-run programs: Filipino Student Union, Kapatiran Mentorship Program, and Kababayan Dance Troupe.

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

This show would not be possible without the help and support of several important people: Kababayan advisors Liza Erpelo, Melanie Espinueva, and Nate Nevado; guest choreographer and PCN alumnus Jonathan Tioseco; Theater Events Manager Alan Ceccarelli and the members of his Drama 680SA: Technical Production/Stagecraft class; Katie Beverly in Graphic Arts/Production; and our deans and their assistants: Mary Gutierrez and Kennya Ruiz, Donna Bestock and Kathy Fitzpatrick, and Joe Morello and Sandra Hatzistratis.

*Article by Liza Erpelo. Photos by Justin Aquino, JKino Photography.*



### **SKYLINE COLLEGE SOPHOMORE, ANNA NGUYEN, FINISHES SECOND IN BADMINTON STATE CHAMPIONSHIPS**

Skyline College sophomore, Anna Nguyen, finished second in the California Community College Athletic Association (CCCAA) Badminton Championship contested at Pasadena City College on May 10-11. Nguyen was seeded third in Northern California and overcame several highly ranked players in reaching the final. Nguyen defeated Kim Jonatan of Fullerton College in straight sets by scores of 21-12 and 21-12. Anna then upset the number one seeded Southern California player, Darby Duprat of San Diego City College, in dominating fashion winning in two quick games by scores of 21-10 and 21-11.

Her two victories advanced Nguyen to the semi-finals against defending state champion Angie Ortiz of Pasadena City College. It was Ortiz a year earlier that knocked Nguyen out of the championships. The rematch had a different outcome. Ortiz won the first game as Nguyen faulted on several serves by a margin of 21-18. In the second game Ortiz built an early lead and was ahead 18-12 when Nguyen began playing her best badminton of the weekend. Using a deft touch and aggressive approach, Anna ran off nine consecutive points winning the second game by a margin of 21-18. With the momentum clearly on her side, Nguyen dispatched Ortiz in the third game 21-17 to advance to the finals.



In the final awaiting Anna was the top ranked and undefeated player of the year Sheung Wi “Pinky” Li. Li, a freshman at DeAnza College, was riding the wave of an undefeated season having a perfect 26-0 singles record and having not dropped a set all year. In the final, the feisty Nguyen of Skyline College gave Li all she could handle. In the opening set Li fell behind 9-8, went ahead 13-9, but Nguyen cut the margin to 16-15. Li’s talent really showed toward the end of the set as she used a pair of overhead smashes and a crosscourt cutter to win the set at 21-17. Nguyen in the second set was only down 7-6 when Li went on an 8-1 run effectively ending the match and cruising to a 21-11 victory.

“Anna played with a lot more confidence than when I faced her before,” Li said. “She had just beaten Angie. She doesn’t give up.” Anna’s second place finish was the highest by a Skyline College player since 2008 when Maggie Ho won the state championship.

*Article by Joe Morello.*

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

### STUDENTS WIN WITH YOUTH ENTREPRENEURSHIP PROGRAM BUSINESS PLAN COMPETITION!



On May 15, 2013, the Youth Entrepreneurship Program at Skyline College (YEP) hosted the Spring 2013 Business Plan Competition Finals Round & Awards Ceremony. This will mark YEP's third competition since May of 2012 and its first to launch district-wide. This competition was made possible in part, due to collaborative efforts between Cañada College and College of San Mateo. For the first time, students enrolled in any one of the district's colleges were able to participate in the same competition.



The Finals Round was held on Skyline College's campus. Students throughout the district were given the opportunity to present their business plans to a panel of industry judges from various business backgrounds and companies, including PG&E, The San Bruno Chamber of Commerce and Prudential Financial. Students that participated in this competition received one-on-one coaching and mentoring from business owners and faculty to help refine and perfect their business plans.

Cash prizes, totaling \$3,500 were awarded to three winning business plans.

*And the winners are...*

- **1<sup>st</sup> place award of \$2,000** went to Student Speak Station, a unique business that focuses on media-based learning tools. *Campus: CSM*
- **2<sup>nd</sup> place award of \$1,000** went to Hotdog Creators, a gourmet restaurant featuring exquisite hotdog creations from around the world. *Campus: Skyline College*
- **3<sup>rd</sup> place award of \$500** went to Guzzlers Custom Auto Body, an auto body repair shop designed especially for the high-end, car enthusiast. *Campus: Skyline College*



### Congratulations to the three winners!!

We would like to thank all faculty, students and staff for their support of YEP and the competition!

All students who took part in the YEP competition were also eligible to compete in the BEC Boost State-wide Business Plan Competition for a chance to win a grand prize of \$5,000.

State-wide Update: Out of over 600 entries, two YEP participants Jerry Reynolds and Kevin Garrett, advanced onto the semi-final round of the BEC Boost State-wide competition. Congrats to the students!

For more information on the Business Plan Competition or on how to be involved in YEP, please contact Pcyeta Jackson: [jacksonp@smccd.edu](mailto:jacksonp@smccd.edu).

*Article by Pcyeta Jackson. Photos by Elizabeth Tablan.*

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

### SIXTH ANNUAL HONORS RESEARCH SYMPOSIUM MAY 4, 2013 – SKYLINE COLLEGE ROCKS STANFORD!

For the sixth year in a row, the Skyline College Honors Transfer Program members at the Symposium did an outstanding job of presenting their original research projects to over 300 honors students and faculty from community colleges throughout the state.

The following students were presenters this year: Deanna Badong (English/ENVS), Jordan Chan (Physics), Gabriel Denham (Computer Science/Physics), Phyo Htut (Physics), Sarah Kay (English/Political Science), Maryam Khan (Physics), Noemi Lassat (Biology), Rashin Parsa (Anthro), Jenny Phamhi (Biology/Adaptive PE), Aruna Singh (Biology) Tulsi Solani (Biology), Aaron Tun (Physics) & Zhiteng Yan (Physics). The competition to be selected was stiff: 44% of the proposals submitted were selected this year.



A number of faculty mentors and discipline professors provided inspiration and support: Shari Bookstaff, Chip Chandler, Jeff Diamond, Katharine Harer, Nick Kapp, Ilkka Koskelo, Melissa Michelitsch & Lori Slicton. Add to the list Skyline College faculty members who volunteered to serve as moderators of student sessions: Jim Bowsher, Luciana Castro, Stephen Fredricks, Gregg Grist & Katharine Harer. Katharine has also served as the Chair of the Proposal Committee and a member of the Symposium Planning Committee since the inception of the event. Honors Transfer Program Counselor, Joyce Lee, is also an original Planning Committee member. Joyce is in charge of Registration, a herculean task which she performs gracefully and efficiently.

The Honors Research Symposium is a stimulating day of celebrating student scholarship. Next year it will be held at UC Berkeley, and Skyline College students are already working on projects to present.

*Article by Katharine Harer.*

### NEW ENERGY SYSTEMS TECHNOLOGY MANAGEMENT (ESTM) DEPARTMENT PILOTS SOLAR AND ENERGY EFFICIENCY COURSES WITH PG&E

The new Energy Systems Technology Management (ESTM) department at Skyline College piloted two solar courses and a commercial energy efficiency course with PG&E's Pacific Energy Center (PEC) in April. The PEC is a customer-funded education and training program that offers dozens of courses annually to the public on topics related to renewable energy and energy efficiency.

The facility, located in the South of Market area of San Francisco, serves a similar audience to the college: new entrants to the field and experienced professionals looking for the next step in their career.

PEC courses are mostly one-day workshops on special energy topics, taught by experts in the field, designed with input from industry advisement. The courses usually do not require prior training, and historically do not offer credentials or formal pathways to employment.

That's where Skyline College ESTM faculty and PEC leaders and instructors see an opportunity for partnership. The pilot courses, a solar credentialing course, a solar thermal course, and a 3-day commercial building energy auditing course, created models for PEC students to earn college credit toward degrees and certificates in the ESTM programs at the college. The college also enables the PEC to offer a solar industry credential from the North American Board of Certified Energy Practitioners (NABCEP).

ESTM department faculty Bruce Greenstein, Doug Faust, Peter Waring, and Aaron Wilcher worked with Pete Shoemaker, the PEC Renewables Coordinator, and Ryan Stroupe, the PEC Energy Efficiency Coordinator on a partnership they feel makes practical sense, using existing resources. The special topics solar courses at the PEC met a need in ESTM curriculum, and Shoemaker and Stroupe were able to fill the need with curriculum they have in hand.



Energy Systems Technology Management

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013



*Pete Shoemaker of the PG&E Pacific Energy Center dives into a solar thermal lesson.*

In one model for the partnership, current college students signed up for the PEC courses through the regular Skyline College schedule of classes. In another model, students who showed up through PG&E's registration can fill out a petition for "Credit by Exam" at no cost through a program called CTE Transitions. The programs allowed the college to serve existing and new students.

The course with Ryan Stroupe, a 3-day course called, Energy Auditing Techniques for Small and Medium Sized Commercial Facilities, also enabled the college to train several college interns who gained work experience on energy efficiency projects in the county during Spring semester.

The ESTM programs are offering an extensive summer solar course, ENV5 411, Solar Design, Estimation, and Sales and a high school program, ESTM 680SA, Summer Energy Camp. Starting in Fall, 2013, solar and energy efficiency courses and labs the college move from the Environmental Science and Technology (ENV5) program to the ESTM department. For more information about the classes and programs, please visit the department's website:

**[www.SkylineCollege.edu/estm](http://www.SkylineCollege.edu/estm)**

For more information on the PG&E Pacific Energy Center, go to their website: [www.pge.com/pec/](http://www.pge.com/pec/)

You can also email or call Skyline College ESTM program staff for more information.

Aaron Wilcher, Program Coordinator  
 (650) 738-4498 or [wilchera@smccd.edu](mailto:wilchera@smccd.edu)

Rita Gulli, Project Director  
 (650) 738-4491 or [gullir@smccd.edu](mailto:gullir@smccd.edu)

*Article & Photo by Aaron Wilcher.*

### THE KABABAYAN PROGRAM AT SKYLINE COLLEGE PRESENTS: *AMING KUWENTO II: THE NEXT CHAPTER*

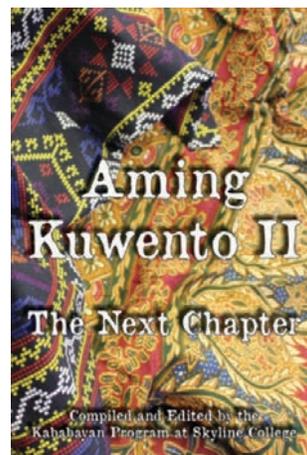


In 2008, the Kababayan Program and Filipino Student Union at Skyline College published their first book, *Aming Kuwento: Our Stories*, a collection of artwork, photography, poetry, short stories, and essays about the Filipino and Filipino American experience. Students, faculty, staff, and community members all contributed to the project, which was funded by a Trustees' Fund for Program Improvement awarded in Fall 2004. The book was inspired by the words of Evangeline "Vangie" Buell, co-founder of the East Bay chapter of the Filipino American National Historical Society:

"If we do not tell our own history, then others will tell it for us—as *they* interpret it—and we will risk losing the essence and truth about the Filipino American experience. That history could fade from memory, and one day, our children's children could be asking, 'Who were our ancestors? What were they like? What did they do?' and there could be no one to answer and nowhere to look."

Five years later, thanks to a second Trustees' Grant, the Kababayan Program has produced a second volume, *Aming Kuwento II: The*

*Next Chapter*. This time, the book was created by the students in Liza Erpelo's class, Literature 267 AK: Filipino American Literature. The students in the class created the call for submissions, served as the editorial board for the project, and came up with the concepts for the cover art. The books were published by 360 Digital Books.



*Aming Kuwento II: The Next Chapter* was officially released on Monday, May 20, 2013 at a book launching party at Skyline College in the Hosting Gallery of the Multicultur

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

Center in Building 4. The contributors were invited to share their selections from the book and refreshments were served. Books are available for sale in the Kababayan Community office (4-246) at \$15 each. All proceeds from the book will go to the “Friends of Kababayan” fund, a community-supported fund to provide resources such as educational materials, supplies, equipment, and scholarships for the Kababayan Program students, faculty and staff.

*Article and photos by Liza Erpelo.*

### CONGRATULATIONS TO THE GRADUATES!



The 43<sup>rd</sup> Annual Commencement Ceremony took place on the evening of Friday, May 24th at 5:00 p.m. at the Skyline College Gymnasium. This year more than 250 students participated in the ceremonies. Seating accommodated the family members of the record number of participants on a first-come, first-serve basis. Overflow seating (and refreshments) were provided in Building 4. The public could also watch the live video stream of the ceremony by going to [www.SkylineCollege.edu](http://www.SkylineCollege.edu).

The student speaker was

Andrea Gabriel, daughter of Poe and Sila'ila'I Gabriel, a native of San Diego, California. In 2009 Andrea found herself in the Bay Area and began her Skyline College career in the fall of 2011. While at Skyline College she has been a two-time recipient of the Grove Scholarship Award, a member of the Phi Theta Kappa International Honors Society, and a Dean's List student.

Andrea's future plans include continuing her studies and pursuing a double major in Early Childhood Education and Psychology in order to become a Marriage and Family Therapist. Andrea has been blessed with support from her family and programs at Skyline College such as TRiO, EOPS and the SparkPoint Center. This love and support has given her a renewed aspiration for learning and a genuine willingness to give back to her community.

The keynote speaker was Juan Sepúlveda, the Senior Advisor for Hispanic Affairs at the Democratic National Committee (DNC), having been named to this new position in November 2011. He led the DNC portion of the Latino Obama 2012 team that helped re-elect President Obama with a record-level of Hispanic support (75%).

Prior to joining the DNC, Juan led the White House Initiative on Educational Excellence for Hispanics for the Obama Administration for two-and-a-half years, having been appointed on May 19, 2009 to the position of Executive Director. In this position, he built a national Latino education network of Latino leaders and key community stakeholders by convening half-day Community Conversations in more than 100 communities in 35 states, Puerto Rico and Washington, D.C., with more than 10,000 people participating. Juan designed and facilitated the first-ever White House Hispanic Policy Conference. Co-sponsored with the White House Office of Public Engagement, 160 Hispanic leaders from 25 states, D.C. and Puerto Rico joined over 100 Administration officials over two days to discuss the President's agenda and its impact on the Hispanic community and more importantly, to strategize on how to best move forward together to improve outcomes and access for the Hispanic community.

Before joining the Obama Administration, Juan had been a senior executive, strategist, and advocate in the nonprofit and philanthropic communities, with a focus in community development, capacity building, and transformational management for more than 20 years. He was president of The Common Enterprise (TCE), which he founded in 1995 as an outgrowth of a national Rockefeller Foundation initiative to help build stronger communities across America by making nonprofits, philanthropic organizations, governments, businesses, and communities more effective as they tackled significant critical social issues in more than 35 states and nationally.



Mr. Sepulveda received a bachelor's degree in government from Harvard University. The third Latino ever to be awarded a Rhodes Scholarship, he graduated with a combined degree in politics, philosophy, and economics from the Queens College of Oxford University. He received a J.D. from Stanford Law School and has been admitted to the Texas Bar.

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

### SPRING FORMAL DANCE SHOWCASE

The Skyline College Dance Program performed their first formal show this spring semester on May 10, 2013 in the theater! There were two show times: a matinee at 2 p.m. and an evening show at 7 p.m. Even though the backstage and tech crew member numbers were low, with Alan Ceccarelli (Theater Events Manager) managing light and tech, Jude Navari (Music/Voice professor) running backstage, Amber Steele (Dance Instructor) managing music, Brandi Rhodes (student/stage manager), and Zack Bruno (concert band conductor/Music Instructor) kindly manning the lobby for us, the amazing show ran smoothly in under two hours.

Through the Dance Exchange Project, which began this year, we were able to recruit dancers from other colleges and high schools in the area to be a part of the show. The Dance Exchange Project is an outreach program led by the Dance Production Class (DANC 400) and the Skyline College Dance Honor Society (a Chapter of the National Honor Society for Dance Arts). Students and Professor Steele visit nearby high schools and lead a dance and choreography workshop for the high school dance students. The workshops conclude with an open forum about attending Skyline College and joining the dance program on campus. Each high school that we visit then sends dancers to perform a number in our formal dance showcase at the end of the semester.

A grand total of 28 pieces were performed in the show, including: over 20 dancers from Jefferson High School, nearly 20 dancers from College of San Mateo, including Performance Dance Ensemble and the Professor Joan Walton's Social Dance classes, five tap dancers from Mercy High School in Burlingame, dancers/cheerleaders from Terra Nova High School, plus thirty of the Skyline College dancers from the Dance Production Class (DANC 400), Modern Dance class (DANC 110) and the Skyline College Chapter of the National Honor Society for Dance Arts, plus another dozen or more from The Skyline College Kababayan Dance Troupe. The high school performers had a great time and are excited to perform again next year. Mercy Burlingame's dance director, Gary Ferguson, wrote to Professor Steele, "I can't thank you enough for inviting us to perform with you. My girls had a blast..."

Following the show Professor Steele received:

- an invitation from Nate Nevado, asking our dancers to perform at Rock the School Bells next year
- great thanks and promises to participate next year from CSM, Mercy Burlingame & Jefferson High Schools
- an amazing email from the dance director, Gary Ferguson, at Mercy High School, who suggested that Skyline College hold an annual competition for his dancers to earn a place in our formal showcase. He also offered to collaborate on promotions and costuming in the future.

We look forward to next year's show!



*The Skyline College Kababayan Dance Troupe*



*Flash Mob Finale*

*Article by Cierra Peel. Photos by R.R. Photography.*

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

### MARKETING COMMUNICATIONS & PUBLIC RELATIONS WINS AWARDS FOR 2011-2012 ANNUAL REPORT

The first ever Skyline College Annual Report was entered into the San Francisco Gallery Impression Awards and won the Silver Award for Superb Craftsmanship. The Report was also entered in the state-wide competition and won a Silver Award there as well. The piece served as a branded means of communication for the community, supporters, funders and the Board of Trustees.

The newly assembled Marketing, Communications & Public Relations team produced the Report in August 2012. The team included Keisha Ford - Support/Photo Research, Helen Hueg - Design/Layout/Graphics, Cherie Napier - Project Manager/Editing and Dr. Gina Rosabal - Writing/Editing/Research.



*Article by Cherie Napier. Photo by Raul Guerra.*

### ADMINISTRATIVE LEADERSHIP TEAM TRAINED FOR EMERGENCY RESPONSE



On May 16, 2013 the Skyline College Administrative Leadership Team engaged in a full day Table-Top workshop on the effective activation of the Emergency Operations Plan. Participants were assigned specific roles and received emergency briefings from the facilitators. The exercise was facilitated by Maloney and Associates.

The mock scenario involved a report that six inmates from San Bruno Jail escaped and were last seen on the campus of Skyline College. Workshop participants activated a Level III Emergency Operations Command Center and effectively responded to the situation as it escalated and subsided to result in the full apprehension of all inmates.

The participants debriefed after the exercise, identifying the most effective responses and areas that can be strengthened in order to ensure an effective activation in the future. President Stanback Stroud indicated that the team will re-visit the Skyline College Emergency Operations Plan in order to incorporate lessons learned.

Under the leadership of Vice Chancellor José Nuñez, the district support was immeasurable. The event certainly made the team much more equipped to handle emergencies and provide safe effective leadership and guidance for the college in the event of an emergency or disaster. The training team was superb as was the organization of the exercise itself. The team certainly learned a lot and it also became much more aware of areas that need to be strengthened.

Thanks go out to all on the team a job well done and for their dedication in serving this great college. The team will be re-visiting our plan, updating it, addressing the areas that we learned are in need of our attention and practicing even more to be the Alpha Team when it comes to guarding the safety of our college and community.

*Article by Regina Stanback Stroud. Photos by participating members.*

## SKYLINE COLLEGE BOARD REPORT

JUNE 17, 2013

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### ACCREDITATION UPDATE

The accreditation self-evaluation is in the final stages. The document is being edited for grammatical errors, adherence to style guides, and that the document should speak with one voice. The team is also finalizing the front pages of the document, reviewing evidence cited, checking links for accuracy, and working on defining acronyms used in the document.

The Co-Chairs received approval for Accreditation Self-Evaluation Draft 3 from the Classified Council, Academic Senate, Associated Students (ASSC) and Management Council.

The feedback from all constituency groups is that the document accurately reflects our college and we are extremely proud of the results. We thank the college community for their support and feedback and to everyone involved in the writing of the self-evaluation.

#### **Skyline Shines!**

*Article by Donna Bestock and Christine Roumbanis.*





# President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ June 17, 2013

## Inside...

The Return of Jazz on the Hill Attracts Thousands. . . . .	1
Commencement 2013 . . . . .	3
CSM Celebrates Transfer Students . 4	
Congratulations Middle College Graduates . . . . .	5
Middle College Students Learn from Pros to Develop Urban Plans. . . . .	6
Alcohol and Other Drug Studies Certificate Completion Celebration . . . . .	6
In Memoriam: Legendary Track & field Coach Berny Wagner . . . . .	7
CSM Presents at the San Mateo County Fair . . . . .	7
Kudos. . . . .	8
~ Emmeline Wong	
~ Rachel Maslow	
~ Evan McDaniel	
~ Anthony Capitulo	
~ Scott Chisea	
~ Brandon DeFazio	
~ Justin Maffei	
Student Success Story: Kendrick Bernas . . . . .	9

## The Return of Jazz on the Hill Attracts Thousands



Photo by Gino de Grandis

Thousands of jazz lovers from all over the Bay Area turned out on June 1 to celebrate the return of CSM's signature event, Jazz on the Hill. The festival showcased a diverse lineup of genres to appeal to any jazz fan from straight-ahead to salsa/mambo, from blues to hip hop and from gypsy to big band jazz. Headliners on the main stage featured Charlie Musselwhite; Taylor Eigsti, Julian Lage and Dayna Stephens; Pacific Mambo Orchestra; Hot Club of San Francisco; Adam Theis and Jazz Mafia; Terrence Brewer and Citizen Rhythm as well as CSM's Family Band and Northgate High School Jazz Band. A second stage, in College Center, was the setting for performances by CSM's Jazz Ensemble, Big Band and Oscar Pangilinan and the Bad Five. Local food vendors including popular food trucks and community organizations provided a variety of great food and beverages.

In conjunction with Jazz on the Hill, the college also hosted an open house to celebrate CSM's 50th anniversary of the College Heights campus. More than



# College of San Mateo



40 college programs, services and organizations were on display. The SMCCCD Retirees sponsored a historical exhibit of college photos and the SMCCC Foundation hosted an alumni table. CSM's mascot, the Bulldog, roamed the campus posing for photos with visitors. In addition, President **Mike Claire** and Vice President **Jennifer Hughes** led guided tours of the campus. More than 100 college volunteers participated in making Jazz on the Hill and the open house a major success. "After nine years, it's wonderful to welcome the community to the campus to celebrate our 50th year on the hill along with Jazz on the Hill," commented Mike Claire. **Marilyn Lawrence** and **Bev Madden** were the primary "architects" of the dual event.



Photos by Gino de Grandis



## Commencement 2013

CSM's 91st Commencement was a memorable event for graduates, the college community, families and friends. CSM conferred a record number of associate degrees (614) and career and technical certificates (743) which combined for a total of 1,357 awards, representing an increase of 51 percent over last year. Also, 175 graduates (many of whom received multiple degrees) participated in the ceremony, the largest number in many years. San Mateo Mayor **David Lim** delivered an inspiring keynote speech to a standing room only audience. A celebratory reception in College Center, catered by Pacific Dining, followed the ceremony.



Photos by Gino de Grandis

## CSM Celebrates Transfer Students



To honor transfer students, CSM established a new tradition, “Stepping Up: A Tribute to Transfer,” an event which was a tremendous success. Held the day before commencement, this celebratory event brought together transfer students, faculty, alumni, university representatives and family members. The festivities included remarks by transfer students, faculty and transfer alumni; an “open mic” opportunity for students to reflect and share their memorable experiences at CSM; jazz selections performed by CSM student musicians; a special performance by faculty members **Rudy Ramirez** and **David Laderman** of the popular Chilean folk song, “Gracias a la Vida,” and a buffet of hot and cold refreshments.



*Photos by Alexis Madayag*

Leadership for the event was provided by Professor and Academic Senate Vice President **David Laderman** (pictured at left) and several faculty members of the Academic Senate Governing Council. Others that collaborated on the event included **Beverley Madden**, **Valerie Anderson**, **Mike Mitchell** and student **Grace Noland**. Laderman provides the following observation, “Considering this was our first time out, the event seemed to be a smashing success. The turnout was strong, and the enthusiasm across our campus community was most impressive and inspiring. We all came together to create a warm salute of respect to our transferring students. The goal of the event was to honor and proclaim transferring as a special achievement, not business as usual. Everyone seemed truly moved. The feeling from all quarters is, a new tradition has been born.”

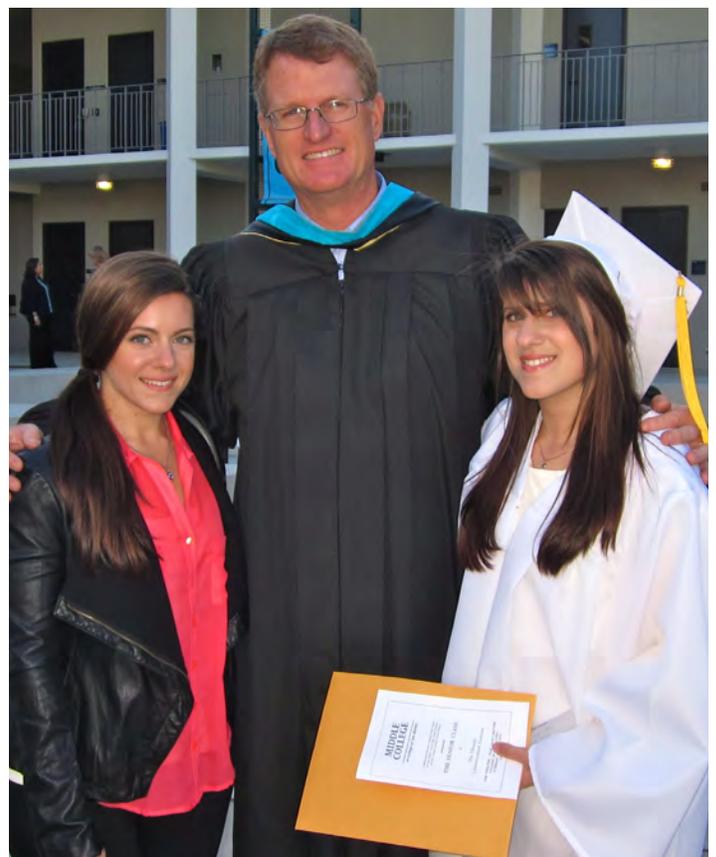
## Congratulations Middle College Graduates



Middle College capped another successful school year on May 28 when 26 students participated in the 15th Commencement Exercises in the CSM Theater. **Kristan Houlet**, **Demetra Risner**, **Kylie Knight-Magpusao**, and **Natalie Steffen** delivered graduation speeches to the audience of 250 family and friends.

Teachers **Greg Lance** and **Michael Clardy** praised the students for their hard work throughout their years in the Middle College program. The teachers acknowledged five students with scholarships: **Ani Chechopoulos** for Excellence in Overall Academic Achievement; **Demetra Risner** as the “Spirit of Middle College;” **Shayna Lee** was the “Outstanding Student in Social Studies;” **Jordan Cisneros**, recognized for the “Growth and Perseverance Award;” and, **Olga Terets** for the Lorraine McLean Memorial Award for Achievement in English. Graduate **Chloe Studebaker** sang and played a personally-written song on the guitar. SMUHSD Superintendent **Scott Laurence**, CSM President **Michael Claire** and SMUHSD Trustee **Robert Griffin** addressed the graduates.

Many students will continue at College of San Mateo, Cañada College and other community colleges. Others will attend Azusa Pacific, Penn State, San Francisco State University, Clark University in Massachusetts, Hamilton College in New York, UC Santa Cruz, Notre Dame de Namur University and Cal Poly San Luis Obispo. (Article contributed by Greg Quigley)



*Ani Chechopoulos (right), the recipient of the Middle College’s “Excellence in Overall Academic Achievement” award, is joined by Middle College Principal Greg Quigley, and Ani’s sister, Eleni, a 2009 Middle College graduate who attends San Francisco State. (Photos courtesy of Greg Quigley)*

## Middle College Students Learn from Pros to Develop Urban Plans

Seniors in CSM's Middle College program participated in an "Urban Plan" presentation on May 8, which culminated a three-week program. The students in Mike Clardy's economics class were coached and evaluated by four professionals: Steve Delva, Standard Pacific Homes; Michael Johnston, Menlo Equities; Mark Sawicki, City of San Carlos: Economic Development and Housing Manager; Brian Heafy, PCCP, LLC. The winning team of students included **Demetra Risner, Hannah Morris, Kylie Knight-Magpusao, Kelly Willard, and Ani Chechopoulos.**

"Urban Plan" is a realistic, engaging, and academically demanding, classroom-based curriculum in which students learn about the fundamental forces that affect development in the United States. Students experienced the challenging issues, private and public sector roles, complex trade-offs, and fundamental economics in play when proposing realistic land use solutions to vexing growth challenges.

Student development teams responded to a "request for proposals" for the redevelopment of a blighted site in a hypothetical community. Each team member assumed one of five roles: finance director, marketing director, city liaison,



*Middle College seniors present their Urban Plan to outside professionals. Photo courtesy of Greg Quigley*

neighborhood liaison, or site planner. The teams addressed challenging financial, market, social, political, and design issues; developed a pro forma and three-dimensional model of their plan; and presented their proposal to a "city council" of Urban Land Institute members that awards the development contract to the winning team. *(Article contributed by Greg Quigley)*

## Alcohol and Other Drug Studies Certificate Completion Celebration



Congratulations to the faculty and students of the Alcohol and Other Drug Studies (AOD) program on a wonderful completion celebration! CSM's AOD faculty gathered in the Bayview Dining Room to dine and celebrate with students who had completed the AOD and/or the Co-Occurring Disorders certificate. Also in attendance were the friends and family of the students as well as many community clinic staff and San Mateo County officials. The ceremony, organized by

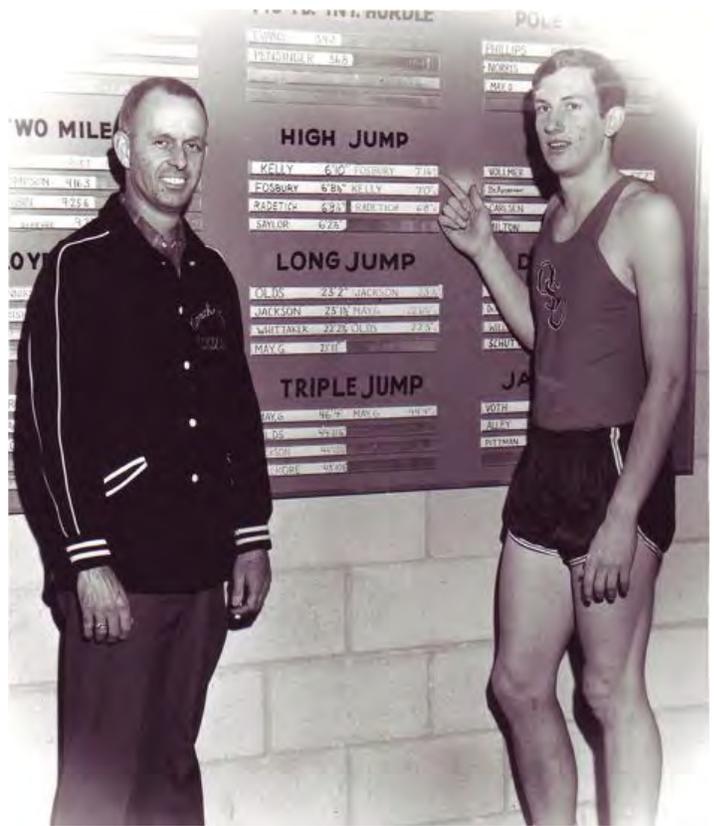
Professor **Angela Stocker**, included a keynote address from faculty member, **Peggy Chavez.**

Our graduates earning certificates work in in-patient and out-patient treatment clinics, transitional housing centers, mental health clinics, homeless shelters, detoxification units, crisis intervention centers, incarceration facilities, and prevention programs throughout San Mateo County and the State of California. *(Article contributed by Kevin Henson)*

## In Memoriam: Former CSM Track & Field Coach Berny Wagner

Legendary track and field coach **Carl “Berny” Wagner** recently passed away at the age of 88. Wagner had been CSM’s track and field and cross country coach in the 1960s, during which time, his teams dominated the competition. Under Coach Wagner, the Bulldog track team won 29 out of 31 meets, the Golden Gate Conference championship in 1964 and 1965 as well as the West Coast Relays Championship in 1964. His cross country team posted similar success with 25 wins against only one loss and Conference championships in 1963 and 1964. He left CSM to become head track and field coach at Oregon State University (OSU) where his tenure was equally spectacular. He developed 25 All-Americans in 12 different events and his teams included 10 national collegiate champions including four in the high jump. He coached Dick Fosbury, 1968 Olympic high jump gold medalist. Wagner was named one of the top ten coaches in the state of Oregon in the 20th century.

In 2012, Wagner was inducted in CSM’s Athletic Hall of Fame; he was also a member of the OSU Sports Hall of Fame, San Mateo County Sports Hall of Fame, Lodi Sports Hall of Fame and U.S. Track Association’s National Track Coaches Hall of Fame.



*Photo courtesy of Oregon State University*

## CSM Presents at the



Come join us on Wednesday, June 12 and Saturday, June 15. Visit [collegeofsanmateo.edu/countyfair](http://collegeofsanmateo.edu/countyfair) for more details.

College of San Mateo

## CSM Presents at the San Mateo County Fair

On Wednesday, June 12 and Saturday, June 15, CSM will once again participate in the San Mateo County Fair. The college will present a variety of music, dance and demonstrations on the “Brews & Blues” stage. Performance times are 12–5 pm on Wednesday and 2–7 pm on Saturday. Plan to stop by our informational table and take a photo with the Bulldog!

Visit: [collegeofsanmateo.edu/calendar/events](http://collegeofsanmateo.edu/calendar/events)





**Kudos**

~ CSM alum **Emmeline Wong**, currently attending UC Berkeley’s Haas School of Business, has been recruited to join Wallit, a start-up company that allows users to create virtual walls that work like bulletin boards. Wallit’s CEO hired Emmeline as director of marketing after she explained her experience at CSM in developing the Commit to



*Photos courtesy of Emmeline Wong/Wallit*

Completion board for a PTK event in 2012. According to Emmeline, “The Wallit iPhone app was able to collect \$1.2 of seed funding from investors in two weeks, and yesterday we launched our second version. I was so happy that I could bring the Commit to Completion” event to the next level.” She adds, “I just really want to thank you for the support and resources CSM provided to me because all the experiences at CSM are keys for my achievements.”



*Photo courtesy of Rachel Maslow*

~ CSM film student **Rachel Maslow** (pictured at left) has been hired as a paid summer intern for the KQED blog, the Lowdown. The Lowdown is a subsection of KQED’s News topic and posts articles based on current events happening in real time, with mostly national covered topics as well as local topics. She is writing one of the blog posts with an 8-10 minute video. She says, “It’s going to be a great learning experience and I will get to see first-hand if I like film production enough to make it my major and possibly my future career!” Rachel secured the internship with help from Professor of Film **David Laderman**.

~ CSM student **Evan McDaniel** captured the championship title in the shot put at the California Community College State Finals, held at CSM in May. McDaniel, who is also the national JC/CC leader this year (58-4), threw a winning distance of 56  $\frac{3}{4}$ . He also placed third in the discus throw (158-11). CSM javelin thrower **Anthony Capitulo** took fourth place in the men's javelin (188) while teammate **Scott Chisea** finished seventh (182-11).



*Photo courtesy of Joe Mangan*

~ Bulldog shortstop, **Brandon DeFazio** was recently named Northern California Most Valuable Player. DeFazio, a two-time California Community College All-American hit .371 this past season for the Bulldogs. He compiled 140 at bats, 52 hits, scored 36 runs, hit an amazing 20 doubles, 1 triple and 5 home runs, drove in 38 RBIs, and struck out only 10 times. He was also 14 for 14 in steals. DeFazio has accepted a scholarship to play at University of San Diego next year.



*Photo courtesy of CSM Baseball*

~ Former bulldog outfielder **Justin Maffei**, now playing for USF baseball, helped the Dons to a berth in the NCAA Tournament; USF was the only Bay Area team to be included this year. Maffei had an outstanding season; he batted .293 with 41 runs scored and 15 stolen bases as the team's centerfielder and leadoff hitter.



*Photo courtesy of CSM Baseball*

## Student Success Story: Kendrick Bernas San Francisco State University, Major: Biology

I took my first class at CSM via the concurrent enrollment program back as a high school student and I was instantly hooked! The collaborative and dynamic learning environment along with CSM's supportive and dedicated faculty is why I chose to attend CSM. And fundamentally, that has been the cornerstone of a truly fulfilling experience that came with the opportunity to learn



*Photo by Alexis Madayag*

and succeed. As CSM students, we're fortunate to have so many articulation agreements set up with the University of California, California State University, and private universities to ensure we have a guaranteed pathway to excellent colleges and universities. Transfer Coordinator **Mike Mitchell** and Counselor **Martin Bednarek** are indispensable to CSM's students. They provide counseling services, host transfer workshops, and hold transfer events (such as Transfer Day, personalized meetings with college representatives, and university tours) for students to become familiar with the transfer process. The faculty are also very qualified, many with PhDs in their respective fields, yet their attention is always focused toward student success rather than on research. My advice to becoming a successful transfer student is to take charge of your education, stay aggressive, and be knowledgeable about your transfer goals. Use helpful websites like assist.org and attend events held by Transfer Services. Never be afraid to seek help or ask questions. Try your best to develop a relationship with your counselor and university representatives. And most importantly, make the most of your education and experience at CSM.

# 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

June 17, 2013

**Sarah Harmon Re-  
ceives Faculty Award**

*Bay Honors Consortium recognizes Harmon for her work.*



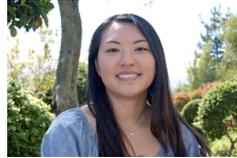
Page 2

**Gutierrez Accepted Into  
Prestigious Accounting  
Development Program**

*Esmeralda Gutierrez has been accepted into the Accounting Scholars Development Program and will travel to Denver in July for a week of professional development and networking with CPAs.*

**Cañada Alum Re-  
searches Solar Cells**

*Esther Chan is studying alternative energy at UC San Diego.*



Page 2

**Yesenia Haro Balances  
School, Work, Family**

*Haro's story reflects the experience of many Cañada students who work and raise families.*



Page 3

**New Summer Online  
Classes Fill Quickly**

*Classes prove popular with four-year university students returning home for summer.*



Page 4

**Cañada Inducts Eight  
Into Athletic HOF**

*Harold Reynolds, current MLB Network analyst, highlighted this year's class.*



Page 4

## The National Hispanic University Partners with Cañada to Offer Child Development Program

The National Hispanic University and Cañada College announced today a partnership to offer NHU's Bachelor of Arts in Child Development program at Cañada in beginning this fall. The partnership expands access to an advanced degree for early childhood professionals who are looking to strengthen their knowledge base and skills while continuing their important work in the field.

"As early childhood programs and schools become more diverse, there is a growing demand for culturally and linguistically responsive professionals who can inspire and engage young learners," said Dr. David López, president of NHU. "We are proud to partner with Cañada College to extend the educational opportunities offered to their students and help them advance in their careers while making a difference in their communities."

Cañada College President Larry Buckley said many of Cañada's early childhood education students are juggling academics with families and jobs, so offering the convenience of earning a bachelor's degree



*Cañada ECE graduates can now earn a bachelor's degree without leaving campus*

without leaving the Cañada campus is important. "We are proud to welcome the National Hispanic University as our newest partner in the University Center," he said. "Early childhood education is the largest academic program on our campus. Ap-

proximately 500 students were registered for ECE classes at Cañada this past spring."

Students enrolling in NHU's program will benefit from a minimized time-to-degree completion via Cañada's A2B program.



## Sarah Harmon Receives Faculty Award

Sarah Harmon, a Spanish and linguistics professor at Cañada College has received the Bay Honors Consortium Faculty Award at the group's annual Honors Research Symposium held in May.

The Bay Honors Consortium is made up of honors program directors and counselors from 16 Northern California community college honors programs. The group's mission is to promote and support honors programs and host its annual Honors Research Symposium.

"I am very grateful to receive this recognition by my colleagues and peers," Harmon said. "It is truly an honor to work with the Bay Honors Consortium on our various agendas."

Patty Hall, professor of early childhood development and director of the Honors Transfer Program at Cañada, said Harmon has shown consistent support for the school's honors program. "She has mentored student research in her classes, participated on the Honors Transfer Program Advisory Committee, and assisted the program coordinator in preparing the program for UCLA Transfer Alliance Program certification," she said.

Harmon worked with Lillian Marujo-Duck from City College of San Francisco and Jennifer Saito of Los Medanos College and president of the Bay Honors Consortium, to design and launch the "Think You?!" digital honors research journal for California Community college students.

"As an adjunct who works on multiple campuses, I know how much of a struggle it can be to promote honors on any campus," Harmon said. "I engage in my role both at Cañada and in the Bay Honors Consortium with enthusiasm and energy, with the hopes of mentoring students in how honors courses can create pathways to achieve their goals, and mentoring faculty so that they may become further engaged in these pathways on their campuses."

Harmon expressed thanks to Hall for serving as her mentor on honors issues. "Her leadership and friendship have helped me in many elements both on our campus and in the Bay Honors Consortium."



## Student Accepted Into Accounting Program

Cañada student Esmeralda Gutierrez will travel to Denver, Colorado, July 7-11 to participate in the Accounting Scholars Development Program. At the event, she will join other aspiring accountants honing her skills and learning about career opportunities.

The workshop is sponsored by the American Institute of Certified Public Accountants Foundation. Through speakers, panel discussions and interactive programs, participants gain confidence and an enhanced understanding of the various career paths win the accounting profession. An all-expenses paid event, the AICPA Foundation covers the cost of student attendees' transportation, hotel accommodations, and meals.

Gutierrez enrolled at Cañada in the fall of 2012 intent on earning a certificate in medical billing but was soon motivated by Leonor Cabrera, professor of accounting, to apply for scholarships and pursue a career in accounting. Cabrera also encouraged Gutierrez to apply for the Accounting Scholars Development Program.

"I felt good that I applied, but I didn't want to get my hopes up because I didn't feel my personal statement was good enough," Gutierrez said. Soon after, she received an email notifying her that she had received the Cañada College Accounting Scholarship and later found out she was accepted into the Accounting Scholars Development Program.

Gutierrez participated in the May 25 Commencement Ceremony at Cañada to receive her Entry Level Bookkeeper Certificate but now she is considering transferring to a university. "I still need to get advice on where to transfer but I know I want to become a CPA," she said.

The 2003 Sequoia High School graduate said she is looking forward to applying the skills gained in the development program towards her education. She will participate in numerous sessions and panel discussions covering a wide array of topics such as developing leadership skills and passing the CPA exam.



## Cañada Alum is Researching Solar Cells

Cañada College alum Esther Chan has received a grant from the California Institute for Telecommunications and Information Technology (Calit2) Summer Undergraduate Research Program and will be conducting research on sustainable energy this summer at UC San Diego.

Chan is researching the fabrication of copper electrodes on a rigid substrate that can be transferred to a stretchable substrate. "The goal of the project is to make a stretchable transparent conducting electrode that can be used in a stretchable solar cell," she said.

The research is being conducted at the UC San Diego Laboratory for Energy Storage and Conversion. The goal of the lab is to design and develop new functional nanomaterials and nanostructures for advanced energy storage and conversion applications. Discoveries in the lab could lead to smaller, more powerful batteries and provide ways to harness more sustainable energy sources.

The UCSD Calit2 Summer Undergraduate Research Program provides students with the opportunity to perform hands-on research under the guidance of a UCSD faculty advisor over a 10-week period. It is a non academic university research unit where researchers from different disciplines come together to study and develop new technology to address issues in the economy and society.

When she graduated from Woodside High School four years ago, she hadn't settled on a college major. "I came to Cañada because I didn't feel right going to a four-year school without a real sense of what I wanted to do."

It's safe to say she found her direction at Cañada. She met Amelito Enriquez, professor of engineering and mathematics, who set her on a course to study mechanical engineering. She also received the support of Cathy Lipe, the director of the Mathematics, Engineering, Science, Achievement Program.

"I can't imagine where I would be without them," Chan said. "I am so appreciative of everything they have done for me. They are the best team any engineering student can have. You can tell that they really care about the students."

# A Five Year Journey Ends at Commencement for Yesenia Haro

*The Cañada employee earns her degree in Human Services while balancing work, family.*

After five years of studying, one class a semester, Cañada College employee Yesenia Haro was able to walk across the stage at this year's commencement ceremony and accept her Associate's Degree in Human Services. Not only did she fulfill a lifelong goal, but she graduated Magna Cum Laude.

Haro's story is similar to that of many Cañada and California community college students.

She came to California when she was 13-years-old and graduated from Half Moon Bay High School. English was her second language, so school was difficult. After high school, she joined the workforce to help her parents financially. In 2007, Haro began working for the college at the Coastside Center in Half Moon Bay, where she was in charge of admissions, financial aid, placement testing, and outreach.

It was there that she set her mind to earning her college degree. In 2008, Haro returned to school, taking the Career 401 College Success course at Cañada. "That class motivated me and my family," she said. "After that class, I set a goal to finish my degree in human services."

Haro joined the Welcome Center at Cañada in 2010 following the closure of the Coastside Center. She would work at the college during the day, and go to school at night. "I remember getting out of class at 9:30 or 10 at night and getting back to Half Moon Bay to pick up my four children from my mother's or sister's house and not getting the kids to bed before 10:30. Some nights I would study until 1 in the morning to finish my homework. Getting the kids up for school the next morning was a challenge."

Haro's spouse worked the night shift but always supported her decision to pursue her degree, even if he wasn't available in the evenings to help take care of the children. "It was a big sacrifice for me and my family, but I had a goal in my mind and I knew that education was the key to my success so I pursued my goal," she said.

While she enjoyed all of her classes at Cañada, Haro said she really enjoyed her English 100 class, because, for the first time in her life, she was able to finish reading two books from beginning to end. "I mean two grown up novels, because I only read kid books to my children. Because of this class, I am reading more now."

Haro said her reading and writing skills have dramatically improved because of the skills learned in her classes at



*Cañada College employee Yesenia Haro fulfilled a lifelong dream when she received her degree in human services at this year's commencement ceremony.*

Cañada. "My reading and writing skills are better and my communication with students in the Welcome Center is more professional. Looking back at when I started as a student, it was very challenging to navigate the educational system. Life is about taking on challenges. I see students every day that remind me of myself. My advice to them is that education is the key to success. Stay positive and remember that fulfilling your dreams is possible when you have a goal in mind."

While completing a two-year degree may not seem like a big deal to some people, Haro said it's a really big deal in her family. Her husband and four kids joined the huge crowd at this year's ceremony, anxiously awaiting her trip across the stage. "My five-year-old daughter, Camilla, asked 'mom, you pass your ABC's?' I started laughing. My oldest son, Alberto, who is 15, was my personal photographer at commencement and my daughters Samantha and Juliana were cheering for me."

While she has achieved her goal of earning her associate's degree, Haro has more to accomplish. "I want to earn my Bachelor's Degree in Human Services," she said. "I will take a break because my kids are growing too fast and I want to spend more time with them, but I will keep my goal in mind and I will complete my second degree."

This year's commencement ceremony was one of the largest in school history, with more than 200 students receiving degrees or professional certificates.

The highlight of the ceremony was the keynote address by Cruz Reynoso, one of California's preeminent civil rights lawyers and a former Associate Justice on the state's Supreme Court.

Reynoso challenged the graduates, and the audience, to consider the importance of access to higher education for California's young people.

"Education is no longer affordable in California," he said. "When I was in school at Fullerton College it was free! Now students are paying thousands of dollars to attend California's community colleges. Critics argue that the price of community college in our state is one of the lowest in the nation but I say, if you can't afford to pay the tuition and buy the books, is it really affordable?"

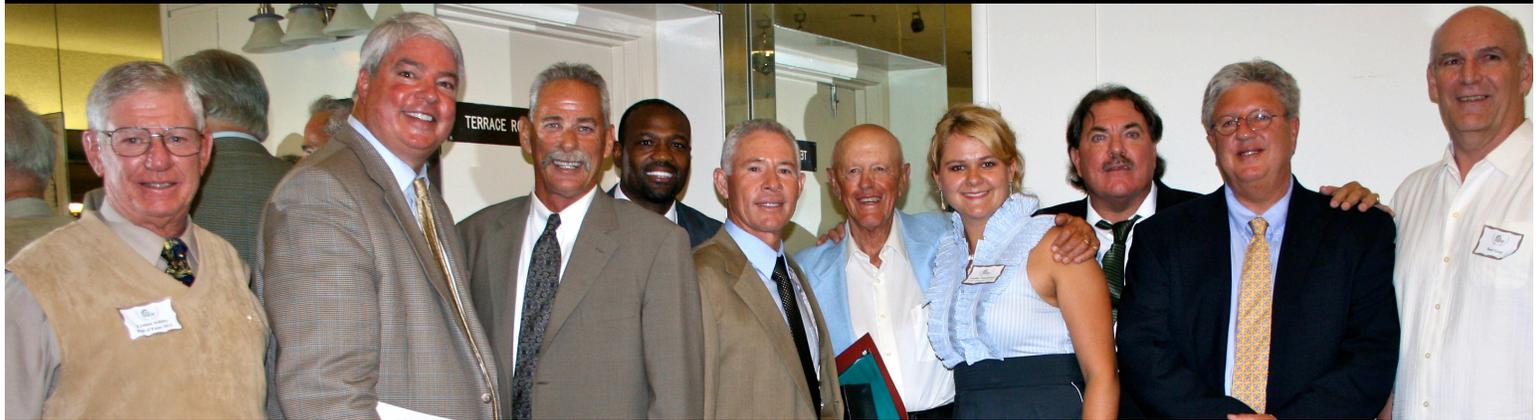
Judge Reynoso's keynote address was fiery and motivating and drew enthusiastic response from the large crowd in attendance. As he closed his remarks, the college faculty gave him a standing ovation.

Judge Reynoso grew up in rural California in the 1930s and 1940s. The son of farm workers and one of 11 children, his personal story reflects the experience of many Mexican-American families from that era and it heavily influenced his professional decisions.

In 2000, Judge Reynoso was awarded America's highest civilian honor, the Presidential Medal of Freedom, by then President Bill Clinton.

Today, Judge Reynoso continues his advocacy for improving California's communities by taking up the cause of promoting increased access to higher education for the state's young people. As an alum of a California Community College, he is an enthusiastic supporter of the mission and goals of the colleges, saying, "...at community colleges, there is always hope."

Judge Reynoso was invited to speak at this year's commencement ceremony by Cañada College President Larry Buckley. "We were truly honored to have Judge Reynoso as our commencement speaker," he said. "He is a man who has travelled a truly inspiring path, and whose personal values include a dedication to education and a commitment to serving others. Our students, staff, faculty and guests at commencement truly related to his story and keynote address."



The second annual Cañada College Athletics Hall of Fame Banquet was held Saturday, June 1 at the San Mateo Elks Lodge and a sellout crowd was in attendance. This year's class included Mike Legarza, Keith Comstock, Harold Reynolds, Javier Sanchez, Jerry Drever, Mike Garcia, John Hursh, and Gordon Gray (posthumously). Reynolds (fourth from left) received the Colts Lifetime Achievement Award. Reynolds was a switch-hitting second baseman for the Colts in 1980.

**Arts & Olive Festival Poster Contest is Underway to Determine Which Poster Will Promote the Event**



The poster contest for the annual Arts & Olive Festival is underway. Each year, the college holds a contest for design students to choose a promotional poster for the upcoming festival. This year, 21 students from Cañada's multimedia classes have submitted designs.

Now it's up to the community to pick a winner. The posters are on display on the first floor of Building 9 next to the Public Safety office on campus. The posters can also be viewed online at <http://youkai.us/Olivefest2013/>. From there, you can email your vote for up to four options.

The competition will run through Friday, June 24.

This year's Arts & Olive Festival will be held on Sunday, October 6 from 10 a.m to 5 p.m. The festival features live music, dancing, and more than 80 vendors featuring some of the region's top olive and olive oil experts.

The college has had a special relationship with olives since its inception. The college is home to a group of trees transplanted from the Panama Pacific Exposition held in San Francisco in the early 1900s.

The festival began in 1998 as part of Cañada's 30th anniversary celebration and has grown into the school's largest scholarship fundraising event.

**STEM Student Elizabeth Carranza Receives Silicon Valley Community Foundation Scholarship**



Elizabeth Carranza, a 2011 graduate of Carlmont High School, has been awarded the Marie A. Calderilla Scholarship from the Silicon Valley Community Foundation.

The scholarship is worth \$5,000 annually and can be renewed up to four years. It is designed to support students who are enrolled or plan to enroll in a community college, including adults who are pursuing a college education later in life, are seeking new jobs skills and training or are juggling work and family responsibilities. Up to 15 scholarships are given annually to female students from San Mateo or San Mateo County who are pursuing their first undergraduate degree or certificate and are planning to attend a college in the San Mateo County Community College District.

Carranza will continue to study at Cañada next year and then hopes to transfer to UC Berkeley where she will study chemical engineering.

"My professional aspiration is to become a chemist," she said. "My goal is to reduce the water pollution in other countries and create awareness on this issue."

Carranza said Cañada's STEM Center played a major role in her obtaining the scholarship. "Without the STEM Center, I would have never known the scholarship was available."

**New Summer Online Courses Prove Popular With Students Returning From Four-year Universities**



New online courses in Anthropology, Astronomy, Computer Information Science, English, History, Philosophy and Math are proving popular this summer.

They were among the first classes to fill during summer registration.

"There is a growing demand for online courses, especially in the summer," said Janet Stringer, Dean of Science and Technology and coordinator for distance learning. "We anticipated these classes would fill quickly and they have."

A new online course in US History that transfers to both UC and CSU was so popular that it filled days after registration began.

Cañada is offering **Introduction to Computer Science** online for the first time this summer. This is an introduction to computer hardware and the programming commands to control them. the course will provide students basic computer science concepts and skills and transfers to both UC and CSU schools.

Students can also take English 100 and 110 and Math 200 online for the first time this summer.

"We'll continue to target transfer students with new online offerings as a way to boost our enrollment," Stringer said.

**BOARD REPORT 13-6-1A**

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

**APPROVAL OF PERSONNEL ITEMS**

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

**A. REASSIGNMENT**

**District Office**

**Paul Barbosa** Campus Public Safety Lieutenant Facilities/Public Safety

Reassigned through the hiring process from a Public Safety Officer position (Grade 27 of Salary Schedule 60) into this higher level position (Grade 184S of Salary Schedule 40), effective June 10, 2013. The change in staff allocation was Board approved on April 10, 2013.

**Mary Concha Thia** Senior Accounting Technician Administrative Services

Reclassified from a full-time, 12-month Accounting Technician position (Grade 24 of Salary Schedule 60) into this full-time, 12-month position at Grade 28 of the same salary schedule, effective May 1, 2013. The reclassification will reflect an increase in the responsibilities for this position.

**Myrna Pereyra** Human Resources Representative II Human Resources

Reassigned through the hiring process from a Payroll Clerk II position (Grade 26 of Salary Schedule 60) into this higher level position (Grade 205C of Salary Schedule 50), effective June 1, 2013, replacing Pano Peña who retired.

**Na (Nicole) Wang** Accountant Administrative Services

Reclassified from a full-time, 12-month Senior Accounting Technician position (Grade 28 of Salary Schedule 60) into this full-time, 12-month (Grade 190E of Classified Exempt Salary Schedule 35), effective May 1, 2013. The reclassification will reflect an increase in the responsibilities for this position.

**B. TRANSFER**

**College of San Mateo**

**Lynn Douglas** Learning Disability Specialist Counseling Services/DSPS

Transfer from Skyline College to College of San Mateo to fill an existing vacancy.

**C. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position at Cañada College's Humanities & Social Sciences Division, effective June 13, 2013. This position will integrally support the newly combined ESL/CBET programs.

2. Recommend approval of a temporary increase in staff allocation for one 10-month position at the Cañada College Humanities and Social Sciences Division for Summer Session 2013, effective June 1, 2013. This temporary increase will extend through June 28, 2013:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Staff Assistant	Diana Espinoza-Osuna	20 days

**College of San Mateo**

1. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the College of San Mateo Child Development Center for Summer Session 2013, effective June 17, 2013. This temporary increase will cover the six-week Summer Session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Lori Pilster	28 days
Child Development Center Aide II	Yovanka Crossley	12 days
Child Development Center Aide II	Maggie Barrientos	26 days
Child Development Center Aide I	Clara Valdez Chon	24 days

2. Recommend approval of a temporary increase in staff allocation for two 10.5-month positions at the College of San Mateo Library for Summer Session 2013, effective June 17, 2013. This temporary increase will cover the eight-week Summer Session, ending on August 10, 2013:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Instructional Aide II	Theresa Francisco	32 days
Library/Media Technician	Huda Shuhaiber	32 days

3. Recommend a change in staff allocation to add one full-time, 12-month Office Assistant II position at Grade 18 of the Classified Salary Schedule (60) in the Distance Education Department, effective June 13, 2013.

4. Recommend a change in staff allocation to add one full-time, 12-month Project Director position at Grade 175S of the Classified Professional/Supervisory Schedule (40) in the Business/Technology Division, effective June 13, 2013.

5. Recommend approval of a change in staff allocation to change one full-time 11-month Athletic Trainer position (4C0026) to 12 months, effective July 1, 2013. The position is needed year round to better serve students.

**Skyline College**

1. Recommend approval of a temporary increase in staff allocation for five 10-month positions at the Skyline College Child Development Center for Summer Session 2013, effective June 3, 2013. This temporary increase will cover the six-week Summer Session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Nataliya Gambur	15 days
Child Development Center Aide III	Kristina Brower	15 days
Child Development Center Aide II	Martina Center	43 days
Child Development Center Aide II	Michelle Amaral	43 days
Child Development Center Aide II	Alexa Valles	8 days

2. Recommend approval of a temporary increase in staff allocation for two 10.5-month positions at the Skyline College Business Division for the Summer Session 2013, for the period June 17, 2013 through August 1, 2013:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Instructional Aide II	Mayra Espinosa	28 days
Instructional Aide II	Lori Fisher	28 days

3. Recommend a change in title for the Coordinator of Student Activities position (2C0020) to Student Life and Leadership Manager at the same level (Grade 180S of Salary Schedule 40). The title change will more accurately reflect the duties of the position. It is also recommended that the title be changed for the incumbent, Amory Cariadus, effective April 25, 2013.

4. Recommend an increase in staff allocation to add one full-time Program Services Coordinator position (Grade 27 of the Classified Salary Schedule (60), in the Language Arts Division (English Language Institute), effective July 1, 2013.

#### District Office

1. Recommend creation of a new classification titled, "Compliance Officer" at Grade 192E of the Classified Professional/Supervisory Exempt Salary Schedule (35), effective May 1, 2013. In addition, recommend a change in staff allocation to add one full-time Compliance Officer position, effective May 1, 2013. Also recommend the reclassification of Stephen Pang to the Compliance Officer position, effective May 1, 2013.

2. Recommend creation of a new classification titled, "Accounting Analyst" at Grade 37 of the Classified Salary Schedule (60), effective May 1, 2013. In addition, recommend a change in staff allocation to add one full-time, 12-month Accounting Analyst position, effective May 1, 2013. Also recommend the reclassification of Larisa Howes to the new classification, effective May 1, 2013.

3. Recommend a change in salary level for the Payroll Analyst position classification from Grade 190S to 195S of the Classified Professional/Supervisory Salary Schedule (40), effective May 1, 2013. Accordingly, recommend an adjustment in salary for the incumbent, Nettie Wong, effective May 1, 2013.

4. Recommend a change in staff allocation to add one full-time, 12-month Administrative Assistant position at Grade 180S of the Classified Professional/Supervisory Salary Schedule (40) in the Administrative Services Division, effective January 1, 2013, and to delete one full-time Executive Secretary position (1C0283) at Grade 195C of the Confidential Salary Schedule (50), effective January 1, 2013. Also recommend the reclassification of Suki Chang to the new classification, effective January 1, 2013.

5. Recommend a change in staff allocation to delete one full-time, 12-month per year Payroll Clerk II position (1C0187) at Range 26 of the Classified Salary Schedule (60) and to add one Payroll Specialist position at Range 31 of the same schedule, effective June 1, 2013. Also recommend the reclassification of Lorna Leyson to the new classification, effective June 1, 2013.

6. Recommend creation of a new classification titled, "Human Resources Specialist" at Grade 208C of the Confidential Salary Schedule (50), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time Human Resources Specialist, effective July 1, 2013. Also recommend the reclassification of Ingrid Melgoza to the Human Resources Specialist position, effective July 1, 2013.

#### **D. LEAVE OF ABSENCE**

##### Cañada College

##### **Margarita Baez**

Division Assistant

Counseling Services

Recommend approval of a pregnancy disability leave of absence, effective June 17, 2013, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of 12 calendar months of leave.

Skyline College**Lucas Borgo**

Instructional Aide II

Kinesiology/Athletics/Dance

Recommend approval of a personal leave of absence, effective August 5, 2013 through June 30, 2014.

District Office**Patty Della Bona**

Project Director

Human Resources

Recommend correction of an extension of approval of a medical leave of absence from January 23, 2013 through June 30, 2013 without pay with benefits, and from July 1, 2013 to October 12, 2013 without pay without benefits. The previous request for extension of medical leave of absence was Board approved on May 15, 2013.

**E. 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	General Accounting	1	6/18/2013	12/14/2013	<b>Accounting Technician:</b> Assist with the balancing of daily cash deposits and county reporting; batch, organize, and review accounts payable supporting documentation; reconcile and makes adjustments to grant program balances; and manage upkeep of WebExtender filing system.
District	Bookstore (Cañada)	3	7/1/2013	6/30/2014	<b>Cashier/Clerk:</b> Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (CSM)	5	7/1/2013	6/30/2014	<b>Cashier/Clerk:</b> Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (Skyline)	5	7/1/2013	6/30/2014	<b>Cashier/Clerk:</b> Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore	1	7/1/2013	12/31/2013	<b>Staff Assistant:</b> Assist in the daily operation of Campus Copy & Post to include duplicating, pricing, stocking shelves, cashiering, customer service, merchandise preparation and other duties as assigned.

District	Chancellor's Office	1	7/1/2013	6/30/2014	<b>Office Assistant II:</b> Assist with clerical duties of a temporary nature until permanent staffing resumes.
District	Community Education	1	7/1/2013	12/31/2013	<b>Office Assistant II:</b> Assist with College for Kids, student volunteer program, Community Education student registrations, and preparation and distribution of instructor materials and marketing materials.
District	Facilities, Planning & Operations	1	7/1/2013	12/31/2013	<b>Document Management Specialist:</b> Provide archiving support for CIP related projects.
District	Facilities, Planning & Operations	2	7/1/2013	6/30/2014	<b>Custodian:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.
District	Facilities, Planning & Operations	2	7/1/2013	6/30/2014	<b>Groundskeeper:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.
District	Facilities, Planning & Operations	2	7/1/2013	6/30/2014	<b>Maintenance Engineer:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.
District	Public Safety	3	7/1/2013	6/30/2014	<b>Public Safety Officer:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.
District	Human Resources	1	7/1/2013	12/31/2013	<b>Human Resources Specialist:</b> Assist with a variety of projects, including web page reorganization, recruitment and employment, and employee and retirement planning handbooks.
Cañada	Business, Workforce & Athletics/Early Childhood Education	3	7/1/2013	6/30/2014	<b>Office Assistant II:</b> Duties include inputting data into the database system through the grant partner's database and housed in the ECE/CD Department.
Cañada	Business, Workforce & Athletics/Fashion Design	3	7/1/2013	12/31/2013	<b>Fashion Design Program Assistant:</b> Recruitment in the Home Economics departments at local high schools; perform clerical duties; greet new clients; repair of sewing machines.

Cañada	Business, Workforce & Athletics/Medical Assisting	3	7/1/2013	12/31/2013	<b>Instructional Aide II:</b> Assist students with asepsis and sterilization procedures, laboratory procedures, specimen collection, and electrocardiograms; administer injections, venipuncture, eye and ear lavage, bandaging and dressing and other examination and clinical procedures.
Cañada	Business, Workforce & Athletics/Medical Assisting	2	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Assisting and aiding students in and out of classroom with the Career Advancement Academy Medical Assisting program.
Cañada	Business, Workforce & Athletics	20	7/1/2013	6/30/2014	<b>Assistant Coaches:</b> Provide support for Intercollegiate <b>Men's and Women's Soccer, Basketball, Golf, Volleyball, and Baseball</b> programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Cañada	Enrollment Services	1	7/1/2013	6/30/2014	<b>Admissions &amp; Records Assistant II:</b> Intermittent processing of applications and student registrations; assist students at counter and by phone during registration periods.
Cañada	Enrollment Services	1	7/1/2013	12/30/2013	<b>Admissions &amp; Records Assistant II:</b> Provide data entry, scanning, purging, and indexing of old records into Banner, including international student, veteran, and concurrent students.
Cañada	General Administration	4	7/1/2013	6/30/2014	<b>Theater Production Technician:</b> Assist with technical theatre operations to support outside theater facility rental events.
Cañada	Humanities & Social Science/Drama	4	7/1/2013	6/30/2014	<b>Theatre Production Technician:</b> Assist with construction and implementing theatre sets, lighting, sound and other operational aspects.
Cañada	Counseling Services/ Career Services	1	7/1/2013	12/30/2013	<b>Career Resources/Counseling Aide:</b> Provide assistance to the Career Center with programs, workshops, events, activities, and services until the position is permanently filled.
Cañada	Counseling Services/ Welcome Center	1	7/1/2013	5/30/2014	<b>Office Assistant II:</b> Provide assistance with phones and in-person visitors; maintain SARS scheduling of counseling orientation and assessment appointments; and assist with online and paper college applications.

Cañada	Humanities & Social Sciences/Photography	1	8/19/2013	6/30/2014	<b>Instructional Aide II:</b> Maintain photo lab enlargers and all photographic equipment, assist students with all aspects of black and white photography and darkroom techniques, and maintain a safe and clean darkroom.
Cañada	Science & Technology Division	1	7/1/2013	12/13/2013	<b>Program Services Coordinator:</b> Lead coordinator for the Fall 2013 STEM Speaker Series, including arranging speakers, creating an outreach strategy, serving as a liaison with faculty and staff, and directing the work of student assistants.
Cañada	Science & Technology Division	1	7/1/2013	12/13/2013	<b>Retention Specialist:</b> Work with the STEM Center team to assist with recruiting and retaining students in the HSI STEM program in the areas of program planning, student support, data collection, and the development of strategies to enhance student completion and success.
Cañada	Science & Technology Division	1	8/12/2013	12/31/2013	<b>Retention Specialist:</b> Support the retention efforts of MESA and the STEM Center, including providing workshops and individualized attention related to academics, support services, scholarships, and internships.
Cañada	Vice President of Student Services/Financial Aid	1	7/1/2013	12/31/2013	<b>Financial Aid Technician:</b> Provide front office coverage; assume case load of student files for verification processing and student aid packaging; managing California Dream application processing and follow-up; direct the work of student workers; and assist with campus outreach events.
Cañada	Vice President of Student Services/Student Activities	1	7/1/2013	12/18/2013	<b>Student Life &amp; Leadership Assistant:</b> Provide assistance to the Student Life & Leadership Manager until the position is permanently filled.
Cañada	Vice President of Student Services/Student Support & TRIO	2	7/1/2013	12/31/2013	<b>Instructional Aide II:</b> Design and offer instructional support services that meet the needs of developmental and lower-level college English and math students through supplemental instruction, tutoring, and group and individual academic coaching.

Cañada	Vice President of Student Services/Student Support & TRIO	1	7/1/2013	12/18/2013	<b>Retention Specialist:</b> Support the retention efforts of the Beating the Odds and Financial Literacy programs, including providing workshops and individualized attention related to academics, support services, scholarships, and internships.
Cañada	Vice President of Instruction/Library	1	7/1/2013	5/30/2014	<b>Library Support Specialist:</b> Create, interpret, modify, and verify bibliographic and other documentation related to print and non-print items into the library's catalog, acquisitions, and circulation modules. Enable Library to provide service during evenings and Saturdays.
CSM	General Administration	3	7/1/2013	6/30/2014	<b>Theater Production Technician:</b> Perform technical duties during theater productions for outside/inside events.
CSM	General Administration	3	7/1/2013	6/30/2014	<b>Equipment Manager:</b> Facilitate events for outside groups renting CSM's athletic areas.
CSM	Business & Technology/ Fire Technology	6	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Assist Fire Technology instructors during manipulative skills exercises; assist EMT instructors during skills practice and testing in the EMT courses.
CSM	Counseling Services	1	7/1/2013	12/31/2013	<b>Career Resources/Counseling Aide:</b> Provide support to Career Services and Transfer Services in the coordination of career and transfer activities; exchange information; assist students to use transfer services and resources.
CSM	Enrollment Services/ Admissions & Records	1	7/1/2013	6/30/2014	<b>Admissions &amp; Records Assistant II:</b> Intermittent processing of applications and student registrations; assist students at counter and by phone during registration periods.
CSM	KCSM	8	7/1/2013	6/30/2014	<b>Staff Announcer/Producer (FM):</b> Select music, maintain music library and computer database, host radio programs, produce promotional announcement, and operate specialized station equipment.
CSM	KCSM	2	7/1/2013	6/30/2014	<b>Broadcast Operations Engineer:</b> Record and prepare programs for storage, check for technical quality, monitor on-air and cable signals for quality, check for correct program guide and captioning information, maintain logs, and other duties as assigned.

CSM	Kinesiology/Athletics/ Dance	15	7/1/2013	6/30/2014	<b>Assistant Coach:</b> Assist with coaching, recruiting, practice planning/implementation, record-keeping, and filming practices/games. Coaches will be assigned to support <b>Baseball, Basketball, Cross Country, Football, Softball, Track, Swimming, and Water Polo.</b>
CSM	Kinesiology/Athletics/ Dance	3	7/1/2013	6/30/2014	<b>Equipment Manager:</b> Facilitate events for outside groups renting CSM's athletic facilities.
CSM	Kinesiology/Athletics/ Dance	2	7/1/2013	12/31/2013	<b>Athletic Trainer:</b> Assist with assessing injuries and managing rehabilitation of student-athletes under the supervision of the head athletic trainer.
CSM	Student Services/Child Development Center	1 each	6/17/2013	7/26/2013	<b>Child Development Center Aide I: Child Development Center Aide II: Child Development Center Aide III:</b> Supervise children and plan and implement curriculum. This position will assist to maintain the required Summer Session adult/child ratios.
CSM	Student Services/Child Development Center	3	7/1/2013	6/30/2014	<b>Child Development Center Aide I:</b> Supervise children and plan and implement curriculum. This position will assist to maintain the required adult/child ratios.
CSM	Student Services/EOPS & CARE	1	8/1/2013	12/31/2013	<b>Office Assistant I:</b> Assist program staff with responding to student inquiries regarding program eligibility and support services; assist with initial program eligibility; complete computer related assignments; and maintain current and archived student files.
CSM	Student Services/Health Center	1	7/1/2013	6/30/2014	<b>Health Educator:</b> Assist in the development and delivery of peer mentor materials; recruit, select and supervise peer mentors; assist in the development of surveys; participate in health related activities and events; maintenance of the website, and make appropriate referrals.
CSM	Student Services/Health Center	1	7/1/2013	6/30/2014	<b>College Physician:</b> Provide medical advice and treatment in the College Health Center.
CSM	Vice President of Instruction/Library	3	7/1/2013	6/30/2014	<b>Library Support Specialist:</b> Create, interpret, modify, and verify bibliographic and other documentation related to print and non-print items into the library's catalog, acquisitions, and circulation modules.

Skyline	Business Services	1	7/1/2013	12/31/2013	<b>Accounting Technician:</b> Intermittent collection of fees, issuance of parking permits, and functions of cashiering; assist students at counter and by phone during registration periods.
Skyline	Business/Cosmetology	12	8/20/2013	5/23/2014	<b>Cosmetology Aide:</b> Oversee student performance during practical application experiences. The services are provided intermittently at varied days/times.
Skyline	Business/Cosmetology	2	8/19/2013	5/30/2014	<b>Instructional Aide II:</b> Assist instructors by helping students apply proper massage and spa therapy techniques, body mechanics, ergonomic principles, palpation and kinesiology skills.
Skyline	Business/Early Childhood Education	1	8/20/2013	6/30/2014	<b>Program Services Coordinator:</b> Serve as a liaison between ECE student program participants and college departments on an intermittent schedule during peak periods; research and compile information for reporting.
Skyline	Counseling Services/TRIO	3	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Provide tutorial services to students in English, Math, ESOL, Science, and other disciplines over the course of a 12-hour day; assist with presentations and study groups. Each will work approximately 7 hrs per week.
Skyline	Enrollment Services/ Admissions & Records	1	7/1/2013	6/30/2014	<b>Admissions &amp; Records Assistant II:</b> Intermittent processing of applications and student registrations; assist students at counter and by phone during registration periods.
Skyline	Kinesiology/Athletics/ Dance	1	8/19/2013	5/23/2014	<b>Assistant Coach:</b> Assist with ongoing <b>Dance</b> choreography, rehearsals, public relations, day of event management, coordination of student segments, brochure publication, website updates, sponsor solicitation, etc.
Skyline	Kinesiology/Athletics/ Dance	2	8/15/2013	12/09/2013	<b>Assistant Coach:</b> Provide support for Intercollegiate, <b>Men's and Women's Soccer</b> programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.

Skyline	Kinesiology/Athletics/ Dance	1	8/15/2013	12/09/2013	<b>Assistant Coach:</b> Provide support for Intercollegiate <b>Volleyball</b> programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	Kinesiology/Athletics/ Dance	1	8/15/2013	12/16/2013	<b>Assistant Coach:</b> Provide support for Intercollegiate <b>Wrestling</b> program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	Kinesiology/Athletics/ Dance	2	10/15/2013	3/17/2014	<b>Assistant Coach:</b> Provide support for Intercollegiate <b>Men's and Women's Basketball</b> programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	Kinesiology/Athletics/ Dance	1	1/15/2014	5/23/2014	<b>Assistant Coach:</b> Provide support for Intercollegiate <b>Baseball</b> program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	Kinesiology/Athletics/ Dance	1	2/3/2014	5/16/2014	<b>Assistant Coach:</b> Provide support for Intercollegiate <b>Badminton</b> program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	Kinesiology/Athletics/ Dance	1	8/19/2014	5/23/2014	<b>Assistant Coach:</b> Provide integral functions for the Athletic program at its promotion, including public relations, web site updates, and coordination of team photos for the Men's and Women's Basketball and Soccer teams, and for the Volleyball, Wrestling, Badminton, and Baseball programs.
Skyline	Kinesiology/Athletics/ Dance	1	8/1/2013	5/23/2014	<b>Athletic Trainer:</b> Assist with assessing injuries and managing rehabilitation of student-athletes under the supervision of the head athletic trainer.
Skyline	Language Arts/Learning Resources	1	7/1/2013	8/16/2013	<b>Instructional Aide II:</b> Assist with the development of software and formatting language lab computers for instructional use.

Skyline	Marketing, Communications & Public Relations	1	7/1/2013	6/30/2014	<b>Web Content Coordinator:</b> Identify pages which need to be updated for accreditation; gather information, documents, and graphics; update information using Omni Update.
Skyline	Math/Science/ Technology/Basic Skills	3	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Supplemental instruction leaders will work 7 hours per week with specific classes. This function is a fundamental part of the Basic Skills Initiative.
Skyline	Math/Science/ Technology/EMT	6	7/1/2013	6/30/2014	<b>Instructional Aide I:</b> Oversee skills testing during specific labs as required by accrediting agencies.
Skyline	Math/Science/ Technology/EMT	4	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Oversee skills testing during specific labs and provide supervision for Instructional Aide I positions as required by accrediting agencies.
Skyline	Math/Science/ Technology/MESA	2	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Provide intermittent assistance to students in the MESA Center in physics and chemistry during midterm and final exam preparation.
Skyline	Math/Science/ Technology/Respiratory Therapy	1	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Assist with lab assignments and skills testing during specific labs.
Skyline	Math/Science/ Technology/Surgical Technology	1	7/1/2013	6/30/2014	<b>Instructional Aide II:</b> Assist with lab assignments and skills testing during specific labs.
Skyline	Planning, Research & Institutional Effectiveness	1	7/1/2013	12/31/2013	<b>Office Assistant II:</b> Provide clerical assistance for accreditation process.
Skyline	Social Science/Creative Arts	2	8/15/2013	5/27/2014	<b>Accompanist:</b> Play piano for voice and choir classes.
Skyline	Vice President of Instruction	1	7/1/2013	12/31/2013	<b>Office Assistant II:</b> Provide clerical assistance for accreditation process.

**BOARD REPORT No. 13-6-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ADOPTION OF RESOLUTION NO. 13-7 AUTHORIZING REPORTING OF DEFINED  
BENEFIT CONTRIBUTIONS AND REMITTANCE DIRECTLY TO THE CALIFORNIA  
STATE TACHERS RETIREMENT SYSTEM**

The San Mateo County Community College District changed its method of issuing paychecks from the County Office of Education to its own internal payroll system in 2006. Prior to the time of the payroll conversion all State Teachers Retirement System (STRS) contributions and remittances were issued to the County Office of Education for remittance to the STRS. After the conversion the District began issuing contributions and remittances directly to STRS. Recently the District was advised that in order to codify this change, it requires the Board of Trustees to adopt the attached resolution stating that STRS has authorized the District to submit contributions and remittances directly to STRS in accordance with Education Code 23000-23010 and Title 5, Division 3, Chapter 1, Article 15.5 of the California Code of Regulations.

**RECOMMENDATION**

It is recommended that the Board of Trustees sign the attached resolution authorizing direct remittances and contributions to the State Teachers Retirement System as described in this report effective July 1, 2013.

**RESOLUTION NO. 13-7****BOARD RESOLUTION OF THE  
SAN MATEO COMMUNITY COLLEGE DISTRICT  
AGREEMENT TO REPORT DIRECTLY TO THE  
CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**

Employers who report contribution data and remittance directly to the California State Teachers' Retirement System (CalSTRS) are required to comply with California Education Code sections 23000 - 23010 and are subject to penalties as outlined in Title 5, Division 3, Chapter 1, Article 15.5 of the California Code of Regulations.

WHEREAS, the San Mateo Community College District (hereinafter "District") desires to become a direct report source that reports Defined Benefit Plan contributions and remittance directly to CalSTRS; and

WHEREAS, the CalSTRS Deputy Chief Executive Officer of Benefits and Services, has authorized the District to report directly to CalSTRS; and

WHEREAS, if at any time, CalSTRS terminates the District as a direct reporter, the San Mateo County Office of Education (hereinafter "County Office of Education") will immediately resume reporting contribution data and remittance for the District to CalSTRS.

THEREFORE, BE IT RESOLVED that the District does hereby:

- I. Elect to be a CalSTRS Direct Report Source.
- II. Agree to:
  - a. Comply with California Education Code Sections 23000 – 23010;
  - b. Pay penalties pursuant to Title 5, Division 3, Chapter 1, Article 15.5 of the California Code of Regulations
- III. Affirm that it meets all of CalSTRS eligibility requirements, including:
  - a. It has a payroll system independent of the County Office of Education and access to historical data to 1980;
  - b. Is in full compliance with the F496 File Specifications;
  - c. Has been issued an unqualified opinion on its annual financial audit and the management letter does not contain any material weaknesses/misstatements and significant deficiencies with its internal controls within the last five years;
  - d. Has not been issued a warning, placed on probation, or ordered to show cause by the Accrediting Commission for Community and Junior Colleges, in the last five years;
  - e. It is responsible for submitting contribution data and remittance for all periods prior to and subsequent to the effective date of direct reporting;

- f. It is responsible for all penalty assessments for data reported as a direct report source;
- g. Has taken District Board action to submit contributions to CalSTRS on a pre-tax basis;
- h. Has achieved fiscally accountable status per California Education Code section 42650 or is fiscally independent per California Education Code section 42647;
- i. Should the District’s fiscally accountable status or fiscal independence be revoked the District will notify CalSTRS within three business days of the revocation, immediately cease reporting contribution data and remittance to CalSTRS directly and resume reporting contribution data and remittance through the County Office of Education

The San Mateo Community College District elects to be a CalSTRS direct report source as of:

Effective Date: July 1, 2013

Approved by the San Mateo Community College District School Board:

Date: \_\_\_\_\_

Signature:

Title:

\_\_\_\_\_

Approved by the California State Teachers’ Retirement System:

\_\_\_\_\_  
 PEGGY A. PLETT  
 Deputy Chief Executive Officer  
 Benefits and Services Branch

\_\_\_\_\_  
Date

**BOARD RESOLUTION OF THE  
SAN MATEO COUNTY OFFICE OF EDUCATION  
TO ALLOW  
SAN MATEO COMMUNITY COLLEGE DISTRICT  
TO REPORT DIRECTLY TO  
CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**

Employers who report contributions data and remittance directly to the California State Teachers' Retirement System (CalSTRS) are required to comply with California Education Code sections 23000 - 23010, and are subject to penalties as outlined in Title 5, Division 3, Chapter 1, Article 15.5 of the California Code of Regulations.

WHEREAS, the San Mateo Community College District (hereinafter "District") desires to become a direct report source that reports Defined Benefit Plan contributions data and remittance directly to CalSTRS; and

WHEREAS, the CalSTRS Deputy Chief Executive Officer of Benefits and Services, authorizes the District to report directly to CalSTRS; and

WHEREAS, if at any time, CalSTRS terminates the District as a direct reporter, the San Mateo County Office of Education (hereinafter "County Office of Education") will immediately resume reporting contribution data and remittance for the District to CalSTRS; and

THEREFORE, BE IT RESOLVED THAT the County Office of Education does hereby:

- I. Affirm that on \_\_\_\_\_ (Date District School Board Approved Resolution) the District elected to report directly to CalSTRS effective on July 1, 2013.
- II. Affirm the District met CalSTRS eligibility requirements, including:
  - a. Has achieved fiscally accountable status per California Education Code section 42650; or is fiscally independent per California Education Code section 42647;
  - b. Has a payroll system independent of the County Office of Education and access to historical data to 1980;
  - c. Is in full compliance with the F496 File Specifications;
  - d. Has been issued an unqualified opinion on its annual financial audit and the management letter does not contain any material weaknesses/misstatements and significant deficiencies with its internal controls within the last five years;

- e. Has not been issued warning, placed on probation, or ordered to show cause by the Accrediting Commission for Community and Junior Colleges, in the last five years;
  - f. Has taken District Board action to agree to submit contributions to CalSTRS on a pre-tax basis;
  - g. Has taken District Board action to be a CalSTRS direct report source effective July 1, 2013.
- III. The County Office of Education is not responsible for submitting contribution data and remittance including adjustments and reporting made prior to the effective date of direct reporting.
- IV. The County Office of Education is not responsible for any penalty assessments for data reported by the District as a direct reporter subsequent to the effective date of direct reporting.
- V. Agrees to notify CalSTRS within three business days of revocation should the District’s fiscally accountable status or fiscal independence be revoked; and immediately resume reporting contribution data and remittance on behalf of the District.

THEREFORE, BE IT RESOLVED that the San Mateo County Office of Education Board authorizes the San Mateo Community College District to report directly to CalSTRS and is absolved of all reporting requirements for San Mateo Community College District, until such time as CalSTRS terminates direct reporting by the District.

AND the San Mateo Community College District elected to be a CalSTRS direct report source as of:

Effective Date: July 1, 2013

Approved by the San Mateo County Office of Education Board:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

Approved by the California State Teachers’ Retirement System:

\_\_\_\_\_  
 PEGGY A. PLETT  
 Deputy Chief Executive Officer  
 Benefits and Services Branch

\_\_\_\_\_  
 Date

**BOARD REPORT NO. 13-6-1CA**

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 AND DELETIONS  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

The addition of 308 courses to, and the deletion of 23 courses from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. Additionally, 48 courses are proposed to be offered in the distance education mode. The addition of three Certificates of Achievement and one program department, as well as eight degree/certificate deletions are also proposed. In addition to the degree/certificate deletions, five degrees/certificates were assigned inactive status.

In addition to the courses deleted, 306 courses were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years.

Furthermore, 353 courses were modified and 11 courses were reactivated. Sixty programs were modified and one program was reactivated.

Each of the proposed courses 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 course has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing course offerings.

**RECOMMENDATION**

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

**PROPOSED CURRICULAR ADDITIONS:**

**Cañada College**

Art

- 250 The Art History of Rome
- 306 Three Dimensional Design

Business

- 393 Starting and Growing a Sustainable Business

Communication Studies

- 127 Argumentation and Debate

Early Childhood Education/Child Development

- 249 Leadership in Early Childhood Education

Interdisciplinary Studies

- 100 Sustainability: People, Planet, Profits

Kinesiology, Athletics and Dance - Dance

- 121.1 Modern Dance I
- 121.2 Modern Dance II
- 121.3 Modern Dance III
- 121.4 Modern Dance IV
- 125.1 Salsa I
- 125.2 Salsa II
- 125.3 Salsa III
- 125.4 Salsa IV
- 130.1 Jazz Dance I
- 130.2 Jazz Dance II
- 130.3 Jazz Dance III
- 130.4 Jazz Dance IV
- 140.1 Ballet I
- 140.2 Ballet II
- 140.3 Ballet III
- 140.4 Ballet IV
- 150.1 Hip Hop I
- 151.1 Social Dance I
- 151.2 Social Dance II
- 151.3 Social Dance III
- 151.4 Social Dance IV
- 400.1 Dance Performance and Production I
- 400.2 Dance Performance and Production II

- 400.3 Dance Performance and Production III
- 400.4 Dance Performance and Production IV

Kinesiology, Athletics and Dance - Fitness

- 152 Basketball Conditioning
- 304.1 Walking Fitness I
- 304.2 Walking Fitness II
- 304.3 Walking Fitness III
- 304.4 Walking Fitness IV
- 334.1 Yoga I
- 334.2 Yoga II
- 334.3 Yoga III
- 334.4 Yoga IV
- 335.1 Pilates I
- 335.2 Pilates II
- 335.3 Pilates III
- 335.4 Pilates IV

Kinesiology, Athletics and Dance - Individual Sports

- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV
- 251.1 Tennis I
- 251.2 Tennis II
- 251.3 Tennis III
- 251.4 Tennis IV

Kinesiology, Athletics and Dance - Team Sports

- 111.1 Basketball I
- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 141.1 Soccer I
- 141.2 Soccer II
- 141.3 Soccer III
- 141.4 Soccer IV
- 171.1 Volleyball I
- 171.2 Volleyball II
- 171.3 Volleyball III
- 171.4 Volleyball IV
- 186 Basketball: Individual Skill Development

Mathematics

- 190 Path to Statistics

Music

- 301.1 Piano I
- 301.2 Piano II
- 301.3 Piano III
- 301.4 Piano IV

Theatre Arts

- 201.1 Acting I
- 201.2 Acting II
- 201.3 Acting III
- 201.4 Acting IV
- 300.1 Rehearsal and Performance I
- 300.2 Rehearsal and Performance II
- 300.3 Rehearsal and Performance III
- 300.4 Rehearsal and Performance IV

**College of San Mateo**

Accounting

- 665MQ Estate Taxation Update

Computer and Information Science

- 680MG Android Programming

Digital Media

- 251 Graphic Design Practicum
- 256 Portfolio for Graphic Design

Film

- 680MA Watching Cable Television

Nursing

- 680MC Perioperative Nursing
- 680MD Perioperative Nursing Preceptorship

**Skyline College**

Anthropology

- 126 Physical Anthropology Laboratory

Automotive Technology

680SA Body Control Systems

Business

680SF Social Media for Professionals

680SG Introduction to Social Entrepreneurship

Business Computer Systems and Management

171 Federal Income Tax

172 Business Income Taxes

Career and Personal Development

116 Deciding on a Major

145 Soft Skills for Allied Health Professions

Cosmetology

735 Cosmetology Concepts and Practice V: New Concepts

745 Cosmetology Concepts and Practice VI: Senior Practical

751 Cosmetology Brush Up II

761 Cosmetology Instructor Preparation II

762 Cosmetology Instructor Preparation III

Counseling

102 Student Success Strategies

640 Money Management for Academic Success

651 Puente Seminar

652 Honors Seminar – Applying to Competitive Universities

655.1 Hermanos Seminar - College Success Factors

655.2 Hermanos Seminar - Transition to College

656.1 Hermanas Seminar - College Success Factors

656.2 Hermanas Seminar - Transition to College

657 Auto Guidance Seminar – Career Advancement Academy

658 Allied Health Guidance Seminar – Career Advancement Academy

Developmental Skills

825.1 Assistive Computer Technology - Kurzweil 3000 I

826.1 Assistive Computer Technology - Dragon NaturallySpeaking I

Drama

200 Theory and Practice of Acting I

201 Advanced Acting I

208 Acting Practicum I (Acting Laboratory)

- 209 Acting Practicum II (Acting Laboratory)
- 310 Technical Production/Stagecraft

Early Childhood Education

- 263 Intervention and Support Strategies for Children with Special Needs

Emergency Medical Care

- 180 Gateway to Health Careers

English

- 103 Applied English Skills for Cultural Production I
- 203 Applied English Skills for Cultural Production III
- 204 Applied English Skills for Cultural Production IV

Energy Systems Technology Management

- 680SA Energy Summer Camp
- 680SB Energy Auditing Techniques for Small and Medium Commercial Facilities

Fashion Merchandising

- 100 Principles of Design
- 225 Apparel Analysis
- 226 Visual Merchandising and Display
- 228 Fashion Show Production

Geography

- 100 Physical Geography
- 101 Physical Geography Lab

Health Science

- 180 Gateway to Health Careers

Journalism

- 340 Intermediate Advanced Newspaper Staff
- 350 Advanced Newspaper Staff

Kinesiology, Athletics and Dance - Combatives

- 401.1 Self Defense I
- 401.2 Self Defense II
- 401.3 Self Defense III
- 401.4 Self Defense IV
- 404.1 Shotokan Karate I

- 404.2 Shotokan Karate II
- 404.3 Shotokan Karate III
- 404.4 Shotokan Karate IV

Kinesiology, Athletics and Dance - Dance

- 121.1 Modern Dance I
- 121.2 Modern Dance II
- 121.3 Modern Dance III
- 121.4 Modern Dance IV
- 125.1 Salsa I
- 125.2 Salsa II
- 125.3 Salsa III
- 125.4 Salsa IV
- 130.1 Jazz Dance I
- 130.2 Jazz Dance II
- 130.3 Jazz Dance III
- 130.4 Jazz Dance IV
- 140.1 Ballet I
- 140.2 Ballet II
- 140.3 Ballet III
- 140.4 Ballet IV
- 151.1 Social Dance I
- 151.2 Social Dance II
- 151.3 Social Dance III
- 151.4 Social Dance IV
- 152.1 Cuban Roots of Salsa I
- 152.2 Cuban Roots of Salsa II
- 152.3 Cuban Roots of Salsa III
- 152.4 Cuban Roots of Salsa IV
- 172.1 Classical Chinese Dance I
- 172.2 Classical Chinese Dance II
- 172.3 Classical Chinese Dance III
- 172.4 Classical Chinese Dance IV
- 330.1 Creative Dance I
- 330.2 Creative Dance II
- 330.3 Creative Dance III
- 330.4 Creative Dance IV
- 350.1 Cardio Dance I
- 350.2 Cardio Dance II
- 350.3 Cardio Dance III
- 350.4 Cardio Dance IV
- 391 Dance Composition – Theory and Choreography
- 395.1 Dance Workshop I
- 395.2 Dance Workshop II
- 395.3 Dance Workshop III
- 395.4 Dance Workshop IV
- 400.1 Dance Performance and Production I
- 400.2 Dance Performance and Production II
- 400.3 Dance Performance and Production III

- 400.4 Dance Performance and Production IV
- 410.1 Dance for the Musical Theater Production I
- 410.2 Dance for the Musical Theater Production II
- 410.3 Dance for the Musical Theater Production III
- 410.4 Dance for the Musical Theater Production IV

Kinesiology, Athletics and Dance - Fitness

- 112.1 Cross Training I
- 112.2 Cross Training II
- 112.3 Cross Training III
- 112.4 Cross Training IV
- 116.1 Body Conditioning I
- 116.2 Body Conditioning II
- 116.3 Body Conditioning III
- 116.4 Body Conditioning IV
- 166.1 Golf Fitness I
- 166.2 Golf Fitness II
- 166.3 Golf Fitness III
- 166.4 Golf Fitness IV
- 199.1 Interactive Cardiovascular Fitness I
- 199.2 Interactive Cardiovascular Fitness II
- 199.3 Interactive Cardiovascular Fitness III
- 199.4 Interactive Cardiovascular Fitness IV
- 201.1 Weight Training I
- 201.2 Weight Training II
- 201.3 Weight Training III
- 201.4 Weight Training IV
- 219.1 Core Fitness Training I
- 219.2 Core Fitness Training II
- 219.3 Core Fitness Training III
- 219.4 Core Fitness Training IV
- 301.1 Spinning I
- 301.2 Spinning II
- 301.3 Spinning III
- 301.4 Spinning IV
- 304.1 Walking Fitness I
- 304.2 Walking Fitness II
- 304.3 Walking Fitness III
- 304.4 Walking Fitness IV
- 305.1 Cardiovascular Development – Running Emphasis I
- 305.2 Cardiovascular Development – Running Emphasis II
- 305.3 Cardiovascular Development – Running Emphasis III
- 305.4 Cardiovascular Development – Running Emphasis IV
- 308.1 Hiking and Trekking for Fitness I
- 308.2 Hiking and Trekking for Fitness II
- 308.3 Hiking and Trekking for Fitness III
- 308.4 Hiking and Trekking for Fitness IV
- 314.1 Backpacking for Fitness I
- 314.2 Backpacking for Fitness II

- 314.3 Backpacking for Fitness III
- 332.1 Stretching and Flexibility I
- 332.2 Stretching and Flexibility II
- 332.3 Stretching and Flexibility III
- 332.4 Stretching and Flexibility IV
- 334.1 Yoga I
- 334.2 Yoga II
- 334.3 Yoga III
- 334.4 Yoga IV
- 335.1 Pilates I
- 335.2 Pilates II
- 335.3 Pilates III
- 335.4 Pilates IV
- 400.1 Fitness Academy I
- 400.2 Fitness Academy II
- 400.3 Fitness Academy III
- 400.4 Fitness Academy IV

#### Kinesiology, Athletics and Dance - Individual Sports

- 101.1 Archery I
- 101.2 Archery II
- 101.3 Archery III
- 101.4 Archery IV
- 121.1 Badminton I
- 121.2 Badminton II
- 121.3 Badminton III
- 121.4 Badminton IV
- 160.1 Golf I
- 160.2 Golf II
- 160.3 Golf III
- 160.4 Golf IV
- 165.1 Golf: Short Game I
- 165.2 Golf: Short Game II
- 165.3 Golf: Short Game III
- 165.4 Golf: Short Game IV
- 251.1 Tennis I
- 251.2 Tennis II
- 251.3 Tennis III
- 251.4 Tennis IV

#### Kinesiology, Athletics and Dance - Team Sports

- 111.1 Basketball I
- 111.2 Basketball II
- 111.3 Basketball III
- 111.4 Basketball IV
- 132.1 Flag Football I
- 132.2 Flag Football II
- 132.3 Flag Football III

- 132.4 Flag Football IV
- 141.1 Soccer I
- 141.2 Soccer II
- 141.3 Soccer III
- 141.4 Soccer IV
- 148.1 Indoor Soccer I
- 148.2 Indoor Soccer II
- 148.3 Indoor Soccer III
- 148.4 Indoor Soccer IV

#### Learning Skills

- 880SB English Composition Supplement
- 880SC College-Level Intermediate Algebra Supplement
- 880SD ESOL Composition Supplement

#### Mathematics

- 190 Path to Statistics

#### Music

- 286 Business of Independent Music
- 287.1 Urban Music Ensemble I
- 287.2 Urban Music Ensemble II
- 287.3 Urban Music Ensemble III
- 287.4 Urban Music Ensemble IV
- 357 Violin/Viola III
- 358 Violin/Viola IV
- 383.1 Guitar Ensemble I
- 383.2 Guitar Ensemble II
- 383.3 Guitar Ensemble III
- 383.4 Guitar Ensemble IV
- 410.1 Voice for the Musical Theater Production I
- 410.2 Voice for the Musical Theater Production II
- 410.3 Voice for the Musical Theater Production III
- 410.4 Voice for the Musical Theater Production IV

#### Physics

- 106 Conceptual Physics Laboratory

#### Surgical Technology

- 880SA Clinical Lab Practicum for Central Service Technology

#### Wellness

- 680SB Self-Help Stress Reduction Techniques
- 880SC Aromatherapy for Wellness

- 880SD Introduction to Deep Tissue Massage I
- 880SE Introduction to Deep Tissue Massage II

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION:**

**Cañada College**

Business

- 100 Contemporary American Business
- 230 International Marketing
- 335 Theories and Practices of Global Business
- 337 International Business Law
- 338 International Finance
- 339 E-Commerce
- 379 Travel Study in Business - Preparing for the Trip

Computer Business Office Technology

- 475 Using Outlook

Chemistry

- 210 General Chemistry I

Computer Information Science

- 118 Introduction to Computer Science
- 252 Introduction to Data Structures - C++
- 262 Discrete Mathematics for Computer Science
- 286 Introduction to Data Structures - Java
- 294 Introduction to Object Oriented Programming: Objective-C

Career and Personal Development

- 110 Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning

Geography

- 100 Physical Geography

History

- 202 U.S. History from 1877 to the Present

Kinesiology, Athletics and Dance - Fitness

- 304.1 Walking Fitness I
- 304.2 Walking Fitness II

Kinesiology, Athletics and Dance - Kinesiology

- 245 Principles and Techniques of Resistance, Balance and Flexibility Training
- 250 Personal Trainer Preparation: Anatomy and Physiology
- 251 Personal Trainer: Health Appraisal and Exercise Prescription

Learning Center

- 822 Grammar Trouble Spots I

Mathematics

- 879CA Path to Statistics

Management

- 100 Introduction to Business Management
- 215 Management of Human Resources
- 220 Organizational Behavior

Philosophy

- 100 Introduction to Philosophy

**College of San Mateo**

Computer and Information Science

- 680MG Android Programming

Nursing

- 680MC Perioperative Nursing

**Skyline College**

Biology

- 675 Honors Colloquium in Biology

Business

- 101 Human Relations at Work
- 120 Mathematical Analysis for Business
- 201 Business Law
- 284 Purchasing and Supply Management
- 285 Inventory Management
- 286 Transportation Management

Career and Personal Development

- 145 Soft Skills for Allied Health Professions
- 650 Guidance Seminar Group

Counseling

- 100 College Success
- 104 Understanding Transfer

Early Childhood Education

- 210 Early Childhood Education Principles
- 212 Child, Family and Community

Mathematics

- 150 Mathematics for Elementary School Teachers

Psychology

- 171 Quantitative Reasoning in Psychology

Wellness

- 680SA Everyday Uses of Herbs
- 680SB Self-Help Stress Reduction Techniques
- 680SC Energetic Modalities
- 880SC Aromatherapy for Wellness

**PROPOSED CURRICULAR DELETIONS:**

**Cañada College**

Anthropology

- 670 Cooperative Education/Work Experience

Kinesiology, Athletics and Dance - Individual Sports

- 120 Badminton

Kinesiology, Athletics and Dance - Team Sports

- 180 Intermediate/Advanced Competition Volleyball
- 181 Advanced Competition Volleyball

**College of San Mateo**

None.

**Skyline College**

## Automotive Technology

730	Japanese Basic Electrical
743	Pre-Delivery Inspection
818/718	Clean Air Car II
842/772	Clean Air Car I
848/775	Oscilloscopes and Exhaust Gas Analyzers
857/757	Ford Electrical Engine Controls

## Computer Applications and Office Technology

212	Word Processing I: WordPerfect
213	Word Processing II: WordPerfect
421	Web Scripting II

## Interior Design

120	Designing Interiors for Multicultural Populations
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## Library

665	Selected Topics in Library and Information Science
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## Literature

111	Short Story
113	Introduction to the Novel
116	Introduction to World Literature
225	Mirrors of Today: Contemporary Poetry
373	Latin American Literature in Translation
416	Modern European Literature in Translation

## Sociology

665	Selected Topics in Sociology
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**PROPOSED CURRICULAR INACTIVATIONS:****Cañada College**

## Computer Information Systems

330	Introduction to Perl
331	Intermediate Perl- Banking

## Fashion Design and Merchandising

174 How to Use Your Master Pattern

## Interior Design

165 Sustainable Residential Remodeling and Renovation

402 Green Remodeling and Energy-Water Efficiency

## Kinesiology, Athletics and Dance - Dance

121 Contemporary Modern Dance

125 Beginning Salsa

126 Intermediate Salsa

127 Advanced Salsa

140 Beginning Ballet

143 Intermediate Ballet

150 Hip Hop Dance

151 Beginning Social Dance

153 Intermediate Social Dance

156 Advanced Social Dance

205 Beginning Jazz

210 Beginning/Intermediate Jazz

215 Intermediate Jazz

400 Dance Production

## Kinesiology, Athletics and Dance - Fitness

123 Cardio Pump Fitness

124 Pilates Training

127 Dance Aerobics

320 Walking and Jogging for Fitness

332 Flexibility and Stretching

334 Yoga

## Kinesiology, Athletics and Dance - Individual Sports

161 Beginning Golf

164 Intermediate/Advanced Golf

166 Expert Golf Training

## Kinesiology, Athletics and Dance - Team Sports

101 Beginning Baseball

102 Intermediate Baseball

111 Beginning Basketball

115 Advanced Basketball

141 Beginning Soccer

143 Advanced Soccer

151 Beginning Softball

- 171 Beginning Volleyball
- 174 Intermediate/Advanced Volleyball

Music

- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV

Paralegal

- 255 Corporations and Business Entities
- 257 Bankruptcy
- 268 Administrative Law

Theatre Arts

- 201 Advanced Acting I
- 202 Advanced Acting II
- 203 Advanced Acting III
- 300 Play Rehearsal/Performance

**College of San Mateo**

Art

- 360 Experimental Photography
- 665MB Advanced Topics: Oil Painting
- 665MK Special Topics: Digital Photography
- 805 Art of Asia and the Near East

Business

- 131 Money Management

Business Microcomputer Applications

- 534 HTML I (Hypertext Markup Language I)
- 535 HTML II (Hypertext Markup Language II)

Career and Life Planning

- 108 Achieving an Associate Degree and/or Vocational Certificate
- 138 Skill Development for Career Growth
- 310 Summer Bridge Academy
- 889MA Transition to College

## Drafting

- 120 Principles of Technical Drawing
- 123 Computer-Aided Drafting III
- 124 Computer-Aided Drafting IV

## Electronics

- 201 D.C. Electronics
- 202 A.C. Electronics
- 262 Digital Electronics
- 310 Introduction to Microprocessors
- 320 Linear Circuit Analysis
- 332 Prototype Project Development
- 360 Microcomputer Interfacing
- 370 Nonlinear Circuit Analysis
- 401 Power and Water Systems Infrastructure
- 403 Introduction to Industrial Safety

## Engineering

- 240 Engineering Dynamics

## Ethnic Studies

- 350 Native American Way of Life
- 351 The Primal Mind and Cultural Diversity

## Kinesiology, Athletics and Dance – Aqua

- 109 Intermediate Swimming and Beginning Water Polo
- 127 Swim for Conditioning
- 133 Individual Swim Conditioning
- 135 Aqua Exercise

## Kinesiology, Athletics and Dance – Dance

- 121 Contemporary Modern Dance
- 122 Modern Dance II
- 131 Jazz Dance I
- 132 Jazz Dance II
- 141 Beginning Ballet I
- 143 Intermediate Ballet II
- 150 Hip Hop
- 151 Beginning Social Dance
- 153 Intermediate Social Dance
- 167 Swing Dance
- 400 Dance Production
- 665 Dance in a Multicultural Context

## Kinesiology, Athletics and Dance – Fitness

116	Body Conditioning
207	Periodized Weight Conditioning
235	Cross Training Boot Camp
301	Spinning
312	Spinning Heart Rate
334	Yoga
335	Pilates
337	Dahn Yoga
338	Yoga/Pilates Fusion

## Kinesiology, Athletics and Dance – Individual Sports

120	Badminton
251	Beginning Tennis
252	Beginning/Intermediate Tennis
254	Intermediate/Advanced Tennis

## Kinesiology, Athletics and Dance – Team Sports

110	Basketball
141	Beginning Soccer
145	Advanced Soccer
148	Indoor Soccer

## Library Studies

105	Advanced Online Research
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## Mathematics

147	Mathematics and Global Issues
852	Mathematics Supplement II

## Nursing

215	Nursing Skills Lab I
800	Success Strategies for an RN Program
845	Review: Registered Nurse Exam

## Real Estate

301	Escrow Procedures: Basic
801	Real Estate License Exam Preparation

## Spanish

130	Intermediate Spanish
251	Hispanoamerica Contemporanea

**Skyline College**

## Administration of Justice

205 Judicial Process in California

## Arabic

801 Standard Spoken Arabic I

## Art

201 Form and Composition I  
202 Form and Composition II  
302 Advanced Design  
363 Alternative Processes in Photography I  
364 Alternative Processes in Photography II  
376 Digital Imaging I  
377 Digital Imaging II  
408 Bronze Casting

## Automotive Technology

716 Automotive Cooling/Heating and Air Conditioning  
861/761 Automotive Brakes II  
864/764 Emissions Control Systems I

## Biology

365 Intertidal Interpretation  
415 Introduction to Biotechnology Manufacturing  
416 Laboratory Skills for Biotechnology

## Business

109 Working with People Worldwide  
153 Planning a Business Startup  
225 Foundations of Global E-Commerce  
227 Global Business Contracts  
240 International Logistics and Transportation  
242 Doing Business in Europe  
244 Doing Business in Latin America  
245 Introduction to Customs Brokerage  
468 Asia in the World Today

## Business Computer Systems and Management

417 Adobe Illustrator Essentials

## Chemistry

416 Chemistry Lab Skills for Biotechnology

#### Chinese

115 Business Chinese  
121 Advanced Elementary Chinese I  
122 Advanced Elementary Chinese II  
130 Intermediate Chinese

#### Computer Science

312 Installing/Using Linux as Your PC OS  
313 Working in a Linux Shell Environment  
314 Managing a Linux System  
315 Managing Linux-Based Internet Services  
316 Managing Linux-Based Intra-Net (Enterprise) Services  
412 Flash I  
413 Flash II  
487 Advanced Network Security

#### Cosmetology

754 Manicuring  
782 Advanced Cosmetology Concepts  
784 Salon Practice

#### Developmental Skills

811 Differential Learning Skills Assessment

#### Early Childhood Education

214 Child-Parent Relations  
262 Introduction to Family Support: Building Respectful Partnerships  
264 The Life Cycle of the Family  
311 Children's Nutrition

#### Education

100 Introduction to Education  
120 Historical, Socio-Cultural, and Philosophical Foundations of Education

#### English

105 Intensive Composition  
826 Basic Writing Skills  
836 Writing Development  
875 English Grammar

## Environmental Science and Technology

411 Solar Design, Estimation and Sales

## Family and Consumer Sciences

113 Textiles  
117 Creating a Personal Image  
119 Clothing, Culture and Society  
212 Child, Family and Community  
213 Child-Parent Relations

## Fashion Merchandising

117 Creating a Personal Image  
152 Visual Merchandising  
153 Apparel and Home Fashion Analysis  
156 Fashion Shows and Special Events  
160 Business of Image Consulting

## Filipino

121 Advanced Elementary Filipino I  
122 Advanced Elementary Filipino II

## Film

370 Film Production

## Geography

301 Introduction to Map Reading  
302 Introduction to GIS and ArcView  
303 GIS Applications

## Geology

180 Geology of California  
611 Field Geography

## Health Science

150 Death and Dying  
405 Emergency Care for First Responders  
435 Pharmacy Technician Training  
436 Pharmacy Technician Training Clinical Externship

## Humanities

- 115 Into The Arts – Live!
- 116 Children’s Art Appreciation
- 117 Arts, Senses and Imagination

Italian

- 103 Italian for Travelers
- 111 Elementary Italian I
- 112 Elementary Italian II
- 121 Advanced Elementary Italian I
- 122 Advanced Elementary Italian II

Journalism

- 301 Online Newspaper Staff
- 302 Newspaper Workshop

Kinesiology, Athletics and Dance - Adaptive Physical Education

- 356 Adapted Total Fitness
- 357 Physical Education for Individuals with Special Needs

Kinesiology, Athletics and Dance - Combatives

- 401 Self Defense
- 404 Beginning Shotokan Karate
- 405 Intermediate and Advanced Shotokan Karate

Kinesiology, Athletics and Dance - Dance

- 110 Modern Dance
- 130 Jazz Dance
- 140 Ballet
- 152 Cuban Roots of Salsa
- 171 Chinese Dance Workout
- 330 Creative Dance
- 350 Cardio Dance
- 390 Dance Composition/Theory/Choreography
- 395 Dance Workshop
- 400 Dance Production
- 410 Dance for Musical Theater Production
- 440 Principles of Dance Company/Arts Program Management
- 450 Intermediate/Advanced Dance Production

Kinesiology, Athletics and Dance - Fitness

- 110 Adult Conditioning
- 112 Cross Training
- 116 Body Conditioning
- 166 Golf Fitness

- 201 Weight Training, Beginning
- 202 Weight Training, Intermediate
- 205 Weight Conditioning
- 219 Core Fitness Training
- 235 Cross Training Boot Camp
- 301 Spinning
- 303 Trail Hiking
- 304 Walking Fitness
- 305 Cardiovascular Development – Running Emphasis, Beginning to Advanced
- 308 Hiking and Trekking for Fitness
- 314 Backpacking for Fitness
- 332 Stretching and Flexibility
- 334 Yoga
- 335 Pilates
- 400 Fitness Academy

Kinesiology, Athletics and Dance - Individual Sports

- 101 Archery, Beginning
- 105 Archery, Intermediate
- 121 Badminton, Beginning
- 125 Badminton, Advanced
- 160 Golf
- 165 Golf: Short Game
- 169 Golf Swing Analysis
- 171 Golf: On-Course Playing Lessons
- 251 Beginning Tennis
- 253 Tennis, Intermediate
- 255 Tennis, Advanced

Kinesiology, Athletics and Dance - Physical Education

- 270 Introduction to Human Performance

Kinesiology, Athletics and Dance - Team Sports

- 111 Basketball, Beginning
- 115 Basketball, Advanced
- 132 Flag Football
- 141 Soccer, Beginning
- 145 Soccer, Advanced
- 148 Indoor Soccer
- 188 Volleyball Theory, Defense
- 194 Women's Volleyball Theory, Defense

Library

- 110 Digital Oral Research Project

## Learning Skills

- 400 Supplemental Learning Assistance for English Composition for Nonnative Speakers
- 820 Computer Based Independent Study
- 826 Supplemental Learning Assistance for Basic Writing Skills
- 836 Supplemental Learning Assistance for Writing Development
- 833 Multi-Intelligent Learning Styles

## Music

- 144 Concert Enjoyment
- 240 Music of the Americas
- 350 The Art of Rock, Rhythm & Blues I
- 351 The Art of Rock, Rhythm & Blues II
- 420 Traditional Kulintang Music
- 430 Concert Band
- 450 Jazz Band
- 470 Concert Choir
- 475 Jazz Choir
- 383 Guitar Ensemble I

## Paralegal Studies

- 265 Labor Law and Collective Bargaining
- 266 Probates, Estates, and Trusts
- 305 Judicial Process in California

## Philosophy

- 190 History of Western Philosophy – 19<sup>th</sup> and 20<sup>th</sup> Century
- 320 Asian Philosophy

## Reading

- 826 Reading Improvement
- 836 Academic Reading Strategies

## Recreation Education

- 100 Introduction to Recreation and Leisure Studies

## Respiratory Therapy

- 484 Medical Terminology for Respiratory Therapy

## Social Science

- 140 Media and Society

665 Selected Topics in Women's Studies  
Sociology

160 Sociology of Sex and Gender  
432 Chinese Culture and Society

#### Spanish

101 Spanish for Public Service I  
103 Spanish for Travelers  
121 Advanced Elementary Spanish I  
122 Advanced Elementary Spanish II  
801 Conversational Spanish

#### Telecommunications and Network Information Technology

312 Installing/Using Linux as Your PC OS  
313 Working in a Linux Shell Environment  
314 Managing a Linux System  
315 Managing Linux-Based Internet Services  
316 Managing Linux-Based Intra-Net (Enterprise) Services  
405 Electrical Fundamentals Telecommunications  
415 Wireless and Mobile Communications Fundamentals  
420 Signal Transmission and Radio Frequency (R.F.) Fundamentals  
440 Transport Networks and the Fundamentals of Digital Communications  
445 Wireless and Mobile Communications Systems and Applications  
462 Switching Technology  
487 Advanced Network Security

### **PROPOSED CURRICULAR MODIFICATIONS:**

#### **Cañada College**

##### Accounting

121 Financial Accounting  
131 Managerial Accounting  
200 QuickBooks

##### Anthropology

110 Cultural Anthropology  
126 Physical Anthropology Laboratory  
200 Ethnographic Film  
351 Archaeology

##### Architecture

110 Interior Architectural Drafting

## Art

201	Form and Composition I
204	Drawing I
205	Drawing II
206	Figure Drawing and Portraiture
207	Life Drawing
214	Color
221	Painting I
222	Painting II
301	Two-Dimensional Design

## Biological Sciences

250	Human Anatomy
260	Human Physiology

## Business

100	Contemporary American Business
115	Business Mathematics
335	Theories and Practices of Global Business

## Computer Business Office Technology

417	Skill Building
475	Using Outlook

## Chemistry

210	General Chemistry I
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## Computer Information Science

118	Introduction to Computer Science
250	Introduction to Object Oriented Programming: C++
252	Introduction to Data Structures - C++
284	Introduction to Object Oriented Programming - Java
286	Introduction to Data Structures - Java

## Communication Studies

110	Public Speaking
130	Interpersonal Communication
140	Small Group Communication
150	Intercultural Communication
180	Introduction to Communication Studies

## Career and Personal Development

- 110 Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning

## Economics

- 100 Principles of Macro Economics
- 102 Principles of Micro Economics

## English

- 100 Reading and Composition
- 110 Composition, Literature, and Critical Thinking
- 161 Creative Writing I
- 164 Creative Non-Fiction
- 165 Advanced Composition

## Engineering

- 100 Introduction to Engineering
- 230 Statics
- 240 Engineering Dynamics
- 260 Circuits and Devices
- 270 Materials Science

## Fashion Design and Merchandising

- 151 Fashion Merchandising
- 162 Advanced Flat Pattern

## Geography

- 100 Physical Geography

## History

- 100 History of Western Civilization I
- 101 History of Western Civilization II
- 104 World History I
- 106 World History II
- 201 U.S. History through 1877
- 202 U.S. History from 1877 to the Present
- 422 Modern Latin America
- 451 Far Eastern Civilization and Heritage I
- 452 Far Eastern Civilization and Heritage II

## Interior Design

- 128 Presentation Techniques I
- 129 Presentation Techniques II
- 148 Color and Design
- 175 Space Planning and Design
- 350 Commercial Design
- 356 Residential and Commercial Construction
- 360 CAD Applications for Interior Designers
- 400 Sustainable Design Concepts
- 401 Sustainability and Home Energy Assessment
- 403 Sustainable Practices
- 450 Materials and Finishes

Kinesiology, Athletics and Dance - Dance

- 220 Dance Conditioning

Kinesiology, Athletics and Dance - Fitness

- 112 Cross Training
- 117 Fitness Assessment, Strength and Conditioning
- 118 Beginning Fitness Center
- 119 Intermediate Fitness Center
- 122 Total Body Burn
- 128 Get on the Ball Exercising
- 129 Beginning Strength Training on the Ball
- 151 Step Aerobics
- 154 Volleyball Conditioning
- 210 Varsity Weight Conditioning
- 235 Boot Camp

Kinesiology, Athletics and Dance - Kinesiology

- 101 Introduction to Kinesiology
- 245 Principles and Techniques of Resistance, Balance and Flexibility Training
- 250 Personal Trainer Preparation: Anatomy and Physiology
- 251 Personal Trainer: Health Appraisal and Exercise Prescription

Kinesiology, Athletics and Dance - Team Sports

- 105 Advanced Baseball
- 148 Indoor Soccer
- 185 Expert Volleyball Training

Learning Center

- 120 Literacy Tutoring in the Community
- 140 Professional Writing
- 822 Grammar Trouble Spots I
- 840 Vocabulary Improvement I
- 841 Vocabulary Improvement II

- 842 Vocabulary Improvement III
- 843 Vocabulary Improvement IV

#### Literature

- 375 Native-American Literature

#### Mathematics

- 125 Elementary Finite Mathematics
- 200 Elementary Probability and Statistics

#### Medical Assisting

- 115 Introduction to Electronic Health Record
- 121 Clinical Procedures II
- 140 Implementation of Electronic Health Record
- 161 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding
- 162 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding
- 163 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding
- 680CA ICD (International Classification of Diseases)-10-CM

#### Music

- 115 Art, Music and Ideas
- 120 Songwriting Workshop I
- 240 Music of the Americas
- 250 World Music
- 371 Guitar I

#### Philosophy

- 100 Introduction to Philosophy

#### Psychology

- 100 General Psychology
- 205 Social Science Research Methods

#### Radiologic Technology

- 400 Orientation to Radiologic Technology
- 408 Perspectives in Radiology
- 410 Radiographic Positioning
- 435 Imaging Equipment and Quality Control
- 440 Advanced Imaging Modalities & Specialized Procedures
- 474 Venipuncture for Contrast Media Administration

## Theatre Arts

200 Theory and Practice of Acting

## Sociology

100 Introduction to Sociology  
 105 Social Problems  
 141 Ethnicity and Race in Society  
 205 Social Science Research Methods

## Spanish

110 Elementary Spanish  
 111 Elementary Spanish I  
 112 Elementary Spanish II  
 120 Advanced Elementary Spanish  
 121 Advanced Elementary Spanish I  
 122 Advanced Elementary Spanish II  
 131 Intermediate Spanish I  
 132 Intermediate Spanish II  
 140 Advanced Intermediate Spanish  
 150 Spanish for Heritage Speakers I  
 152 Spanish for Heritage Speaker II  
 161 Latino Literature I  
 162 Latino Literature II

**College of San Mateo**

## Administration of Justice

145 Basic Police Academy  
 771 PC 832 Arrest and Control Training  
 775 PC 832 Firearms Training  
 780 Regular Basic Course Module III  
 781 Regular Basic Course Module II

## Anthropology

180 Magic, Science and Religion  
 370 Pre-Columbians: Olmec to Aztecs

## Biology

102 Science and Conservation  
 195 Biology Field Laboratory  
 210 General Zoology  
 260 Human Physiology

### Building Inspection Technology

- 700 Introduction to the Building Code
- 720 Electrical Inspection

### Business

- 100 Contemporary American Business
- 115 Business Mathematics
- 180 Marketing
- 295 Computer Systems in Business
- 315 Keyboarding I
- 316 Keyboarding II
- 317 Keyboarding Skill-building
- 326 Electronic Filing and Records Management
- 401 Business Communications

### Business Microcomputer Applications

- 105 Introduction to Microcomputers
- 114 Windows Fundamentals I
- 115 Windows Fundamentals II
- 214 Using Word for Windows
- 215 Word Processing II Using Word for Windows
- 383 Presentations Using PowerPoint for Windows I
- 384 Business Presentations II Using PowerPoint for Windows
- 415 Spreadsheet I Using Excel for Windows
- 416 Spreadsheet II Using Excel for Windows
- 450 Microsoft Project Fundamentals I
- 451 Microsoft Project Fundamentals II
- 464 Database Management Fundamentals Using Access for Windows
- 530 Introduction to Internet Competency

### Computer and Information Science

- 111 Introduction to Internet Programming

### Career and Life Planning

- 129 Puente: Transfer Readiness

### Digital Media

- 100 Media in Society
- 101 Writing Across the Media
- 102 Media Law and Ethics
- 103 Thinking Visually: Fundamentals of Two-Dimensional Design
- 112 TV Studio Production
- 113 Digital Video Production

118	Digital Audio Production
120	Advanced Digital Video and Editing
128	On-Air Talent
143	Motion Graphics
150	Advanced Audio Radio Production
152	Advanced Digital Audio Production
155	Advanced TV Production
165	Digital Animation
166	Web Authoring: ActionScript
167	Web Design I
168	Web Design II
169	Web Design III: HTML 5, CSS & Javascript
211	Media Design I: Illustrator
212	Media Design II: Photoshop
213	Media Design III: Adv. Illustrator & Photoshop
215	History of Graphic Design
220	Typography
230	Publication Design/Production with InDesign
235	Graphic Design Theory and Application
240	Digital Publishing

#### Drafting

130	Mechanical Design with CAD
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#### Economics

100	Principles of Macroeconomics
102	Principles of Microeconomics

#### English

100	Composition and Reading
110	Composition, Literature, and Critical Thinking
165	Advanced Composition
875	English Grammar

#### Engineering

100	Introduction to Engineering
210	Engineering Graphics
230	Engineering Statics
260	Circuits and Devices
270	Materials Science

#### English as a Second Language

828	Writing for Non-Native Speakers IV
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## Ethnic Studies

102 Intro to Ethnic Studies II

## Film

120 Film History I  
121 Film History II  
215 Film and New Digital Media  
815 Film and New Digital Media

## Fire Technology

714 Wildland Fire Control  
715 Principles of Emergency Services  
720 Fire Prevention  
725 Fire Apparatus and Equipment  
730 Fire Behavior and Combustion  
740 Building Construction for Fire Protection  
745 Fire Protection Systems  
748 Firefighter Safety & Survival  
787 EMT: Basic - Refresher  
789 Recruit Firefighter Training  
796 Emergency Medical Tech: Basic  
800 Fire Service Career Prep

## Geology

100 Survey of Geology

## History

310 California History  
315 San Mateo County History

## Kinesiology, Athletics and Dance – Adapted

100 Adapted Aquatics  
110 Adapted General Conditioning  
140 Adapted Weight Conditioning  
155 Adapted Back Care  
875 Adapted Evaluation

## Literature

231 Survey of English Literature I  
232 Survey of English Literature II  
837 Survey of English Literature I  
838 Survey of English Literature II

## Mathematics

130	Analytical Trigonometry
145	Liberal Arts Mathematics
268	Discrete Mathematics
270	Linear Algebra
275	Ordinary Differential Equations
802	Preparation for Algebra
811	Arithmetic Review with Pre-Algebra

## Management

100	Introduction to Management
215	Management of Human Resources
220	Organizational Behavior
235	Fundamentals of Supervision
265	Project Management

## Music

100	Fundamentals of Music
102	Musicianship II
103	Musicianship III
104	Musicianship IV
132	Harmony II
133	Harmony III
134	Harmony IV
202	Music Listening and Enjoyment
250	World Music
301	Piano I
302	Piano II
303	Piano III
304	Piano IV
371	Guitar I
372	Guitar II
373	Guitar III
374	Guitar IV

## Nursing

232	Medical/Surgical Nursing
241	Advanced Medical/Surgical Nursing
242	Leadership/Management in Nursing
615	Pharmacology for Nurses: Practical Applications

## Paleontology

110	General Paleontology
111	Paleontology Laboratory/Field Studies

## Physics

- 250 Physics with Calculus I
- 260 Physics with Calculus II

## Political Science

- 110 Contemporary Foreign Governments
- 130 International Relations
- 215 Contemporary Issues in American Politics

## Psychology

- 100 General Psychology
- 121 Basic Statistical Concepts

## Sociology

- 110 Courtship, Marriage and the Family

**Skyline College**

## Accounting

- 100 Accounting Procedures
- 196 Intermediate QuickBooks Pro

## Art

- 101 History of Art I
- 102 History of Art II
- 107 Art of Our Times
- 120 Art of the Americas
- 204 Drawing I
- 205 Drawing II
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 214 Color
- 221 Painting I
- 222 Painting II
- 234 Printmaking I
- 248 Portraits in Pastel
- 301 Two-Dimensional Design
- 351 Black And White Photography I
- 352 Black And White Photography II
- 353 Black And White Photography III
- 354 Color Photography I
- 355 Color Photography II

- 405 Sculpture I
- 406 Sculpture II
- 407 Sculpture III: Direct Metal
- 411 Ceramics I
- 412 Ceramics II
- 417 Ceramic Glazing Techniques

#### Astronomy

- 100 Introduction to Astronomy

#### Biology

- 250 Human Anatomy
- 260 Human Physiology

#### Business

- 226 Global Business Negotiation
- 401 Business Communications

#### Career and Personal Development

- 650 Guidance Seminar Group

#### Cosmetology

- 750 Cosmetology Brush Up I
- 760 Cosmetology Instructor Preparation

#### Early Childhood Education

- 368 Practicum in Early Intervention

#### Economics

- 100 Principles of Macro Economics
- 102 Principles of Microeconomics

#### Environmental Science and Technology

- 410 Introduction to Solar Installation and Integration
- 425 Building Performance Assessment
- 665 Selected Topics in Environmental Science and Technology

#### English

- 104 Applied English Skills for Cultural Production

## Health Science

- 100 General Health Science
- 130 Human Sexuality

## Kinesiology, Athletics and Dance - Varsity Sports

- 100 Varsity Baseball
- 110 Men's Varsity Basketball
- 150 Men's Varsity Soccer
- 200 Varsity Wrestling
- 300 Women's Varsity Basketball
- 340 Women's Varsity Volleyball
- 350 Women's Varsity Badminton
- 360 Women's Varsity Soccer

## Mathematics

- 200 Elementary Probability and Statistics
- 811 Fundamentals of Mathematics

## Music

- 111 Musicianship I
- 112 Musicianship II
- 113 Musicianship III
- 114 Musicianship IV

## Psychology

- 105 Experimental Psychology

## Respiratory Therapy

- 438 Clinical Clerkship I
- 448 Clinical Clerkship II

## Surgical Technology

- 445 Introduction to Central Service Technology
- 446 Clinical Practice for Central Service Technology

## Wellness

- 701 Massage Therapy I
- 702 Massage Therapy II

**PROPOSED CURRICULAR REACTIVATIONS:**

**Cañada College**

Management

- 100 Introduction to Business Management
- 215 Management of Human Resources
- 220 Organizational Behavior

**College of San Mateo**

Anthropology

- 350 Introduction to World Prehistory and Archaeology

English

- 105 Intensive Composition

Literature

- 251 Women in Literature

**Skyline College**

Business

- 115 Business Mathematics

Cosmetology

- 710 Cosmetology Concepts and Practice II: Facials
- 720 Cosmetology Concepts and Practice III: Chemicals
- 730 Cosmetology Concepts and Practice IV: Nails

Geology

- 220 Historical Geology

**PROPOSED PROGRAM ADDITIONS:**

**Cañada College**

None.

**College of San Mateo**

None.

**Skyline College**

University Transfer

- Option 1 California State University General Education Certification/CSUGE – Certificate of Achievement
- Option 2 Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU) – Certificate of Achievement
- Option 3 Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC) – Certificate of Achievement

**PROPOSED PROGRAM DELETIONS:**

**Cañada College**

Anthropology

- Anthropology with an Emphasis in Archaeology – Associate in Arts Degree
- Anthropology with an Emphasis in Cultural Anthropology – Associate in Arts Degree
- Anthropology with an Emphasis in Linguistic Anthropology – Associate in Arts Degree
- Anthropology with an Emphasis in Physical Anthropology – Associate in Arts Degree
- Anthropology with an Emphasis in Visual Anthropology – Associate in Arts Degree

Computer Information Science

- Computer Information Science – Associate in Science Degree

**College of San Mateo**

Electronics Technology

- Electronics Technology: Industrial Electronics – Associate in Arts Degree
- Electronics Technology: Industrial Electronics – Certificate of Achievement

**Skyline College**

None.

**PROPOSED PROGRAM INACTIVATIONS:**

**Cañada College**

None.

**College of San Mateo**

None.

**Skyline College**

Business

- Business Administration – Associate in Science Degree

Surgical Technology

Central Service Technology – Career Certificate

Telecommunications and Network Information Technology

Linux/Unix – Career Certificate

Telecommunications and Wireless Technology – Associate in Science Degree

Telecommunications and Wireless Technology – Certificate of Achievement

**PROPOSED PROGRAM MODIFICATIONS:**

**Cañada College**

Business

Business Administration – Associate in Science Degree

Business Administration – Certificate of Achievement

Business Administration for Transfer – Associate in Science Degree for Transfer

Communication Studies

Communication Studies – Associate in Arts Degree

Communication Studies for Transfer – Associate in Arts Degree for Transfer

Engineering

Engineering – Associate in Science Degree

Fashion Design and Merchandising

Custom Dressmaking/Small Business Oriented – Associate in Science Degree

Custom Dressmaking/Small Business Oriented – Certificate of Achievement

Geography

Geography – Associate in Arts Degree

Interior Design

Green/Sustainable Design – Certificate of Achievement

Interior Design – Associate in Science Degree

Interior Design – Certificate of Achievement

Kitchen and Bath Design (accredited by NKBA) – Certificate of Achievement

Redesign and Home Staging – Certificate of Achievement

Residential and Commercial Design – Certificate of Achievement

Sustainable Design – Certificate of Achievement

Kinesiology, Athletics and Dance

Dance – Associate in Arts Degree

Fitness Professional – Associate in Science Degree

Fitness Professional – Certificate of Achievement

Kinesiology – Associate in Arts Degree

Kinesiology for Transfer – Associate in Arts for Transfer Degree

Latin American Studies

Latin American and Latino/a Studies – Associate in Arts Degree

Latin American and Latino/a Studies – Certificate of Achievement

Medical Assisting

- Medical Billing Specialist – Associate in Science Degree
- Medical Billing Specialist – Certificate of Achievement
- Medical Coding Specialist – Certificate of Achievement
- Medical Administrative Assistant – Certificate of Achievement
- Medical Assisting – Certificate of Achievement

Paralegal

- Paralegal – Associate in Science Degree
- Paralegal – Certificate of Achievement

Physics

- Physics – Associate in Science Degree

**College of San Mateo**

Art

- Photography – Associate in Arts Degree

Computer and Information Science

- Internet Programming – Certificate of Specialization

Drafting Technology

- CAD/Drafting Technology – Associate in Science Degree
- CAD/Drafting Technology – Certificate of Achievement
- Computer-Aided Design – Certificate of Specialization

Kinesiology, Athletics and Dance

- Kinesiology – Associate in Arts for Transfer

Nursing

- Nursing – Associate in Science Degree

**Skyline College**

Business

- Entrepreneurship and Small Business Management – Certificate of Achievement

Cosmetology and Wellness

- Cosmetology – Associate in Science Degree
- Cosmetology – Certificate of Achievement
- Massage Therapy – Certificate of Achievement

Early Childhood Education

- Early Childhood Special Education – Certificate of Achievement
- Early Intervention Assistant – Certificate of Achievement

Energy Systems Technology Management

Solar Installation – Career Certificate

Fashion Merchandising

Fashion Merchandising – Associate in Science Degree

Fashion Merchandising – Certificate of Achievement

Interdisciplinary Studies

Interdisciplinary Studies with an Emphasis in Health and Physical Education – Associate in Arts Degree

Kinesiology, Athletics and Dance

Dance – Associate in Arts Degree

Kinesiology – Associate in Arts Degree for Transfer

Physical Education – Associate in Arts Degree

Music

Music – Associate in Arts Degree

Respiratory Therapy

Respiratory Therapy – Associate in Science Degree

Surgical Technology

Central Service Technology with Clinical Practice – Career Certificate

Surgical Technology – Associate in Science Degree

Surgical Technology – Certificate of Achievement

Telecommunications and Network Information Technology

Network Engineering – Associate in Science Degree

Network Engineering – Certificate of Achievement

PC Configuration and Repair – Career Certificate

Wiring and Installation – Career Certificate

**PROPOSED PROGRAM REACTIVATIONS:**

**Cañada College**

Business

Management – Certificate of Achievement

**College of San Mateo**

None.

**Skyline College**

None.

**PROPOSED DEPARTMENT ADDITIONS:**

**Cañada College**

None.

**College of San Mateo**

None.

**Skyline College**

Energy Systems Technology Management (ESTM)

**PROPOSED DEPARTMENT DELETIONS:**

**Cañada College**

None.

**College of San Mateo**

None.

**Skyline College**

None.

San Mateo County Community College District

June 17, 2013

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

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Cañada College

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Cañada College

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Cañada College

Larry Buckley, President  
Cañada College

## **PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ART**

250 THE ART HISTORY OF ROME (3.0) (day or evening)

Justification: Art History Survey courses cover a broad range of art in a concise but superficial way. In order to prepare art majors for transfer, a more focused attention to important topics in art history better prepares students for transfer level work. The art forms of Roman art from ancient times through the Renaissance provide a solid foundation in the academic fundamentals of art history.

Prerequisite: None.

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

Description: A cultural and historic survey of the art and architecture of Rome: the Etruscans, Republican and Imperial Rome, Early Christian and Medieval periods, Renaissance and Baroque Rome. This course includes a discussion of the historic figures, and the political and religious ideologies which shaped the art history of the city. Emphasis is on architecture, sculpture, painting, and mosaics.

Classification: AA/AS Degree; CSU transferable.

306 THREE DIMENSIONAL DESIGN (3.0) (day or evening)

Justification: This course will fulfill a core requirement for the TMC in Studio Arts.

Prerequisite: None.

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

Description: An introduction to the theories and applications of three-dimensional art and design. Students create studio projects using a variety of tools, techniques, and mediums which may include wire, paper, cardboard, clay, wood, and other materials at the instructor's discretion. Concepts are introduced and clarified through instructor lectures and demonstrations. Three-dimensional design is a core foundational course required in many art majors. Field trips may be included.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

## **BUSINESS**

### 393 STARTING AND GROWING A SUSTAINABLE BUSINESS (3.0) (day or evening)

Justification: This three unit course integrates 3 existing one unit courses: BUS. 395 (Starting a Green Business), BUS. 396 (Writing a Business Plan), and BUS. 397 (Marketing Strategy and Execution). The course will be required for the AS degree and/or certificate in Small Business Management and Entrepreneurship.

Prerequisite: None.

Recommended Preparation: Eligibility for READ 836 and ENGL 836; or ENGL 847 or ESL 400. Eligibility for MATH 110 or 111.

Description: Learn how to start and/or grow a business that thrives by reaching the triple bottom line: profits, environmental stewardship and social responsibility. This is a practical course created for the entrepreneur wishing to learn: 1) a self-assessment on whether they have the right stuff to start/grow a business, 2) the legal, financial and marketing basics of starting and growing a small business, 3) leadership skills, 4) how to write a fund-able business plan, 5) how to manage a small business using triple bottom line metrics (people, planet, profit).

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

## **COMMUNICATION STUDIES**

### 127 ARGUMENTATION AND DEBATE (3.0) (day or evening)

Justification: COMM 127 will be a selective requirement for both the AA-T and AA degrees in Communication Studies. Adding this course will allow students a sixth course option instead of five.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100.

Description: Methods of critical inquiry and advocacy. Identifying fallacies in reasoning and language, testing evidence and evidence sources, advancing a reasoned position, and defending and refuting arguments. Includes researching and analyzing significant social issues, propositions, political issues, presentations, evaluations of oral and written arguments, and evidence through written and oral discourse.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

**EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT**249 LEADERSHIP IN EARLY CHILDHOOD EDUCATION (2.0) (day or evening)

Justification: This course was created with external funding received by the ECE./CD department from First 5 San Mateo County. This EQuIP (Early childhood Quality Improvement Project) grant is designed to create new curriculum focusing on leadership in Early Childhood Education. This 2 unit course will be part of one of our "specializations" in the ECE./CD program. In order for students to be eligible for the "Master Teacher" child development permit issued by the Commission on Teacher credentialing, they must complete a 6 unit specialization. This new course will become part of the "Teaching Experience" specialization.

Prerequisite: None.

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

Description: Leadership is examined from both theoretical and practical perspectives. An overview of leadership roles, responsibilities and skills necessary for excellence in early childhood education programs, including the importance of inclusion, diversity and reflective practice are included. While learning about leadership theories, students explore the National Association for the Education of Young Children, (NAEYC), Advanced Program Standards as a framework for developing the necessary skills and strategies.

Classification: AA/AS Degree; CSU transferable.

**INTERDISCIPLINARY STUDIES**100 SUSTAINABILITY: PEOPLE, PLANET, PROFITS (3.0) (day or evening)

Justification: This course is replacing an experimental course (IDST 685CA) which was offered in Fall of 2012. The content integrates the areas of English, science, economics, sociology, political science, workforce development, and environmental studies to address the issue of sustainability. This course broadens and deepens the offerings in all disciplines. The course prepares workforce and transfer students with a greater opportunity for high level critical thinking needed in preparation for courses at the UCs and CSUs, and for the workforce.

Prerequisite: None.

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

Description: This multidimensional course explores the social, cultural, economic, and ecological issues related to sustainability. Examines the earth's systems, sustainability in practice, and the shared responsibility for the future. Students engage in collaborative interdisciplinary groups to research and evaluate the systems in our region and present their analyses in both written and oral forms.

Classification: AA/AS Degree; CSU transferable.

**KINESIOLOGY, ATHLETICS AND DANCE – DANCE**121.1 MODERN DANCE I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

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

#### 121.2 MODERN DANCE II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: DANC 121 or 121.1.

Recommended Preparation: Open Curriculum.

Description: Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students learn short dance phrases and are expected to choreograph and perform a modern dance by the end of the semester.

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

#### 121.3 MODERN DANCE III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: DANC 121.2.

Recommended Preparation: Open Curriculum.

Description: Advanced intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self-expression. Students learn short dance phrases and are expected to choreograph and perform a modern dance by the end of the semester.

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

#### 121.4 MODERN DANCE IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: DANC 121.3.

Recommended Preparation: Open Curriculum.

Description: Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students learn short dance phrases and are expected to choreograph and perform a modern dance by the end of the semester.

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

125.1 SALSA I (1.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 125, Beginning Salsa. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 125.1 is part of one of the Dance activity families which also includes DANC 125.2, 125.3 and 125.4 (Salsa II, Salsa III and Salsa IV). DANC 125.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Beginning techniques of partner salsa dancing. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. Shine steps are covered. Dance etiquette and rhythm of salsa music covered.

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

125.2 SALSA II (1.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 126, Intermediate Salsa. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 125.2 is part of one of the Dance activity families which also includes DANC 125.1, 125.3 and 125.4 (Salsa I, Salsa III and Salsa IV). DANC 125.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 125 or 125.1.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 125.1. A thorough review of Salsa I is provided. Intermediate salsa patterns including more complex turns, patterns, and shines are introduced. Greater emphasis on the development of dance stylization, timing, and safety. Student choreography and presentation is encouraged.

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

125.3 SALSA III (1.0) (day or evening)

Justification: DANC 125.3, Salsa II was created to comply with the new Title 5 guidelines for repeatability. This course is also part of the core and selective requirements for the AA in Kinesiology, the AA-T in Kinesiology and the AA in Dance.

Prerequisite: DANC 125.2 or 126.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 125.2. Includes a quick review of DANC 125.1 and a thorough review of DANC 125.2. More complex patterns are demonstrated and practiced, with emphasis on dance pattern design at the Intermediate/Advanced level. Student choreography and "learning by teaching" is required. Includes emphasis on partner dancing safety and core body awareness, and improving balance, strength, and flexibility in preparation for advanced patterns and stage performance.

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

125.4 SALSA IV (1.0) (day or evening)

Justification: This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 125.4 is part of one of the Dance activity families which also includes DANC 125.1, 125.2 and 125.3(Salsa I, Salsa II and Salsa III). DANC 125.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 125.3.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 125.3. Designed for the advanced student who has already demonstrated Intermediate/Advanced ability in lead/follow technique, dance pattern complexity, and proper timing. Longer and more difficult dance combinations are covered without introduction or emphasis of the basics. Choreography of intermediate/advanced shines and partner patterns required. Student learning by teaching required. Performance required.

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

130.1 JAZZ DANCE I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 130.1 is replacing and is also equivalent to DANC 205, Beginning Jazz.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the introductory level by the end of the semester.

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

#### 130.2 JAZZ DANCE II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 130.2 is replacing and is also equivalent to DANC 210, Beginning/Intermediate Jazz.

Prerequisite: DANC 130.1 or 205.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 130.1. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester.

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

#### 130.3 JAZZ DANCE III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 130.3 is replacing and is also equivalent to DANC 215, Intermediate Jazz.

Prerequisite: DANC 130.2 or 210.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 130.2. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the advanced intermediate level by the end of the semester.

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

#### 130.4 JAZZ DANCE IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 130.4 is part of the Jazz Dance family of courses (DANC 130.1 through 130.4).

Prerequisite: DANC 130.3.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 130.3. This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students learn a variety of jazz phrases and are expected to choreograph and perform a jazz dance at the advanced level by the end of the semester.

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

#### 140.1 BALLET I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 140.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester.

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

#### 140.2 BALLET II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 140.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 140 or 140.1.

Recommended Preparation: Open Curriculum.

Description: Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester.

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

#### 140.3 BALLET III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 140.3 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 140.2 or 143.

Recommended Preparation: Open Curriculum.

Description: Advanced intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester.

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

#### 140.4 BALLET IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 140.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 140.3.

Recommended Preparation: Open Curriculum.

Description: Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students learn a variety of dance phrases and are expected to perform a ballet dance at the end of the semester.

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

#### 150.1 HIP HOP I (1.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 150, Hip Hop. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 150.1 is part of one of the Dance activity families which also includes DANC 150.2, 150.3 and 150.4 (Hip Hop II, Hip Hop III and Hip Hop IV). DANC 150.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Provides students with beginning practical experience in current hip-hop techniques. The class covers characteristic terminology of this dance form, along with improving sense of timing, learning to count steps, improving coordination and being comfortable with this style of dance. Body isolations, directional changes, level changes. Students learn and perform hip-hop variations of jazz, tap and African dance.

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

#### 151.1 SOCIAL DANCE I (1.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 151, Beginning Social Dance. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. Dance

courses will not be repeatable and therefore we are creating four levels of Social Dance which will comprise a new family of courses. DANC 151.1 is the first level of the Social Dance Family. DANC 151.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology and Dance degree, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: The basic steps of social ballroom dances are covered. Basic dance vocabulary, technique, body placement, and the relationships between music, rhythm and the dances are emphasized throughout the course. Students are instructed in lead and follow techniques and dance etiquette. The basic patterns of the following social ballroom dances are taught: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and Tango.

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

#### 151.2 SOCIAL DANCE II (1.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 153, Intermediate Social Dance. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. Dance courses will not be repeatable and therefore we are creating four levels of Social Dance which will comprise a new family of courses. DANC 151.2 is the second level of the Social Dance Family. DANC 151.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology and Dance degree, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 151 or 151.1, or demonstrated skill.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 151.1. Refines the basic skills of social ballroom dances. Emphasis is given to lead and follow, various techniques, complex steps, varied rhythm and certain dance style. Intermediate level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and American Tango.

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

#### 151.3 SOCIAL DANCE III (1.0) (day or evening)

Justification: This is a new course and will be a third level of the Social Dance Family. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. Dance courses will not be repeatable and therefore we are creating four levels of Social Dance which will comprise a new family of courses. DANC 151.3 is the third level of the Social Dance Family. DANC 151.3 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology and Dance degree, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 151.2 or 153, or demonstrated skill.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 151.2. Refines the intermediate skills of social ballroom dances. Emphasis is given to lead and follow, various techniques, complex steps, varied rhythm and certain dance style. Intermediate/Advanced level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, and American Tango.

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

#### 151.4 SOCIAL DANCE IV (1.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 156, Beginning Social Dance. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. Dance courses will not be repeatable and therefore we are creating four levels of Social Dance. DANC 151.4 is the first level of the Social Dance Family. DANC 151.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology and Dance degree, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: DANC 151.3 or demonstrated skill.

Recommended Preparation: Open Curriculum.

Description: Continuation of DANC 151.3. Refines the intermediate/advanced skills of social ballroom dances. Longer and more difficult dance combinations are covered without introduction of, or emphasis on the basics. Specific emphasis is given to the dance style and technique of each dance. Advanced level social dance figures are introduced in the following dances: Waltz, East Coast Swing, Cha Cha Cha, Rumba, Foxtrot, Merengue and American Tango.

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

#### 400.1 DANCE PERFORMANCE AND PRODUCTION I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Beginning level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

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

#### 400.2 DANCE PERFORMANCE AND PRODUCTION II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: DANC 400 or 400.1.

Recommended Preparation: Open Curriculum.

Description: Intermediate level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

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

#### 400.3 DANCE PERFORMANCE AND PRODUCTION III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: DANC 400.2.

Recommended Preparation: Open Curriculum.

Description: Advanced Intermediate level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

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

#### 400.4 DANCE PERFORMANCE AND PRODUCTION IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: DANC 400.3.

Recommended Preparation: Open Curriculum.

Description: Advanced level theory and practice in dance composition, evaluation and program production. Students become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic.

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

### **KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

#### 152 BASKETBALL CONDITIONING (0.5-1.5) (day or evening)

Justification: This course will be our fall basketball conditioning course for varsity basketball athletes to meet compliance with CCCAA's guidelines for the non-traditional season. It will also be a core requirement

for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum; Demonstrated ability required.

Description: A comprehensive basketball conditioning course designed for the intercollegiate community college basketball athlete. Course emphasizes cardiovascular fitness, strength, speed, skill and agility with and without the ball. Fitness and skill assessments are ongoing throughout the course.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

#### 304.1 WALKING FITNESS I (1.0) (day or evening; and/or distance education)

Justification: This course is equivalent to, and replacing FITN 320 - Walking Fitness. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall 2013. FITN 304.1 is part of the Walking activity family which also includes FITN 304.2, 304.3 and 304.4. (Intermediate, Intermediate/Advanced and Advanced Walking Fitness). FITN 304.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: A beginning level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up and proper cool-down stretching while emphasizing distance and timed walks.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 304.2 WALKING FITNESS II (1.0) (day or evening; and/or distance education)

Justification: This course is equivalent to, and replacing FITN 320 - Walking Fitness. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall 2013. FITN 304.2 is part of the Walking activity family which also includes FITN 304.1, 304.3 and 304.4. (Beginning, Intermediate/Advanced and Advanced Walking Fitness). FITN 304.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: FITN 304.1 or 320.

Recommended Preparation: Open Curriculum.

Description: An intermediate level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up and proper cool-down while introducing hill and incline walking. Emphasis is placed on distance and timed walking.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 304.3 WALKING FITNESS III (1.0) (day or evening)

Justification: This course is equivalent to, and replacing FITN 304 - Walking Fitness. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall 2013. FITN 304.3 is part of the Walking activity family which also includes FITN 304.1, 304.2 and 304.4. (Beginning, Intermediate and Advanced Walking Fitness). FITN 304.3 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: FITN 304.2.

Recommended Preparation: Open Curriculum.

Description: An advanced intermediate level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up, a proper cool-down, hill and incline walking, and introduces cross training exercises to enhance walking time and distance. Emphasis is placed on distance and timed walking.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 304.4 WALKING FITNESS IV (1.0) (day or evening)

Justification: This course is equivalent to, and replacing, FITN 304 - Walking Fitness. This change is needed in order to comply with new Title 5 repetition guidelines that effective in Fall of 2013. FITN 304.4 is part of the Walking Fitness activity family which also includes FITN 304.1, 304.2 and 304.3 (Beginning, Intermediate and Intermediate/Advanced Walking Fitness). FITN 304.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: FITN 304.3.

Recommended Preparation: Open Curriculum.

Description: An advanced level low impact course that aims to improve cardiovascular fitness through a gradual progression of exercises that includes a dynamic warm-up, a proper cool-down, hill and incline walking, cross training exercises and introduces speed walking. emphasis is placed on distance and timed walking.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 334.1 YOGA I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 334.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

334.2 YOGA II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 334.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: FITN 304.1 or 320.

Recommended Preparation: Open Curriculum.

Description: Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

334.3 YOGA III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 334.3 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: FITN 304.2.

Recommended Preparation: Open Curriculum.

Description: Designed to educate students in Hatha Yoga at an advanced intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

334.4 YOGA IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 334.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: FITN 304.3.

Recommended Preparation: Open Curriculum.

Description: Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

335.1 PILATES I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Training of the muscles in the torso through controlled exercises taught at a beginning level. Designed to improve posture, coordination, balance, flexibility and build core strength.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

335.2 PILATES II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: FITN 124 or 335.1.

Recommended Preparation: Open Curriculum.

Description: Training of the muscles in the torso through controlled exercises taught at an intermediate level. Designed to improve posture, coordination, balance, flexibility and build core strength.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

335.3 PILATES III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: FITN 335.2.

Recommended Preparation: Open Curriculum.

Description: Training of the muscles in the torso through controlled exercises taught at an advanced intermediate level. Designed to improve posture, coordination, balance, flexibility and build core strength.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

335.4 PILATES IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013.

Prerequisite: FITN 335.3.

Recommended Preparation: Open Curriculum.

Description: Training of the muscles in the torso through controlled exercises taught at an advanced level. Designed to improve posture, coordination, balance, flexibility and build core strength.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

**KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**160.1 GOLF I (1.0) (day or evening)

Justification: This course is equivalent to, and replacing, INDV 161 Beginning Golf. This change is needed in order to comply with the new Title 5 repetition guidelines that are effective in Fall of 2013. INDV 160.1 is part of the Golf activity family which also includes Golf 160.2, 160.3 and 160.4. INDV 160.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Techniques, rules, etiquette, and strategy for beginning golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at a beginning level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

160.2 GOLF II (1.0) (day or evening)

Justification: This course is equivalent to, and replacing, INDV 161 Beginning Golf. This change is needed in order to comply with the new Title 5 repetition guidelines that are effective in Fall of 2013. INDV 160.2 is part of the Golf activity family which also includes Golf 160.1, 160.3 and 160.4. INDV 160.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: INDV 160.1 or 161.

Recommended Preparation: Open Curriculum.

Description: Technique, rules, etiquette, and strategy for intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 160.3 GOLF III (1.0) (day or evening)

Justification: This course is equivalent to, and replacing, INDV 161 Beginning Golf. This change is needed in order to comply with the new Title 5 repetition guidelines that are effective in Fall of 2013. INDV 160.3 is part of the Golf activity family which also includes Golf 160.1, 160.2 and 160.4. INDV 160.3 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: INDV 160.2.

Recommended Preparation: Open Curriculum.

Description: Technique, rules, etiquette, and strategy for advanced intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 160.4 GOLF IV (1.0) (day or evening)

Justification: This course is equivalent to, and replacing, INDV 161 Beginning Golf. This change is needed in order to comply with the new Title 5 repetition guidelines that are effective in Fall of 2013. INDV 160.4 is part of the Golf activity family which also includes Golf 160.1, 160.2 and 160.3. INDV 160.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: INDV 160.3.

Recommended Preparation: Open Curriculum.

Description: Technique, rules, etiquette, and strategy for advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 251.1 TENNIS I (1.0) (day or evening)

Justification: Due to the refurbishing of the tennis courts, it is now possible to offer another option for students. Tennis is a sport where students can learn a variety of skills and at the same time improve their physical fitness. This course will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play; testing program in all tennis skills and rules. Includes use of automatic ball machine.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 251.2 TENNIS II (1.0) (day or evening)

Justification: Due to the refurbishing of the tennis courts, it is now possible to offer another option for students. Tennis is a sport where students can learn a variety of skills and at the same time improve their physical fitness. This course will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: INDV 251 or 251.1.

Recommended Preparation: Open Curriculum.

Description: Continued instruction in the fundamental skills of tennis. Emphasis is placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve are emphasized as offensive and defensive weapons. Competition is included and tournaments are held.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 251.3 TENNIS III (1.0) (day or evening)

Justification: Due to the refurbishing of the tennis courts, it is now possible to offer another option for students. Tennis is a sport where students can learn a variety of skills and at the same time improve their physical fitness. This course will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: INDV 251.2 or 252.

Recommended Preparation: Open Curriculum.

Description: Continued instruction on the skills of tennis at the advanced intermediate level. Emphasis is placed on ground strokes that utilize top-spin and cut-shots. Serve and volley strategies will be taught. Competition includes singles and doubles tournaments in class.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 251.4 TENNIS IV (1.0) (day or evening)

Justification: Due to the refurbishing of the tennis courts, it is now possible to offer another option for students. Tennis is a sport where students can learn a variety of skills and at the same time improve their physical fitness. This course will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: INDV 251.3.

Recommended Preparation: Open Curriculum.

Description: Continued instruction on the skills of tennis at the advanced level. Emphasis is placed on doubles strategy including serve, volley and net play as offensive and defensive weapons. Competition is included and tournaments are held.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

## **KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**

### 111.1 BASKETBALL I (1.0) (day or evening)

Justification: This course is equivalent to, and replacing TEAM 111- Beginning Basketball. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 111.1 is part of the basketball activity family which also includes TEAM 111.2, 111.3 and 111.4. TEAM 111.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 111.2 BASKETBALL II (1.0) (day or evening)

Justification: TEAM 111.2 is a new course replacing team 115-Advanced Basketball. The change is needed in order to comply with Title 5 repetition guidelines going into effect in Fall 2013. TEAM 111.2 is part of the Basketball activity family which also includes TEAM 111.1, 111.3, and 111.4. TEAM 111.2 will be a core requirement for the following degrees and certificates of achievement. AA and AA-T in Kinesiology degrees and University Transfer option 1: CSU General Education Certificate of achievement.

Prerequisite: TEAM 111 or 111.1.

Recommended Preparation: Open Curriculum.

Description: Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 111.3 BASKETBALL III (1.0) (day or evening)

Justification: This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 111.3 is part of the Basketball activity family which also includes TEAM 111.1, 111.2 and 111.4. TEAM 111.3 will be a core requirement for the following degrees and/or

certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: TEAM 111.2.

Recommended Preparation: Open Curriculum.

Description: Instruction at an advanced intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 111.4 BASKETBALL IV (1.0) (day or evening)

Justification: This course is equivalent to, and replacing TEAM 115 - advanced basketball. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 111.4 is part of the Basketball activity family which also includes TEAM 111.1, 111.2 and 111.3. TEAM 111.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: TEAM 111.3.

Recommended Preparation: Open Curriculum.

Description: Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 141.1 SOCCER I (1.0) (day or evening)

Justification: This course is equivalent to, and replacing, TEAM 141 - Beginning Soccer. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 141.1 is part of the Soccer activity family which also includes TEAM 141.2, 141.3, and 141.4 (Introduction to, Beginning, Intermediate, and Advanced Soccer. TEAM 141.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Covers instruction in and practice of the basic fundamentals essential for team play including dribbling, passing, trapping, throw-ins and defending. The rules and game etiquette are taught for an understanding of team play. Tournament play is included.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

141.2 SOCCER II (1.0) (day or evening)

Justification: This new course is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 141.2 is part of the Soccer activity family which also includes 141.1, 141.3, and 141.4 (Soccer I, III and IV).

Prerequisite: TEAM 141 or 141.1, or demonstrated ability.

Recommended Preparation: Open Curriculum.

Description: Continuation of TEAM 141.1. Provides the intermediate student the opportunity to refine and perfect the basic soccer skills essential to team play. Topics include ball possession in small sided group exercises, defending and tournament play.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

141.3 SOCCER III (1.0) (day or evening)

Justification: This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 141.3 is part of the Soccer activity family which also includes 141.1, 141.2, and 141.4.

Prerequisite: TEAM 141.2 or demonstrated ability.

Recommended Preparation: Open Curriculum.

Description: Continuation of TEAM 141.2. Intermediate/advanced skills are combined with group tactics essential for team play. Topics include intermediate/advanced passing and receiving, combination play, group defending and ball possession. Introduction to the 4-4-2 system of play. Round robin team play is involved.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

141.4 SOCCER IV (1.0) (day or evening)

Justification: This course is equivalent to, and replaces TEAM 143 - Advanced Soccer. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 141.4 is part of the Soccer activity family which includes 141.1, 141.2 and 141.3.

Prerequisite: TEAM 141.3 or demonstrated ability.

Recommended Preparation: Open Curriculum.

Description: Continuation of TEAM 141.3. competitive team play with emphasis on advanced skills and tactics. Topics include speed of play, group defending and systems of play. Tournament play is involved.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

171.1 VOLLEYBALL I (1.0) (day or evening)

Justification: This course is equivalent to, and replacing TEAM 171 - Beginning Volleyball. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 171.1 is part of the Volleyball activity family which also includes TEAM 171.2, 171.3 and 171.4 (Volleyball II, III and IV). TEAM 171.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: Open Curriculum.

Description: Instruction and practice of the fundamentals of the game including serving, passing, setting, spiking, and the basic defensive and offensive strategies. Emphasis is placed on the rules and etiquette of the game. Round robin play is included.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 171.2 VOLLEYBALL II (1.0) (day or evening)

Justification: This course is being added in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 171.2 is part of the Volleyball activity family which also includes TEAM 171.1, 171.3 and 171.4 (Volleyball I, III and IV). TEAM 171.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: TEAM 171 or 171.1, or equivalent skill level.

Recommended Preparation: Open Curriculum.

Description: Continuation of TEAM 171.1. Provides the intermediate student with the opportunity to refine and perfect the basic volleyball skills and to master individual positions when using the 6-2 volleyball system.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

### 171.3 VOLLEYBALL III (1.0) (day or evening)

Justification: This course is equivalent to, and replacing TEAM 174 - intermediate/Advanced Volleyball. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 171.3 is part of the Volleyball activity family which also includes TEAM 171.1, 171.2 and 171.4 (Volleyball I, II and IV). TEAM 171.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: TEAM 171.2 or equivalent skill level.

Recommended Preparation: Open Curriculum.

Description: Continuation of TEAM 171.2. Emphasis is placed on refinement of the basic fundamentals of the game as well as the more advanced aspects of setting, hitting, and serving. The 6-2 and 5-1 offensive and defensive systems of play are emphasized. Round robin team play is involved.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 171.4 VOLLEYBALL IV (1.0) (day or evening)

Justification: This course is equivalent to, and replacing TEAM 175 (Advanced Volleyball) offered at Skyline College. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. TEAM 171.4 is part of the Volleyball activity family which also includes TEAM 171.1, 171.2 and 171.3 (Volleyball I, II and III). TEAM 171.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: TEAM 171.3 or 174, or equivalent skill level.

Recommended Preparation: Open Curriculum.

Description: Continuation of TEAM 171.3. Designed to teach advanced skills, principles and techniques necessary and fundamental to understanding and playing at an advanced level. Emphasis is placed on the 6-2 and 5-1 team offensive/defensive systems and strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up activities.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU, UC transferable.

#### 186 BASKETBALL: INDIVIDUAL SKILL DEVELOPMENT (1.0) (day or evening)

Justification: This course is intended to help improve the individual skills of students wishing to play varsity basketball. It will also be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: TEAM 171.3 or 174, or equivalent skill level.

Recommended Preparation: Open Curriculum.

Description: Focuses on mastering individual skills rather than team concepts. It is designed to improve the individual skills of students wishing to play intercollegiate community college basketball. Students spend considerable time working on the fundamentals of the game: ball handling, passing and shooting. Students also participate in numerous competitive drills and basketball conditioning.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

## **MATHEMATICS**

#### 190 PATH TO STATISTICS (6.0) (day or evening)

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

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

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

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

Classification: AA/AS Degree; not transferable.

## **MUSIC**

### 301.1 PIANO I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. MUS. 301.1, Piano I is replacing MUS. 301, Piano I and is part of the piano family of courses which include MUS. 301.1-MUS. 301.4.

Prerequisite: None.

Recommended Preparation: Open Curriculum. READ 836 is recommended.

Description: This applied music course stresses the basics of piano playing at a beginning level. Students are taught the foundations of piano technique and to read music and to play musically.

Classification: AA/AS Degree; CSU transferable.

### 301.2 PIANO II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. MUS. 301.2, Piano I is replacing MUS. 302, Piano I and is part of the piano family of courses which include MUS. 301.1-MUS. 301.4.

Prerequisite: MUS. 301 or 301.1.

Recommended Preparation: Open Curriculum. READ 836 is recommended.

Description: This course in applied music stresses the basics of piano playing at an intermediate level. Students develop further the foundations of piano technique, the ability to play musically, and their repertoire.

Classification: AA/AS Degree; CSU transferable.

301.3 PIANO III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. MUS. 301.3, Piano III is replacing MUS. 303, Piano III and is part of the piano family of courses which include MUS. 301.1-MUS. 301.4.

Prerequisite: MUS. 301.2 or 302.

Recommended Preparation: Open Curriculum. READ 836 is recommended.

Description: This course in applied music emphasizes the basics of piano playing at an advanced intermediate/advanced level. Students develop further the foundations of piano technique and the ability to play musically, which were begun in Piano I and II, and expand their repertoire.

Classification: AA/AS Degree; CSU transferable.

301.4 PIANO IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. MUS. 301.4, Piano IV is replacing MUS. 304, Piano IV and is part of the piano family of courses which include MUS. 301.1-MUS. 301.4.

Prerequisite: MUS. 301.3 or 303.

Recommended Preparation: Open Curriculum. READ 836 is recommended.

Description: This course in applied music emphasizes the basics of piano playing at an advanced level. Students develop further the foundations of piano technique, the ability to play musically, and their repertoire.

Classification: AA/AS Degree; CSU transferable.

## **THEATRE ARTS**

201.1 ACTING I (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 201.1, is replacing DRAM 201, Advanced Acting I.

Prerequisite: DRAM 200.

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

Description: Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Develop characters through text-based critical analysis. Perform in a studio setting twice a semester.

Classification: AA/AS Degree; CSU transferable.

#### 201.2 ACTING II (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 201.2 is replacing DRAM 202, Advanced Acting II.

Prerequisite: DRAM 201 or 201.1.

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

Description: Continue developing performance skills through methods and techniques explored in DRAM 201.1. Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Expand your range by developing characters with backgrounds and experiences very different from your own. Perform in a studio setting twice a semester.

Classification: AA/AS Degree; CSU transferable.

#### 201.3 ACTING III (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 201.3 is replacing DRAM 203, Advanced Acting III.

Prerequisite: DRAM 201.2 or 202.

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

Description: Continue developing performance skills through methods and techniques explored in DRAM 201.2. Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Develop and perform multiple interpretations of the same script. Perform in a studio setting twice a semester.

Classification: AA/AS Degree; CSU transferable.

#### 201.4 ACTING IV (1.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 201.4 is part of the Drama Acting family of courses which also includes DRAM 201.1, 201.2, 201.3 (Acting I, II and III).

Prerequisite: DRAM 201.3 or 203.

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

Description: Continue developing advanced performance skills through methods and techniques explored in DRAM 201.3. Develop performance skills through acting exercises and scene study. Deepen emotional authenticity and refine creative expression. Develop characters through text-based critical analysis. Take on longer and more challenging monologues and scenes, including non-realistic and classical texts. Lead and direct fellow student actors. Perform in a studio setting twice a semester.

Classification: AA/AS Degree; CSU transferable.

### 300.1 REHEARSAL AND PERFORMANCE I (3.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 300.1 is replacing DRAM 300, Rehearsal and Performance and is part of a new Drama family which also contains DRAM 300.2, 300.3 and 300.4.

Prerequisite: None.

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

Description: Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production. Enrollment by audition.

Classification: AA/AS Degree; CSU transferable.

### 300.2 REHEARSAL AND PERFORMANCE II (3.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 300.2 is replacing DRAM 300, Rehearsal and Performance and is part of a new Drama family which also contains DRAM 300.1, 300.3 and 300.4.

Prerequisite: DRAM 300 or 300.1.

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

Description: Continuation of DRAM 300.1. Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production.

Classification: AA/AS Degree; CSU transferable.

### 300.3 REHEARSAL AND PERFORMANCE III (3.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 300.3 is replacing DRAM 300, Rehearsal and Performance and is part of a new Drama family which also contains DRAM 300.1, 300.2 and 300.4.

Prerequisite: DRAM 300.2.

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

Description: Continuation of DRAM 300.2. Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production.

Classification: AA/AS Degree; CSU transferable.

300.4 REHEARSAL AND PERFORMANCE IV (3.0) (day or evening)

Justification: This change of leveled courses is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DRAM 300.3 is replacing DRAM 300, Rehearsal and Performance and is part of a new Drama family which also contains DRAM 300.4, 300.2 and 300.3.

Prerequisite: DRAM 300.3.

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

Description: Continuation of DRAM 300.3. Perform in a departmental production. Develop your skills as an actor, and as a member of an ensemble that pools its talents, energies, and resources together in a collective effort to build, develop, market, and manage the complex and demanding challenge that is a live theatrical production.

Classification: AA/AS Degree; CSU transferable.

## **PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**

### **BUSINESS**

100	Contemporary American Business
230	International Marketing
335	Theories and Practices of Global Business
337	International Business Law
338	International Finance
339	E-Commerce
379	Travel Study in Business - Preparing for the Trip

### **COMPUTER BUSINESS OFFICE TECHNOLOGY**

475	Using Outlook
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### **CHEMISTRY**

210	General Chemistry I
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### **COMPUTER INFORMATION SCIENCE**

118	Introduction to Computer Science
252	Introduction to Data Structures - C++

- 262 Discrete Mathematics for Computer Science
- 286 Introduction to Data Structures - Java
- 294 Introduction to Object Oriented Programming: Objective-C

### **CAREER AND PERSONAL DEVELOPMENT**

- 110 Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning

### **GEOGRAPHY**

- 100 Physical Geography

### **HISTORY**

- 202 U.S. History from 1877 to the Present

### **KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

- 304.1 Walking Fitness I
- 304.2 Walking Fitness II

### **KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

- 245 Principles and Techniques of Resistance, Balance and Flexibility Training
- 250 Personal Trainer Preparation: Anatomy and Physiology
- 251 Personal Trainer: Health Appraisal and Exercise Prescription

### **LEARNING CENTER**

- 822 Grammar Trouble Spots I

### **MATHEMATICS**

- 879CA Path To Statistics

### **MANAGEMENT**

- 100 Introduction to Business Management
- 215 Management of Human Resources
- 220 Organizational Behavior

### **PHILOSOPHY**

- 100 Introduction to Philosophy

### **PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE**

### **ANTHROPOLOGY**

**670 COOPERATIVE EDUCATION/WORK EXPERIENCE**

Justification: This course is no longer needed since it is not a core or selective requirement for the new AA-T in Anthropology modeled after the Transfer Model Curriculum.

**KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS****120 BADMINTON**

Justification: This course has not been offered since 2001 due to lack of student interest.

**KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS****180 INTERMEDIATE/ADVANCED COMPETITION VOLLEYBALL**

Justification: This course is no longer needed due to the implementation of the new family sequence of courses mandated by the new Title 5 repeatability guidelines.

**181 ADVANCED COMPETITION VOLLEYBALL**

Justification: This course is no longer needed due to the implementation of the new family sequence of courses mandated by the new Title 5 repeatability guidelines.

**PROPOSED CURRICULAR INACTIVATIONS – CAÑADA COLLEGE****COMPUTER INFORMATION SYSTEMS**

- 330 Introduction to Perl
- 331 Intermediate Perl- Banking

**FASHION DESIGN AND MERCHANDISING**

- 174 How to Use Your Master Pattern

**INTERIOR DESIGN**

- 165 Sustainable Residential Remodeling and Renovation
- 402 Green Remodeling and Energy-Water Efficiency

**KINESIOLOGY, ATHLETICS AND DANCE – DANCE**

- 121 Contemporary Modern Dance
- 125 Beginning Salsa
- 126 Intermediate Salsa
- 127 Advanced Salsa
- 140 Beginning Ballet
- 143 Intermediate Ballet
- 150 Hip Hop Dance
- 151 Beginning Social Dance
- 153 Intermediate Social Dance

- 156 Advanced Social Dance
- 205 Beginning Jazz
- 210 Beginning/Intermediate Jazz
- 215 Intermediate Jazz
- 400 Dance Production

### **KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

- 123 Cardio Pump Fitness
- 124 Pilates Training
- 127 Dance Aerobics
- 320 Walking and Jogging for Fitness
- 332 Flexibility and Stretching
- 334 Yoga

### **KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**

- 161 Beginning Golf
- 164 Intermediate/Advanced Golf
- 166 Expert Golf Training

### **KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**

- 101 Beginning Baseball
- 102 Intermediate Baseball
- 111 Beginning Basketball
- 115 Advanced Basketball
- 141 Beginning Soccer
- 143 Advanced Soccer
- 151 Beginning Softball
- 171 Beginning Volleyball
- 174 Intermediate/Advanced Volleyball

### **MUSIC**

- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV

### **PARALEGAL**

- 255 Corporations and Business Entities
- 257 Bankruptcy
- 268 Administrative Law

### **THEATRE ARTS**

- 201 Advanced Acting I

- 202 Advanced Acting II
- 203 Advanced Acting III
- 300 Play Rehearsal/Performance

## **PROPOSED CURRICULAR MODIFICATIONS – CAÑADA COLLEGE**

### **ACCOUNTING**

- 121 Financial Accounting
- 131 Managerial Accounting
- 200 QuickBooks

### **ANTHROPOLOGY**

- 110 Cultural Anthropology
- 126 Physical Anthropology Laboratory
- 200 Ethnographic Film
- 351 Archaeology

### **ARCHITECTURE**

- 110 Interior Architectural Drafting

### **ART**

- 201 Form and Composition I
- 204 Drawing I
- 205 Drawing II
- 206 Figure Drawing and Portraiture
- 207 Life Drawing
- 214 Color
- 221 Painting I
- 222 Painting II
- 301 Two-Dimensional Design

### **BIOLOGICAL SCIENCES**

- 250 Human Anatomy
- 260 Human Physiology

### **BUSINESS**

- 100 Contemporary American Business
- 115 Business Mathematics
- 335 Theories and Practices of Global Business

### **COMPUTER BUSINESS OFFICE TECHNOLOGY**

- 417 Skill Building

475 Using Outlook

## **CHEMISTRY**

210 General Chemistry I

## **COMPUTER INFORMATION SCIENCE**

118 Introduction to Computer Science  
250 Introduction to Object Oriented Programming: C++  
252 Introduction to Data Structures - C++  
284 Introduction to Object Oriented Programming - Java  
286 Introduction to Data Structures - Java

## **COMMUNICATION STUDIES**

110 Public Speaking  
130 Interpersonal Communication  
140 Small Group Communication  
150 Intercultural Communication  
180 Introduction to Communication Studies

## **CAREER AND PERSONAL DEVELOPMENT**

110 Honors Colloquium in Career and Personal Development: Transfer Essentials and Planning

## **ECONOMICS**

100 Principles of Macro Economics  
102 Principles of Micro Economics

## **ENGLISH**

100 Reading and Composition  
110 Composition, Literature, and Critical Thinking  
161 Creative Writing I  
164 Creative Non-Fiction  
165 Advanced Composition

## **ENGINEERING**

100 Introduction to Engineering  
230 Statics  
240 Engineering Dynamics  
260 Circuits And Devices  
270 Materials Science

**FASHION DESIGN AND MERCHANDISING**

- 151 Fashion Merchandising
- 162 Advanced Flat Pattern

**GEOGRAPHY**

- 100 Physical Geography

**HISTORY**

- 100 History of Western Civilization I
- 101 History of Western Civilization II
- 104 World History I
- 106 World History II
- 201 U.S. History through 1877
- 202 U.S. History from 1877 to the Present
- 422 Modern Latin America
- 451 Far Eastern Civilization and Heritage I
- 452 Far Eastern Civilization and Heritage II

**INTERIOR DESIGN**

- 128 Presentation Techniques I
- 129 Presentation Techniques II
- 148 Color and Design
- 175 Space Planning and Design
- 350 Commercial Design
- 356 Residential and Commercial Construction
- 360 CAD Applications for Interior Designers
- 400 Sustainable Design Concepts
- 401 Sustainability and Home Energy Assessment
- 403 Sustainable Practices
- 450 Materials and Finishes

**KINESIOLOGY, ATHLETICS AND DANCE – DANCE**

- 220 Dance Conditioning

**KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

- 112 Cross Training
- 117 Fitness Assessment, Strength and Conditioning
- 118 Beginning Fitness Center
- 119 Intermediate Fitness Center
- 122 Total Body Burn
- 128 Get on the Ball Exercising
- 129 Beginning Strength Training on the Ball
- 151 Step Aerobics

- 154 Volleyball Conditioning
- 210 Varsity Weight Conditioning
- 235 Boot Camp

### **KINESIOLOGY, ATHLETICS AND DANCE – KINESIOLOGY**

- 101 Introduction to Kinesiology
- 245 Principles and Techniques of Resistance, Balance and Flexibility Training
- 250 Personal Trainer Preparation: Anatomy and Physiology
- 251 Personal Trainer: Health Appraisal and Exercise Prescription

### **KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**

- 105 Advanced Baseball
- 148 Indoor Soccer
- 185 Expert Volleyball Training

### **LEARNING CENTER**

- 120 Literacy Tutoring in the Community
- 140 Professional Writing
- 822 Grammar Trouble Spots I
- 840 Vocabulary Improvement I
- 841 Vocabulary Improvement II
- 842 Vocabulary Improvement III
- 843 Vocabulary Improvement IV

### **LITERATURE**

- 375 Native-American Literature

### **MATHEMATICS**

- 125 Elementary Finite Mathematics
- 200 Elementary Probability and Statistics

### **MEDICAL ASSISTING**

- 115 Introduction to Electronic Health Record
- 121 Clinical Procedures II
- 140 Implementation of Electronic Health Record
- 161 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Beginning Coding
- 162 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Intermediate Coding
- 163 ICD (International Classification of Diseases)-10-CM (Clinical Modification) Advanced Coding
- 680CA ICD (International Classification of Diseases)-10-CM

**MUSIC**

115	Art, Music and Ideas
120	Songwriting Workshop I
240	Music of the Americas
250	World Music
371	Guitar I

**PHILOSOPHY**

100	Introduction to Philosophy
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**PSYCHOLOGY**

100	General Psychology
205	Social Science Research Methods

**RADIOLOGIC TECHNOLOGY**

400	Orientation to Radiologic Technology
408	Perspectives in Radiology
410	Radiographic Positioning
435	Imaging Equipment and Quality Control
440	Advanced Imaging Modalities & Specialized Procedures
474	Venipuncture for Contrast Media Administration

**THEATRE ARTS**

200	Theory and Practice of Acting
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**SOCIOLOGY**

SOCI	100	Introduction to Sociology
SOCI	105	Social Problems
SOCI	141	Ethnicity and Race in Society
SOCI	205	Social Science Research Methods

**SPANISH**

110	Elementary Spanish
111	Elementary Spanish I
112	Elementary Spanish II
120	Advanced Elementary Spanish
121	Advanced Elementary Spanish I
122	Advanced Elementary Spanish II
131	Intermediate Spanish I
132	Intermediate Spanish II
140	Advanced Intermediate Spanish
150	Spanish for Heritage Speakers I

- 152 Spanish for Heritage Speaker II
- 161 Latino Literature I
- 162 Latino Literature II

## **PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE**

### **MANAGEMENT**

- 100 Introduction to Business Management
- 215 Management of Human Resources
- 220 Organizational Behavior

## **PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE**

None.

## **PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE**

### **ANTHROPOLOGY**

- Anthropology with an Emphasis in Archaeology** – Associate in Arts Degree
- Anthropology with an Emphasis in Cultural Anthropology** – Associate in Arts Degree
- Anthropology with an Emphasis in Linguistic Anthropology** – Associate in Arts Degree
- Anthropology with an Emphasis in Physical Anthropology** – Associate in Arts Degree
- Anthropology with an Emphasis in Visual Anthropology** – Associate in Arts Degree

Justification: In adherence to SB1440, we are restructuring the current Anthropology AA degrees to comply with the Anthropology transfer model curriculum. The current programs in Anthropology are being deleted, and replaced by the new AA-T in Anthropology.

### **COMPUTER INFORMATION SCIENCE**

- Computer Information Science** – Associate in Science Degree

Justification: In adherence to SB1440, we are restructuring the current Computer Information Science AS degree to comply with the Computer Science transfer model curriculum. This degree is being replaced with the new AS-T in Computer Science and three Certificates of Achievement, which will have broader appeal to students.

## **PROPOSED PROGRAM INACTIVATIONS – CAÑADA COLLEGE**

None.

## **PROPOSED PROGRAM MODIFICATIONS – CAÑADA COLLEGE**

### **BUSINESS**

- Business Administration** – Associate in Science Degree
- Business Administration** – Certificate of Achievement
- Business Administration for Transfer** – Associate in Science Degree for Transfer

## **COMMUNICATION STUDIES**

**Communication Studies** – Associate in Arts Degree

**Communication Studies for Transfer** – Associate in Arts Degree for Transfer

## **ENGINEERING**

**Engineering** – Associate in Science Degree

## **FASHION DESIGN AND MERCHANDISING**

**Custom Dressmaking/Small Business Oriented** – Associate in Science Degree

**Custom Dressmaking/Small Business Oriented** – Certificate of Achievement

## **GEOGRAPHY**

**Geography** – Associate in Arts Degree

## **INTERIOR DESIGN**

**Green/Sustainable Design** – Certificate of Achievement

**Interior Design** – Associate in Science Degree

**Interior Design** – Certificate of Achievement

**Kitchen and Bath Design (accredited by NKBA)** – Certificate of Achievement

**Redesign and Home Staging** – Certificate of Achievement

**Residential and Commercial Design** – Certificate of Achievement

**Sustainable Design** – Certificate of Achievement

## **KINESIOLOGY, ATHLETICS AND DANCE**

**Dance** – Associate in Arts Degree

**Fitness Professional** – Associate in Science Degree

**Fitness Professional** – Certificate of Achievement

**Kinesiology** – Associate in Arts Degree

**Kinesiology for Transfer** – Associate in Arts for Transfer Degree

## **LATIN AMERICAN STUDIES**

**Latin American and Latino/a Studies** – Associate in Arts Degree

**Latin American and Latino/a Studies** – Certificate of Achievement

## **MEDICAL ASSISTING**

**Medical Billing Specialist** – Associate in Science Degree

**Medical Billing Specialist** – Certificate of Achievement

**Medical Coding Specialist** – Certificate of Achievement

**Medical Administrative Assistant** – Certificate of Achievement

**Medical Assisting** – Certificate of Achievement

## **PARALEGAL**

**Paralegal** – Associate in Science Degree

**Paralegal** – Certificate of Achievement

## **PHYSICS**

**Physics** – Associate in Science Degree

**PROPOSED PROGRAM REACTIVATIONS – CAÑADA COLLEGE**

**BUSINESS**

**Management** – Certificate of Achievement (21 units)

**PROPOSED DEPARTMENT ADDITIONS – CAÑADA COLLEGE**

None.

**PROPOSED DEPARTMENT DELETIONS – CAÑADA COLLEGE**

None.

San Mateo County Community College District

June 17, 2013

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

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

#### **ACCOUNTING**

665MQ ESTATE TAXATION UPDATE (0.5) (day or evening)

Justification: Tax professionals must complete continuing education to maintain their professional license and keep up-to-date on changes in tax law. This course is part of the continuing education curriculum.

Prerequisite: None.

Recommended Preparation: None.

Description: On January 2, 2013, the most recent changes to estate taxation became law. Now that Congress has settled tax rates, unified credit, and other major issues for the long term, this course will survey the changes and include a full review of federal Form 706.

Classification: AA/AS Degree; CSU transferable.

#### **COMPUTER AND INFORMATION SCIENCE**

680MG ANDROID PROGRAMMING (4.0) (day or evening, distance education)

Justification: An Android programming course is the most requested course by CIS students. Android is currently the platform of choice for mobile devices, with 72.9% of the world-wide smartphone market. The CIS Advisory Committee recommended that we offer a course in Android programming. This course will become part of the Web and Mobile Application degree/certificate curriculum in 2014.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or 848 and CIS 254.

Description: Introduction to the architecture, API and techniques used to create robust, high-performance applications for Android mobile devices. An overview of the most common tools and techniques for writing Android applications. Other topics include user interfaces, local storage, maps, GPS, multimedia, content providers, sensors, and user events. Storage strategies for persistent information are introduced, including the use of SQLite database features. Intended for students with previous Java programming experience.

Classification: AA/AS Degree; CSU transferable.

## **DIGITAL MEDIA**

### 251 GRAPHIC DESIGN PRACTICUM (3.0) (day or evening)

Justification: Digital Media Graphic Design students need practical experience planning, designing and producing graphic digital media within a "real world" environment in order to successfully pursue professional business careers within these fields. This course includes comprehensive information about applying professional business practices to client projects.

Prerequisite: DGME 211, 212; 230 and/or 240.

Recommended Preparation: DGME 103, 220 and 235.

Description: This is the capstone course to the Graphic Design AA Degree and Certificate programs. Students create digital media projects with actual clients using comprehensive production, design and business techniques.

Classification: AA/AS Degree; CSU transferable.

### 256 PORTFOLIO FOR GRAPHIC DESIGN (2.0) (day or evening)

Justification: Students need to create a marketable portfolio of their graphic design pieces in order to attain work in this field.

Prerequisite: DGME 211, 212 and 235.

Recommended Preparation: DGME 103, 220 and 230.

Description: Students plan realistic career goals while initiating, developing, and completing substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable eportfolio for the Graphic Design career path as well as a resume. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

## **FILM**

### 680MA WATCHING CABLE TELEVISION (3.0) (day or evening)

Justification: This course expands the film curriculum to include and address cinematic expression in the context of broadcast television. As is the industry and scholarly trend, the course studies film in relation to other media and platforms. It is being offered as a "pilot" course for the development of a similar permanent course.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or 848.

Description: Explores a variety of popular cable television programs from a cinematic perspective. Topics to include the history of cable television; filmmakers and film genres on cable TV; and the cable broadcast venue for film style experimentation and social commentary.

Classification: AA/AS Degree; CSU transferable.

## **NURSING**

680MC PERIOPERATIVE NURSING (4.0) (day or evening, distance education)

Justification: This course provides nurses with the necessary knowledge to work in the perioperative setting. It is being offered at the request of neighboring hospitals.

Prerequisite: Current RN license or acceptance into the course by the Nursing Department.

Recommended Preparation: One year of recent experience in nursing.

Description: This semester course provides entry-level knowledge required to work as a novice practitioner in perioperative nursing. Course focuses on the theoretical framework of perioperative nursing and is intended to be taken in conjunction with the clinical preceptorship course. Extra supplies may be needed. (Spring only).

Classification: AA/AS Degree; CSU transferable.

680MD PERIOPERATIVE NURSING PRECEPTORSHIP (6.5) (day or evening)

Justification: The course provides the RN student with an opportunity to practice and refine the clinical skills required for the perioperative nursing specialty.

Prerequisite: Current RN license or acceptance into the course by the Nursing Department.

Recommended Preparation: One year of recent clinical experience in nursing.

Description: This course provides entry level knowledge and skills required to work as an entry-level practitioner in perioperative nursing. Focuses on learning in the perioperative clinical setting. Student applies learned concepts in an operating room under the supervision of assigned preceptors. The course is intended to be taken with NURS 680MC, the theory component. Extra supplies may be required. (Spring only)

Classification: AA/AS Degree; CSU transferable.

## **PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – COLLEGE OF SAN MATEO**

### **COMPUTER AND INFORMATION SCIENCE**

680MG Android Programming

**NURSING**

680MC Perioperative Nursing

**PROPOSED CURRICULAR DELETIONS – COLLEGE OF SAN MATEO**

None.

**PROPOSED CURRICULAR INACTIVATIONS – COLLEGE OF SAN MATEO**

**ART**

360 Experimental Photography  
665MB Advanced Topics: Oil Painting  
665MK Special Topics: Digital Photography  
805 Art of Asia and the Near East

**BUSINESS**

131 Money Management

**BUSINESS MICROCOMPUTER APPLICATION**

534 HTML I (Hypertext Markup Language I)  
535 HTML II (Hypertext Markup Language II)

**CAREER AND LIFE PLANNING**

108 Achieving an Associate Degree and/or Vocational Certificate  
138 Skill Development for Career Growth  
310 Summer Bridge Academy  
889MA Transition to College

**DRAFTING**

120 Principles of Technical Drawing  
123 Computer-Aided Drafting III  
124 Computer-Aided Drafting IV

**ELECTRONICS**

201 D.C. Electronics  
202 A.C. Electronics  
262 Digital Electronics  
310 Introduction to Microprocessors  
320 Linear Circuit Analysis  
332 Prototype Project Development  
360 Microcomputer Interfacing  
370 Nonlinear Circuit Analysis  
401 Power and Water Systems Infrastructure  
403 Introduction to Industrial Safety

**ENGINEERING**

240 Engineering Dynamics

**ETHNIC STUDIES**

350 Native American Way of Life  
351 The Primal Mind and Cultural Diversity

**KINESIOLOGY, ATHLETICS AND DANCE – AQUA**

109 Intermediate Swimming and Beginning Water Polo  
127 Swim for Conditioning  
133 Individual Swim Conditioning  
135 Aqua Exercise

**KINESIOLOGY, ATHLETICS AND DANCE – DANCE**

121 Contemporary Modern Dance  
122 Modern Dance II  
131 Jazz Dance I  
132 Jazz Dance II  
141 Beginning Ballet I  
143 Intermediate Ballet II  
150 Hip Hop  
151 Beginning Social Dance  
153 Intermediate Social Dance  
167 Swing Dance  
400 Dance Production  
665 Dance in a Multicultural Context

**KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

116 Body Conditioning  
207 Periodized Weight Conditioning  
235 Cross Training Boot Camp  
301 Spinning  
312 Spinning Heart Rate  
334 Yoga  
335 Pilates  
337 Dahn Yoga  
338 Yoga/Pilates Fusion

**KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**

120 Badminton  
251 Beginning Tennis  
252 Beginning/Intermediate Tennis  
254 Intermediate/Advanced Tennis

**KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**

- 110 Basketball
- 141 Beginning Soccer
- 145 Advanced Soccer
- 148 Indoor Soccer

**LIBRARY STUDIES**

- 105 Advanced Online Research

**MATHEMATICS**

- 147 Mathematics and Global Issues
- 852 Mathematics Supplement II

**NURSING**

- 215 Nursing Skills Lab I
- 800 Success Strategies for an RN Program
- 845 Review: Registered Nurse Exam

**REAL ESTATE**

- 301 Escrow Procedures: Basic
- 801 Real Estate License Exam Preparation

**SPANISH**

- 130 Intermediate Spanish
- 251 Hispanoamerica Contemporanea

**PROPOSED CURRICULAR MODIFICATIONS – COLLEGE OF SAN MATEO****ADMINISTRATION OF JUSTICE**

- 145 Basic Police Academy
- 771 PC 832 Arrest and Control Training
- 775 PC 832 Firearms Training
- 780 Regular Basic Course Module III
- 781 Regular Basic Course Module II

**ANTHROPOLOGY**

- 180 Magic, Science and Religion
- 370 Pre-Columbians: Olmec to Aztecs

**BIOLOGY**

- 102 Science and Conservation

- 195 Biology Field Laboratory
- 210 General Zoology
- 260 Human Physiology

### **BUILDING INSPECTION TECHNOLOGY**

- 700 Introduction to the Building Code
- 720 Electrical Inspection

### **BUSINESS**

- 100 Contemporary American Business
- 115 Business Mathematics
- 180 Marketing
- 295 Computer Systems in Business
- 315 Keyboarding I
- 316 Keyboarding II
- 317 Keyboarding Skill-building
- 326 Electronic Filing and Records Management
- 401 Business Communications

### **BUSINESS MICROCOMPUTER APPLICATIONS**

- 105 Introduction to Microcomputers
- 114 Windows Fundamentals I
- 115 Windows Fundamentals II
- 214 Using Word for Windows
- 215 Word Processing II Using Word for Windows
- 383 Presentations Using PowerPoint for Windows I
- 384 Business Presentations II Using PowerPoint for Windows
- 415 Spreadsheet I Using Excel for Windows
- 416 Spreadsheet II Using Excel for Windows
- 450 Microsoft Project Fundamentals I
- 451 Microsoft Project Fundamentals II
- 464 Database Management Fundamentals Using Access for Windows
- 530 Introduction to Internet Competency

### **COMPUTER AND INFORMATION SCIENCE**

- 111 Introduction to Internet Programming

### **CAREER AND LIFE PLANNING**

- 129 Puente: Transfer Readiness

### **DIGITAL MEDIA**

- 100 Media in Society
- 101 Writing Across the Media

102	Media Law and Ethics
103	Thinking Visually: Fundamentals of Two-Dimensional Design
112	TV Studio Production
113	Digital Video Production
118	Digital Audio Production
120	Advanced Digital Video and Editing
128	On-Air Talent
143	Motion Graphics
150	Adv. Audio Radio Production
152	Adv. Digital Audio Production
155	Advanced TV Production
165	Digital Animation
166	Web Authoring: ActionScript
167	Web Design I
168	Web Design II
169	Web Design III: HTML 5, CSS & Javascript
211	Media Design I: Illustrator
212	Media Design II: Photoshop
213	Media Design III: Adv. Illustrator & Photoshop
215	History of Graphic Design
220	Typography
230	Publication Design/Production with InDesign
235	Graphic Design Theory and Application
240	Digital Publishing

## **DRAFTING**

130	Mechanical Design with CAD
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## **ECONOMICS**

100	Principles of Macroeconomics
102	Principles of Microeconomics

## **ENGLISH**

100	Composition and Reading
110	Composition, Literature, and Critical Thinking
165	Advanced Composition
875	English Grammar

## **ENGINEERING**

100	Introduction to Engineering
210	Engineering Graphics
230	Engineering Statics
260	Circuits and Devices
270	Materials Science

**ENGLISH AS A SECOND LANGUAGE**

828 Writing for Non-Native Speakers IV

**ETHNIC STUDIES**

102 Intro to Ethnic Studies II

**FILM**

120 Film History I  
121 Film History II  
215 Film and New Digital Media  
815 Film and New Digital Media

**FIRE TECHNOLOGY**

714 Wildland Fire Control  
715 Principles of Emergency Services  
720 Fire Prevention  
725 Fire Apparatus and Equipment  
730 fire Behavior and Combustion  
740 Building Construction for Fire Protection  
745 Fire Protection Systems  
748 Firefighter Safety & Survival  
787 EMT: Basic - Refresher  
789 Recruit Firefighter Training  
796 Emergency Medical Tech: Basic  
800 Fire Service Career Prep

**GEOLOGY**

100 Survey of Geology

**HISTORY**

310 California History  
315 San Mateo County History

**KINESIOLOGY, ATHLETICS AND DANCE – ADAPTED**

100 Adapted Aquatics  
110 Adapted General Conditioning  
140 Adapted Weight Conditioning  
155 Adapted Back Care  
875 Adapted Evaluation

**LITERATURE**

231 Survey of English Literature I  
232 Survey of English Literature II

- 837 Survey of English Literature I
- 838 Survey of English Literature II

**MATHEMATICS**

- 130 Analytical Trigonometry
- 145 Liberal Arts Mathematics
- 268 Discrete Mathematics
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 802 Preparation for Algebra
- 811 Arithmetic Review with Pre-Algebra

**MANAGEMENT**

- 100 Introduction to Management
- 215 Management of Human Resources
- 220 Organizational Behavior
- 235 Fundamentals of Supervision
- 265 Project Management

**MUSIC**

- 100 Fundamentals of Music
- 102 Musicianship II
- 103 Musicianship III
- 104 Musicianship IV
- 132 Harmony II
- 133 Harmony III
- 134 Harmony IV
- 202 Music Listening and Enjoyment
- 250 World Music
- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV
- 371 Guitar I
- 372 Guitar II
- 373 Guitar III
- 374 Guitar IV

**NURSING**

- 232 Medical/Surgical Nursing
- 241 Advanced Medical/Surgical Nursing
- 242 Leadership/Management in Nursing
- 615 Pharmacology for Nurses: Practical Applications

**PALEONTOLOGY**

- 110 General Paleontology

111 Paleontology Laboratory/Field Studies

**PHYSICS**

250 Physics with Calculus I  
260 Physics with Calculus II

**POLITICAL SCIENCE**

110 Contemporary Foreign Governments  
130 International Relations  
215 Contemporary Issues in American Politics

**PSYCHOLOGY**

100 General Psychology  
121 Basic Statistical Concepts

**SOCIOLOGY**

110 Courtship, Marriage and the Family

**PROPOSED CURRICULAR REACTIVATIONS – COLLEGE OF SAN MATEO**

**ATHROPOLOGY**

350 Introduction to World Prehistory and Archaeology

**ENGLISH**

105 Intensive Composition

**LITERATURE**

251 Women in Literature

**PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO**

None.

**PROPOSED PROGRAM DELETIONS – COLLEGE OF SAN MATEO**

**ELECTRONICS TECHNOLOGY**

**Electronics Technology: Industrial Electronics** – Associate in Arts Degree  
**Electronics Technology: Industrial Electronics** – Certificate of Achievement

Justification: These programs are no longer being supported by course offerings in electronics.

**PROPOSED PROGRAM INACTIVATIONS – COLLEGE OF SAN MATEO**

None.

**PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO**

**ART**

**Photography** – Associate in Arts Degree

**COMPUTER AND INFORMATION SCIENCE**

**Internet Programming** – Certificate of Specialization

**DRAFTING TECHNOLOGY**

**CAD/Drafting Technology** – Associate in Science Degree

**CAD/Drafting Technology** – Certificate of Achievement

**Computer-Aided Design** – Certificate of Specialization

**KINESIOLOGY, ATHLETICS AND DANCE**

**Kinesiology** – Associate in Arts for Transfer

**NURSING**

**Nursing** – Associate in Science Degree

**PROPOSED PROGRAM REACTIVATIONS – COLLEGE OF SAN MATEO**

None.

**PROPOSED DEPARTMENT ADDITIONS – COLLEGE OF SAN MATEO**

None.

**PROPOSED DEPARTMENT DELETIONS – COLLEGE OF SAN MATEO**

None.

San Mateo County Community College District

June 17, 2013

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 6.13.4 and all appropriate laws and regulations.

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## **PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE**

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

#### **ANTHROPOLOGY**

126 PHYSICAL ANTHROPOLOGY LABORATORY (1.0) (day or evening)

Justification: Student evaluations have consistently requested an opportunity to earn their required laboratory units in Physical/Biological Anthropology.

Prerequisite: Completion of, or concurrent enrollment in, ANTH 125.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Designed for students to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course are the scientific method, biological variation and forces of evolution, human osteology and variation, comparative osteology of primates, and fossil evidence for human evolution. Field trips may be offered.

Classification: AA/AS Degree; CSU transferable.

#### **AUTOMOTIVE TECHNOLOGY**

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

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

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

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.

## **BUSINESS**

680SF SOCIAL MEDIA FOR PROFESSIONALS (3.0) (day or evening)

Justification: This course is recommended for transfer and is designed for students interested in becoming a social media consultant, for marketing staff and managers who want to gain a fluency in social media to add to their existing marketing mix, small business owners that understand the value proposition of social media but don't know where to begin, and for those on the verge of launching a business who realize this is essential knowledge to be able to apply from the outset. The community has stressed a need for reasonable and professional instruction in this new marketing medium.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide students with an understanding of the use of social media in today's business environment. Topics include the various uses of social media within different departments; the establishment of social media profiles on leading networks; advertising; measurement; the use of third party tools and ethics.

Classification: AA/AS Degree; CSU transferable.

680SG INTRODUCTION TO SOCIAL ENTREPRENEURSHIP (3.0) (day or evening)

Justification: This course will enhance the curriculum in the entrepreneurship and small business management career pathway. Students will practice business entrepreneurial concepts by creating a project that will help make a difference in the lives of others. This course will help students apply leadership principles with real world applications and students can participate in the Skyline College Enactus Club on campus.

Prerequisite: None.

Recommended Preparation: None.

Description: Innovative social entrepreneurship and leadership training course connecting a student's unique skills, talents and passions with the goal of creating a project that will help make a difference in the lives of others. Students will strengthen communication, critical thinking and problem solving abilities, while developing team-building, and leadership skills. Students will relate major philosophical leadership principles with real world application as they create a realistic plan to execute their ideas.

Classification: AA/AS Degree; CSU transferable.

**BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**171 FEDERAL INCOME TAX (3.0) (day or evening)

Justification: Course is designed for students enrolled in the Accounting associate degree or certificate program and for those interested in acquiring skills for preparing federal income tax returns. BCM. plans to create a tax certificate.

Prerequisite: None.

Recommended Preparation: None.

Description: Preparation of Federal and California income tax returns for individuals; basic income tax law, theory and practice. Students who successfully complete this course may apply to the CTEC, the California Tax Education Council, to become a Registered Tax Preparer in California. Also listed as ACTG 171.

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

172 BUSINESS INCOME TAXES (3.0) (day or evening)

Justification: Course is designed for students enrolled in the Accounting associate degree or certificate program and for those interested in acquiring skills for preparing Federal and California income tax returns. The course is also designed for BCM. students who are interested in acquiring skills for preparing Federal and California income tax returns. BCM. plans to create a tax certificate.

Prerequisite: None.

Recommended Preparation: ACTG 100 or ACTG 121, or equivalent; and ACTG 171 or equivalent.

Description: Preparation of Federal and California income tax returns for corporations, partnerships and sole proprietorships. Completion of ACTG 172 will enable students to complete most tax returns required of professional tax preparers. Also listed as ACTG 172.

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

**CAREER AND PERSONAL DEVELOPMENT**116 DECIDING ON A MAJOR (0.5) (day or evening)

Justification: This course has been offered for several years as a CRER 665 (Life Styles Health Issues) course – CRER 665SA Deciding on a Major. The Counseling Division will continue to offer this course every semester and wishes to assign this course its own title and number.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to assist students who are undecided about their career goals and direction. This course will explore the connection between majors and careers and cover common major and academic

course work required for these majors. Provides students with personal success tools for identifying their interests, personality and skills and identifying them towards successful major choice.

Classification: AA/AS Degree; CSU transferable.

145 SOFT SKILLS FOR ALLIED HEALTH PROFESSIONS (1.0) (day or evening, distance education)

Justification: This course is part of the Allied Health Career Advancement Academy. It is currently being offered under the CRER 650. Because of repeat limits, and the fact that many Learning Communities and Special Program on campus share this course, the counseling faculty decided to create individual courses for each special programs and Learning Communities.

Prerequisite: None.

Recommended Preparation: None.

Description: An examination of the soft skills (self-management and people skills) Allied Health employers feel recent college graduates are lacking. Some of these skills include, but are not limited to, active listening skills, cultural sensitivity, customer services, empathy, and work ethic.

Classification: AA/AS Degree; CSU transferable.

## **COSMETOLOGY**

735 COSMETOLOGY CONCEPTS AND PRACTICE V: NEW CONCEPTS (3.0) (day or evening)

Justification: This course is designed to as required core for the Associate Degree and Certificate in Cosmetology. The course is designed for those students who have completed the Freshman 700 class in Cosmetology to achieve the next segment of the Cosmetology curriculum.

Prerequisite: COSM 700 or equivalent.

Recommended Preparation: None.

Description: This course is designed as required core for the Associate Degree and Certificate in Cosmetology. The course allows students to work towards California State requirements accruing applied effort ticket requirements in advanced hair cutting techniques, braiding, advanced permanent waving, and evening and day up do styling.

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

745 COSMETOLOGY CONCEPTS AND PRACTICE VI: SENIOR PRACTICAL (0.5-6.0) (day or evening)

Justification: This course is designed as required core for the Associate Degree and Certificate in Cosmetology. The course is designed for consistency in keeping the specialized class courses in sequence. It is easier for student to understand the course sequence when completing the program. This is the last class in the sequence for those students who have completed COSM 700, 710, 720, and 735 classes in Cosmetology to finish the program.

Prerequisite: COSM 735 or equivalent.

Recommended Preparation: None.

Description: Designed for continuing cosmetology students to complete classes and earn a Skyline College Certificate or an Associate Degree. The course allows students to complete California State requirements accruing applied effort ticket requirements focusing on speed, accuracy and styling services for the salon environment.

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

751 COSMETOLOGY BRUSH UP II (0.5-10.0) (day or evening)

Justification: This course is designed as an elective for the Associate Degree and Certificate in Cosmetology. The course is applicable for those students who have completed COSM 700, 710, 720, and 735 to finish the program, out-of-state licensees, and students returning to the workplace.

Prerequisite: COSM 750, State of California Barbering or Cosmetology license, or valid out-of-state license, or upon recommendation of Cosmetology faculty.

Recommended Preparation: None.

Description: Designed for students to meet additional hours to complete needed requirements for State regulations and to satisfy supplemental or out-of-state requirements, including basic and advanced instruction on in-salon processes with emphasis on performance and efficiency. Applicable to students who need assistance in passing the California State Board exam and students who are returning to the workplace and need to brush up on skills, technique and development to qualify for job placement or advancement.

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

761 COSMETOLOGY INSTRUCTOR PREPARATION II (1.0-7.0) (day or evening)

Justification: Course is designed to be used as an elective for the Associate Degree. The course is applicable for those students who have an interest in teaching Cosmetology at a Community college or expanding knowledge of instructional methods in career technical education.

Prerequisite: Valid California Cosmetology license and a minimum of one year full time practical experience; and completion of COSM 760.

Recommended Preparation: None.

Description: Designed for experienced, licensed cosmetologists, barbers, estheticians, manicurists, interested in teaching specific cosmetology courses with a focus on teaching methodologies and techniques that emphasize theoretical and practical subject matter using the four-step lesson plan.

Classification: AA/AS Degree; not transferable.

**762 COSMETOLOGY INSTRUCTOR PREPARATION III (1.0-7.0) (day or evening)**

Justification: Course is designed to be used as an elective for the Associate Degree. The course is applicable for those students who have an interest in teaching Cosmetology at a Community college or expanding knowledge of instructional methods in career technical education.

Prerequisite: Valid California Cosmetology license and a minimum of one year full time practical experience; and completion of COSM 760 and COSM 761.

Recommended Preparation: None.

Description: Designed for experienced, licensed cosmetologists, barbers, estheticians, manicurists, interested in teaching specific cosmetology courses with a focus on teaching methodologies and techniques that emphasize theoretical and practical subject matter using the four-step lesson plan. This course completes the 600 hour requirement for the Skyline College Cosmetology Teaching Certificate.

Classification: AA/AS Degree; not transferable.

**COUNSELING****102 STUDENT SUCCESS STRATEGIES (0.5) (day or evening)**

Justification: A short-course designed to provide students with the opportunity to learn valuable student success skills that will support the attainment of their educational and career goals.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to help students explore and understand issues that determine their academic success. Students will learn about strategies to help them succeed in college.

Classification: AA/AS Degree; CSU transferable.

**640 MONEY MANAGEMENT FOR ACADEMIC SUCCESS (2.0) (day or evening)**

Justification: This course will provide students with the skills needed to manage finances for college, career, and life success.

Prerequisite: None.

Recommended Preparation: None.

Description: An introduction to the basics of personal money management principles as they relate to budgeting, savings, credit establishment, credit improvement and debt reduction. Students will gain tools to implement and practice positive financial behaviors and explore how one's own personal relationship with finances directly relates to academic and career success. A focus on goal setting strategies will be emphasized and personal academic and financial goals will be explored.

Classification: AA/AS Degree; CSU transferable.

651 PUENTE SEMINAR (2.0) (day or evening)

Justification: The Puente Seminar course is the second semester cohort stipulated in the MOU/Cooperative Agreement between the Regents of the University of California Puente Project and Skyline College. The program targets educationally disadvantaged students providing assistance with personal development and guidance. The main goal of the Puente Program is to support students transferring to a four-year college. This course prepared students to become cross-culturally aware, deeply relies in utilization of technology, explores career and personal barirers, and assists students in investigating various careers with the purpose of exposing students to numerous options.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to assist students in exploring and understanding academic, career, personal, and cross-cultural topics and issues that influence their educational success.

Classification: AA/AS Degree; CSU transferable.

652 HONORS SEMINAR – APPLYING TO COMPETITIVE UNIVERSITIES (0.5) (day or evening)

Justification: Course is currently offered as a CRER 650 Guidance Seminar. Because of repeat limits, this course is being created for the Honors Transfer Program. Because the CRER 650 Guidance Seminar course title is shared by many learning community programs, having a separate course number will allow students to participate in multiple programs if they wish.

Prerequisite: None.

Recommended Preparation: None.

Description: Preparation for transfer to competitive colleges and universities. Topics will include understanding the transfer process, financial aid and scholarships, completing the UC and Common Application and writing your personal statement.

Classification: AA/AS Degree; CSU transferable.

655.1 HERMANOS SEMINAR – COLLEGE SUCCESS FACTORS (2.0) (day or evening)

Justification: The first of two courses students in the Hermanos Program are required to complete. The program, a transitional Learning Community, through this class, provides students with the skills and motivation to pursue college. This course is currently being offered as a CRER 650 Guidance Seminar, a course shared by many Learning Community and special programs. The program offers CRER 650 for two semesters. Because of the repeat regulations, students would not be able to take the course for the second semester. This course was created as a stand-alone to allow for enrollment in the one-year program.

Prerequisite: None.

Recommended Preparation: None.

Description: An overview of the concepts and significance of factors that contribute to success in education. Factors to be explored include social awareness, cultural identity, motivation, leadership, and goals setting. Designed to help students in understanding and dealing with their personal, social, and cross-cultural concerns and on understanding of the relationship of cultural experiences and educational success.

Classification: AA/AS Degree; CSU transferable.

655.2 HERMANOS SEMINAR – TRANSITION TO COLLEGE (2.0) (day or evening)

Justification: This is the second course in the Hermanos Program Learning Community. In the past, students would enroll in CRER 650 Hermanos Seminar in the Fall and Spring semesters. Because of the new repeat regulations, the decision was made to create new courses, thus allowing students to complete the full spectrum of coursework the program offers.

Prerequisite: None.

Recommended Preparation: None.

Description: Course explores students' attitudes toward learning and college. Designed to facilitate the transition from high school to college. Focus on understanding the college/university systems, college resources, and developing key student skills such as time management, self-esteem, and goal setting.

Classification: AA/AS Degree; CSU transferable.

656.1 HERMANAS SEMINAR – COLLEGE SUCCESS FACTORS (2.0) (day or evening)

Justification: The first of two courses students in the Hermanas Program are required to complete. The program, a transitional Learning Community, through this class, provides students with the skills and motivation to pursue college. This course is currently being offered as a CRER 650 Guidance Seminar, a course shared by many Learning Community and special programs. The program offers CRER 650 for two semesters. Because of the repeat regulations, students would not be able to take the course for the second semester. This course was created as a stand-alone to allow for enrollment in the one-year program.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns in relation to personal development. Additionally, this course will focus on the lives and experiences of Latinas in the United States and abroad.

Classification: AA/AS Degree; CSU transferable.

656.2 HERMANAS SEMINAR – TRANSITION TO COLLEGE (2.0) (day or evening)

Justification: Course is currently offered as a CRER 650 Guidance Seminar. Due to repeat regulations, Skyline College counseling faculty have decided to create all CRER 650 topics as individual courses.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to help students to understand and deal with their personal, social, professional, and cross-cultural concerns in relations to personal development.

Classification: AA/AS Degree; CSU transferable.

657 AUTO GUIDANCE SEMINAR – CAREER ADVANCEMENT ACADEMY (2.0) (day or evening)

Justification: Course is currently offered as a CRER 650 Guidance Seminar. Due to repeat regulations, Skyline College counseling faculty have decided to create all CRER 650 topics as individual courses.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to help students explore and understand academic, career, personal and cross-cultural topics and issues that influence their education experiences. Topics covered include college success, campus resources, resume writing and interview skills for Automotive Technology professional.

Classification: AA/AS Degree; CSU transferable.

658 ALLIED HEALTH GUIDANCE SEMINAR – CAREER ADVANCEMENT ACADEMY (1.0) (day or evening)

Justification: Course is currently offered as a CRER 650 Guidance Seminar. Due to repeat regulations, Skyline College counseling faculty have decided to create all CRER 650 topics as individual courses.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to help students explore and understand academic, career, personal and cross-cultural topics and issues that influence their educational experiences. Topics covered include college success, campus resources, resume writing and interview skills for Allied Health Professions.

Classification: AA/AS Degree; CSU transferable.

## **DEVELOPMENTAL SKILLS**

825.1 ASSISTIVE COMPUTER TECHNOLOGY - KURZWEIL 3000 I (1.0) (day or evening)

Justification: When students with disabilities are given access to various computer-based assistive technology applications as an accommodation in their educational setting, the “playing field” is leveled. In order for students to benefit from using assistive technology as an accommodation, they require instruction in how to use the various applications and how to apply these tools to their coursework in their degree applicable courses. Kurzweil 3000 is a program that assists students who experience difficulties in accessing printed text for various reasons (i.e., a learning difference, physical disability, or low vision) in keeping up with their assigned readings through electronic versions of their textbooks. In this course, students learn how to use the study tools embedded in Kurzweil 3000, as well as various strategies for applying these study tools to their textbook material. Given students also use Kurzweil 3000 as a test

accommodation, they need to learn how to independently configure various functions within the program that are suited to their reading style, such as reading mode, speed, reading voice, text size/magnification, all of which are addressed in DSKL 825.1 – Assistive Computer Technology – Kurzweil 3000 1.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities; provides training in the use of the text-to-speech program, Kurzweil 3000, which supports students' learning styles and/or physical needs in the area of reading and studying their textbooks. Students will learn how to use this assistive technology tool as an accommodation for reading and studying electronic versions of their textbooks and completing tests/exams from concurrent subject area classes. No previous computer experience is required. (Units do not count toward the Associate Degree).

Classification: Not degree applicable; not transferable.

826.1 ASSISTIVE COMPUTER TECHNOLOGY - DRAGON NATURALLYSPEAKING I (1.0) (day or evening)

Justification: When students with disabilities are given access to various computer-based assistive technology applications in an educational setting, the “playing field” is leveled. In order for students to benefit from using assistive technology, they require instruction in how to use the various applications and how to apply these tools to their coursework from degree applicable courses. When students with disabilities are given access to various computer-based assistive technology applications as an accommodation in their educational setting, the “playing field” is leveled. In order for students to benefit from using assistive technology as an accommodation, they require instruction in how to use the various applications and how to apply these tools to their coursework in their degree applicable courses. Dragon NaturallySpeaking is an adaptive software application that represents a tool for writing that is used by students who have physical disabilities that restrict their use of their hands for keyboard and mouse access to the computer. In addition, students with learning differences use voice recognition software as a means for getting their thoughts recorded quickly without getting slowed down by spelling difficulties, slow keyboarding speed, or illegible handwriting. In this course, students will learn how to use Dragon NaturallySpeaking as an accommodation for completing written assignments and essay-based tests/exams from concurrent subject area classes.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities; provides training in the use of the speech recognition program, Dragon NaturallySpeaking, which supports students' learning styles and/or physical needs in the area of written expression. Students will learn how to use this assistive technology tool as an accommodation for completing written assignments and essay-based tests/exams from concurrent subject area classes. No previous computer experience is required. (Units do not count toward the Associate Degree).

Classification: Not degree applicable; not transferable.

**DRAMA****200 THEORY AND PRACTICE OF ACTING I (3.0) (day or evening)**

Justification: DRAM 200 is intended to be a UC/CSU transferable, degree applicable course. The course will apply to the Dance major as an elective. Students will gain the knowledge/skills necessary to perform in the Spring Musical production as well as other performances.

Prerequisite: None.

Recommended Preparation: None.

Description: Develop beginning level performance skills through emotional and sense memory techniques; physical exercises designed to increase body awareness, authentic expression, and control; and vocal exercises focusing on articulation, projection, and creative expression. Acquire confidence, range, and subtlety through improvisation, monologue, and scene work. Gain insight and inspiration through text-based critical analysis.

Classification: AA/AS Degree; CSU transferable.

**201 ADVANCED ACTING I (3.0) (day or evening)**

Justification: DRAM 201 is a lecture-based class for continuing acting students that builds on skills/knowledge gained in DRAM 200. The course is intended to be transferable to CSU and UC.

Prerequisite: DRAM 200 or equivalent.

Recommended Preparation: None.

Description: Continuing development of performance skills/knowledge through methods and techniques explored in DRAM 200. Employment of more complex physical, psychological and emotionally challenging monologues and scenes involving both classical and contemporary text, and short plays. Deepening of emotional authenticity and refinement of creative expression as an ensemble player. Use of advanced text-based critical analysis for the building of ensemble work.

Classification: AA/AS Degree; CSU transferable.

**208 ACTING PRACTICUM I (ACTING LABORATORY) (2.0) (day or evening)**

Justification: DRAM 208 is intended to be a UC/CSU transferable, degree applicable course. The course will apply to the Dance major as an elective. Students will gain the skills necessary, through lab activities, to act in public performances.

Prerequisite: None.

Corequisite: Completion of, or concurrent enrollment in, DRAM 200.

Recommended Preparation: None.

Description: Supervised rehearsals of improvisations, monologue/oral readings and short scenes. Forms and styles of acting at a beginning level. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and others. Emphasis upon coaching by the instructor and the students preparing of scenes for performance.

Classification: AA/AS Degree; CSU transferable.

209 ACTING PRACTICUM II (ACTING LABORATORY) (2.0) (day or evening)

Justification: DRAM 209 is intended to be a UC/CSU transferable, degree applicable class. The class will apply to the dance major as an elective. Students will build upon the skills gained in DRAM 208 lab activities, and will act in public performances.

Prerequisite: None.

Corequisite: Completion of, or concurrent enrollment in, DRAM 201.

Recommended Preparation: None.

Description: An intermediate level course in which students will build upon the skills attained in DRAM 208. Supervised rehearsals of improvisations, monologues and scenes. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and the public. Emphasis upon coaching by the instructor and student preparation of scenes for performance.

Classification: AA/AS Degree; CSU transferable.

310 TECHNICAL PRODUCTION/STAGECRAFT (3.0) (day or evening)

Justification: This course is intended to be CSU transferrable. It will also apply to the Interdisciplinary Studies major – Arts and Humanities area of emphasis.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to teach the basic principles, history, and practice of Technical Production for the performing arts and help students acquire a general understanding of the functional process behind the production and development of live performances. This course requires working on actual productions on weekends and evenings.

Classification: AA/AS Degree; CSU transferable.

## **EARLY CHILDHOOD EDUCATION**

263 INTERVENTION AND SUPPORT STRATEGIES FOR CHILDREN WITH SPECIAL NEEDS  
(3.0) (day or evening)

Justification: In collaboration with the state Curriculum Alignment Project (CAP) and West-ED's CPEI (California Prevention and Early Intervention) programs, Skyline College's ECE program is currently building upon its existing Early Childhood Special Education (ECSE) and Early Intervention Assistant

(EIA) certificates. A course that focuses on ECSE teaching strategies and interventions is required to expand the existing ECSE Certificate to better meet CAP and West-Ed's goals.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and ECE. 260 or equivalent.

Description: Focus on practical applications of best practices in Early Childhood Special Education. Topics covered include curriculum modification strategies to facilitate the development of cognitive, motor, social, emotional and language skills in young children with special needs (preschool, TK, and kindergarten age). Specific course foci include developing positive behavior management plans, collaborative teaching, integrative lesson planning that embed intervention strategies across routines and activities in both inclusive and self-contained classrooms, and methods for working with and parents of young children with special needs.

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

## **EMERGENCY MEDICAL CARE**

180 GATEWAY TO HEALTH CAREERS (3.0) (day or evening)

Justification: An introductory course to prepare and/or interest students for entry into a number of health care occupational programs. This course is degree applicable and transfers as an elective to the CSU system. Students completing this course may pursue entry level training immediately, prepare for degree or transfer level health careers, or decide to pursue other career options.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction of skills, attributes and basic knowledge required for entry into various health care professions. Includes basic assessment, CPR, and math calculations used in health care. Emphasis on providing a foundation for future health career classes.

Classification: AA/AS Degree; CSU transferable.

## **ENGLISH**

103 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION I (3.0) (day or evening)

Justification: English 104: Applied English Skills in Cultural Production has been in existence since Fall 2004. Because of new regulations in course repeatability, in order for students to participate in both the writing and production of Pilipino Cultural Night, which is a year-long project, English 103, 203 and 204 are being created: ENGL 103 focuses on writing the script.

Prerequisite: None.

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

Description: Designed for students who want to develop critical thinking skills in the writing of a Pilipino Cultural Night (PCN) and will focus on writing the script for PCN. Students will research other PCNs, read and evaluate cultural literary texts related to the theme for content and composition, and work collaboratively to write a script to celebrate the Filipino and Filipino American experience.

Classification: AA/AS Degree; CSU transferable.

### 203 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION III (3.0) (day or evening)

Justification: English 104: Applied English Skills in Cultural Production has been in existence since Fall 2004. Because of new regulations in course repeatability, in order for students to participate in both the writing and production of Pilipino Cultural Night, which is a year-long project, English 103, 203 and 204 are being created: ENGL 203 will allow students to return in leadership and mentoring positions for the subsequent year's show.

Prerequisite: None.

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

Description: Designed for students who want to develop advanced critical thinking skills in the writing of a Pilipino Cultural Night (PCN) and will primarily focus on developing the management roles of the production. Students will research other PCNs, read and evaluate cultural literary texts related to the theme for content and composition, and work collaboratively to write a script to celebrate the Filipino and Filipino American experience. In addition, these students will be meeting outside of class time to develop and advance their leadership skills in preparation for the upcoming Pilipino Cultural Night performances.

Classification: AA/AS Degree; CSU transferable.

### 204 APPLIED ENGLISH SKILLS FOR CULTURAL PRODUCTION IV (3.0) (day or evening)

Justification: English 104: Applied English Skills in Cultural Production has been in existence since Fall 2004. Because of new regulations in course repeatability, in order for students to participate in both the writing and production of Pilipino Cultural Night, which is a year-long project, English 103, 203 and 204 are being created: ENGL 204 will allow students to return a in leadership and mentoring positions for the subsequent year's show.

Prerequisite: None.

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

Description: Designed for students who want to develop advanced critical thinking skills in the production of a Pilipino Cultural Night (PCN) by serving in the management roles of the production. This course will focus on the creation of a PCN, including producing, advertising, acting, singing, dancing, stage/technical crew, and prop/set design and construction. Rehearsal times will be arranged by the instructor. All students will be required to participate in and work collaboratively for the PCN performances at the end of the semester. In addition, the students enrolled in this course will be meeting outside of class time to demonstrate and further develop and advance their leadership skills in preparation for the upcoming Pilipino Cultural Night performances.

Classification: AA/AS Degree; CSU transferable.

## **ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**

**680SA ENERGY SUMMER CAMP (2.0) (day or evening)**

Justification: This CTE summer course is a bridge course for high school students and other young people to enter college and energy careers.

Prerequisite: None.

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

Description: Introduces high school students to topics in energy efficiency, renewable energy, and basics of business management for the built environment and sustainability. Modules include energy efficiency and solar project assessment and proposals, installation techniques, entrepreneurship, business communications, and marketing/sales strategy. Survey of careers and companies. Preparation for science, technology, and business students.

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

**680SB ENERGY AUDITING TECHNIQUES FOR SMALL AND MEDIUM COMMERCIAL FACILITIES (1.5) (day or evening)**

Justification: This course complements residential energy efficiency courses in the ESTM program and is relevant training for CTE students seeking skill upgrades for the energy and construction sectors.

Prerequisite: None.

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

Description: Theoretical overview and practical, hands-on training for conducting energy assessments for small and medium sized commercial buildings. Topics include mechanical equipment, design, and building operation. Students will conduct a mock energy audit.

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

**FASHION MERCHANDISING****100 PRINCIPLES OF DESIGN (3.0) (day or evening)**

Justification: This course is the same course that is offered at Cañada College. We are aligning the Fashion Merchandising Certificate with Cañada's to more effectively serve students in the community in an efficient manner.

Prerequisite: None.

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

Description: An overview of design principles and elements used in fashion to create effective and successful garment designs. Focus is on the recognition, analysis and evaluation of good design in both ready to wear and student's original designs. Other topics include sketching and presentation techniques.

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

225 APPAREL ANALYSIS (3.0) (day or evening)

Justification: This course is the same course that is offered at Cañada College. We are aligning the Fashion Merchandising Certificate with Cañada's to more effectively serve students in the community in an efficient manner.

Prerequisite: None.

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

Description: Provides students with an overview of the apparel production cycle: how apparel products are designed, created, and distributed. Students analyze garment design and construction features in order to understand their relationship to apparel cost and quality. Style terminology, sizing, price points, fabric choices, sustainability and other factors in apparel production are also discussed.

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

226 VISUAL MERCHANDISING AND DISPLAY (3.0) (day or evening)

Justification: This course is the same course that is offered at Cañada College. We are aligning the Fashion Merchandising Certificate with Cañada's to more effectively serve students in the community in an efficient manner.

Prerequisite: None.

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

Description: Explores the visual merchandising and display methods used within the fashion and related industries and the role each method plays in these industries. Introduces the equipment, materials and techniques used to create dynamic visual displays. Students critique and create visual displays and visual merchandising materials.

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

228 FASHION SHOW PRODUCTION (3.0) (day or evening)

Justification: This course is the same course that is offered at Cañada College. We are aligning the Fashion Merchandising Certificate with Cañada's to more effectively serve students in the community in an efficient manner.

Prerequisite: None.

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

Description: Plan, prepare and present fashion information through a variety of methods including informal and formal runway shows and written communication. Become aware of the decision making necessary to produce small and large scale fashion events. Allows students to discuss and experience all aspects of a professional fashion show: set design, lighting, music, advertising and public relations, ticket sales and seating, organization of garments and accessories, choreography, models, judging, and hospitality.

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

## **GEOGRAPHY**

100 PHYSICAL GEOGRAPHY (3.0) (day or evening, distance education)

Justification: This is a transfer course to fulfill the F1a general education requirements of the Associate Degree. This course is CSU transferable and intended to be UC transferable and to meet CSU GE Area B1 and IGETC Area 5A.

Prerequisite: None.

Corequisite: GEOG 101.

Recommended Preparation: None.

Description: Study of the basic characteristics and distributions of Earth's physical features, natural systems (such as global winds, ocean circulations, and the rock cycle) and phenomena (such as hurricanes, earthquakes, and volcanoes). Includes basic characteristics of maps, seasons, weather, climate, ecosystems, biomes, water processes and landforms. This course must be taken with GEOG 101.

Classification: AA/AS Degree; CSU transferable.

101 PHYSICAL GEOGRAPHY LAB (1.0) (day or evening, distance education)

Justification: This course is needed to have a viable geography program at Skyline College, as Physical Geography is half of geography as a discipline. This is a transfer course to fulfill the F1b general education requirement of the Associate Degree. This course is CSU transferable and intended to be UC transferable and to meet CSU GE Area B3 and IGETC Area 5A.

Prerequisite: None.

Corequisite: GEOG 100.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Practical application of the basic concepts of Physical Geography. Students will use the tools of geography, such as maps and field observations, to enrich their understanding of the Earth's physical processes. Topics include Earth-Sun relationships, weather, climate, landforms, water, ecosystems, and their spatial relationships.

Classification: AA/AS Degree; CSU transferable.

## **HEALTH SCIENCE**

180 GATEWAY TO HEALTH CAREERS (3.0) (day or evening)

Justification: An introductory course to prepare and/or interest students for entry into a number of health care occupational programs. This course is degree applicable and transfers as an elective to the CSU

system. Students completing this course may pursue entry level training immediately, prepare for degree or transfer level health careers or decide to pursue other career options.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction of skills, attributes and basic knowledge required for entry into various health care professions. Includes basic assessment, CPR, and math calculations used in health care. Emphasis on providing a foundation for future health career classes. Also listed as EMC. 180.

Classification: AA/AS Degree; CSU transferable.

## **JOURNALISM**

340 INTERMEDIATE ADVANCED NEWSPAPER STAFF (3.0) (day or evening)

Justification: This course is being developed because of new curricular regulations around repeatability. It is a course that will be included in the transfer degree (including Transfer Model Curriculum) and certificate.

Prerequisite: JOUR 330 or equivalent.

Recommended Preparation: None.

Description: Description This course focuses 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 training and 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; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

350 ADVANCED NEWSPAPER STAFF (3.0) (day or evening)

Justification: This course is being developed because of new curricular regulations around repeatability. It is a course that will be included in the transfer degree (including Transfer Model Curriculum) and certificate.

Prerequisite: JOUR 340 or equivalent.

Recommended Preparation: None.

Description: This course focuses 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 training and leadership or management role on the paper. They also do advanced reporting for the paper in one of the following areas: investigative and in-depth stories, public affairs reporting; or data-driven reporting. Students also coordinate one special add-on section for the newspaper.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; Certificate; CSU transferable.

## **KINESIOLOGY, ATHLETICS AND DANCE – COMBATIVES**

### 401.1 SELF DEFENSE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be CSU-transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and the Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

### 401.2 SELF DEFENSE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be CSU-transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and the Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

### 401.3 SELF DEFENSE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be CSU-transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and the Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced intermediate level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault,

punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

401.4 SELF DEFENSE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: his course is intended to be CSU-transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and the Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level course designed to teach the principles and skills of self-defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. This course includes instruction in both non-violent and violent defenses.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

404.1 SHOTOKAN KARATE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable, degree-applicable course that is designed as an elective to the Physical Education and the Interdisciplinary Studies - PE and Health majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will introduce the student at a beginning level to the skills and techniques of the Japanese art of Shotokan Karate. Emphasis will be placed on physical conditioning, basic strikes and blocks, forms (kata), sparring techniques, self-discipline and self-development.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

404.2 SHOTOKAN KARATE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable, degree-applicable course that is designed as an elective to the Physical Education and Interdisciplinary Studies- PE and Health majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will introduce the student at an intermediate level to the skills and techniques of the Japanese art of Shotokan Karate. Emphasis will be placed on physical conditioning, basic strikes and blocks, forms (kata), sparring techniques, self-discipline and self-development.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

**404.3 SHOTOKAN KARATE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)**

Justification: This is a CSU transferable, degree-applicable course that is designed as an elective to the Physical Education and Interdisciplinary Studies- PE and Health majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will introduce the student at an advanced intermediate level to the skills and techniques of the Japanese art of Shotokan Karate. Emphasis will be placed on physical conditioning, basic strikes and blocks, forms (kata), sparring techniques, self-discipline and self-development.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

**404.4 SHOTOKAN KARATE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)**

Justification: This is a CSU transferable, degree-applicable course that is designed as an elective to the Physical Education and Interdisciplinary Studies- PE and Health majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will introduce the student at an advanced level to the skills and techniques of the Japanese art of Shotokan Karate. Emphasis will be placed on physical conditioning, basic strikes and blocks, forms (kata), sparring techniques, self-discipline and self-development.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

**KINESIOLOGY, ATHLETICS AND DANCE – DANCE****121.1 MODERN DANCE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)**

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of DANC 110 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

### 121.2 MODERN DANCE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 121.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

### 121.3 MODERN DANCE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 121.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced intermediate level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self-expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

### 121.4 MODERN DANCE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 121.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced level instruction in the Contemporary Modern Dance style, including warm-up and floor movement with an emphasis on proper techniques, creativity, style and self expression. Students

will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

#### 125.1 SALSA I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 125, Beginning Salsa. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 125.1 is part of one of the Dance activity families which also includes DANC 125.2, 125.3 and 125.4 (Salsa II, Salsa III and Salsa IV). DANC 125.1 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning techniques of partner salsa dancing. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. Shine steps are covered. Dance etiquette and rhythm of salsa music covered.

Classification: AA/AS Degree; CSU transferable.

#### 125.2 SALSA II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 126, Intermediate Salsa. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 125.2 is part of one of the Dance activity families which also includes DANC 125.1, 125.3 and 125.4 (Salsa I, Salsa III and Salsa IV). DANC 125.2 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: None.

Description: Continuation of DANC 125.1. A thorough review of Salsa I is provided. Intermediate salsa patterns including more complex turns, patterns, and shines are introduced. Greater emphasis on the development of dance stylization, timing, and safety. Student choreography and presentation is encouraged.

Classification: AA/AS Degree; CSU transferable.

#### 125.3 SALSA III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: DANC 125.3, Salsa III was created to comply with the new Title 5 guidelines for repeatability. This course is also part of the core and selective requirements for the AA in Kinesiology and the (pending state approval) AA in Dance.

Prerequisite: None.

Recommended Preparation: None.

Description: Continuation of DANC 125.2. Includes a quick review of DANC 125.1 and a thorough review of DANC 125.2. More complex patterns are demonstrated and practiced, with emphasis on dance pattern design at the Intermediate/Advanced level. Student choreography and "learning by teaching" is required. Includes emphasis on partner dancing safety and core body awareness, and improving balance, strength, and flexibility in preparation for advanced patterns and stage performance.

Classification: AA/AS Degree; CSU transferable.

125.4 SALSA IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is equivalent to, and replacing DANC 127, Advanced Salsa. This change is needed in order to comply with new Title 5 repetition guidelines that are effective in Fall of 2013. DANC 125.4 is part of one of the Dance activity families which also includes DANC 125.1, 125.2 and 125.3(Salsa I, Salsa II and Salsa III). DANC 125.4 will be a core requirement for the following degrees and/or certificates of achievement: AA and AA-T in Kinesiology degrees, and University Transfer Option 1: CSU General Education Certificate of Achievement.

Prerequisite: None.

Recommended Preparation: None.

Description: Continuation of DANC 125.3. Designed for the advanced student who has already demonstrated Intermediate/Advanced ability in lead/follow technique, dance pattern complexity, and proper timing. Longer and more difficult dance combinations are covered without introduction or emphasis of the basics. Choreography of intermediate/advanced shines and partner patterns required. Student learning by teaching required. Performance required.

Classification: AA/AS Degree; CSU transferable.

130.1 JAZZ DANCE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of the repeatable course, DANC 130.

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the introductory level by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

130.2 JAZZ DANCE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 130.1

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the intermediate level by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

### 130.3 JAZZ DANCE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 130.2.

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced intermediate level by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

### 130.4 JAZZ DANCE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 130.3.

Prerequisite: None.

Recommended Preparation: None.

Description: This course covers various movement forms with an emphasis on rhythm, style and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the advanced level by the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

### 140.1 BALLET I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of DANC 140 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

#### 140.2 BALLET II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 140.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

#### 140.3 BALLET III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 140.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced intermediate barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

#### 140.4 BALLET IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 140.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

#### 151.1 SOCIAL DANCE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course was created in response to the repeatability issue and will fulfill level I of the Ballroom Dance family.

Prerequisite: None.

Recommended Preparation: None.

Description: This is an introductory Social Dance class geared to beginners and taught with an emphasis on the social aspects of dance. The basics of several dance styles are taught, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed.

Classification: AA/AS Degree; CSU transferable.

#### 151.2 SOCIAL DANCE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course was created in response to the repeatability issue and addresses level II of the Ballroom dance family as approved by COI.

Prerequisite: None.

Recommended Preparation: None.

Description: This Social Dance class is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha Cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed.

Classification: AA/AS Degree; CSU transferable.

#### 151.3 SOCIAL DANCE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course was created in response to the repeatability issue and will address level III of the Ballroom dance family as approved by COI.

Prerequisite: None.

Recommended Preparation: None.

Description: This Social Dance class is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha Cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required; no prior experience needed.

Classification: AA/AS Degree; CSU transferable.

151.4 SOCIAL DANCE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course was designed to address the repeatability issue and fulfills level IV of the Ballroom Dance family approved by COI.

Prerequisite: None.

Recommended Preparation: None.

Description: This Social Dance class is taught with an emphasis on the social aspects of dance. The basics of several dance styles are emphasized, with attention paid to footwork, posture, and the arts of leading, following, and co-creating a dance. Each semester dances are selected from the following list: East Coast Swing, Slow Waltz, Cha Cha, Night Club Two- Step, Tango, Foxtrot, Rumba, Merengue and Salsa. Partners are not required.

Classification: AA/AS Degree; CSU transferable.

152.1 CUBAN ROOTS OF SALSA I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree applicable course which can be applied to the Dance and Interdisciplinary Studies - Health and Physical Education majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

152.2 CUBAN ROOTS OF SALSA II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree applicable course which can be applied to the Dance and Interdisciplinary Studies - Health and Physical Education majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

152.3 CUBAN ROOTS OF SALSA III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree applicable course which can be applied to the Dance and Interdisciplinary Studies - Health and Physical Education majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced intermediate level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

152.4 CUBAN ROOTS OF SALSA IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree applicable course which can be applied to the Dance and Interdisciplinary Studies - Health and Physical Education majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level course designed to teach the fundamentals of Cuban popular dances, including Danzon, Son, Cha Cha Cha, Son Montuno, and Salsa Cubana. With African and European influences, these dances are the conscience of modern day Salsa.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

172.1 CLASSICAL CHINESE DANCE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course and applies as an elective to the Dance, Physical Education or Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance.

Classification: AA/AS Degree; CSU transferable.

172.2 CLASSICAL CHINESE DANCE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course and applies as an elective to the Dance, Physical Education or Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance.

Classification: AA/AS Degree; CSU transferable.

172.3 CLASSICAL CHINESE DANCE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course and applies as an elective to the Dance, Physical Education or Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced intermediate level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance.

Classification: AA/AS Degree; CSU transferable.

172.4 CLASSICAL CHINESE DANCE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course and applies as an elective to the Dance, Physical Education or Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level course designed to teach the fundamentals, body rhythm, bearing, form and aerial techniques of Classical Chinese Dance.

Classification: AA/AS Degree; CSU transferable.

### 330.1 CREATIVE DANCE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of DANC 330 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms.

Classification: AA/AS Degree; CSU transferable.

### 330.2 CREATIVE DANCE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 330.1

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms.

Classification: AA/AS Degree; CSU transferable.

### 330.3 CREATIVE DANCE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 330.2

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced intermediate level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms.

Classification: AA/AS Degree; CSU transferable.

### 330.4 CREATIVE DANCE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 330.3

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced level instruction on the principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms.

Classification: AA/AS Degree; CSU transferable.

### 350.1 CARDIO DANCE I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course designed to introduce students to the principles of aerobic dance. DANC 350 fulfills the elective requirement for the Physical Education, Dance and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at a beginning level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

### 350.2 CARDIO DANCE II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is a CSU-transferable course designed to introduce students to the principles of aerobic dance. DANC 350 fulfills the elective requirement for the Physical Education, Dance and Interdisciplinary Studies - Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

350.3 CARDIO DANCE III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is a CSU-transferable course designed to introduce students to the principles of aerobic dance. DANC 350 fulfills the elective requirement for the Physical Education, Dance and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an advanced intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

350.4 CARDIO DANCE IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is a CSU-transferable course designed to introduce students to the principles of aerobic dance. DANC 350 fulfills the elective requirement for the Physical Education, Dance and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Steps, stretches and toning movements from many dance sources, folk, jazz, ballet, modern, rock, etc., that are choreographed to various rhythms designed to develop cardiovascular efficiency at an advanced level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU transferable.

391 DANCE COMPOSITION – THEORY AND CHOREOGRAPHY (3.0) (day or evening)

Justification: This course will replace DANC 390, the lecture and lab course on choreography, in an all-lecture format.

Prerequisite: None.

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

Description: Provides the student with basic skills and knowledge of the choreographic principles. Through discussion and practical experience, the students develop a basic understanding of dance as a performing art form. Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy.

Classification: AA/AS Degree; CSU transferable.

395.1 DANCE WORKSHOP I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of DANC 395, which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide a structured workshop for students to collaborate and develop choreographic works at the beginning level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance.

Classification: AA/AS Degree; CSU transferable.

395.2 DANCE WORKSHOP II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 395.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide a structured workshop for students to collaborate and develop choreographic works at the intermediate level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance.

Classification: AA/AS Degree; CSU transferable.

395.3 DANCE WORKSHOP III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 395.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide a structured workshop for students to collaborate and develop choreographic works at the advanced intermediate level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance.

Classification: AA/AS Degree; CSU transferable.

395.4 DANCE WORKSHOP IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 395.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide a structured workshop for students to collaborate and develop choreographic works at the advanced level. Students will dance in other students' work, and may also choreograph their own pieces. Students will perform these works for peer analysis and performance.

Classification: AA/AS Degree; CSU transferable.

400.1 DANCE PERFORMANCE AND PRODUCTION I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of the repeatable course, DANC 400.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units.

Classification: AA/AS Degree; CSU transferable.

400.2 DANCE PERFORMANCE AND PRODUCTION II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 400.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal

times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units.

Classification: AA/AS Degree; CSU transferable.

#### 400.3 DANCE PERFORMANCE AND PRODUCTION III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 400.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced Intermediate level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units.

Classification: AA/AS Degree; CSU transferable.

#### 400.4 DANCE PERFORMANCE AND PRODUCTION IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 400.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced level theory and practice in dance composition, evaluation and program production. Students will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. NOTE: Students wishing to fulfill the requirement for the Dance Major should enroll in 2 units.

Classification: AA/AS Degree; CSU transferable.

#### 410.1 DANCE FOR THE MUSICAL THEATER PRODUCTION I (2.0) (day or evening)

Justification: This course offers the opportunity for students interested in Theater Arts to perform in the spring musical. This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of DANC 410 which was repeatable.

Prerequisite: None.

Corequisite: MUS. 410.1 or equivalent.

Recommended Preparation: None.

Description: Beginning level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production.

Classification: AA/AS Degree; CSU transferable.

#### 410.2 DANCE FOR THE MUSICAL THEATER PRODUCTION II (2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 410.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Intermediate level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production.

Classification: AA/AS Degree; CSU transferable.

#### 410.3 DANCE FOR THE MUSICAL THEATER PRODUCTION III (2.0) (day or evening)

Justification: This course offers the opportunity for students interested in Theater Arts to perform in the spring musical. This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is designed to build on the concepts covered in DANC 410.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced intermediate level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production.

Classification: AA/AS Degree; CSU transferable.

**410.4 DANCE FOR THE MUSICAL THEATER PRODUCTION IV (2.0) (day or evening)**

Justification: This course offers the opportunity for students interested in Theater Arts to perform in the spring musical. This is intended to be a UC/CSU transferable, degree applicable course that applies to the Dance and Physical Education majors as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is designed to build on the concepts covered in DANC 410.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced level theory and practice in dance composition, performance and program production, designed to prepare students to perform in a musical theater production. Activities include learning dance technique and choreography that will be utilized in performance. Lecture subjects cover the historical context of the libretto, costuming and choreography specific to the production.

Classification: AA/AS Degree; CSU transferable.

**KINESIOLOGY, ATHLETICS AND DANCE – FITNESS****112.1 CROSS TRAINING I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)**

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of FITN 112 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Class may include Spinning, weight training or resistance exercises, yoga, Pilates, hiking, running, and/or fitness walking. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU, UC transferable.

**112.2 CROSS TRAINING II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)**

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 112.1.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU, UC transferable.

#### 112.3 CROSS TRAINING III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an advanced intermediate level class for those who would like to build on the concepts covered in FITN 112.2.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced intermediate level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU, UC transferable.

#### 112.4 CROSS TRAINING IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an advanced intermediate level class for those who would like to build on the concepts covered in FITN 112.3.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level course designed to incorporate strength training and fitness concepts for overall body conditioning using a variety of fitness activities. Students will improve fitness levels, increase strength and flexibility, and lose body fat while participating in a variety of fitness activities.

Classification: AA/AS Degree; CSU, UC transferable.

#### 116.1 BODY CONDITIONING I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of FITN 116 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and personal fitness program development on a beginning level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at a beginning level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 116.2 BODY CONDITIONING II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is an intermediate level class for those who would like to build on the concepts covered in FITN 116.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and personal fitness program development on an intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 116.3 BODY CONDITIONING III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is an intermediate level class for those who would like to build on the concepts covered in FITN 116.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and personal fitness program development on an advanced intermediate level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 116.4 BODY CONDITIONING IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is an intermediate level class for those who would like to build on the concepts covered in FITN 116.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction and personal fitness program development on an advanced level. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness at an advanced level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

166.1 GOLF FITNESS I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of FITN 166 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Intended for golfers of all ages and beginning fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in activities and exercises geared towards improving golf performance. Beginning level individualized programs will be created.

Classification: AA/AS Degree; CSU, UC transferable.

166.2 GOLF FITNESS II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 166.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in intermediate level activities and exercises geared towards improving golf performance. Intermediate level individualized programs will be created.

Classification: AA/AS Degree; CSU, UC transferable.

166.3 GOLF FITNESS III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 166.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in advanced intermediate level activities and exercises geared towards improving golf performance. Advanced intermediate level individualized programs will be created.

Classification: AA/AS Degree; CSU, UC transferable.

166.4 GOLF FITNESS IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 166.3. Honors Course

Prerequisite: None.

Recommended Preparation: None.

Description: Intended for golfers of all ages and fitness levels. Students will increase strength, flexibility and cardiovascular fitness levels in advanced level activities and exercises geared towards improving golf performance. Advanced level individualized programs will be created.

Classification: AA/AS Degree; CSU, UC transferable.

199.1 INTERACTIVE CARDIOVASCULAR FITNESS I (2.0) (day or evening, distance education)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of FITN 199 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will learn to improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband.

Classification: AA/AS Degree; CSU, UC transferable.

199.2 INTERACTIVE CARDIOVASCULAR FITNESS II (2.0) (day or evening, distance education)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. This is an intermediate class that builds on the concepts learned in FITN 199.1.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband.

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

199.3 INTERACTIVE CARDIOVASCULAR FITNESS III (2.0) (day or evening, distance education)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. This is an advanced intermediate class that builds on the concepts learned in FITN 199.2.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced intermediate level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband.

Classification: AA/AS Degree; CSU, UC transferable.

199.4 INTERACTIVE CARDIOVASCULAR FITNESS IV (2.0) (day or evening, distance education)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. This is an advanced class that builds on the concepts learned in FITN 199.3.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level fitness course utilizing technology to verify performance via self-reported cardiovascular exercise, assignments, testing and discussion. Students will improve fitness through the use of cardiovascular exercise. Students are required to have an iPod Nano and Nike + iPod Sport Kit or Nike + Sportband.

Classification: AA/AS Degree; CSU, UC transferable.

201.1 WEIGHT TRAINING I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course applicable to the Associate Degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at a beginning level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

201.2 WEIGHT TRAINING II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU/UC transferable course applicable to the Associate Degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an intermediate level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

201.3 WEIGHT TRAINING III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course applicable to the Associate Degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an advanced intermediate level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

201.4 WEIGHT TRAINING IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course applicable to the Associate Degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an advanced level in lifts and protocols of weight training. Emphasis on form and techniques, safety procedures and strength values of weight lifting using barbells, weight machines and similar equipment.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

219.1 CORE FITNESS TRAINING I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at a beginning level to improve athletic performance, activities of daily living, and injury prevention.

Classification: AA/AS Degree; CSU, UC transferable.

219.2 CORE FITNESS TRAINING II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an intermediate level to improve athletic performance, activities of daily living, and injury prevention.

Classification: AA/AS Degree; CSU, UC transferable.

219.3 CORE FITNESS TRAINING III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an advanced intermediate level to improve athletic performance, activities of daily living, and injury prevention.

Classification: AA/AS Degree; CSU, UC transferable.

219.4 CORE FITNESS TRAINING IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a CSU transferable, degree-applicable course that is designed for the general public and applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to provide core strengthening, stretching and aerobic exercise with focus on spine stabilization postures and proper knee alignment at an advanced level to improve athletic performance, activities of daily living, and injury prevention.

Classification: AA/AS Degree; CSU, UC transferable.

### 301.1 SPINNING I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of FITN 301 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning.

Classification: AA/AS Degree; CSU, UC transferable.

### 301.2 SPINNING II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 301.1.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning.

Classification: AA/AS Degree; CSU, UC transferable.

### 301.3 SPINNING III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 301.2.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced intermediate level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning.

Classification: AA/AS Degree; CSU, UC transferable.

### 301.4 SPINNING IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 301.3.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level aerobic exercise performed on a stationary racing bicycle and done to high-cadence music. An exciting and fast-paced workout to lose body weight or improve aerobic conditioning.

Classification: AA/AS Degree; CSU, UC transferable.

### 304.1 WALKING FITNESS I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of FITN 304 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Students gain a beginning level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a beginning level personal walking program.

Classification: AA/AS Degree; CSU, UC transferable.

### 304.2 WALKING FITNESS II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 304.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Students gain an intermediate level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop an intermediate level personal walking program.

Classification: AA/AS Degree; CSU, UC transferable.

### 304.3 WALKING FITNESS III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 304.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Students gain an advanced intermediate level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a advanced intermediate level personal walking program.

Classification: AA/AS Degree; CSU, UC transferable.

### 304.4 WALKING FITNESS IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 304.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Students gain an advanced level understanding of cardiovascular fitness through walking. Students will evaluate their individual levels of cardiovascular fitness and develop a advanced level personal walking program.

Classification: AA/AS Degree; CSU, UC transferable.

305.1 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS I (0.5 or 1.0 or 1.5 or 2.0)  
(day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of FITN 305 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction in methods to achieve total fitness through beginning level cardiovascular activities with emphasis on running.

Classification: AA/AS Degree; CSU, UC transferable.

305.2 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS II (0.5 or 1.0 or 1.5 or 2.0)  
(day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 305.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction in methods to achieve total fitness through intermediate level cardiovascular activities with emphasis on running.

Classification: AA/AS Degree; CSU, UC transferable.

305.3 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS III (0.5 or 1.0 or 1.5 or 2.0)  
(day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 305.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction in methods to achieve total fitness through advanced intermediate level cardiovascular activities with emphasis on running.

Classification: AA/AS Degree; CSU, UC transferable.

305.4 CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS IV (0.5 or 1.0 or 1.5 or 2.0)  
(day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education. It is an intermediate level class for those who would like to build on the concepts covered in FITN 305.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction in methods to achieve total fitness through advanced level cardiovascular activities with emphasis on running.

Classification: AA/AS Degree; CSU, UC transferable.

308.1 HIKING AND TREKKING FOR FITNESS I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. It will be a non-repeatable replacement for FITN 308 which is currently repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to the cardiovascular and weight loss benefits of the use of trekking poles while hiking. A fitness course for the outdoor enthusiast, classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required.

Classification: AA/AS Degree; CSU, UC transferable.

308.2 HIKING AND TREKKING FOR FITNESS II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. This is the second level of Hiking and Trekking for Fitness, a previously repeatable course.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued experience in the use of trekking poles while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required.

Classification: AA/AS Degree; CSU, UC transferable.

308.3 HIKING AND TREKKING FOR FITNESS III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. This is the third level of Hiking and Trekking for Fitness, a previously repeatable course.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued experience in the use of trekking poles at an advanced intermediate level while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required.

Classification: AA/AS Degree; CSU, UC transferable.

#### 308.4 HIKING AND TREKKING FOR FITNESS IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. This is the fourth level of Hiking and Trekking for Fitness, a previously repeatable course.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued experience in the use of trekking poles at an advanced level while hiking; cardiovascular and weight loss benefits of the use of trekking poles while hiking. Classes will be conducted on local Bay Area trails. Trekking poles are recommended but not required.

Classification: AA/AS Degree; CSU, UC transferable.

#### 314.1 BACKPACKING FOR FITNESS I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be UC/CSU transferable, Associate Degree applicable and applicable to the Physical Education major as an elective. It also satisfies a requirement for the Interdisciplinary Studies Degree

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will, at a beginning level, be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight backpacking excursion.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

### 314.2 BACKPACKING FOR FITNESS II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be UC/CSU transferable, Associate Degree applicable and applicable to the Physical Education major as an elective. It also satisfies a requirement for the Interdisciplinary Studies Degree.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will, at an intermediate level, be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight backpacking excursion.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

### 314.3 BACKPACKING FOR FITNESS III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be UC/CSU transferable, Associate Degree applicable and applicable to the Physical Education major as an elective. It also satisfies a requirement for the Interdisciplinary Studies Degree.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to increase fitness and strength, this course will introduce students to many aspects of backpacking. Upon successful completion of this course students will, at an advanced intermediate level, be able to identify necessary backpacking equipment and supplies, develop a trip plan, investigate and avoid potential safety risks, and complete a safe overnight backpacking excursion.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

### 332.1 STRETCHING AND FLEXIBILITY I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. It will be a non-repeatable replacement for FITN 332 which is currently repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: A beginning class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU, UC transferable.

### 332.2 STRETCHING AND FLEXIBILITY II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. It will provide an intermediate level of FITN 332 to those students who wish to build on the concepts learned in FITN 332.1.

Prerequisite: None.

Recommended Preparation: None.

Description: An intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU, UC transferable.

### 332.3 STRETCHING AND FLEXIBILITY III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. It will provide an advanced intermediate level of FITN 332 to those students who wish to build on the concepts learned in FITN 332.3

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced intermediate level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU, UC transferable.

### 332.4 STRETCHING AND FLEXIBILITY IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will be UC and CSU transferable and apply to the Physical Education degree as an elective as well as to the Interdisciplinary Studies Degree: Health and Physical Education. It will provide an advanced level of FITN 332 to those students who wish to build on the concepts learned in FITN 332.4.

Prerequisite: None.

Recommended Preparation: None.

Description: An advanced level class designed to increase flexibility, tone the body, improve circulation, teach proper breathing and relaxation, and create basic understanding of what is necessary for good health.

Classification: AA/AS Degree; CSU, UC transferable.

### 334.1 YOGA I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of FITN 334 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

### 334.2 YOGA II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is an intermediate level class for those who would like to build on the concepts covered in FITN 334.1.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at an intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for continuing yoga students.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

### 334.3 YOGA III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is an advanced intermediate level class for those who would like to build on the concepts covered in FITN 334.2.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at an advanced intermediate level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 334.4 YOGA IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is an advanced intermediate level class for those who would like to build on the concepts covered in FITN 334.3.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at an advanced level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 335.1 PILATES I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of FITN 334 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to educate students in Hatha Yoga at a beginning level. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; teach relaxation techniques. This course is appropriate for all ages and abilities.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 335.2 PILATES II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable, degree applicable course that applies to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: Training of the muscles in the torso through controlled exercises taught at an intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

335.3 PILATES III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable, degree applicable course that applies to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: Training of the muscles in the torso through controlled exercises taught at an advanced intermediate level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

335.4 PILATES IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable, degree applicable course that applies to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors as an elective.

Prerequisite: None.

Recommended Preparation: None.

Description: Training of the muscles in the torso through controlled exercises taught at an advanced level designed to improve posture, coordination and balance; build core strength; and increase flexibility and agility.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

400.1 FITNESS ACADEMY I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Interdisciplinary Studies Degree: Health and Physical Education. It is a non-repeatable course that will take the place of FITN 400 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Various fitness activities designed to raise students' individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation.

Classification: AA/AS Degree; CSU, UC transferable.

400.2 FITNESS ACADEMY II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Building on concepts learned in FITN 400.1, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, intermediate level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation.

Classification: AA/AS Degree; CSU, UC transferable.

400.3 FITNESS ACADEMY III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Building on concepts from FITN 400.2, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, advanced intermediate level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation.

Classification: AA/AS Degree; CSU, UC transferable.

400.4 FITNESS ACADEMY IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Building on concepts from FITN 400.3, students will participate in various fitness activities designed to raise their individual fitness levels. After assessment of the students' fitness levels through completion of division fitness tests, advanced level personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation.

Classification: AA/AS Degree; CSU, UC transferable.

## **KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**

101.1 ARCHERY I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education. It will be a non-repeatable replacement for INDV 101 which is currently repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduction to target archery including technique practice and application, scoring at a beginning level, vocabulary, and care and selection of equipment.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

101.2 ARCHERY II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course will replace INDV 105 and has been restructured to satisfy changes to repeatability. The course is an elective to the Physical Education major and applies to the Physical Education AA-T and Interdisciplinary Studies Degree: Health and Physical Education

Prerequisite: None.

Recommended Preparation: None.

Description: Continuing instruction in the sport of target archery. Includes further technique instruction, use of a bow sight, scoring, care of a bow and arrows, and vocabulary.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

101.3 ARCHERY III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This high intermediate level course has been created to satisfy changes to repeatability. The course is an elective to the Physical Education major and applies to the Physical Education AA-T and the Interdisciplinary Studies Degree: Health and Physical Education

Prerequisite: None.

Recommended Preparation: None.

Description: Continuing instruction in the sport of target archery. Includes advanced intermediate technique and bow sight instruction, scoring, care of a bow and arrows, vocabulary and competition.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

101.4 ARCHERY IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This advanced level course has been created to satisfy changes to repeatability. The course is an elective to the Physical Education major and applies to the Physical Education AA-T and the Interdisciplinary Studies Degree: Health and Physical Education

Prerequisite: None.

Recommended Preparation: None.

Description: Continuing instruction in the sport of target archery. Includes advanced technique instruction, scoring, vocabulary and competition.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 121.1 BADMINTON I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course designed for students to learn the skills, strategies and rules of beginning badminton. This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Rules and beginning strategies of badminton; instruction and practice in fundamentals of grip, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 121.2 BADMINTON II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course designed for students to learn the skills, strategies and rules of intermediate badminton. This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Rules and strategies of intermediate badminton; instruction and further practice in grips, strokes, footwork, and court coverage, drills and competition, tournaments in singles and doubles.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

#### 121.3 BADMINTON III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course designed for advanced intermediate level students to improve their skills and strategies in badminton. This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced intermediate instruction with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

121.4 BADMINTON IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course designed for advanced students to improve their skills and strategies in badminton. This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Advanced instruction with an emphasis on strategy, footwork, doubles team work, and singles game. Tournament play in singles and doubles.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

160.1 GOLF I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education. It will be a non-repeatable replacement for INDV 160 which is currently repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Techniques, rules, etiquette, and strategy for beginning golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at a beginning level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

160.2 GOLF II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education. It provides continuing instruction in golf at an intermediate level.

Prerequisite: None.

Recommended Preparation: None.

Description: Technique, rules, etiquette, and strategy for intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

160.3 GOLF III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education. It provides continuing instruction in golf at an advanced intermediate level.

Prerequisite: None.

Recommended Preparation: None.

Description: Technique, rules, etiquette, and strategy for advanced intermediate golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

160.4 GOLF IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education. It provides continuing instruction in golf at an advanced level.

Prerequisite: None.

Recommended Preparation: None.

Description: Technique, rules, etiquette, and strategy for advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots at an advanced level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

165.1 GOLF: SHORT GAME I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. It is a non-repeatable course that will take the place of INDV 165 which was repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Introduces pitching, chipping, putting and greenside bunker play at a beginning level. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

165.2 GOLF: SHORT GAME II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. This course builds on the skills developed in INDV 165.1.

Prerequisite: None.

Recommended Preparation: None.

Description: At an intermediate level, skill improvement on pitching, chipping, putting and greenside bunker play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

165.3 GOLF: SHORT GAME III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. This course builds on the skills developed in INDV 165.2.

Prerequisite: None.

Recommended Preparation: None.

Description: At an advanced intermediate level, skill improvement on pitching, chipping, putting and greenside bunker play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

165.4 GOLF: SHORT GAME IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is intended to be a UC/CSU transferable, degree applicable course that applies to the Physical Education major as an elective. It also applies to the Interdisciplinary Studies Degree: Health and Physical Education and the Kinesiology AA-T. This course builds on the skills developed in INDV 165.3.

Prerequisite: None.

Recommended Preparation: None.

Description: At an advanced level, skill improvement on pitching, chipping, putting and greenside bunker play. Class will be held both at a practice facility and at a nine-hole golf course for practical application of skills.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

251.1 TENNIS I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education. It will be a non-repeatable replacement for INDV 251 which is currently repeatable.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play; testing program in all tennis skills and rules. Includes use of automatic ball machine.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

251.2 TENNIS II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education. It will take the place of INDV 253.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy including the essence of net play at the intermediate level. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

251.3 TENNIS III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction on the skills of tennis at the advanced intermediate level . Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

251.4 TENNIS IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This course is intended to be an elective for the Physical Education major and apply to the Kinesiology AA-T, and the Interdisciplinary Studies Degree: Health and Physical Education.

Prerequisite: None.

Recommended Preparation: None.

Description: Continued instruction on the skills of tennis at the advanced level . Emphasis will be placed on singles and doubles strategy including net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

**KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**111.1 BASKETBALL I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a UC and CSU transferable course which is applicable to the Associate Degree and as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at a beginning level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

111.2 BASKETBALL II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course which is applicable to the Associate Degree and as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

111.3 BASKETBALL III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course which is applicable to the Associate Degree and as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an intermediate level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

111.4 BASKETBALL IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course which is applicable to the Associate Degree and as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction at an advanced level in the rules, strategies and skills of basketball. Includes round-robin play during the last half of the semester.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

132.1 FLAG FOOTBALL I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will provide beginning skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

132.2 FLAG FOOTBALL II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will provide intermediate skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

132.3 FLAG FOOTBALL III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will provide advanced intermediate skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

132.4 FLAG FOOTBALL IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will provide advanced skills in flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competitions will be used.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

141.1 SOCCER I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course applicable to the Associate degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at a beginning level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

141.2 SOCCER II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU/UC transferable course applicable to the Associate degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

141.3 SOCCER III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course applicable to the Associate degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced intermediate level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

141.4 SOCCER IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU transferable course applicable to the Associate degree and is an elective in the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: Instruction and practice in the fundamentals of individual and team play including, but not limited to, passing, receiving, dribbling, shielding, shooting and offensive / defensive systems at an advanced level.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

148.1 INDOOR SOCCER I (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to provide instruction and practice at a beginning level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

148.2 INDOOR SOCCER II (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to provide instruction and practice at an intermediate level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

148.3 INDOOR SOCCER III (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies – Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to provide instruction and practice at an advanced intermediate level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

148.4 INDOOR SOCCER IV (0.5 or 1.0 or 1.5 or 2.0) (day or evening)

Justification: This is a CSU-transferable, degree-applicable course that applies as an elective to the Physical Education and Interdisciplinary Studies - Health and Physical Education majors.

Prerequisite: None.

Recommended Preparation: None.

Description: A course designed to provide instruction and practice at an advanced level in the fundamentals of indoor soccer and Futsal, team competition, specialized tactics and beginning systems of play. Discussion of historical perspectives and social significance of indoor soccer and Futsal. Testing program in skills and laws of the game.

Classification: AA/AS Degree; AA-T/AS-T Degree for Transfer; CSU, UC transferable.

## **LEARNING SKILLS**

880SB ENGLISH COMPOSITION SUPPLEMENT (0.5-3.0) (day or evening)

Justification: This course is designed to provide supplemental instruction for composition courses. The impact of repeatability law requires greater differentiation of learning skills curriculum.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need introductory supplementary instruction in English composition courses to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve learning in areas of assessed need. Students will develop the skills needed to write essays appropriate to the transfer level. Students will develop thesis statements and use a variety of organizational strategies, academic discourse, and standard English grammar and usage. (Units do not count toward the Associate Degree.)

Classification: Not degree applicable; not transferable.

880SC COLLEGE-LEVEL INTERMEDIATE ALGEBRA SUPPLEMENT (0.5-3.0) (day or evening)

Justification: This course will specifically pair supplemental instruction with Intermediate Algebra students. The repeatability law requires greater differentiation of learning skills curriculum.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed for students who need introductory supplementary instruction in Intermediate Algebra to reinforce course content and bolster academic skills. Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will provide individual and/or group instruction to improve students' ability to create, manipulate, and interpret mathematical models of relationships involving exponential, polynomial, radical, and rational functions. (Units do not count toward the Associate Degree.)

Classification: Not degree applicable; not transferable.

880SD ESOL COMPOSITION SUPPLEMENT (0.5-3.0) (day or evening)

Justification: This course is intended to provide supplemental instruction for students enrolled in pre-transfer ESOL courses. The impact of the repeatability law requires that we provide greater differentiation in the Learning skills curriculum.

Prerequisite: None.

Recommended Preparation: None.

Description: Faculty, instructional aides, or peer tutors working under the supervision of qualified faculty members in the Learning Center will work with tutors to apply the writing process to generate, develop and present essays at a college level of English and critically evaluate and modify their own written language to enhance personal and academic communication. Open entry. (Units do not count toward the Associate Degree.)

Classification: Not degree applicable; not transferable.

## **MATHEMATICS**

### **190 PATH TO STATISTICS (6.0) (day or evening)**

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

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

Recommended Preparation: None.

Description: An accelerated course to prepare students for transfer-level Statistics (MATH 200), Quantitative Reasoning (MATH 201), and Quantitative Reasoning in Psychology (PSYC 171). It covers core concepts from elementary algebra, intermediate algebra, and descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, analyzing algebraic forms to understand statistical measures; use of linear, quadratic, absolute value, exponential, and logarithmic functions to model bivariate data; graphical and numerical descriptive statistics for quantitative and categorical data. This course is designed for students who do not want to major in fields such as math, science, computer science, and business. Note: This course is NOT intended for students who plan to study science, technology, engineering, math, as well as business and other non-STEM majors. Students are advised to meet with a counselor to discuss whether placement in this class is appropriate for their intended major.

Classification: AA/AS Degree; not transferable.

## **MUSIC**

### **286 BUSINESS OF INDEPENDENT MUSIC (3.0) (day or evening)**

Justification: Music conservatories and departments in colleges are preparing fabulously talented musicians to perform at high levels of proficiency on their instruments, but are not addressing the need for the musician to understand the workings of the business side of music. Musicians graduating with degree's in music also need to know how to conduct themselves in business negotiations for work, marketing themselves, booking and contract negotiations on an independent level, publishing rights, copyright applications, and establishing small business benefits. This course will begin to help music students who wish to have a career in music create a viable path for themselves. This class will be a part of the Urban Music Academy Program currently in development in the Music department.

Prerequisite: None.

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

Description: Exploration of the business side of music industry. Appropriate for students looking to start careers in the music business such as musician, recording artist, artist manager and booking agent. Topics include booking gigs, promotions, publishing, copyright, social media and branding.

Classification: AA/AS Degree; CSU transferable.

287.1 URBAN MUSIC ENSEMBLE I (1.0) (day or evening)

Justification: The Urban Music Ensemble is the ensemble performance class that is being developed for a future Urban Music Academy certificate program. Currently, the Music department does not have a music ensemble preparing and performing Urban Music.

Prerequisite: None.

Recommended Preparation: None.

Description: This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop Themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice.

Classification: AA/AS Degree; CSU transferable.

287.2 URBAN MUSIC ENSEMBLE II (1.0) (day or evening)

Justification: The Urban Music Ensemble is the ensemble performance class that is being developed for a future Urban Music Academy certificate program. Currently, the Music department does not have a music ensemble preparing and performing Urban Music.

Prerequisite: MUS. 287.1 or equivalent.

Recommended Preparation: None.

Description: This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the advanced beginning level within the musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice.

Classification: AA/AS Degree; CSU transferable.

287.3 URBAN MUSIC ENSEMBLE III (1.0) (day or evening)

Justification: The Urban Music Ensemble is the ensemble performance class that is being developed for a future Urban Music Academy certificate program. Currently, the Music department does not have a music ensemble preparing and performing Urban Music.

Prerequisite: MUS. 287.2 or equivalent.

Recommended Preparation: None.

Description: This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to

the ensemble. Special emphasis is on the development of skills needed to perform at the intermediate level within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice.

Classification: AA/AS Degree; CSU transferable.

#### 287.4 URBAN MUSIC ENSEMBLE IV (1.0) (day or evening)

Justification: The Urban Music Ensemble is the ensemble performance class that is being developed for a future Urban Music Academy certificate program. Currently, the Music department does not have a music ensemble preparing and performing Urban Music.

Prerequisite: MUS. 287.3 or equivalent.

Recommended Preparation: None.

Description: This course is for the study, rehearsal, and public performance and recording of Urban Music, in particular Hip Hop-themed, original works of composition, as well as literature appropriate to the ensemble. Special emphasis is on the development of skills needed to perform at the advanced intermediate level within a musical performance ensemble. Different literature will be studied each semester. Choice of instrument will be based either on student's identified major instrument or voice.

Classification: AA/AS Degree; CSU transferable.

#### 357 VIOLIN/VIOLA III (2.0) (day or evening)

Justification: This course is an elective for the music major. It is intended to continue to refine string playing technique introduced in MUS. 355 and 356 to music majors. The coursework will benefit music majors continuing on to study in such fields as conducting, composition, instrumental music, and music education.

Prerequisite: MUS. 356, or by audition.

Recommended Preparation: None.

Description: This course will introduce skills appropriate for the intermediate player. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 356. Technique, musical expression, sight-reading, and ensemble skills will be developed through exercises and short pieces.

Classification: AA/AS Degree; CSU transferable.

#### 358 VIOLIN/VIOLA IV (2.0) (day or evening)

Justification: This course is an elective for the music major. It is intended to continue and refine string playing technique introduced in MUS. 357 to music majors. The coursework will benefit music majors continuing on to study in such fields as conducting, composition, instrumental music, and music education.

Prerequisite: MUS. 357, or by audition.

Recommended Preparation: None.

Description: This course will introduce skills appropriate for the advanced intermediate player. Students will expand upon and strengthen skills (bowing and left hand technique) learned in MUS. 357. Musical expression, sight-reading, and ensemble skills will be developed through exercises and short pieces.

Classification: AA/AS Degree; CSU transferable.

### 383.1 GUITAR ENSEMBLE I (1.0) (day or evening)

Justification: MUS. 383.1 is the beginning level of a family of guitar ensemble skills classes replacing MUS. 383. The sequence 383.1, 383.2, 383.3, 383.4 enables students to build progressive guitar ensemble skills through a four-semester sequence.

Prerequisite: None.

Recommended Preparation: None.

Description: A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the beginning level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required.

Classification: AA/AS Degree; CSU transferable.

### 383.2 GUITAR ENSEMBLE II (1.0) (day or evening)

Justification: MUS. 383.2 is the advanced beginning level of a family of guitar ensemble skills classes replacing MUS. 383. The sequence 383.1, 383.2, 383.3, 383.4 enables students to build progressive guitar ensemble skills through a four-semester sequence.

Prerequisite: MUS. 383.1 or equivalent.

Recommended Preparation: None.

Description: A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the advanced beginning level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required.

Classification: AA/AS Degree; CSU transferable.

### 383.3 GUITAR ENSEMBLE III (1.0) (day or evening)

Justification: MUS. 383.3 is the intermediate level of a family of guitar ensemble skills classes replacing MUS. 383. The sequence 383.1, 383.2, 383.3, 383.4 enables students to build progressive guitar ensemble skills through a four-semester sequence.

Prerequisite: MUS. 383.2 or equivalent.

Recommended Preparation: None.

Description: A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the intermediate level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required.

Classification: AA/AS Degree; CSU transferable.

#### 383.4 GUITAR ENSEMBLE IV (1.0) (day or evening)

Justification: MUS. 383.4 is the advanced intermediate level of a family of guitar ensemble skills classes replacing MUS. 383. The sequence 383.1, 383.2, 383.3, 383.4 enables students to build progressive guitar ensemble skills through a four-semester sequence.

Prerequisite: MUS. 383.3 or equivalent.

Recommended Preparation: None.

Description: A course for guitarists in techniques from Doo-Wop, Rhythm and Blues, to Rock in a small ensemble at the advanced intermediate level. Students work extensively on these styles and within the application with the intention of public performance. Public performance required.

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

#### 410.1 VOICE FOR THE MUSICAL THEATER PRODUCTION I (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 ensemble elective in the music major.

Prerequisite: None.

Recommended Preparation: None.

Description: Beginning level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, 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.

#### 410.2 VOICE FOR THE MUSICAL THEATER PRODUCTION II (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 ensemble elective in the music major.

Prerequisite: MUS. 410.1 or equivalent.

Recommended Preparation: None.

Description: Intermediate level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal

technique, 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.

Classification: AA/AS Degree; CSU transferable.

#### 410.3 VOICE FOR THE MUSICAL THEATER PRODUCTION III (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 ensembles elective in the music major when converted into a permanent course.

Prerequisite: MUS. 410.2 or equivalent.

Recommended Preparation: None.

Description: Advanced intermediate level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, 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.

Classification: AA/AS Degree; CSU transferable.

#### 410.4 VOICE FOR THE MUSICAL THEATER PRODUCTION IV (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 ensembles elective in the music major.

Prerequisite: MUS. 410.3 or equivalent.

Recommended Preparation: None.

Description: Advanced level theory and practice in vocal performance and theatrical production, designed to prepare students to perform in a musical theater production. Activities include learning vocal technique, 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.

Classification: AA/AS Degree; CSU transferable.

## **PHYSICS**

#### 106 CONCEPTUAL PHYSICS LABORATORY (1.0) (day or evening)

Justification: This lab course is a standard offering at our transfer institutions. It allows students another pathway to fulfill a laboratory credit in the GE Natural Sciences category. Certain majors are required to take physics with lab, but not necessarily the higher level PHYS 210. That we do not currently offer a lab at the conceptual level forces them to take PHYS 210 needlessly. We have also polled students in PHYS 105 and found strong interest for this lab.

Prerequisite: Completion of, or concurrent enrollment in, PHYS 105.

Recommended Preparation: Completion of MATH 110, or MATH 111 and MATH 112, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: A laboratory exploration of physical phenomena covered in Conceptual Physics lecture (PHYS 105). Intended to reinforce those topics through hands-on investigation and develop an understanding of the scientific method.

Classification: AA/AS Degree; CSU transferable.

## **SURGICAL TECHNOLOGY**

880SA CLINICAL LAB PRACTICUM FOR CENTRAL SERVICE TECHNOLOGY (4.0) (day or evening)

Justification: Clinical Lab practice allows the student to gain confidence in the application of skills taught in SURG 445. This added hands-on experience will better prepare the student for an externship at a hospital-based sterile processing department and contributes to hour requirements for the international certification exam.

Prerequisite: None.

Recommended Preparation: None.

Description: This course provides the student with hands-on experience in the processing of surgical instruments and medical supplies for disinfection and/or sterilization in a simulated lab. The student will practice decontamination, disinfection, inspection, packaging, and sterilization of selected items. This course prepares the student for the clinical phase of the program and meets requirements for national and international certifications.

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

## **WELLNESS**

680SB SELF-HELP STRESS REDUCTION TECHNIQUES (3.0) (day or evening, distance education)

Justification: This course is designed for students who are interested in greater self-care, for those who are in the field of massage therapy, as well as other healthcare careers, who are interested in learning about the therapeutic use of stress reduction techniques.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will explore self-help stress reduction techniques that will provide support needed when dealing with challenging situations and every-day stress. Simple practices will be learned that help to center and ground ourselves. The course will present information and experience working with meditation, breathing, and guided visualization techniques, amongst other stress reduction modalities.

Classification: AA/AS Degree; CSU transferable.

880SC AROMATHERAPY FOR WELLNESS (3.0) (day or evening, distance education)

Justification: This course is designed for students who are interested in greater self-care, for those who are in the field of massage therapy, as well as other health care careers, who are interested in learning about the therapeutic use of energetic modalities.

Prerequisite: None.

Recommended Preparation: None.

Description: This course will explore energy modalities such as Polarity Therapy, Reiki, Homeopathy, Flower Essences, and Gem Elixirs. The course material will provide theory and practical application for these energy modalities. Historical information will be provided to enhance understanding of the modalities covered along with practical use information for personal use and enhancement of professional skills.

Classification: AA/AS Degree; not transferable.

880SD INTRODUCTION TO DEEP TISSUE MASSAGE I (1.0) (day or evening)

Justification: This course is designed for massage therapy students and professionals who already have an understanding of general wellness massage and who are interested in learning basic deep tissue skills. The course covers fundamental knowledge and techniques necessary to begin providing deep tissue massage for clients. Training in Deep Tissue Massage is often required by area employers, and deep tissue techniques are among those most requested by clients. We are looking to meet demand for high-quality, affordable continuing education for graduates of Skyline's Massage Therapy Certificate Program and for graduates of other community programs.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and passing performance in a basic massage therapy education program or at least a year of experience as a working massage therapist.

Description: Introduction to deep tissue massage for the upper body. Theory, basic technique, and body mechanics applicable to deep tissue massage will be presented, demonstrated, and practiced as applied to the upper body. Students are advised to review the anatomy of the upper body prior to the first day of class. NOTE: Students must bring 2 flat or 1 fitted and 1 flat sheet; 1 large towel; 1 small towel; 2 pillowcases; and lubricant of choice to class.

Classification: AA/AS Degree; not transferable.

880SE INTRODUCTION TO DEEP TISSUE MASSAGE II (1.0) (day or evening)

Justification: This course is designed for massage therapy students and professionals who already have an understanding of general wellness massage and who are interested in learning basic deep tissue skills. The course covers fundamental knowledge and techniques necessary to begin providing deep tissue massage for clients. Training in Deep Tissue Massage is often required by area employers, and deep tissue techniques are among those most requested by clients. We are looking to meet demand for high-quality,

affordable continuing education for graduates of Skyline's Massage Therapy Certificate Program and for graduates of other community programs.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and passing performance in a basic massage therapy education program or at least a year of experience as a working massage therapist.

Description: Introduction to deep tissue massage for the lower body. Theory, basic technique, and body mechanics applicable to deep tissue massage will be presented, demonstrated, and practiced as applied to the lower body. Students are advised to review the anatomy of the lower body prior to the first day of class.

Classification: AA/AS Degree; not transferable.

## **PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE**

### **BIOLOGY**

675 Honors Colloquium in Biology

### **BUSINESS**

101 Human Relations at Work  
 120 Mathematical Analysis for Business  
 201 Business Law  
 284 Purchasing and Supply Management  
 285 Inventory Management  
 286 Transportation Management

### **CAREER AND PERSONAL DEVELOPMENT**

145 Soft Skills for Allied Health Professions  
 650 Guidance Seminar Group

### **COUNSELING**

100 College Success  
 104 Understanding Transfer

### **EARLY CHILDHOOD EDUCATION**

210 Early Childhood Education Principles  
 212 Child, Family and Community

**GEOGRAPHY**

- 100 Physical Geography
- 101 Physical Geography Lab

**KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

- 199.1 Interactive Cardiovascular Fitness I
- 199.2 Interactive Cardiovascular Fitness II
- 199.3 Interactive Cardiovascular Fitness III
- 199.4 Interactive Cardiovascular Fitness IV

**MATHEMATICS**

- 150 Mathematics for Elementary School Teachers

**PSYCHOLOGY**

- 171 Quantitative Reasoning in Psychology

**WELLNESS**

- 680SA Everyday Uses of Herbs
- 680SB Self-Help Stress Reduction Techniques
- 680SC Energetic Modalities
- 880SC Aromatherapy for Wellness

**PROPOSED CURRICULAR DELETIONS – SKYLINE COLLEGE**

**AUTOMOTIVE TECHNOLOGY**

730 JAPANESE BASIC ELECTRICAL

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

743 PRE-DELIVERY INSPECTION

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

818/718 CLEAN AIR CAR II

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

842/772 CLEAN AIR CAR I

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**848/775 OSCILLOSCOPES AND EXHAUST GAS ANALYZERS**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**857/757 FORD ELECTRICAL ENGINE CONTROLS**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY****212 WORD PROCESSING I: WORDPERFECT**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**213 WORD PROCESSING II: WORDPERFECT**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**421 WEB SCRIPTING II**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**INTERIOR DESIGN****120 DESIGNING INTERIORS FOR MULTICULTURAL POPULATIONS**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**LIBRARY****665 SELECTED TOPICS IN LIBRARY AND INFORMATION SCIENCE**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**LITERATURE****111 SHORT STORY**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**113 INTRODUCTION TO THE NOVEL**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**116 INTRODUCTION TO WORLD LITERATURE**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**225 MIRRORS OF TODAY: CONTEMPORARY POETRY**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**373 LATIN AMERICAN LITERATURE IN TRANSLATION**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**416 MODERN EUROPEAN LITERATURE IN TRANSLATION**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**SOCIOLOGY****665 SELECTED TOPICS IN SOCIOLOGY**

Justification: This course has not been offered in many years and there are no plans to offer this curriculum in the future.

**PROPOSED CURRICULAR INACTIVATIONS – SKYLINE COLLEGE****ADMINISTRATION OF JUSTICE**

205 Judicial Process in California

**ARABIC**

801 Standard Spoken Arabic I

**ART**

201 Form and Composition I  
 202 Form and Composition II  
 302 Advanced Design  
 363 Alternative Processes in Photography I  
 364 Alternative Processes in Photography II  
 376 Digital Imaging I

- 377 Digital Imaging II
- 408 Bronze Casting

### **AUTOMOTIVE TECHNOLOGY**

- 716 Automotive Cooling/Heating and Air Conditioning
- 861/761 Automotive Brakes II
- 864/764 Emissions Control Systems I

### **BIOLOGY**

- 365 Intertidal Interpretation
- 415 Introduction to Biotechnology Manufacturing
- 416 Laboratory Skills for Biotechnology

### **BUSINESS**

- 109 Working with People Worldwide
- 153 Planning a Business Startup
- 225 Foundations of Global E-Commerce
- 227 Global Business Contracts
- 240 International Logistics and Transportation
- 242 Doing Business in Europe
- 244 Doing Business in Latin America
- 245 Introduction to Customs Brokerage
- 468 Asia in the World Today

### **BUSINESS COMPUTER SYSTEMS AND MANAGEMENT**

- 417 Adobe Illustrator Essentials

### **CHEMISTRY**

- 416 Chemistry Lab Skills for Biotechnology

### **CHINESE**

- 115 Business Chinese
- 121 Advanced Elementary Chinese I
- 122 Advanced Elementary Chinese II
- 130 Intermediate Chinese

### **COMPUTER SCIENCE**

- 312 Installing/Using Linux as Your PC OS
- 313 Working in a Linux Shell Environment
- 314 Managing a Linux System
- 315 Managing Linux-Based Internet Services
- 316 Managing Linux-Based Intra-Net (Enterprise) Services
- 412 Flash I
- 413 Flash II

487 Advanced Network Security

## **COSMETOLOGY**

754 Manicuring

782 Advanced Cosmetology Concepts

784 Salon Practice

## **DEVELOPMENTAL SKILLS**

811 Differential Learning Skills Assessment

## **EARLY CHILDHOOD EDUCATION**

214 Child-Parent Relations

262 Introduction to Family Support: Building Respectful Partnerships

264 The Life Cycle of the Family

311 Children's Nutrition

## **EDUCATION**

100 Introduction to Education

120 Historical, Socio-Cultural, and Philosophical Foundations of Education

## **ENGLISH**

105 Intensive Composition

826 Basic Writing Skills

836 Writing Development

875 English Grammar

## **ENVIRONMENTAL SCIENCE AND TECHNOLOGY**

411 Solar Design, Estimation and Sales

## **FAMILY AND CONSUMER SCIENCES**

113 Textiles

117 Creating a Personal Image

119 Clothing, Culture and Society

212 Child, Family and Community

213 Child-Parent Relations

## **FASHION MERCHANDISING**

117 Creating a Personal Image

152 Visual Merchandising

153 Apparel and Home Fashion Analysis

156 Fashion Shows and Special Events

160 Business of Image Consulting

**FILIPINO**

- 121 Advanced Elementary Filipino I
- 122 Advanced Elementary Filipino II

**FILM**

- 370 Film Production

**GEOGRAPHY**

- 301 Introduction to Map Reading
- 302 Introduction to GIS and ArcView
- 303 GIS Applications

**GEOLOGY**

- 180 Geology of California
- 611 Field Geography

**HEALTH SCIENCE**

- 150 Death and Dying
- 405 Emergency Care for First Responders
- 435 Pharmacy Technician Training
- 436 Pharmacy Technician Training Clinical Externship

**HUMANITIES**

- 115 Into The Arts – Live!
- 116 Children’s Art Appreciation
- 117 Arts, Senses and Imagination

**ITALIAN**

- 103 Italian for Travelers
- 111 Elementary Italian I
- 112 Elementary Italian II
- 121 Advanced Elementary Italian I
- 122 Advanced Elementary Italian II

**JOURNALISM**

- 301 Online Newspaper Staff
- 302 Newspaper Workshop

**KINESIOLOGY, ATHLETICS AND DANCE – ADAPTIVE PHYSICAL EDUCATION**

- 356 Adapted Total Fitness
- 357 Physical Education for Individuals with Special Needs

**KINESIOLOGY, ATHLETICS AND DANCE – COMBATIVES**

- 401 Self Defense
- 404 Beginning Shotokan Karate
- 405 Intermediate and Advanced Shotokan Karate

**KINESIOLOGY, ATHLETICS AND DANCE – DANCE**

- 110 Modern Dance
- 130 Jazz Dance
- 140 Ballet
- 152 Cuban Roots of Salsa
- 171 Chinese Dance Workout
- 330 Creative Dance
- 350 Cardio Dance
- 390 Dance Composition/Theory/Choreography
- 395 Dance Workshop
- 400 Dance Production
- 410 Dance for Musical Theater Production
- 440 Principles of Dance Company/Arts Program Management
- 450 Intermediate/Advanced Dance Production

**KINESIOLOGY, ATHLETICS AND DANCE – FITNESS**

- 110 Adult Conditioning
- 112 Cross Training
- 116 Body Conditioning
- 166 Golf Fitness
- 201 Weight Training, Beginning
- 202 Weight Training, Intermediate
- 205 Weight Conditioning
- 219 Core Fitness Training
- 235 Cross Training Boot Camp
- 301 Spinning
- 303 Trail Hiking
- 304 Walking Fitness
- 305 Cardiovascular Development – Running Emphasis, Beginning to Advanced
- 308 Hiking and Trekking for Fitness
- 314 Backpacking for Fitness
- 332 Stretching and Flexibility
- 334 Yoga
- 335 Pilates
- 400 Fitness Academy

**KINESIOLOGY, ATHLETICS AND DANCE – INDIVIDUAL SPORTS**

- 101 Archery, Beginning
- 105 Archery, Intermediate
- 121 Badminton, Beginning
- 125 Badminton, Advanced

- 160 Golf
- 165 Golf: Short Game
- 169 Golf Swing Analysis
- 171 Golf: On-Course Playing Lessons
- 251 Beginning Tennis
- 253 Tennis, Intermediate
- 255 Tennis, Advanced

### **KINESIOLOGY, ATHLETICS AND DANCE – PHYSICAL EDUCATION**

- 270 Introduction to Human Performance

### **KINESIOLOGY, ATHLETICS AND DANCE – TEAM SPORTS**

- 111 Basketball, Beginning
- 115 Basketball, Advanced
- 132 Flag Football
- 141 Soccer, Beginning
- 145 Soccer, Advanced
- 148 Indoor Soccer
- 188 Volleyball Theory, Defense
- 194 Women's Volleyball Theory, Defense

### **LIBRARY**

- 110 Digital Oral Research Project

### **LEARNING SKILLS**

- 400 Supplemental Learning Assistance for English Composition for Nonnative Speakers
- 820 Computer Based Independent Study
- 826 Supplemental Learning Assistance for Basic Writing Skills
- 836 Supplemental Learning Assistance for Writing Development
- 833 Multi-Intelligent Learning Styles

### **MUSIC**

- 144 Concert Enjoyment
- 240 Music of the Americas
- 350 The Art of Rock, Rhythm & Blues I
- 351 The Art of Rock, Rhythm & Blues II
- 420 Traditional Kulintang Music
- 430 Concert Band
- 450 Jazz Band
- 470 Concert Choir
- 475 Jazz Choir
- 383 Guitar Ensemble I

### **PARALEGAL STUDIES**

- 265 Labor Law and Collective Bargaining

- 266 Probates, Estates, and Trusts
- 305 Judicial Process in California

### **PHILOSOPHY**

- 190 History of Western Philosophy – 19<sup>th</sup> and 20<sup>th</sup> Century
- 320 Asian Philosophy

### **READING**

- 826 Reading Improvement
- 836 Academic Reading Strategies

### **RECREATION EDUCATION**

- 100 Introduction to Recreation and Leisure Studies

### **RESPIRATORY THERAPY**

- 484 Medical Terminology for Respiratory Therapy

### **SOCIAL SCIENCE**

- 140 Media and Society
- 665 Selected Topics in Women's Studies

### **SOCIOLOGY**

- 160 Sociology of Sex and Gender
- 432 Chinese Culture and Society

### **SPANISH**

- 101 Spanish for Public Service I
- 103 Spanish for Travelers
- 121 Advanced Elementary Spanish I
- 122 Advanced Elementary Spanish II
- 801 Conversational Spanish

### **TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**

- 312 Installing/Using Linux as Your PC OS
- 313 Working in a Linux Shell Environment
- 314 Managing a Linux System
- 315 Managing Linux-Based Internet Services
- 316 Managing Linux-Based Intra-Net (Enterprise) Services
- 405 Electrical Fundamentals Telecommunications
- 415 Wireless and Mobile Communications Fundamentals
- 420 Signal Transmission and Radio Frequency (R.F.) Fundamentals
- 440 Transport Networks and the Fundamentals of Digital Communications
- 445 Wireless and Mobile Communications Systems and Applications

- 462 Switching Technology
- 487 Advanced Network Security

## **PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**

### **ACCOUNTING**

- 100 Accounting Procedures
- 196 Intermediate QuickBooks Pro

### **ART**

- 101 History of Art I
- 102 History of Art II
- 107 Art of Our Times
- 120 Art of the Americas
- 204 Drawing I
- 205 Drawing II
- 207 Life Drawing
- 208 Portrait Drawing I
- 209 Portrait Drawing II
- 214 Color
- 221 Painting I
- 222 Painting II
- 234 Printmaking I
- 248 Portraits in Pastel
- 301 Two-Dimensional Design
- 351 Black And White Photography I
- 352 Black And White Photography II
- 353 Black And White Photography III
- 354 Color Photography I
- 355 Color Photography II
- 405 Sculpture I
- 406 Sculpture II
- 407 Sculpture III: Direct Metal
- 411 Ceramics I
- 412 Ceramics II
- 417 Ceramic Glazing Techniques

### **ASTRONOMY**

- 100 Introduction to Astronomy

### **BIOLOGY**

- 250 Human Anatomy
- 260 Human Physiology

### **BUSINESS**

- 226 Global Business Negotiation

401 Business Communications

### **CAREER AND PERSONAL DEVELOPMENT**

650 Guidance Seminar Group

### **COSMETOLOGY**

750 Cosmetology Brush Up I

760 Cosmetology Instructor Preparation

### **EARLY CHILDHOOD EDUCATION**

368 Practicum in Early Intervention

### **ECONOMICS**

100 Principles of Macro Economics

102 Principles of Microeconomics

### **ENVIRONMENTAL SCIENCE AND TECHNOLOGY**

410 Introduction to Solar Installation and Integration

425 Building Performance Assessment

665 Selected Topics in Environmental Science and Technology

### **ENGLISH**

104 Applied English Skills for Cultural Production

### **HEALTH SCIENCE**

100 General Health Science

130 Human Sexuality

### **KINESIOLOGY, ATHLETICS AND DANCE – VARSITY SPORTS**

100 Varsity Baseball

110 Men's Varsity Basketball

150 Men's Varsity Soccer

200 Varsity Wrestling

300 Women's Varsity Basketball

340 Women's Varsity Volleyball

350 Women's Varsity Badminton

360 Women's Varsity Soccer

### **MATHEMATICS**

200 Elementary Probability and Statistics

811 Fundamentals of Mathematics

**MUSIC**

- 111 Musicianship I
- 112 Musicianship II
- 113 Musicianship III
- 114 Musicianship IV

**PSYCHOLOGY**

- 105 Experimental Psychology

**RESPIRATORY THERAPY**

- 438 Clinical Clerkship I
- 448 Clinical Clerkship II

**SURGICAL TECHNOLOGY**

- 445 Introduction to Central Service Technology
- 446 Clinical Practice for Central Service Technology

**WELLNESS**

- 701 Massage Therapy I
- 702 Massage Therapy II

**PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE****BUSINESS**

- 115 Business Mathematics

**COSMETOLOGY**

- 710 Cosmetology Concepts and Practice II: Facials
- 720 Cosmetology Concepts and Practice III: Chemicals
- 730 Cosmetology Concepts and Practice IV: Nails

**GEOLOGY**

- 220 Historical Geology

**PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE**

Skyline College proposes to offer Certificates of Achievement (12 units or more) in the following program:

**UNIVERSITY TRANSFER**

- Option 1** California State University General Education Certification/CSUGE – Certificate of Achievement (39 units)

- Option 2 Intersegmental General Education Transfer Curriculum Certification for CSU (IGETC/CSU) – Certificate of Achievement (37 units)**
- Option 3 Intersegmental General Education Transfer Curriculum Certification for UC (IGETC/UC) – Certificate of Achievement (34-39 units)**

**PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE**

None.

**PROPOSED PROGRAM INACTIVATIONS – SKYLINE COLLEGE**

**BUSINESS**

**Business Administration** – Associate in Science Degree

**SURGICAL TECHNOLOGY**

**Central Service Technology** – Career Certificate

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**

**Linux/Unix** – Career Certificate

**Telecommunications and Wireless Technology** – Associate in Science Degree

**Telecommunications and Wireless Technology** – Certificate of Achievement

**PROPOSED PROGRAM MODIFICATIONS – SKYLINE COLLEGE**

**BUSINESS**

**Entrepreneurship and Small Business Management** – Certificate of Achievement

**COSMETOLOGY AND WELLNESS**

**Cosmetology** – Associate in Science Degree

**Cosmetology** – Certificate of Achievement

**Massage Therapy** – Certificate of Achievement

**EARLY CHILDHOOD EDUCATION**

**Early Childhood Special Education** – Certificate of Achievement

**Early Intervention Assistant** – Certificate of Achievement

**ENERGY SYSTEMS TECHNOLOGY MANAGEMENT**

**Solar Installation** – Career Certificate

**FASHION MERCHANDISING**

**Fashion Merchandising** – Associate in Science Degree

**Fashion Merchandising** – Certificate of Achievement

**Interdisciplinary Studies**

**Interdisciplinary Studies with an Emphasis in Health and Physical Education** – Associate in Arts Degree

**KINESIOLOGY**

**Dance** – Associate in Arts Degree

**Kinesiology** – Associate in Arts Degree for Transfer

**Physical Education** – Associate in Arts Degree

**MUSIC**

**Music** – Associate in Arts Degree

**RESPIRATORY THERAPY**

**Respiratory Therapy** – Associate in Science Degree

**SURGICAL TECHNOLOGY**

**Central Service Technology with Clinical Practice** – Career Certificate

**Surgical Technology** – Associate in Science Degree

**Surgical Technology** – Certificate of Achievement

**TELECOMMUNICATIONS AND NETWORK INFORMATION TECHNOLOGY**

**Network Engineering** – Associate in Science Degree

**Network Engineering** – Certificate of Achievement

**PC Configuration and Repair** – Career Certificate

**Wiring and Installation** – Career Certificate

**PROPOSED PROGRAM REACTIVATIONS – SKYLINE COLLEGE**

None.

**PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE**

Skyline College proposes to add the following department:

**ENERGY SYSTEMS TECHNOLOGY MANAGEMENT (ESTM)**

The addition of the Energy Systems Technology Management (ESTM) department and the transfer of the CTE courses previously offered under Environmental Science and Technology (ENVS) to this new department better reflect the focus of the curriculum and programs in this area. Additionally, the new department aligns with similar academic programs throughout the state and beyond.

**PROPOSED DEPARTMENT DELETIONS – SKYLINE COLLEGE**

None.

**BOARD REPORT NO. 13-6-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jing Luan, Ph.D., Vice Chancellor, Educational Services & Planning, 358-6880

**ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES**

San Mateo County Community College District has developed an approval and annual reviewing process for Instructional Material Fees to ensure that the District is in compliance with the California Code of Regulations (§59402) and the Board Policy 8.70. Our Board Policy states that students may only be required to provide materials that are of continuing value to them outside of the classroom setting.

The Instructional Offices of Cañada College, College of San Mateo and Skyline College have reviewed the proposed instructional material fees for 2013-2014 to ensure compliance with the regulations and Board Policy 8.70. Further, the fees are listed in the accompanying report for the Board of Trustees to review and approve.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Annual Review of Instructional Material Fees.

**CAÑADA COLLEGE**  
**Instructional Material Fees**  
**2013-14**

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Accounting:</b>			
ACTG	200	QuickBooks	\$6.00
<b>Astronomy:</b>			
ASTR	101	Astronomy Laboratory	\$6.00
<b>Business:</b>			
BUS.	103	Introduction To Business Information Systems	\$6.00
<b>Computer Business Office Technology:</b>			
CBOT	415	Beginning Computer Keyboarding	\$4.00
CBOT	417	Skill Building	\$4.00
CBOT	430	Computer Applications, Part I	\$4.00
CBOT	431	Computer Applications, Part II	\$4.00
CBOT	435	Spreadsheets	\$6.00
CBOT	436	Database Management	\$6.00
CBOT	448	Using Microsoft Windows	\$4.00
CBOT	457	Using PowerPoint In Business	\$4.00
CBOT	460	Office Procedures in Today's World	\$6.00
CBOT	470	Advanced Spreadsheets	\$4.00
CBOT	472	Beginning Word Processing	\$4.00
CBOT	474	Intermediate Word Processing	\$4.00
CBOT	475	Using Outlook	\$4.00
CBOT	476	Adobe Acrobat	\$4.00
<b>Chemistry:</b>			
CHEM	192	Elementary Chemistry	\$3.00
CHEM	210	General Chemistry I	\$3.00
CHEM	220	General Chemistry II	\$3.00
CHEM	231	Organic Chemistry I	\$3.00
CHEM	238	Organic Chemistry Laboratory II	\$3.00
CHEM	410	Chemistry For Health Sciences	\$3.00
<b>Chemical Laboratory Technology:</b>			
CHMT	340	Introduction To Chemical Laboratory Instrumentation	\$3.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Computer Information Science:</b>			
CIS	118	Introduction to Object-Oriented Program Design	\$2.00
<b>Computer Information Systems:</b>			
COMP	330	Introduction To Perl	\$4.00
COMP	331	Intermediate Perl	\$4.00
<b>English:</b>			
ENGL	100	Reading And Composition	\$1.00
ENGL	110	Composition, Literature And Critical Thinking	\$1.00
ENGL	161	Creative Writing I	\$1.00
ENGL	162	Creative Writing II	\$1.00
ENGL	164	Creative Non-Fiction	\$1.00
ENGL	165	Advanced Composition	\$1.00
ENGL	826	Basic Reading/Composition	\$1.00
ENGL	827	Integrated Reading and Writing	\$1.00
ENGL	836	Writing Development	\$2.00
ENGL	847	Accelerated Academic Reading and Writing	\$3.00
<b>Engineering:</b>			
ENGR	210	Engineering Graphics	\$6.00
ENGR	215	Computational Methods For Engineers And Scientists	\$6.00
ENGR	410	Computer-Aided Graphics	\$4.00
ENGR	413	Designing With Cad	\$4.00
<b>English as a Second Language:</b>			
ESL	400	Composition For Non-Native Speakers	\$1.00
ESL	836	English Pronunciation	\$1.00
ESL	911	Reading and Listening/Speaking I	\$1.00
ESL	912	Reading and Listening/Speaking II	\$1.00
ESL	913	Reading and Listening/Speaking III	\$1.00
ESL	914	Reading and Listening/Speaking IV	\$1.00
ESL	921	Grammar and Writing I	\$1.00
ESL	922	Grammar and Writing II	\$1.00
ESL	923	Grammar and Writing III	\$1.00
ESL	924	Grammar and Writing IV	\$1.00
<b>Fashion Design:</b>			
FASH	180	Computerized Pattern Design	\$6.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Health Science:</b>			
HSCI	481	Phlebotomy Externship	\$2.00
<b>Kinesiology - Varsity Sports:</b>			
VAR	154	Varsity Soccer (Men only)	\$75.00
<b>Learning Center:</b>			
LCTR	810	Study Skills	\$2.00
<b>Library Science:</b>			
LIBR	100	Introduction To Information Research	\$2.00
<b>Multimedia Art and Technology:</b>			
MART	314	Introduction To Computer Graphics	\$6.00
MART	325	Digital Painting	\$6.00
MART	361	Digital Video	\$6.00
MART	362	Digital Photography I	\$6.00
MART	363	Digital Photography II	\$6.00
MART	365	Photographic Retouching And Restoration	\$6.00
MART	366	Color Management And Digital Printing	\$4.00
MART	368	Web Design I	\$6.00
MART	369	Web Design II	\$6.00
MART	372	Digital Illustration	\$6.00
MART	373	Digital Audio I	\$2.00
MART	376	Digital Imaging I	\$6.00
MART	377	Digital Imaging II	\$6.00
MART	378	Digital Page Layout	\$6.00
MART	379	Digital Animation I: Flash	\$6.00
MART	380	Digital Animation II: Flash	\$6.00
MART	390	Portfolio Creation	\$4.00
MART	400	Motion Graphics	\$4.00
MART	405	Storyboard Development For Animation & Interactive Media	\$4.00
MART	420	3d Modeling And Animation I	\$6.00
MART	421	3d Modeling And Animation II	\$6.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Multimedia Art and Technology (continued):</b>			
MART	422	Introduction to Rigging	\$6.00
MART	430	3d Character Creation And Animation	\$6.00
MART	431	Special Effects And Compositing In 3d	\$4.00
MART	432	3d Environments And Hard Surface Modeling	\$4.00
MART	440	Video Game 3d Production Techniques	\$4.00
<b>Medical Assisting:</b>			
MEDA	115	Medical Word Processing	\$6.00
MEDA	140	Medical Transcription: Basic	\$6.00
MEDA	141	Medical Transcription: Advanced	\$6.00
MEDA	150	Medical Office Procedures	\$2.00
MEDA	160	Medical Insurance Procedures	\$2.00
<b>Paralegal:</b>			
LEGL	276	Electronic Litigation	\$4.00
<b>Reading:</b>			
READ	826	Reading Improvement	\$2.00
READ	836	Academic Reading Strategies	\$2.00

**COLLEGE OF SAN MATEO**  
**Instructional Material Fees**  
**2013-14**

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Administration of Justice:</b>			
ADMJ	185	Introduction to Forensic Science	\$15.00
<b>Architecture:</b>			
ARCH	210	Design I: Introduction to Architecture, Environmental Design, and the Design Process	\$4.00
ARCH	220	Design II: Architecture Design, Form and the Built Environment	\$4.00
ARCH	666	Introduction to Architecture	\$4.00
<b>Art:</b>			
ART	124	Old Masters' Aesthetics and Techniques	\$25.00
ART	206	Figure Drawing and Portraiture	\$10.00
ART	245	Mosaic Mural I	\$20.00
ART	246	Mosaic Mural II	\$20.00
ART	315	Digital Printing and Mixed Media	\$40.00
ART	351	Beginning Black and White Photography	\$20.00
ART	352	Intermediate Black and White Photography	\$20.00
ART	353	Advanced Black and White Photography	\$20.00
ART	354	Color Photography I	\$30.00
ART	355	Color Photography II	\$30.00
ART	383	Intermediate Digital Photography	\$45.00
ART	384	Advanced Digital Photography	\$45.00
ART	385	Master Portfolio-Digital Photography	\$45.00
ART	386	Darkroom Workshop	\$20.00
ART	387	Photo Open Lab	\$10.00
ART	388	Master Photography Portfolio	\$20.00
ART	391	Experimental Photography 1	\$20.00
ART	392	Experimental Photography 2	\$20.00
ART	393	Experimental Photography 3	\$20.00
ART	394	Experimental Photography 4	\$20.00
ART	405	Sculpture I	\$30.00
ART	406	Sculpture II	\$30.00
ART	411	Ceramics I	\$30.00
ART	412	Ceramics II	\$30.00
ART	665MD	Advanced Ceramics Workshop	\$30.00

<b><u>SUBJECT</u></b>	<b><u>C.N.</u></b>	<b><u>TITLE</u></b>	<b><u>AMOUNT</u></b>
ART	665MI	Ceramics	\$30.00
ART	665MJ	Sculpture	\$30.00
ART	824	Old Masters' Aesthetics and Techniques	\$25.00
<b>Biology:</b>			
BIOL	123	Biotechnology Workshop: Techniques and Applications of the Polymerase Chain Reaction	\$2.00
BIOL	220	General Botany	\$4.00
BIOL	230	Introductory Cell Biology	\$2.00
BIOL	260	Human Physiology	\$4.00
<b>Business:</b>			
BUS.	295	Computer Systems in Business	\$2.00
BUS.	315	Keyboarding I	\$2.00
BUS.	316	Keyboarding II	\$2.00
BUS.	317	Keyboarding: Skill-building	\$2.00
<b>Business Microcomputer Applications - Windows Platform:</b>			
BUSW	105	Introduction to Microcomputers	\$2.00
BUSW	114	Windows Fundamentals I	\$2.00
BUSW	115	Windows Fundamentals II	\$2.00
BUSW	214	Word Processing I using Word for Windows	\$2.00
BUSW	215	Word Processing II using Word for Windows	\$2.00
BUSW	383	Business Presentations using PowerPoint for Windows	\$2.00
BUSW	384	Business Presentations II using PowerPoint for Windows	\$2.00
BUSW	415	Spreadsheet I using Excel for Windows	\$2.00
BUSW	416	Spreadsheet II using Excel for Windows	\$2.00
BUSW	450	Microsoft Project Fundamentals I	\$2.00
BUSW	451	Microsoft Project Fundamentals II	\$2.00
BUSW	464	Database Management Fund. using Access for Windows	\$2.00
BUSW	530	Introduction to Internet	\$2.00
<b>Chemistry:</b>			
CHEM	192	Elementary Chemistry	\$4.00
CHEM	210	General Chemistry I	\$4.00
CHEM	220	General Chemistry II	\$4.00
<b>Computer and Information Science:</b>			
CIS	110	Introduction to Computer and Information Science	\$2.00
CIS	125	Visual Basic I	\$2.00

<b><u>SUBJECT</u></b>	<b><u>C.N.</u></b>	<b><u>TITLE</u></b>	<b><u>AMOUNT</u></b>
CIS	254	Introduction to Object-Oriented Program Design	\$2.00
CIS	255	Programming Methods: JAVA	\$2.00
CIS	256	Data Structures: JAVA	\$2.00
CIS	278	Programming Methods: C++	\$2.00
CIS	279	Data Structures: C++	\$2.00
CIS	364	Enterprise Data Warehousing	\$2.00
CIS	680MF	Game Programming: OpenGL	\$2.00

**Cosmetology:**

COSM	712	Fundamentals of Cosmetology I	\$17.50/35.00
COSM	722	Fundamentals of Cosmetology II	\$17.50/35.00
COSM	732	Advanced Cosmetology I	\$17.50/35.00
COSM	742	Advanced Cosmetology II	\$17.50/35.00

**Career and Life Planning:**

CRER	104	Transfer Essentials and Planning	\$5.00
CRER	105	College Planning	\$5.00
CRER	107	Introduction to Choosing a College Major	\$5.00
CRER	120	College and Career Success	\$6.00
CRER	121	Planning for Student Success	\$5.00
CRER	122	Study Skills	\$5.00
CRER	126	Career Choices I: Career Assessment	\$5.00
CRER	127	Career Choices II: Job Search	\$5.00
CRER	128	Puente: Foundation for College Success	\$6.00
CRER	129	Puente: Transfer Readiness	\$4.00
CRER	301	Introduction to Scholarships	\$5.00
CRER	889MA	Transition to College	\$6.00

**Digital Media:**

DGME	103	Thinking Visually: Fundamentals of Two-Dimensional Design	\$20.00
DGME	211	Media Design I: Illustrator	\$20.00
DGME	212	Media Design II: Photoshop	\$20.00
DGME	213	Media Design III: Advanced Illustrator and Photoshop	\$20.00
DGME	220	Typography	\$20.00
DGME	230	Publication Design/Production with InDesign	\$20.00
DGME	235	Graphic Design Theory and Application	\$20.00
DGME	240	Digital Publishing	\$20.00
DGME	250	Digital Media Practicum	\$20.00
DGME	251	Graphic Design Practicum	\$20.00
DGME	255	Portfolio	\$20.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
DGME	256	Portfolio for Graphic Design	\$20.00
<b>Drafting:</b>			
DRAF	110	SolidWorks I	\$5.00
DRAF	111	SolidWorks II	\$5.00
DRAF	113	REVIT	\$5.00
DRAF	120	Principles of Technical Drawing	\$5.00
DRAF	122	Computer-Aided Drafting II	\$5.00
DRAF	130	Mechanical Design with CAD	\$5.00
<b>Developmental Skills:</b>			
DSKL	817	Assistive Computer Access	\$5.00
<b>Electronics Technology:</b>			
ELEC	111	Introduction to Electronics	\$22.00
ELEC	112	Advanced Electronics Fundamentals	\$8.00
ELEC	441	Sensors and Data Transmission	\$20.00
<b>Engineering:</b>			
ENGR	100	Introduction to Engineering	\$4.00
<b>Fire:</b>			
FIRE	796	Emergency Medical Technician - Basic	\$150.00

**SKYLINE COLLEGE**  
**Instructional Material Fees**  
**2013-2014**

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Art:</b>			
ART	351	Black and White Photography I	\$12.00
ART	352	Black and White Photography II	\$12.00
ART	353	Black and White Photography III	\$12.00
ART	354	Color Photography I	\$18.00
ART	355	Color Photography II	\$18.00
ART	405	Sculpture I	\$10.00
ART	406	Sculpture II	\$10.00
ART	407	Sculpture III: Direct Metal	\$10.00
ART	411	Ceramics I	\$12.00
ART	412	Ceramics II	\$12.00
ART	417	Ceramic Glazing Techniques	\$12.00
ART	665SA	Fundamentals of Digital Photography	\$15.00
ART	665SB	Black & White Photo Lab	\$10.00
ART	665SJ	Sculpture: Lost Wax Bronze Casting	\$5.00
ART	665SK	Sculpture: Exploration of Figurative Sculpture	\$10.00
ART	665SL	Ceramics	\$10.00
ART	665SN	Introduction to Stone Carving	\$10.00
ART	665SO	Bronze Casting Techniques	\$5.00
ART	665SP	Explorations in Clay	\$10.00
ART	665SQ	Raku and Low Fire Ceramics	\$10.00
ART	665ST	Underglazing Techniques	\$10.00
ART	665SU	Advanced Marble Carving	\$10.00
ART	665SV	Ceramics: Modern Art Glazing	\$10.00
ART	665SX	Sculpture: Portraits in Clay	\$10.00
ART	665SY	Ceramics: Surfaces & Firings	\$12.00
ART	665SZ	Advanced Ceramics	\$12.00
ART	665S2	Photography: Image Transfers	\$10.00
ART	665S3	Photography: Hand-Coated Emulsions	\$10.00
ART	665S6	Patinas for Bronze	\$10.00
ART	665S7	Advanced Techniques in Stone Carving	\$10.00
ART	667SA	Ceramics Portfolio	\$12.00
ART	667SB	Plaster Sculpture	\$10.00
ART	667SE	Advanced Technique in Ceramic Sculpture	\$10.00

<u>SUBJECT</u>	<u>C.N.</u>	<u>TITLE</u>	<u>AMOUNT</u>
<b>Automotive Technology:</b>			
AUTO	665SI	Multiplexing and CAN Systems	\$100.00
AUTO	665S4	2013 Smog Check Update	\$75.00
AUTO	739/839	OBD II Evaporative Emission Systems	\$90.00
AUTO	751	Automotive Engine Performance	\$125.00
AUTO	752	Advanced Engine Performance	\$330.00
AUTO	758/858	Computer Controls	\$125.00
AUTO	768/868	On-Board Diagnostics (OBD) II	\$95.00
<b>Business:</b>			
BUS.	103	Introduction to Business Information Systems	\$3.00
<b>Business Computer Systems and Management:</b>			
BCM.	100	Beginning Computer Keyboarding	\$3.00
BCM.	101	Computer Keyboarding Skill Building	\$3.00
BCM.	104	Introduction to Computers with Windows I	\$3.00
BCM.	105	Introduction to Computers with Windows II	\$3.00
BCM.	200	Introduction to MS Office Suite	\$3.00
BCM.	201	Integration of MS Office Applications	\$3.00
BCM.	214	Word Processing I: WORD	\$3.00
BCM.	215	Word Processing II: WORD	\$3.00
BCM.	225	Spreadsheets I: EXCEL	\$3.00
BCM.	226	Spreadsheets II: EXCEL	\$3.00
BCM.	230	Database Applications I: Access	\$3.00
BCM.	231	Database Applications II: Access	\$3.00
BCM.	400	Internet I	\$3.00
BCM.	408	Multimedia Project	\$3.00
BCM.	410	Photoshop Essentials	\$3.00
BCM.	411	Photoshop Portfolio	\$3.00
BCM.	416	Adobe InDesign Essentials	\$3.00
BCM.	665S3	Adobe Illustrator CS5: Creative Print and Web Design for Non-Designers	\$3.00
<b>Cosmetology:</b>			
COSM	665	Selected Topics in Cosmetology	\$15.00
<b>Developmental Skills</b>			
DSKL	825.1	Assistive Computer Technology – Kurzweil	\$8.00
DSKL	826.1	Assistive Computer Technology – Dragon NaturallySpeaking	\$14.00

<b><u>SUBJECT</u></b>	<b><u>C.N.</u></b>	<b><u>TITLE</u></b>	<b><u>AMOUNT</u></b>
<b>Mathematics:</b>			
MATH	150	Mathematics for Elementary School Teachers	\$5.00
<b>Respiratory Therapy:</b>			
RPTH	410	Introduction to Patient Care and Respiratory Assessment Techniques	\$5.00
RPTH	430	Introduction to Respiratory Therapeutics	\$5.00
RPTH	460	Respiratory Critical Care	\$5.00
RPTH	495	Respiratory Care Board Exam Preparation and Review	\$5.00
<b>Wellness:</b>			
WELL	665SA	Introduction to Herbs	\$15.00
WELL	665SB	Self-Help Stress Reduction Techniques	\$5.00
WELL	665SC	Introduction to Face and Décolleté Massage	\$10.00
WELL	665SD	Introduction to Hand Massage	\$10.00
WELL	665SE	Introduction to Foot Massage	\$10.00
WELL	665SF	Introduction to Neck and Shoulder Massage	\$10.00
WELL	665SG	Introduction to Back Massage	\$10.00
WELL	665SH	Introduction to Flower Essences	\$15.00
WELL	665SI	Introduction to Aromatherapy	\$15.00
WELL	665SJ	Introduction to Gem Elixirs	\$15.00
WELL	665SK	Asian Bodywork Systems	\$5.00
WELL	665SL	Tax and Business Basics for Bodyworkers	\$10.00

**BOARD REPORT NO. 13-6-3CA**

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2013  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

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

**New Programs**

**Cañada College**

None

**College of San Mateo**

American Sign Language  
Baby Quilts  
Basic Pencil Sketching  
Beginning Microsoft Word  
Conflict Resolution in the Workplace  
Country Line Dance for Beginners  
Enjoying European Wines  
Estate Planning 101  
Floral Design: Thanksgiving Centerpiece  
Fun, Easy-to-Make Greeting Cards  
Gift Wrapping: Repurposing Discarded Materials  
How to be Organized at Home and Work  
How to Start Your Smartphone App Business  
Internet Marketing  
iPhoneography: the Art of Taking Pictures on Your Phone  
Landscape Design for the Homeowner  
Learn to Play Guitar in a Day!  
Scrumptious Chocolate Truffles - Yum!!  
Sewing Made Easy - Intermediate

Tax Update & Ethics for Tax Professionals  
The Joy of Creating a Memorable Digital Photo Book  
Watercolor Painting for Beginners

**Skyline College**

None

**Off Campus**

Peninsula Parks & Trails Lectures

**Emeritus**

British North America - Before the War for Independence  
The King and Edwardian High Society

**Continuing Programs**

**Cañada College**

Financial Strategies for Successful Retirement Session I

**College of San Mateo**

An Enchanting Evening with Leonardo da Vinci  
Animation Voiceovers  
Basic Dog Grooming  
Become a Picture Book Author  
Beginning Chen Tai Chi and Qigong Session I  
Beginning Chen Tai Chi and Qigong Session II  
Chinese Brush Painting  
Computer Basics  
Confident Communication Skills  
Conversational German for Beginners I  
Conversational German for Beginners II  
Conversational Italian I  
Conversational Italian II  
Conversational Japanese  
Conversational Mandarin Chinese  
Dog Obedience Classes - All Levels  
Email Basics  
Fast, Fun French I  
Fast, Fun French II  
Fencing - Fitness with a Sword Session I  
Fencing - Fitness with a Sword Session II  
Financial Strategies for Successful Retirement Session II

Food Handling Test Preparation Certification & Exam for Managers  
Fun with Guitar I  
Fun with Guitar II  
Getting More From Your Digital Camera  
Getting Started in Digital Photography  
Getting to Know Your DSLR (Digital Single Lens Reflex) Camera  
Graceful Hawaiian Hula I - Session I  
Graceful Hawaiian Hula I - Session II  
Graceful Hawaiian Hula II - Session I  
Graceful Hawaiian Hula II - Session II  
Homebuying 101  
How to Get What You Want with Soft Power  
How to Start Your Own Business  
Importing as a Small Business  
Intermediate Tai Chi and Applications Session I  
Intermediate Tai Chi and Applications Session II  
iPhones and iPads, Beyond the Basics  
iPhones, iPads, and I'm Lost!©  
Kitchen and Bath - Design and Remodeling  
Learn to Sell and Make Money on eBay  
Line Dancing for Fun & Fitness - Intermediate  
Magic Flutes, Flute Orchestra  
Motorcycle Safety Training (Ongoing)  
MS Excel Basics  
Natural Aromatic Candles  
Notary Public Workshop and Exam Session I  
Notary Public Workshop and Exam Session II  
Oil Painting for Beginners  
Peninsula Photography Field Trips  
Peninsula Symphony  
Personal Fitness Trainer Certification  
Pharmacy Technician Program  
PSAT Crash Course  
Relationship Communication: Loving and Understanding One Another  
SAT Preparation  
Secrets of a Super Memory  
Secrets of Home Interior Decorating I  
Secrets of Home Interior Decorating II  
Spanish - Intermediate  
Spanish for Beginners  
Speaking Without Words: The Secret Meaning of Body Language  
Sports Nutrition Consultant Certification  
Step-by-Step Make-Up Application  
Sushi Fun  
Ukulele - Fun and Easy I Session I  
Ukulele - Fun and Easy I Session II  
Ukulele II

Used Vehicle Dealer Certification: Start an Auto Wholesale Business!  
Wearing Color with Confidence  
Write an Effective College Application Personal Statement

### **Skyline College**

None

### **Off Campus**

Advanced Cake Decorating Techniques  
Cake Decorating for Beginners  
Colorful Flowers in Frosting  
Fondant Artistry  
Underground San Mateo, a “Subterranean” Look at St. John's Cemetery, the Evening Tour

### **Emeritus**

Jazz from the Hill Session I  
Jazz from the Hill Session II

### **Online Classes**

### **New Classes**

Introduction to Visual Basic  
Introduction to Dreamweaver CS6  
Certificate in Holistic and Integrative Health - Foundations 1  
Certificate in Holistic and Integrative Health - Foundations 2  
Certificate in Holistic and Integrative Health - Foundations 3  
Creating jQuery Mobile Websites With Dreamweaver  
Teaching Writing: Grades K-3  
Introduction to Microsoft Word 2011 for Mac  
Photoshop Elements 11 for the Digital Photographer  
Certificate in Meditation  
Intermediate QuickBooks 2013  
Introduction to Adobe Edge Animate  
Introduction to QuickBooks 2013  
Performing Payroll in QuickBooks 2013  
Photoshop Elements 11 for the Digital Photographer II  
QuickBooks 2013 for Contractors  
Introduction to Illustrator CS6  
Introduction to Windows 8  
Introduction to Lightroom 4  
Certificate in Optimal Healing Environments  
How to Get Started in Game Development  
Introduction to Statistics

**Continuing Classes**

A to Z Grant Writing  
A Writer's Guide to Descriptive Settings  
Accounting Fundamentals  
Accounting Fundamentals II  
Achieving Success with Difficult People  
Achieving Top Search Engine Positions  
Administrative Assistant Applications  
Administrative Assistant Fundamentals  
Advanced Fiction Writing  
Advanced Grant Proposal Writing  
Advanced Microsoft Excel 2003  
Advanced Microsoft Excel 2007  
Advanced Microsoft Excel 2010  
Advanced PC Security  
Advanced Web Pages  
Ajax Programming  
An Introduction to Teaching ESL/EFL  
Assisting Aging Parents  
Become a Physical Therapy Aide  
Become a Veterinary Assistant  
Become a Veterinary Assistant II: Canine Reproduction  
Become a Veterinary Assistant III: Practical Skills  
Become an Optical Assistant  
Becoming a Grant Writing Consultant  
Beginner's Guide to Getting Published  
Beginning Conversational French  
Beginning Writer's Workshop  
Breaking Into Sitcom Writing  
Building Teams That Work  
Business and Marketing Writing  
Business Finance for Non-Finance Personnel  
Certificate in Integrative Mental Health  
Computer Skills for the Workplace  
Conversational Japanese  
Creating Classroom Centers  
Creating a Classroom Web Site  
Creating a Successful Business Plan  
Creating K-12 Learning Materials  
Creating Mobile Apps with HTML5  
Creating the Inclusive Classroom: Strategies for Success  
Creating Web Pages  
Creating WordPress Websites  
Creating WordPress Websites II  
Designing Effective Websites  
Differentiated Instruction in the Classroom  
Discover Digital Photography  
Distribution and Logistics Management  
Drawing for the Absolute Beginner  
Easy English 1  
Easy English 2

Easy English 3  
Effective Business Writing  
Effective Selling  
Employment Law Fundamentals  
Empowering Students With Disabilities  
Enhancing Language Development in Childhood  
Explore a Career as a Paralegal  
Explore a Career as a Pharmacy Technician  
Explore a Career as an Administrative Medical Assistant  
Explore a Career in a Dental Office  
Explore a Career in Medical Coding  
Explore a Career in Medical Transcription  
Fundamentals of Supervision and Management  
Fundamentals of Supervision and Management II  
Fundamentals of Technical Writing  
Genealogy Basics  
Get Assertive!  
Get Funny!  
Get Grants!  
Get Paid to Travel  
GMAT Preparation  
Grammar for ESL  
Grammar Refresher  
GRE Preparation - Part 1 (Verbal and Analytical)  
GRE Preparation - Part 2 (Quantitative)  
Growing Plants for Fun and Profit  
Guided Reading and Writing: Strategies for Maximum Student Achievement  
Guided Reading: Strategies for the Differentiated Classroom  
Guiding Kids on the Internet  
Handling Medical Emergencies  
Help for the Helpdesk  
High Speed Project Management  
HIPAA Compliance  
Homeschool With Success  
How to Make Money From Your Writing  
Human Anatomy and Physiology  
Human Anatomy and Physiology II  
Individual Excellence  
Instant Italian  
Integrating Technology in the Classroom  
Intermediate C# Programming  
Intermediate CSS3 and XHTML5  
Intermediate Dreamweaver CS4  
Intermediate Dreamweaver CS5  
Intermediate Flash CS5  
Intermediate InDesign CS5  
Intermediate Java Programming  
Intermediate Microsoft Access 2010  
Intermediate Microsoft Access 2007  
Intermediate Microsoft Excel 2003  
Intermediate Microsoft Excel 2007  
Intermediate Microsoft Excel 2010  
Intermediate Microsoft Word 2007

Intermediate Microsoft Word 2010  
Intermediate Networking  
Intermediate Oracle  
Intermediate Photoshop CS4  
Intermediate Photoshop CS6  
Intermediate PHP and MySQL  
Intermediate QuickBooks 2012  
Intermediate SQL  
Intermediate Visual Basic 2008  
Interpersonal Communication  
Introduction to Adobe Acrobat 9  
Introduction to Adobe Acrobat X  
Introduction to Ajax Programming  
Introduction to Algebra  
Introduction to ASP.NET  
Introduction to Biology  
Introduction to Business Analysis  
Introduction to C++ Programming  
Introduction to Chemistry  
Introduction to Criminal Law  
Introduction to Criminal Law II  
Introduction to Crystal Reports  
Introduction to Crystal Reports 10  
Introduction to CSS3 and XHTML5  
Introduction to Database Development  
Introduction to Digital Scrapbooking  
Introduction to Dreamweaver CS4  
Introduction to Dreamweaver CS5  
Introduction to Flash CS5  
Introduction to Guitar  
Introduction to Illustrator CS4  
Introduction to Illustrator CS5  
Introduction to InDesign CS4  
Introduction to InDesign CS5  
Introduction to Interior Design  
Introduction to Internet Writing Markets  
Introduction to Java Programming  
Introduction to Journaling  
Introduction to Linux  
Introduction to Microsoft Access 2007  
Introduction to Microsoft Excel 2003  
Introduction to Microsoft Excel 2007  
Introduction to Microsoft Excel 2010  
Introduction to Microsoft Expression Web  
Introduction to Microsoft Outlook 2007  
Introduction to Microsoft Outlook 2010  
Introduction to Microsoft PowerPoint 2007  
Introduction to Microsoft PowerPoint 2010  
Introduction to Microsoft Project 2007  
Introduction to Microsoft Project 2010  
Introduction to Microsoft Publisher 2007  
Introduction to Microsoft Publisher 2010  
Introduction to Microsoft Word 2007

Introduction to Microsoft Word 2010  
Introduction to Natural Health and Healing  
Introduction to Networking  
Introduction to Nonprofit Management  
Introduction to Oracle  
Introduction to PC Security  
Introduction to PC Troubleshooting  
Introduction to Peachtree Accounting 2012  
Introduction to Perl Programming  
Introduction to Photoshop CS4  
Introduction to Photoshop CS5  
Introduction to Photoshop CS6  
Introduction to PHP and MySQL  
Introduction to Programming  
Introduction to Python 2.5 Programming  
Introduction to QuickBooks 2010  
Introduction to QuickBooks 2011  
Introduction to QuickBooks 2012  
Introduction to Ruby Programming  
Introduction to Screenwriting  
Introduction to SQL  
Introduction to Stock Options  
Introduction to Visual Basic 2008  
Introduction to Windows 7  
Introduction to Windows XP  
Keyboarding  
Keys to Effective Communication  
Keys to Successful Money Management  
Leadership  
Learn to Buy and Sell on eBay  
Legal Nurse Consulting  
Listen to Your Heart, and Success Will Follow  
Lose Weight and Keep It Off  
LSAT Preparation - Part 1  
LSAT Preparation - Part 2  
Luscious, Low-Fat, Lightning-Quick Meals  
Mac, iPhone, and iPad Programming  
Managing Life as a Single Parent  
Manufacturing Applications  
Manufacturing Fundamentals  
Marketing Your Business on the Internet  
Marketing Your Nonprofit  
Mastering Public Speaking  
Mastery of Business Fundamentals  
Math Refresher  
Medical Math  
Medical Terminology: A Word Association Approach  
Merrill Ream Speed Reading  
Microsoft Excel 2007 in the Classroom  
Microsoft Excel 2010 in the Classroom  
Microsoft PowerPoint 2007 in the Classroom  
Microsoft Word 2007 in the Classroom  
Music Made Easy

Mystery Writing  
Navigating Divorce  
Navigating the Internet  
Nonprofit Fundraising Essentials  
Performing Payroll in QuickBooks 2010  
Performing Payroll in QuickBooks 2011  
Personal Finance  
Photographing Nature with Your Digital Camera  
Photographing People With Your Digital Camera  
Photoshop CS5 for the Digital Photographer  
Photoshop CS5 for the Digital Photographer II  
Photoshop CS6 for the Digital Photographer  
Photoshop CS6 for the Digital Photographer II  
Photoshop Elements 9 for the Digital Photographer  
Photoshop Elements 9 for the Digital Photographer II  
Pleasures of Poetry  
Practical Ideas for the Adult ESL/EFL Classroom  
Praxis I Preparation  
Prepare for the GED Language Arts, Writing Test  
Prepare for the GED Math Test  
Prepare for the GED Test  
Professional Sales Skills  
Project Management Applications  
Project Management Fundamentals  
Protect Your Money, Credit, and Identity  
Publish and Sell Your E-Books  
Purchasing Fundamentals  
QuickBooks 2010 for Contractors  
QuickBooks 2011 for Contractors  
QuickBooks 2012 for Contractors  
Ready, Set, Read!  
Real Estate Investing  
Real Estate Investing II: Financing Your Property  
Real Estate Law  
Research Methods for Writers  
Response to Intervention: Reading Strategies That Work  
Resume Writing Workshop  
SAT/ACT Preparation - Part 1  
SAT/ACT Preparation - Part 2  
Secrets of Better Photography  
Secrets of the Caterer  
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9  
Singapore Math Strategies: Model Drawing for Grades 1-6  
Singapore Math: Number Sense and Computational Strategies  
Six Sigma: Total Quality Applications  
Skills for Making Great Decisions  
Small Business Marketing on a Shoestring  
Solving Classroom Discipline Problems  
Solving Classroom Discipline Problems II  
Spanish for Law Enforcement  
Spanish for Medical Professionals  
Spanish in the Classroom  
Speed Spanish

Speed Spanish II  
Speed Spanish III  
Start a Pet Sitting Business  
Start and Operate your own Home-Based Business  
Start Your Own Arts and Crafts Business  
Start Your Own Edible Garden  
Start Your Own Gift Basket Business  
Start Your Own Small Business  
Starting a Consulting Practice  
Starting a Nonprofit  
Stocks, Bonds, and Investing: Oh, My!  
Supply Chain Management Fundamentals  
Survival Kit for New Teachers  
Teaching Adult Learners  
Teaching ESL/EFL Grammar  
Teaching ESL/EFL Reading  
Teaching ESL/EFL Vocabulary  
Teaching Math: Grades 4-6  
Teaching Preschool: A Year of Inspiring Lessons  
Teaching Science: Grades 4-6  
Teaching Smarter With SMART Boards  
Teaching Students With Autism: Strategies for Success  
Teaching Students With Learning Disabilities  
Teaching Writing: Grades 4-6  
The Analysis and Valuation of Stocks  
The Classroom Computer  
The Craft of Magazine Writing  
The Creative Classroom  
The Differentiated Instruction and Response to Intervention Connection  
The Keys to Effective Editing  
Total Quality Fundamentals  
Travel Photography for the Digital Photographer  
Travel Writing  
Twelve Steps to a Successful Job Search  
Understanding Adolescents  
Understanding the Human Resources Function  
Using the Internet in the Classroom  
Web 2.0: Blogs, Wikis, and Podcasts  
What's New In Microsoft Office 2007  
What's New in Microsoft Office 2010  
Where Does All My Money Go?  
Wireless Networking  
Workers' Compensation  
Wow, What a Great Event!  
Write and Publish Your Nonfiction Book  
Write Fiction Like a Pro  
Write Your Life Story  
Writeriffic: Creativity Training for Writers  
Writing and Selling Self-Help Books  
Writing Effective Grant Proposals  
Writing Essentials  
Writing for Children  
Writing for ESL

**RECOMMENDATION**

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

**BOARD REPORT NO. 13-6-4CA**

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

**APPROVAL OF OFF-CAMPUS FACILITIES, 2013-14**

In order to bring programs and services to various sectors of the community that the District serves, it is frequently necessary to use facilities other than those provided at the Colleges. The additional off-campus facilities are used to provide programs that either require specialized facilities or are of such a nature that they need to be conducted at off-campus sites. Most of the sites are utilized at no cost to the District. Also, contract classes conducted by the Colleges and Community Education are often offered at off-campus facilities, as noted in the attachment.

The attachment indicates the planned off-campus sites for 2013-14, as submitted by Colleges.

**RECOMMENDATION**

It is recommended that the Board approve use of off-campus facilities for the 2013-14 academic year as detailed in the attached.

**CAÑADA COLLEGE**  
**Off-Campus Facilities**  
**2013 – 2014**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Boys & Girls Club 2031 Pulgas Avenue East Palo Alto	English as a Second Language/CBET	None
Burlingame-Pacific Medical Group, Inc. 1828 El Camino Real, Ste. 507 Burlingame	Clinical Externships	None
Carlmont High School 1400 Alameda De Las Pulgas Belmont	Mathematics	None
Cunha Intermediate School 600 Church Street Half Moon Bay	English as a Second Language/CBET; Computer Business Office Technology	None
East Palo Alto Academy 475 Pope Street Menlo Park	Health Science; General education	None
East Palo Alto Phoenix Academy 1039 Garden Street East Palo Alto, CA 94303	General education	None
Hawes School 909 Roosevelt Avenue Redwood City	English as a Second Language/CBET; Computer Business Office Technology	None
Hoover School 701 Charter Street Redwood City	English as a Second Language/CBET; Computer Business Office Technology	None
John Gill Elementary School 555 Avenue del Ora Redwood City	English as a Second Language/CBET; Early Childhood Education	None
Kaiser Medical Center 1200 El Camino Real South San Francisco	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Kaiser Medical Center 1150 Veterans Boulevard Redwood City	Clinical Instruction	None
Kaiser Outpatient Clinics Mountain View, Campbell, Milpitas	Clinical Instruction	None
Lucile Packard Children's Hospital, Stanford 725 Welch Road Palo Alto	Clinical Instruction	None
Menlo Park Center/Job Train 1200 O'Brien Menlo Park	Computer Business Office Technology; Business; Early Childhood Education; Human Services and Multimedia Art and Technology	None
Moon Ridge Village 2001 Miramontes Point Road Half Moon Bay, CA 94019	English as a Second Language/CBET	None
PAMF: Redwood City Center 805 Veterans Blvd. Redwood City	Clinical Instruction	None
Palo Alto High School 50 Embarcadero Road Palo Alto, CA 94301	Mathematics	None
Palo Alto Medical Foundation 795 El Camino Real Palo Alto	Clinical Externship	None
Redwood City Main Library 1044 Middlefield Road Redwood City	Learning Center	None
San Francisco VA Medical Center 2150 Clement Street San Francisco	Clinical Instruction	None
San Mateo County Human Services Agency 400 Harbor Blvd. Belmont	Foster Care – Resource Parent Training	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
San Mateo County Law Library 710 Hamilton Redwood City	Paralegal	None
San Mateo County Medical Center 222 West 39th Avenue San Mateo	Clinical Instruction	None
Sequoia Hospital Whipple and Alameda Redwood City	Clinical Instruction	None
Sequoia High School 1201 Brewster Avenue Redwood City	Mathematics	None
Seton Coastside 600 Marine Boulevard Moss Beach	Clinical Instruction	None
Seton Hospital 1900 Sullivan Daly City	Clinical Instruction	None
Taft Elementary 903 10 <sup>th</sup> Street Redwood City	English as a Second Language/CBET	None
VA Palo Alto Health Care System 3801 Miranda Avenue Palo Alto	Clinical Instruction	None
Woodside High School 199 Churchill Avenue Woodside	Mathematics	None

**COLLEGE OF SAN MATEO**  
**Off-Campus Facilities**  
**2013-14**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
San Mateo County Medical Center 222 W. 39 <sup>th</sup> Ave. San Mateo	Clinical Instruction	None
University of Pacific School of Dentistry 2155 Webster St. San Francisco	Clinical Instruction	None
Private Dental Offices San Mateo County	Clinical Instruction	None
Kaiser Medical Center 1150 Veterans Blvd. Redwood City	Clinical Instruction	None
Kaiser Medical Center 700 Lawrence Expressway Santa Clara	Clinical Instruction	None
Kaiser Medical Center 27400 Hesperian Hayward	Clinical Instruction	None
Mills Peninsula Health Services 101 S. San Mateo Dr. San Mateo and 1501 Trousdale Drive Burlingame	Clinical Instruction	None
San Francisco VA Medical Center 4150 Clement Street San Francisco, CA 94121	Clinical Instruction	None
Sequoia Hospital 170 Alameda de las Pulgas Redwood City	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Seton Medical Center 1900 Sullivan Ave. Daly City and Seton Coastside 600 Marine Boulevard Moss Beach, CA 94038	Clinical Instruction	None
University of California San Francisco Medical Center 505 Parnassus, L1-171 San Francisco	Clinical Instruction	None
Coyote Point Fire Range 1601 Coyote Point Drive San Mateo	Admin. of Justice	None
Belmont Fire Department One Twin Pines Lane, Ste. 210 Belmont	Fire Technology	None
Central County Fire Department 1399 Rollins Road Burlingame	Fire Technology	None
Calif. Dept. of Forestry Fire Station 20 Tower Rd. Belmont	Fire Technology	None
Coastside Fire Protection District 1191 Main Street Half Moon Bay	Fire Technology	None
Foster City Fire Department 1040 East Hillsdale Blvd. Foster City	Fire Technology	None
Menlo Park Fire Protection District 300 Middlefield Rd. Menlo Park	Fire Technology	None
North County Fire Authority 10 Wembley Drive Daly City	Fire Technology	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Redwood City Fire Department 755 Marshall St. Redwood City	Fire Technology	None
San Bruno Fire Department 555 El Camino Real San Bruno	Fire Technology	None
San Mateo Fire Department 120 S. Ellsworth Ave. San Mateo	Fire Technology	None
So. San Francisco Fire Department 33 Arroyo Dr., Suite F South San Francisco	Fire Technology	None
San Carlos Fire Department 666 Elm St. San Carlos	Fire Technology	None
Woodside Fire Protection District 3111 Woodside Rd. Woodside	Fire Technology	None
Sprinkler Fitters' Training Center 2531 Barrington Court Hayward	Sprinkler Fitters Apprenticeship	None
Electricians' Training Center 625 Industrial Rd. San Carlos	Electricians Apprenticeship	None
Hillsdale High School 3115 Del Monte Street San Mateo, CA 94403	Concurrent Enrollment Classes	None
Martin Luther King Center 725 Monte Diablo Ave. San Mateo	General Education	None
Latino Commission 301 Grand Avenue, So. San Francisco	Alcohol and Other Drug Studies	None

**COMMUNITY EDUCATION CLASSES  
Off Campus Facilities  
2013-2014**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Kathy's Kreative Kakes 631 South B Street San Mateo	Cake Decorating Classes	None
St. John's Cemetery 910 Oregon Avenue San Mateo	Tour of St. John's Cemetery	None
Peninsula Parks and Trails Various field trip locations to Bay Area parks	Walking Tours	None
Burlingame Recreation Center 850 Burlingame Ave. Burlingame	Emeritus classes	None
Peninsula Photography Field Trips Various photography field trips to local locations	Photography field trips	None

**SKYLINE COLLEGE**  
**Off-Campus Facilities**  
**2013-2014**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Alameda County Medical Center 1411 East 31 <sup>st</sup> Street Oakland	Surgical and Central Service Technology	None
Alta Bates Medical Center 2450 Ashby Avenue Berkeley	Surgical and Central Service Technology	None
American Medical Response (AMR) 1616 Rollins Road Burlingame	Emergency Medical Technology	None
BayShore Ambulance Company 370 Hatch Foster City	Emergency Medical Technology	None
California Pacific Medical Center 2333 Buchanan Street San Francisco	Respiratory Therapy – Clinical Instruction, Surgical and Central Service Technology	None
Children’s Hospital and Research Center Oakland 747 52 <sup>nd</sup> Street Oakland	Respiratory Therapy, Surgical and Central Service Technology	None
Community Learning Center 520 Tamarack Lane South San Francisco	English for Speakers of Other Languages	None
Cypress Golf Course 2001 Hillside Boulevard Colma	Kinesiology	None
Eden Medical Center Lake Chabot Road Castro Valley	Surgical Technology	None
El Camino Hospital 2500 Grant Road Mountain View	Surgical Technology	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Fleming Golf Course 99 Harding Road San Francisco	Kinesiology	None
Genentech (Allerton) 444 Allerton Avenue South San Francisco	Early Childhood Education (Bright Horizons)	None
Genentech (Grandview) 1500 Grandview Drive South San Francisco	Early Childhood Education (Bright Horizons); Biotechnology Courses	None
Golden Gate Golf Course 970 47 <sup>th</sup> Avenue San Francisco	Kinesiology	None
Goodwill 1500 Mission Street San Francisco, CA	Business	None
Goodwill Burlingame Warehouse 1801 Adrian Road Burlingame	Business	None
Hillsdale High School 3115 Del Monte Street San Mateo	American Sign Language Psychology	None
John Muir 1601 Ygnacio Valley Road Walnut Creek	Surgical and Central Service Technology	None
Kaiser Northern California Foundation Hospitals and the Permanente Medical Group (to include: Kaiser San Francisco, Kaiser Walnut Creek, Kaiser Santa Clara, Kaiser Hayward, Kaiser Redwood City, Kaiser Santa Rosa, Kaiser San Rafael & Kaiser South San Francisco) Oakland	Surgical Technology; Central Service Technology Respiratory Therapy	None
Los Gatos Community Hospital 815 Pollard Road Los Gatos	Surgical Technology	None

<b><u>FACILITY</u></b>	<b><u>PURPOSE</u></b>	<b><u>COST</u></b>
Lucile Packard Children's Hospital 725 Welch Rd Palo Alto	Surgical and Central Service Technology	None
Marin General Hospital 250 Bon Air Road Greenbrae	Surgical and Central Service Technology	None
Mills-Peninsula Hospital 1783 El Camino Real Burlingame	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
Oceana High School 401 Paloma Avenue Pacifica	Filipino Music	None
Our Second Home 725 Price Street Daly City	Early Childhood Education	None
Petaluma Valley Hospital 1165 Montgomery Drive Santa Rosa	Surgical Technology	None
Saint Francis Memorial Hospital 900 Hyde Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
St. Luke's Hospital 3555 Army Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
St. Mary's Medical Center 450 Stanyan St San Francisco	Surgical and Central Service Technology	None
St. Rose Hospital 27200 Calaroga Avenue Hayward	Surgical Technology	None
San Francisco General Hospital 1001 Potrero Street San Francisco	Respiratory Therapy – Clinical Instruction, Surgical and Central Service Technology	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Santa Clara Valley Medical Center 751 South Bascom San Jose	Surgical and Central Service Technology	None
Santa Rosa Memorial Hospital 1165 Montgomery Santa Rosa	Surgical Technology	None
Sequoia Hospital 170 Alameda Redwood City	Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
Seton Medical Center 1900 Sullivan Daly City	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
Sharp Park Golf Course 332 Seaside Drive Pacifica	Kinesiology	None
South San Francisco High School 400 B Street South San Francisco	Career & Personal Development	None
Stanford Health Services 300 Pasteur Drive Stanford	Respiratory Therapy; Surgical and Central Service Technology	None
University of California, S.F. 501 Parnassus Avenue San Francisco	Respiratory Therapy – Clinical Instruction, Surgical and Central Service Technology	None
VA MC 4150 Clement Street San Francisco	Respiratory Therapy; Surgical and Central Service Technology	None
Washington Hospital 200 Mowry Avenue Fremont	Surgical and Central Service Technology	None
Westmoor High School 131 Westmoor Avenue Daly City	Foreign Languages Instruction	None

**BOARD REPORT NO. 13-6-5CA**

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

**RATIFICATION OF MARCH AND APRIL 2013 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of March and April 2013 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 March 1, 2013 through April 30, 2013 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2013  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
028617	03/05/13	U.S. Bank National Association ND, .	10,246.60	District Procurement Card Payment
028618	03/05/13	U.S. Bank National Association ND, .	61,920.66	District Procurement Card Payment
028621	03/05/13	Associated Std-Skyline	100,000.00	Skyline Interbank Transfer
028625	03/05/13	Constellation NewEnergy, Inc.	75,489.65	Utilities
028626	03/05/13	Coulter Construction Inc.	35,067.48	CSM and Skyline Construction Projects
028635	03/05/13	Sallie Mae Inc.	191,217.61	Districtwide Financial Aid Disbursement
028637	03/05/13	SMC College Ed Housing Corp - Canada Vista	69,430.00	Cañada Vista Monthly Rent Payment
028638	03/05/13	SMC College Ed Housing Corp - College Vista	45,035.00	College Vista Monthly Rent Payment
028642	03/05/13	Swinerton Management & Consulting	24,775.54	Program Management Services
028643	03/05/13	VALIC Retirement Services Company	209,453.04	Tax Shelter Annuities
028644	03/05/13	Wesco Graphics, Inc.	13,219.54	CSM Class Schedules Printing Services
028664	03/12/13	Constellation NewEnergy, Inc.	23,365.62	Utilities
028665	03/12/13	Coulter Construction Inc.	72,993.00	CSM and Skyline Construction Projects
028673	03/12/13	Krueger International	73,086.43	Skyline Furniture Purchase
028677	03/12/13	Sallie Mae Inc.	130,876.90	Districtwide Financial Aid Disbursement
028678	03/12/13	School Project for Utility Rate Reduction (SPURR)	62,410.86	Utilities
028679	03/12/13	SM County Community College District	26,141.49	Replenish Flex Spending Account
028683	03/12/13	Swinerton Management & Consulting	38,652.65	Program Management Services
028708	03/14/13	SMCCCD Bookstore	11,220.17	Skyline Printing Charges
028716	03/19/13	U.S. Bank National Association ND, .	35,000.00	District Procurement Card Payment
028717	03/19/13	U.S. Bank National Association ND, .	160,000.00	District Procurement Card Payment
028722	03/19/13	Intermountain Electric Company	11,748.18	Cañada Electrical Services
028723	03/19/13	Sallie Mae Inc.	171,617.75	Districtwide Financial Aid Disbursement
028725	03/19/13	SMCCCD Bookstore	17,695.30	Skyline Special Programs Books Purchase
028865	03/26/13	Sallie Mae Inc.	173,873.60	Districtwide Financial Aid Disbursement
028875	03/28/13	OmniUpdate, Inc.	22,500.00	Districtwide Software Licenses Fees
028878	03/28/13	Sutro Tower Inc.	18,297.00	KCSM TV Broadcast Site lease at Sutro Tower
456460	03/04/13	Atlas/Pellizzari Electric Inc.	38,264.00	Districtwide Electrical Services
456525	03/04/13	American Federation of Teachers	55,048.90	Union Dues
456528	03/04/13	C S E A	12,916.32	Union Dues
456529	03/04/13	CalPERS	537,631.00	PERS Contribution Advance Payment
456551	03/04/13	Hartford Retirement Plans Service Center	38,380.15	Tax Shelter Annuities
456561	03/04/13	Public Empl Ret Sys	1,316,593.51	Health Insurance Monthly Premium
456580	03/05/13	Apple Computer, Inc	10,572.83	CSM and Skyline Computers Purchases

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2013  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
456582	03/05/13	Calif Water Service Co	16,151.15	Utilities
456619	03/07/13	County of San Mateo	27,433.24	Legal Consulting Services
456623	03/07/13	Folsom Lake Ford	50,971.22	Facilities Vehicle Purchases
456631	03/07/13	Hartford Life & Accident Insurance Co.	35,544.85	Monthly Insurance Premiums
456702	03/11/13	S.M.C.S.I.G.	161,443.56	Dental Premium Payment
456703	03/11/13	S.M.C.S.I.G.	19,521.35	Vision Premium Payment
456727	03/12/13	John Plane Construction	19,897.00	Skyline Construction Projects
456731	03/12/13	MediFit Corporate Services, Inc.	64,571.43	CSM Construction Projects
456757	03/14/13	City of San Bruno	11,469.61	Utilities
456758	03/14/13	Crowe Horwath, LLP	35,525.00	Auditing Services For Forensic Study
456760	03/14/13	D & D Security Resources, Inc.	21,044.38	Skyline Audio Equipment Purchase
456781	03/14/13	Kutak Rock LLP	10,000.00	Consulting Service for Bonds
456826	03/14/13	U.S. Postal Services	10,000.00	Skyline Postage Purchase
456827	03/14/13	U.S. Postal Services	20,000.00	Skyline Postage Purchase
456860	03/19/13	City of Redwood City	15,480.70	Utilities
456885	03/19/13	San Mateo Co Office Ed/Supt Sch	11,000.00	Skyline Grant Related Reimbursements
456888	03/19/13	Strata Information Group	52,827.43	ITS Consulting Services
457069	03/25/13	Pac Gas & Elec Co	29,222.83	Utilities
457096	03/25/13	Study in the USA, Inc.	18,237.00	International Education Advertisement Package
457097	03/25/13	Svale Del Grande Inc DVA Nissan Sunnyvale	26,945.74	District and Facilities Vehicle Purchases
457110	03/26/13	Calif Water Service Co	16,645.00	Utilities
457138	03/26/13	Robert A. Bothman	66,831.00	District Office Construction Projects
457165	03/28/13	Ellucian Company L.P.	336,348.00	Banner Maintenance Services
457176	03/28/13	Pac Gas & Elec Co	12,363.13	Utilities
457189	03/28/13	CalPERS	534,370.12	Monthly PERS Contribution Advance Payment
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1303394	03/01/13	US Treasury - Union Bank	1,505,605.98	Federal Tax
J1303394	03/01/13	EDD - Union Bank	285,531.76	State Tax
J1303394	03/01/13	EDD - Union Bank	17,682.03	State Tax - SDI
J1303258	03/08/13	State Teacher Retirement - Cash Balance	65,884.34	STRS Retirement - Cash Balance
J1303458	03/20/13	US Treasury - Union Bank	45,267.35	Federal Tax
J1303761	03/31/13	State Teacher Retirement - County Paid	627,458.76	STRS Retirement - Defined Benefit

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 MARCH 1-31, 2013  
 WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
111146	03/14/13	Ingram-Micro	113,676.67	Purchase of Inventory
111170	03/14/13	SM CC College District	186,726.57	Salary & Benefits - February 2013
111182	03/20/13	Skyline College President Office	25,000.00	College Support
111185	03/28/13	SMCCD	51,137.56	Purchase of Inventory
EFT 05123	03/22/13	Board of Equalization	15,996.23	Sales Tax February 2013
Subtotal			8,458,551.77	88%
Warrants Issued ≤ \$10,000			1,144,808.72	12%
Total Non-Salary Warrants Issued			<u>9,603,360.49</u>	100%
District Accounts Payable	Ck#456452-457199, DD28611-28878		6,592,826.84	
District Payroll	Ck#87400-88141, DD50049543-50051177		8,231,877.25	
SMCCCD Bookstores	Ck#111124-111185, EFT 05123		458,975.32	
Total Warrants Including Salaries - March 2013			<u>15,283,679.41</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2013  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
028890	04/02/13	U.S. Bank National Association ND, .	84,821.49	District Procurement Card Payment
028891	04/02/13	Computerland	13,479.23	Skyline Computer Purchase
028896	04/02/13	Sallie Mae Inc.	73,121.62	Districtwide Financial Aid Disbursement
028897	04/02/13	SMC College Ed Housing Corp - Canada Vista	69,465.00	Cañada Vista Monthly Rent Payment
028898	04/02/13	SMC College Ed Housing Corp - College Vista	46,635.00	College Vista Monthly Rent Payment
028901	04/02/13	VALIC Retirement Services Company	229,553.04	Tax Shelter Annuities
028902	04/02/13	Wesco Graphics, Inc.	24,412.64	Cañada Class Schedules Printing Services
028920	04/09/13	Sallie Mae Inc.	68,778.50	Districtwide Financial Aid Disbursement
028921	04/09/13	School Project for Utility Rate Reduction (SPURR)	55,695.16	Utilities
028922	04/09/13	SM County Community College District	34,134.55	Replenish Flex Spending Account
028926	04/09/13	SMCCCD Bookstore	40,027.11	CSM Special Programs Books Purchase
028927	04/09/13	Western Allied Mechanical Inc.	16,850.00	CSM Boiler Repair Services
028944	04/16/13	Krueger International	41,002.32	Skyline Furniture Purchase
028946	04/16/13	Netronix Integration, Inc.	12,296.66	Districtwide ACAMS Maintenance Services
028947	04/16/13	Pacific Dining, Front Page Catering	14,026.06	Districtwide Catering Services
028949	04/16/13	Sallie Mae Inc.	99,197.00	Districtwide Financial Aid Disbursement
028950	04/16/13	SMCCCD Bookstore	12,483.98	Skyline Printing Charges
028951	04/16/13	SMCCCD Bookstore	18,688.35	Cañada Special Programs Books Purchase
028953	04/16/13	Wesco Graphics, Inc.	20,945.60	Skyline Class Schedules Printing Services
028970	04/23/13	Computerland	31,020.51	Districtwide Computer Purchases
028972	04/23/13	Coulter Construction Inc.	12,353.00	Cañada Construction Project
028981	04/23/13	Sallie Mae Inc.	47,773.00	Districtwide Financial Aid Refunds
028982	04/23/13	Schneider Electric Buildings Americas, Inc.	21,923.16	Districtwide Building Maintenance and Services
028983	04/23/13	School Project for Utility Rate Reduction (SPURR)	18,801.05	Utilities
028984	04/23/13	Siemens Industry, Inc.	44,186.75	Districtwide Fire Alarms Monitoring and Inspecting Services
028988	04/23/13	SMCCCD Bookstore	12,270.80	CSM Paper Purchase
028989	04/23/13	SMCCCD Bookstore	51,743.64	Cañada Special Programs Books Purchase
457219	04/02/13	Interstate Grading and Paving Inc.	258,830.35	CSM Construction Project
457250	04/02/13	American Federation of Teachers	56,829.70	Union Dues
457251	04/02/13	C S E A	12,875.37	Union Dues
457269	04/02/13	Hartford Retirement Plans Service Center	38,280.15	Tax Shelter Annuities
457278	04/02/13	Public Empl Ret Sys	1,308,488.12	Health Insurance Monthly Premium
457285	04/02/13	Interstate Grading and Paving Inc.	13,622.65	CSM Construction Project
457308	04/08/13	EI Electronics, LLC	11,451.38	Facilities Equipment Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 APRIL 1-30, 2013  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
457314	04/08/13	Industrial Employers/Distributors Assoc.	10,437.58	Monthly Labor Relations Service Fees
457334	04/08/13	Vangent, Inc.	26,997.01	Annual Taxpayer Relief Act (TRA) Services to Students
457340	04/08/13	Employment Development Department	259,288.42	Quarterly Unemployment Fees
457341	04/08/13	Hartford Life & Accident Insurance Co.	35,461.00	Monthly Insurance Premiums
457436	04/11/13	Robert A. Bothman	66,977.25	Cañada and Skyline Construction Projects
457438	04/11/13	S.M.C.S.I.G.	19,575.96	Vision Premium Payment
457442	04/11/13	Silicon Valley Shelving & Equip., Inc.	10,125.68	CSM Equipment Purchase
457481	04/16/13	City of San Bruno	10,610.29	Utilities
457500	04/16/13	Santa Rosa Vee-Twin, Inc.	25,919.37	Facilities Vehicles Purchase
457503	04/16/13	ThyssenKrupp Elevator Corporation	14,250.00	Districtwide Elevator Maintenance Services
457515	04/16/13	County of San Mateo	10,599.20	Districtwide Parking Income Allocate to County
457517	04/16/13	Enterprise Recovery System, Inc.	27,744.64	Student AR Collection Fees
457532	04/16/13	S.M.C.S.I.G.	161,426.26	Dental Premium Payment
457558	04/18/13	CSW-Stuber-Stroeh Engineering Group, Inc.	23,768.74	Districtwide Construction Projects
457572	04/18/13	Konica Minolta Business Solutions, USA	34,835.22	Cañada Equipment Purchase
457589	04/18/13	Robert A. Bothman	138,094.23	Districtwide Construction Projects
457618	04/23/13	Calif Water Service Co	21,343.07	Utilities
457633	04/23/13	Foundation for California Community College	12,600.00	Cañada Online Internet ACT Compass Testing Units Purchase
457650	04/23/13	Pac Gas & Elec Co	28,110.78	Utilities
457659	04/23/13	Sedgwick Claims Management Services. Inc.	22,062.50	Districtwide Worker's Compensation Service Fees
457680	04/23/13	Division of the State Architect	14,900.00	CSM Construction Permit Fees
457706	04/25/13	Eternal Construction, Inc.	61,030.85	CSM Construction Project
457712	04/25/13	Interstate Grading and Paving Inc.	96,830.65	CSM Construction Project
457723	04/25/13	Pac Gas & Elec Co	15,776.28	Utilities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1303805	04/01/13	US Treasury - Union Bank	1,533,172.35	Federal Tax
J1303805	04/01/13	EDD - Union Bank	290,781.48	State Tax
J1303805	04/01/13	EDD - Union Bank	19,092.09	State Tax - SDI
J1303919	04/05/13	State Teacher Retirement - Cash Balance	66,805.34	STRS Retirement - Cash Balance
J1304365	04/15/13	US Treasury - Union Bank	56,977.25	Federal Tax
J1304801	04/30/13	State Teacher Retirement - County Paid	606,422.45	STRS Retirement - Defined Benefit

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 APRIL 1-30, 2013  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
111222	04/10/13	MTC Distributing	14,265.23	Purchase of Inventory
111225	04/10/13	Nebraska Book Company, Inc.	12,310.55	Purchase of Inventory
111231	04/10/13	Pepsi-Cola	15,034.03	Purchase of Inventory
111242	04/10/13	SYSCO Food Company of SF	11,306.38	Purchase of Inventory
111283	04/23/13	SM CC College District	193,994.63	Salary & Benefits - March 2013
EFT 58780	04/30/13	Board of Equalization	<u>37,709.00</u>	Sales Tax March 2013
		Subtotal	6,922,698.70	90%
		Warrants Issued ≤ \$10,000	<u>793,555.73</u>	<u>10%</u>
		Total Non-Salary Warrants Issued	<u><u>7,716,254.43</u></u>	100%
District Accounts Payable		CK#457200-457746, DD28880-28992	4,738,952.48	
District Payroll		CK#88142-88884, DD50051178-50052827	8,103,630.73	
SMCCCD Bookstores		CK#111186-111290, EFT 58780	<u>398,566.23</u>	
		Total Warrants Including Salaries - April 2013	<u><u>13,241,149.44</u></u>	

**BOARD REPORT NO. 13-6-6CA**

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

**ADOPTION OF RESOLUTION NO. 13-8 ESTABLISHING 2013-14 BUDGET LIMITS**

Government Code Section 7910 (SB 1352, Chapter 1205, Statutes of 1980) requires that the Board establish, by resolution, its appropriations limit for each fiscal year. The Gann Limit worksheet must be available to the public 15 days prior to the Board meeting for adoption. The 2012-13 worksheet has been available in the Chancellor's Office since June 5, 2013, and provides the basis for approval of Resolution No. 13-8.

The appropriations limit for 2012-13 totaled \$142,712,561. The limit increased to \$150,844,551 for 2013-14 with application of the inflation factor of 1.0512 and the population FTES change factor of 1.0055, as provided by the California State Department of Finance. The increase in the FTES factor is due to an increase in enrollment, which resulted in an increase in our CCFS 320 2<sup>nd</sup> period reported FTES. The calculated appropriations limit for 2013-14 is \$42.6 million higher than the appropriations subject to that limit.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 13-8 in compliance with California Government Code Section 7910 (SB1352, Chapter 1205, Statutes of 1980) for establishment of the 2013-14 appropriations limit at \$150,844,551 as described in the attached Exhibit A.

**RESOLUTION NO. 13-8**

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

COMPLIANCE OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BUDGET  
WITH THE EXPENDITURE LIMITATION FOR LOCAL PROCEEDS OF TAXES IN  
ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION

---

**WHEREAS**, Senate Bill 1352, Chapter 1205 of the Statutes of 1980, implements the provisions of Article XIII B of the Constitution; and

**WHEREAS**, Article XIII B of the Constitution establishes an expenditure limitation for local proceeds of taxes for the 2013-14 fiscal year; and

**WHEREAS**, it is necessary for the San Mateo County Community College District to adopt a budget within said expenditure limitation;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the San Mateo County Community College District that, pursuant to the provisions of Article XIII B of the Constitution and pursuant to the provisions of Senate Bill 1352, Chapter 1205, Statutes of 1980, an expenditure limitation for local proceeds of taxes for the 2013-14 fiscal year has been duly calculated; and

**BE IT FURTHER RESOLVED** that the level of expenditure of local taxes required to fund the 2013-14 fiscal year budget adopted for the San Mateo County Community College District does not exceed the limitation upon expenditures of local proceeds of taxes so calculated and established by this Governing Board.

REGULARLY PASSED AND ADOPTED this 17<sup>th</sup> day of June 2013.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Karen Schwarz, President  
Board of Trustees

**CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
2013-2014**

DISTRICT NAME: San Mateo County Community College DistrictDATE: June 5, 2013**I. 2013-14 APPROPRIATIONS LIMIT:**

A. 2012-13 Appropriations Limit	<u><u>\$142,712,561</u></u>
B. 2013-14 Price factor: 1.0512	
C. Population factor:	
1. 2011-12 Second Period Actual FTES	<u>19,566</u>
2. 2012-13 Second Period Actual FTES	<u>19,673</u>
3. 2013-14 Population change factor (line C.2. Divided by line C.1.)	<u>1.0055</u>
D. 2012-13 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3.)	<u><u>\$150,844,551</u></u>
E. Adjustments to increase limit:	
1. Transfers in of financial responsibility	
2. Temporary voter approved increases	
3. Total adjustments - decrease	<u>( -0- )</u>
SUB-TOTAL	<u>\$150,844,551</u>
F. Adjustments to decrease limit:	
1. Transfers out of financial responsibility	
2. Lapses of voter approved increases	
3. Total adjustments - decrease	<u>( -0- )</u>
G. 2013-14 Appropriations Limit	<u><u>\$150,844,551</u></u>

**II. 2013-14 APPROPRIATIONS SUBJECT TO LIMIT:**

A. State Aid ( General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence ) NOTE; SEE INSTRUCTIONS PAGE FOR CHANGE IN ITEMS INCLUDED.	\$ 62,150
B. State Subventions ( Home Owners Property Tax Relief, Timber Yield tax, etc.)	632,261
C. Local Property taxes	99,881,363
D. Estimated excess Debt Service taxes	
E. Estimated Parcel taxes, Square Foot taxes, etc.	7,050,000
F. Interest on proceeds of taxes	600,000
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>( -0- )</u>
H. 2013-14 Appropriations Subject to Limit	<u><u>\$108,225,774</u></u>

**BOARD REPORT NO. 13-6-7CA**

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

**APPROVAL OF DOMESTIC/INTERNATIONAL STUDENT INSURANCE PROGRAM, 2013-14**

Each year, the Colleges make available a health insurance program to domestic and international students who need or wish to purchase such coverage. International students are required to have accident and sickness insurance when they enroll at any of the Colleges unless they provide proof that their parents' insurance covers them in the United States. If international students do not have insurance coverage, they must obtain the insurance described herein on an individual basis.

The District seeks Board approval to offer the domestic/international student insurance program from Student Insurance Agency. Student Insurance Agency is underwritten by United Healthcare Insurance Company and offers many comparable features found in previous programs for students, including availability of emergency care and dental care, but also includes the new changes in mandated coverage under the Affordable Care Act (ACA). The domestic plan premium has increased considerably, primarily due to the increase in maximum benefit from \$100,000 to \$500,000 anticipating next year's unlimited maximum benefit as required by the ACA.

Included in the coverage are hospital room stays, physician expenses, dental care, X-ray, and laboratory work. The \$25 co-pay is waived if the student is referred by the Student Health Center. The reimbursement rate for services provided is 100% with no deductible for the students if services are rendered at the Student Health Center, and \$250 per year deductible per person. The policy meets all of the mandates of federal regulations by providing medical evacuation and repatriation of remains benefits for international students. The 2013-14 premium for international students will be \$1,434 per year, less than a 7% increase from 2012-13. The premium for domestic students will be \$2,702 per year, more than a 70% increase from 2012-13 due to the anticipation of utilization of the increased maximum benefit as noted above.

**RECOMMENDATION**

It is recommended that the Board approve the 2013-14 voluntary insurance programs for domestic and international students underwritten by United Healthcare Insurance Company and administered through Student Insurance Agency, as detailed above.

**BOARD REPORT NO. 13-6-8CA**

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

**APPROVAL OF STUDENT ACCIDENTAL INJURY INSURANCE PROGRAM, 2013-14**

The District has maintained a student accidental injury insurance program since 1961, providing coverage for all enrolled students of the District. In an attempt to minimize premium increases, the District conducts an annual search for an insurance plan that would provide features equitable with previous years' plans at a reasonable cost.

Student Insurance Agency submitted a proposal which is comparable coverage for the major features of prior plans. The plan offers combined student/athlete accidental injury coverage and catastrophic coverage.

The basic student/athlete accidental injury plan covers 100% reimbursement level for reasonable and customary charges, and a heart/circulatory benefit with no deductible. Additionally, the plan provides medical expenses for an accidental injury up to a limit of \$50,000 for expenses incurred during the 52 weeks following an injury, with a limit of \$25,000 for athletic injuries. An injured student's medical expenses are covered when in excess of benefits from any personal medical insurance carried by that student. The benefits of the plan are primary, however, for students with no other medical insurance. The premium for the basic accidental injury plan for 2013-14 is \$207,490.

The combined plan offered by Student Insurance Agency includes catastrophic coverage that the District has carried since 1989-90. The plan covers catastrophic injuries extending the benefit limits and period of coverage for athletic injuries for a premium of \$26,856. The plan provides catastrophic coverage to students other than athletes for a premium of \$19,916. The maximum lifetime benefit is \$1,000,000.

The total cost for combined programs is \$254,262 which is a 1% decrease from 2012-13 premiums. The annual cost for the basic and catastrophic coverage is offset somewhat by health fee income and is paid from the College budgets.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve student accidental injury insurance and catastrophic injury programs through Student Insurance Agency, as described above, for a total premium amount of \$254,262.

**BOARD REPORT NO. 13-6-4B**

**APPOINTMENT OF CANDIDATE TO FILL BOARD OF TRUSTEES VACANCY**

At the Board of Trustees meeting of April 10, 2013, Trustee Helen Hausman announced that she would retire from the Board effective May 1. On April 24, the Board made the decision to fill the vacancy by appointment should the vacancy occur.

The Board subsequently interviewed seven of the twelve candidates who submitted applications. The interviews were conducted at open public meetings on June 5 and June 12. Following the interviews on June 12, the Board discussed the candidates and their qualifications. The Board agreed to continue the discussion and consider the appointment again at this meeting.

**BOARD REPORT NO. 13-6-5B**

**ELECTION OF BOARD OF TRUSTEE VICE PRESIDENT-CLERK**

Upon the retirement of Trustee Helen Hausman and in accordance with Robert's Rules of Order, Trustee Karen Schwarz assumed the office of President of the Board of Trustees, leaving the office of Vice President-Clerk vacant. The Board will elect a Vice President-Clerk to serve until the Board's annual reorganization in December 2013.

**BOARD REPORT NO. 13-6-100B**

To: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Sarah Perkins, Vice President of Instruction, Skyline College, 738-4321

**ACCEPTANCE OF GRANT FUNDS FROM THE CAREER LADDERS PROJECT  
AND AUTHORIZATION TO EXECUTE GRANT AGREEMENT**

The Career Ladders Project (CLP), in partnership with the California Community College Foundation, with support from the Walter S. Johnson and Stuart Foundations, prepared a Grant Agreement with Skyline College to begin the Youth Empowerment Scholars (YES) Community College Pathways (CCP) for Former Foster Youth program for the project term of April 1, 2013 – February 28, 2014, in the amount of \$25,000.

It is currently estimated that 50 to 80 Skyline College students are foster youth or former foster youth. A priority of the proposed Youth Empowerment Scholars (YES) program is to standardize the identification process of foster youths in order to more efficiently serve this special population with systematic guidance and support. The YES program will begin with a plan to enroll 80 former foster youth, provide them with comprehensive wrap-around services, support and guidance, assist in their progress through their individually selected program and celebrate each successful completion/graduation.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize acceptance of grant funds as described and authorize the Chancellor and the Executive Vice Chancellor, or their designees, to execute an agreement with Career Ladders Project for the Youth Empowerment Scholars project at Skyline College.

**BOARD REPORT NO. 13-6-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Susan Harrison, Interim Director of General Services, 358-6879  
Bob Domenici, Senior Buyer, 358-6728

**APPROVAL OF CONTRACT AWARD FOR  
MEAL SERVICES FOR THE CHILD DEVELOPMENT CENTERS AT  
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

In May, 2013, the District solicited bids (RFB #86661) from qualified vendors to provide breakfast, lunch and afternoon snack meal services for the District's Child Development Centers at College of San Mateo and Skyline College. The meals are partially subsidized by state and federal funding and, as such, qualified vendors must agree to provide meals, facilities and menus that meet or exceed stringent U.S. Department of Agriculture requirements. The bid was advertised in the newspaper and sent directly to other potential providers.

The District received one response to the bid from Big Break, LLC dba Chefables (Chefables). In order to ascertain potential reasons for non-response, District staff contacted some of the vendors who declined to bid. One vendor responded and indicated that the daily number of meals served at the District's centers was not large enough to meet their minimum threshold of meals-served.

Chefables has been providing meal services to the District's Child Development Centers since 2010. The District and the Center Directors have been pleased with Chefables' level of service and meal quality. The firm supplies meals in compliance with the USDA Child and Adult Food Care Program standards and Chefables' facilities have received highest ratings from both USDA and CDE inspections.

The proposed maximum price per child for the 2013-14 year is \$4.87 per day which includes breakfast, lunch and an afternoon snack. This pricing is level with last year. The price per child varies slightly between the Centers depending upon the type of breakfast provided and whether or not the meal pattern at the Center includes an afternoon snack.

It is estimated that the annual cost for meals for 2013-2014 will not exceed \$34,065 for the Mary Meta Lazarus Child Development Center at College of San Mateo and \$72,546 for the Skyline College Children's Center. The Child Development Centers serve meals to a maximum of forty three (43) children per day at College of San Mateo and sixty eight (68) children at Skyline College. More than one-half the cost for meals is reimbursed by the State of California. Additional funding comes from the State Child Development Division and parent fees.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract to Big Break, LLC dba Chefables, with the option to be renewed for one-year periods up to four times upon agreement of the District and Chefables. Any increase or decrease of the unit price(s) will be negotiated during the renewal process. The annual cost for the first year based on anticipated enrollments for 2013-2014 will not exceed \$106,611.

**BOARD REPORT NO. 13-6-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF BOARD POLICY 7.21, SPEECH: TIME, PLACE AND MANNER**

Policy 7.21 is a new, legally required policy. The language was agreed upon as a result of discussions between AFT representatives and District staff.

The policy was brought to the Board at its meeting of May 15; the Board requested that the item be tabled until all current Board members could be present to discuss and take action on the policy.

**RECOMMENDATION**

It is recommended that the Board approve Board Policy 7.21 as shown on the attached.

**CHAPTER 7: Student Services**  
**BOARD POLICY NO. 7.21 (BP 3900)**

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

**Subject:** 7.21 Speech: Time, Place and Manner  
**Adoption Date:** xx/xx  
**Policy Reference:** Education Code Sections 66301 and 76120; California Code of Civil Procedure Section 527.3

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1. Public expression in the form of freedom of speech and advocacy is a fundamental American right and an essential element in the marketplace of ideas of higher education. The Board of Trustees recognizes that fostering free speech and encouraging the broad expression of diverse views are essential to the District's goal of offering a rich educational environment. At the same time, in order to carry out its mission of teaching and public service, the District must maintain conditions under which the work of its faculty, students, and staff can be carried out freely, effectively and safely. The District interprets and applies State and Federal Constitutional provisions concerning freedom of expression in a broad and flexible manner so as to allow all views to be expressed while continuing to carry on the colleges' mission of learning, research, and service. This protection of freedom of expression is within the District's mission of learning. This policy is intended to ensure that free speech activities on District campuses are fostered while at the same time preventing unreasonable interference or conflict with the educational, research, outreach, and other functions of the District and its campuses.
2. No restrictions shall be placed on the subject matter, topics or viewpoints expressed by students, employees or members of the public, as long as it does not include expression which is obscene, libelous, slanderous or illegal according to current legal standards; or where such speech advocates for the use of force or law violation and where such advocacy is directed to inciting or producing lawless action on District property and is likely to incite or produce such action or the unreasonable disruption of classroom or college or district activities or operations. The District shall have no content-based nor viewpoint-based restrictions on speech.
3. Employment by the District does not in any way restrict or limit the Federal First Amendment and California Constitutional right to freedom of expression and political activity that employees enjoy as members of their communities during non-work time. Employees are free to speak and write publicly on any issue, as long as they do not indicate they are speaking on behalf of the District. During work hours, District employees have the right to express their opinions which relate, directly or indirectly, to their professional activities or education, in the classroom, in participatory governance meetings, at college sponsored functions and in other settings.
4. In the spirit of open discussion and freedom of expression, any individual or group may use campus and District exterior spaces, including lawns, plazas, quadrangles, patios, and similar or related open spaces on the College campuses and District grounds for the free exercise of academic freedom and free expression, subject to the regulations and the restrictions of this policy.
5. As a publicly financed California community college district, the District recognizes that students, employees and members of the public are free to exercise their rights of free expression and academic freedom on its premises, subject to the requirements and the restrictions of this policy, which are and

## 7.21 Speech: Time, Place and Manner (continued)

must be applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.

- a. Areas of the District which are enclosed, such as meeting rooms, auditoriums, classrooms and similar areas periodically may be designated by the District as designated public forums, where freedom of expression is protected, as determined by the circumstances.
  - b. While classrooms are intended for educational purposes, the District may designate a classroom as a designated public forum for a particular event or debate. Generally, a classroom environment is one in which academic freedom protects expression, although subject to the reasonable regulations of the instructor in charge, and other reasonable time, place and manner rules.
  - c. Even when used for educational purposes, classrooms are protected by principles of academic freedom, and comments made in classrooms by those expected to be there are protected by principles of free speech.
6. In order to protect the safety of all individuals on campus and to prevent the unreasonable interference with the educational, research, outreach, and other functions of the District and its campuses, the following content-neutral and narrowly tailored time, place and manner restrictions, designed to serve a significant public interest will apply to all public forums on campus. Speakers and organizers must:
- Allow the District's regularly scheduled classes, research, events, ceremonies and normal and essential operations to proceed without unreasonable interference.
  - Allow parking and the flow of vehicular and pedestrian traffic.
  - Allow the ingress and egress to and from all buildings.
  - Allow a group that has reserved the space to use it. An individual or group with a reservation will have priority in the use of the location.
  - Allow a speaker or performer to be seen and heard by the audience.
  - Maintain a noise level that allows classes, campus events and operations to occur without unreasonable interference. The use of sound amplification shall normally be allowed, except where such sound amplification creates noise or diversion that unreasonably disrupts classroom, College or District activities or operations.
  - Assure that actions do not create an imminent health or safety hazard.
  - Assure that actions do not destroy District property.
7. Because it is the District's intention to assure maximum use of its grounds for free expression and in compliance with the California Civic Center Act, reservations normally shall be made to the District to ensure that a location is available for use at a specific date and time. An individual or group with a reservation will have priority in the use of the location. The District shall not deny a reservation application based on the speech content of the proposed activity or on the viewpoint of the individual(s) or group.

The District shall not prohibit speech or expressive activity on its campuses and grounds solely because the individual(s) or group did not make or does not have a reservation. Any District denial of a reservation application shall be in writing and may be appealed to the Chancellor, who shall respond promptly in writing to the appeal.

The District shall deny a reservation or restrict speech or an event only when there is clear and convincing evidence that:

## 7.21 Speech: Time, Place and Manner (continued)

- a. The event is likely to lead to an unreasonable disruption of previously scheduled campus activities or the conduct of education;
  - b. The location is unsuitable based on demonstrable health, safety or fire code restrictions;
  - c. The use or activity would present danger to the health, safety of people; or
  - d. The activity is prohibited by law.
8. Peaceful marches and picketing are permitted in the designated public forums of the District.
  9. There shall not be restrictions on the right of students, employees and members of the public to exercise free expression, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia, except as is limited by the reasonable time, place and manner restrictions of this policy, which are and must be applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.
  10. Nothing in this policy shall prohibit the regulation of hate violence (as defined by subsection (a) of Section 4 of Chapter 1363 of the Statutes of 1992) directed at members of the District community in a manner that denies their full participation in the educational process, so long as the regulation conforms to the requirements of the First Amendment of the United States Constitution, and of Section 2 of Article 1 of the California Constitution.

**BOARD REPORT NO. 13-6-103B**

TO: Members of the Board of Trustees  
 FROM: Ron Galatolo, Chancellor  
 PREPARED BY: Frank Vaskelis, Information Technology Services, 358-6720

**APPROVAL OF AGREEMENT WITH MOODLEROOMS, INCORPORATED**

The District began using Moodle as its learning management system to support online coursework during the Fall semester of 2007. Since then there has been substantial growth in its use by faculty and students.

For example:

<b>Term</b>	<b>Students</b>	<b>Courses</b>	<b>Faculty</b>
Fall 2007	1,141	142	63
Fall 2012	17,500	1,152	530

Our implementation of Moodle, also locally called WebAccess, is hosted by Moodlerooms. Due to the significant growth in our usage of Moodle to support online instruction, our costs for hosting are increasing for the next contract period. The hosting and support costs for the current year are \$84,040.

At present, the version of Moodle that the District is using is outdated and no longer supported by the Moodle open source community. With this new agreement, the faculty will be trained in how to use the new features and interface of Moodle version 2.3+. In addition, we will receive assistance in migrating courses from version 1.9.19 to version 2.3+.

A task force was formed in the Spring to evaluate Remote-Learner as a hosting alternative for Moodle. The task force rejected Remote-Learner from further consideration when feedback from several client references reported significant reliability and performance concerns.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an agreement with Moodlerooms, Incorporated to host and support Moodle for the District for a three year period beginning September 28, 2013 at an initial cost of \$91,000 for the first year, increasing to \$113,000 for the second year and \$135,000 for the third year.

**BOARD REPORT NO. 13-6-104B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Karen D. Powell, Director, Facilities Maintenance & Operations, 358-6808

**APPROVAL OF 2015-2019 FIVE-YEAR CAPITAL CONSTRUCTION PLAN**

On June 27 13, 2012 (Board Report No. 12-6-101B), the Board authorized submittal of the District's 2014-2018 Five-Year Capital Construction Plan (5YCP) and the related Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) to the California Community Colleges Chancellor's Office (CCCCO). The authorization was in accordance with the Community College Construction Act and both the Education Code Section 81800, *et seq.*, and State Administrative Manual 6610. The plan constitutes the first part of the capital outlay proposal process and was prepared according to current guidelines.

The CCCCCO reviews and evaluates submitted plans for conformance to existing guidelines and potential for funding. Competition is increasingly fierce in light of the Legislature's decisions not to put statewide bonds on the 2008, 2010 or 2012 ballots. Because of the lack of a statewide bond, in 2008 the CCCCCO un-approved two years' worth of projects (including six District projects) previously approved for the 2009-2010 and 2010-2011 funding cycles. With these projects, along with those submitted in 2011 and 2012, a significant and growing backlog of projects is now competing for limited funding. With the majority of this funding guaranteed for life-safety projects, the San Mateo County Community College District was fortunate that in 2011 the CCCCCO approved FPP's submitted for the modernization of Cañada College's Multiple Program Instructional Center (Building 13), College of San Mateo Emerging Technologies Center Project (Building 19) and the Skyline College Workforce and Economic Development Prosperity Center (Building 2). The CCCCCO has elected to move these three approved projects from fiscal year 2013/2014 to fiscal year 2014/2015. These three projects are currently carried on the CCCCCO list of "approved" projects, based on the assumption that a statewide bond will be included on the November 2014 ballot and will be approved by California voters. Because the CCCCCO has approved these three fiscal year 2014-2015 FPP's, the District will not submit new FPP's for fiscal year 2014-2015 in this planning cycle, as only one project per campus will be approved per planning cycle.

In preparing and submitting the 2015-2019 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

This report is broken down into three categories:

- I. Past Fiscal Year State Capital Outlay Projects (Approved, State funding available)
- II. Fiscal Year 2014-2018 State Capital Outlay Projects (Approved, but State funding not available)
- III. Fiscal Year 2014-2018 State Capital Outlay Projects (Submitted for future funding consideration)
- IV. Locally funded current and future projects

Each project is described under these sections and this report is meant to give the Board and community a detailed understanding of the projects anticipated to be implemented in the 2015-2019 timeframe.

## I. Past Fiscal Year State Capital Outlay Projects (Approved, State funding available)

### CAÑADA COLLEGE- BUILDINGS 5 & 6 REACTIVATION OF ACADEMIC FACILITIES AND CODE COMPLIANCE UPGRADES

**Project Description:** This project converted approximately 17,124 Assignable Square Feet (ASF) in Buildings 5 and 6, vacated as a result of the new Library/Learning Resource Center/Student Services Facility. Accessibility upgrades were required as a condition of extensive modernization, and were accomplished via this project along with the creation of new classrooms, assembly spaces and major building systems upgrades. Also included in the project is the addition of 1,400 Gross Square Feet (GSF) of new construction associated with a new elevator to improve access to the buildings. Renovations to the Cañada cafeteria are expected to transform this space into a vibrant location for student interaction.

**Total Project Cost:** The total cost of this project was \$14.378 million. State Capital Outlay funds of \$4.917 million were approved by the CCCCOC, which was supplemented by \$9.461 million in Measure A general obligation bond funds.

**Status:** The project is complete and in the process of being closed out with the CCCCOC; occupancy was phased over Summer and Fall 2011.

### CAÑADA COLLEGE - ELECTRICAL INFRASTRUCTURE REPLACEMENT

**Project Description:** This project corrected the safety and serviceability deficiencies of the aged electrical infrastructure at Canada College which was constructed in the 1960's.

The aging power infrastructure had deteriorated to the point where failures were increasingly common. This posed potential disruptions to College operations, including class cancellations, property damage, loss of data, compromised ongoing science experiments, diminished employee productivity, recovery costs, and mental anguish and stress among students, faculty and staff. The code compliance and safety violations presented significant liability risk of losses to life and property. This FPP received State funding to replace the critical components of the electrical power infrastructure as part of a priority A-4 Immediate Infrastructure Failure project.

**Total Project Cost:** The total cost of this project was \$3.978 million. State Capital Outlay funds of \$2.778 million were approved by the CCCCOC, which was supplemented by \$1.200 million in Measure A general obligation bond funds.

**Status:** Construction is complete and the project went on-line January 2012. The project is in the process of being closed out with the CCCCOC.

### COLLEGE OF SAN MATEO - NORTH GATEWAY PROJECT (Demolition of Seismic Hazardous Buildings 21-29)

**Project Description:** This project has removed seismic hazards from the College of San Mateo. Four buildings on the CSM campus, Buildings 21, 23, 25, and 27, were rated F in a seismic survey and by additional structural analysis. Some of the buildings contained hazardous materials, which could have been widely dispersed in the event of a structural collapse. The project removed these dangers through demolition of Buildings 21-29 and will repair and reconfigure the site with

accessible pathways, recreating the Galileo Parking Lot (Lot 6), refreshed landscaping, installation of energy efficient LED lighting and a student gathering space. Additionally, load center #4 of the

site's main electrical distribution system was decommissioned due to safety concerns stemming from water infiltration into the vault. The creation of new load center #8 as part of the first phase of this project allowed the contractors to safely disable the electrical system prior to the demolition of the buildings. In order to expedite resolution of the safety issues associated with the required replacement load center #4 with the new load center #8, the work included in this project was separated into three phases.

**Total Project Cost:** This project has an estimated cost of \$18.552 million. State Capital Outlay funds of \$10.907 million have been approved by the CCCCCO, supplemented by \$7.645 million in Measure A general obligation bond funds.

**Status:** Phase I, Load Center #8, commenced in December 2010 and is now complete. The new load center #8 has been constructed, installation of electrical equipment has been completed and the electrical cutover from load center #4 to load center #8 occurred in June of 2011. All Phase I work is complete.

The second phase of the project abated all hazardous building materials from Buildings #21-29, in preparation for demolition. All asbestos and lead containing building materials, and all above-ground transite pipe have been removed and properly disposed of by a licensed hazardous materials abatement contractor and the buildings are now ready for demolition.

The third phase of the project, including demolition of Buildings 21-29 and the balance of the work described above, was bid last year and a construction contract was awarded. The structures were demolished and the concrete building materials recycled on site. These recycled building materials will be incorporated into the project as aggregate base for the reconstructed parking lots. Due to legal challenges, the reconstruction work was delayed following building demolition. The ruling precluding the continuation of work has now been lifted and reconstruction work is underway. The project is scheduled to be complete May 2014, and the parking lots available for use for the summer 2014 session.

## **SKYLINE COLLEGE - ELECTRICAL INFRASTRUCTURE REPLACEMENT**

**Project Description:** This project replaced underground Load Center #2 with a new above-grade pad-mounted load center as a priority A-4 Immediate Infrastructure Failure Project. The electrical infrastructure at Skyline College was constructed in the 1960's. Critical components had deteriorated and were no longer code compliant.

The aging power infrastructure had deteriorated to the point where failures were increasingly common, occurring several times a year. This created significant disruptions to college operations, including class cancellations, property damage, loss of data, compromised ongoing science experiments, diminished employee productivity, recovery costs, and mental anguish and stress among students, faculty and staff. The code compliance and safety violations presented liability and risks of losses to life and property. This FPP received State funding to replace the critical components of the electrical power infrastructure as part of a priority A-4 Immediate Infrastructure Failure project.

**Total Project Cost:** The total cost of this project was \$1.530 million. State Capital Outlay funds of \$0.580 million were approved by the CCCCCO, which was supplemented by \$0.950 million in Measure A general obligation bond funds.

**Status:** Construction is complete and the project went on-line January 2012. The project is in the process of being closed out with the CCCCCO.

## II. Fiscal Year 2015-2019 State Capital Outlay Projects (Approved, but State funding not available)

### CAÑADA COLLEGE - BUILDING 13 MULTIPLE PROGRAM INSTRUCTIONAL CENTER

**Project Description:** This project involves the modernization of the academic classroom Building 13. The building was one of the original instructional buildings built on the Cañada campus in 1968. The project proposes code upgrades to 12,110 gross square feet of restroom facilities, corridors and vertical circulation systems. The modernization will serve several purposes. This modernization will improve facility accessibility for ADA compliance and replace building finishes and components that have exceeded their service life expectancy. The project will replace the mechanical and electrical systems. Modernization of faculty offices is a part of this proposed project.

**Total Project Cost:** The reconstruction of this facility has an estimated total project cost of \$18.880 million, with \$9.631 million requested from State Capital Outlay funding, supplemented by \$9.249 million in local funds.

**Status:** Based on the assumption that a statewide bond passes in November 2014, design would commence in late 2014 with construction starting in early 2016. Assuming State Capital Outlay funding is secured, the facility would be ready for use in 2016-2017.

### COLLEGE OF SAN MATEO BUILDING 19 – EMERGING TECHNOLOGIES CENTER

**Project Description:** This FPP includes modernization of Building 19 to allow for the consolidation and centralization of highly active technology programs in Computer Information Science (CIS), Electronics, Engineering, Architecture, Building Technology, and Computer Aided Drafting. The building will support the mission of integrative learning wherein departments actively blend curricula and faculty to bring different disciplines together to work on projects. The Technology Building will be home to Engineering, Architecture, Drafting, Electronics, Computer Information Sciences, and Building Inspection. The proximity of these disciplines will provide a unique opportunity to simulate industry's "Architecture, Engineering, and Construction" (A/E/C) process model for both large and small projects.

Students enrolled in programs in this facility will be trained to transfer to more advanced programs in architecture, engineering and building technology at the university level or will be able to join the local Bay Area job market in advanced computer technology, electronics, engineering and building technology fields. The College and the District will form partnerships with local industry to develop more directed areas of study that fit the needs of local employers and better develop the students' capability toward skilled and professional advancement.

**Total Project Cost:** The total project cost is \$20.420 million, with \$12.528 million requested State Capital Outlay funding, supplemented by \$7.892 million in local funds.

**Status:** Based on the assumption that the CCCCCO again authorizes the project to proceed, and funding is secured via a new statewide bond in 2014, design would commence in late 2016 with construction starting in late 2017. Assuming funding is available from the State, the facility would be ready for use in 2018-2020.

### **SKYLINE COLLEGE - BUILDING 2 WORKFORCE DEVELOPMENT AND ECONOMIC PROSPERITY CENTER**

**Project Description:** This project provides a readily accessible integrated service center that responds to the need to link services, benefits, opportunities, and instruction to build on the State's investment in workforce and economic development and to strengthen the connections of the public to benefits and opportunities that help build personal and community economic sustainability. In particular, it addresses the specific needs of students by linking their educational experience with the job market and long term careers. The services consist of three strands: employment/career services, income/work supports, and financial services/asset building.

This 14,520 ASF facility includes a job placement center, resource libraries, international trade and development center, center for workforce development, and an English language institute. To be located in Building 2, part of the project includes activating 7,897 ASF of unassigned space.

**Total Project Cost:** The total project budget is estimated to be \$25.909 million, with \$18.269 million in requested State Capital Outlay funding, supplemented by \$7.640 million in local funds.

**Status:** Based on the assumption that a statewide bond passes in November 2014, design would commence in late 2014 with construction starting in early 2016. Assuming State Capital Outlay funding is secured, the facility would be ready for use in 2018-2019.

### **III. Fiscal Year 2015-2019 State Capital Outlay Projects (Submitted for future funding consideration)**

#### **CAÑADA COLLEGE - BUILDING 3 PERFORMING ARTS CENTER TECHNOLOGY AND ENVIRONMENTAL MODERNIZATION**

**Project description:** This project addresses academic issues brought about by changes in pedagogy over the past 20 years. Significant changes have occurred in the technologies that support the teaching of the fine arts, especially photography, as well as the theater and the theater support areas. Lighting, sound systems and backstage support rooms require renovation in order to properly train students in the use of these new technologies.

The photography program spaces need to be reconfigured to provide a safer and cleaner working environment. Existing utility infrastructure systems (e.g. electrical, mechanical, data, elevator, security, etc.) all require upgrades to comply with current codes and improve the learning environment.

**Total Project Cost:** The total project cost is \$3.207 million, with \$2.245 million requested State Capital Outlay funding, supplemented by \$962 thousand in local funds.

**Status:** If the CCCCO approves this IPP, an FPP will be developed and submitted as part of the 2016-2020 planning process. Funding sources for Fiscal Year 2015-2016 FPP's have not yet been confirmed.

#### **COLLEGE OF SAN MATEO – BUILDING 9 MODERNIZATION LEARNING RESOURCE CENTER**

**Project Description:** The library at College of San Mateo was constructed in 1963 and houses the learning resource functions and a television studio. The building has seen minor remodeling and a

seismic upgrade over the past 40 years and is need of a major modernization to catch up with the media and library technologies relevant to today and conform to current codes, particularly ADA.

This project modernizes 49,402 GSF in the heart of the campus. It upgrades internal spaces of the library to address the infusion of the digital elements so prevalent in library systems of today. It reconditions the distance learning TV studio and support spaces to provide for the audio and video elements essential to broadcasting in a digital environment.

The project also addresses the inadequacy of the utility systems, acoustics, and environmental controls of the building.

**Total Project Cost:** The total project cost is \$14.291 million, with \$10.004 million requested State Capital Outlay funding, supplemented by \$4.287 million in local funds.

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2016-2020 planning process. Funding sources for Fiscal Year 2015-2016 FPP's have not yet been confirmed.

### **SKYLINE COLLEGE – BUILDING 5 LEARNING RESOURCE CENTER TECHNOLOGY AND ENVIRONMENTAL UPGRADE**

**Project description:** This Initial Project Proposal (IPP) project proposes to address program issues related to the library/LRC. Substantial changes in the technologies supporting library and LRC programs have occurred rapidly during the last 10 years. This project addresses these changes by reconfiguring spaces to incorporate techno-media-internet elements into the program. In addition, the project incorporates energy saving technologies, sustainability and, in general, reduction of operating costs of this high cost building. The project also results in reestablishment of points of access/egress to respond to the beaten path used by students to get to the parking lots; use of the single door at the loading dock has resulted in a potential danger to students who are looking for the shortest distance to the lot.

**Total Project Cost:** The total project cost is \$15.764 million, with \$11.035 million requested State Capital Outlay funding, supplemented by \$4.729 million in local funds.

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2016-2020 planning process. Funding sources for Fiscal Year 2015-2016 FPP's have not yet been confirmed.

### **SKYLINE COLLEGE - SOCIAL SCIENCE/CREATIVE ARTS COMPLEX**

**Project Description:** This project replaces the 77,587 gross square feet Fine Arts Building (Building 1). Built in 1969, the building is in need of extensive modernization to the extent that replacement becomes the more practical solution. The building provides teaching and learning spaces for the arts and social sciences including theatre, photography, painting, ceramics, music, digital arts, dance, paralegal, administration of justice, philosophy, psychology, history, and sociology.

**Total Project Cost:** The total project cost is \$32.117 million, with \$22.482 million requested State Capital Outlay funding, supplemented by \$9.635 million in local funds.

**Status:** If the CCCCCO approves this IPP, an FPP will be developed and submitted as part of the 2016-2020 planning process. Funding sources for Fiscal Year 2015-2016 FPP's have not yet been confirmed.

#### IV. Locally funded current and future projects

##### CAÑADA COLLEGE – BUILDING 1 CENTER FOR KINESIOLOGY AND DANCE

**Project Description:** The CCCCCO previously approved this FPP under the project name “Building 1 Physical Education Conversion & Code Compliance Upgrade.” At the request of the College, the FPP was revisited prior to resubmittal in 2011 to ensure that it reflected the current needs and priorities of the College, and was renamed as part of this process. Upon further study, staff has determined that the facility requirements associated with the College’s planned instructional programs will exceed the limitations of the State Capital Outlay Process, particularly the inclusion of an Aquatics Complex in the project. In view of the desired scope for this project, the growing backlog of projects in the queue for Capital Outlay funding, and continuing indications from the CCCCCO that physical education projects will not be prioritized for funding, the administration has elected to remove this project from the Capital Outlay funding queue, and to utilize future local general obligation bond funds to insure the project meets the needs of the institution. Consideration is being given to demolition and replacement of Building 1, in lieu of renovation of the existing 43 year old Building. Programs housed in this facility will allow completion of certificate degrees and transfers in Kinesiology, Fitness Professional, and Dance. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX<sup>1</sup> requirements. In addition, this project will add a classroom dedicated to the advancement of the Kinesiology and Fitness Professional programs.

**Total Project Cost:** A conceptual cost estimate for this project is \$32.500 million, to be funded by a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

##### CAÑADA COLLEGE – SOLAR ARRAY

**Project Description:** As part of a Districtwide study to explore opportunities to improve sustainability of operations, reduce utility expenditures, and model environmental stewardship to its students and to the community, the District commissioned a report to identify possible locations for a solar array on Cañada’s campus. The location was selected to provide maximum return on investment to the District. Consideration of campus functionality and the possibility of additional future expansion of campus facilities outside the range of time anticipated in this plan were also taken into account.

**Total Project Cost:** The cost estimate for this project is \$5.000 million. This project is to be funded via a future general obligation bond. Alternate funding sources, including PG&E incentives and Proposition 39 funding will also be pursued.

**Status:** Design will commence upon identification of funding.

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<sup>1</sup> Title IX is a 1972 federal civil rights law prohibiting discrimination in education programs and activities receiving federal funds. It was the first comprehensive federal law to prohibit sex discrimination in these institutions.

### **CAÑADA COLLEGE - SCIENCE/ALLIED HEALTH/WORKFORCE DEVELOPMENT BUILDING**

**Project Description:** The Facilities Master Plan identifies two possible locations for a new Science, Allied Health, and Workforce Development Building. Either location would help to anchor and define the North Quad area of the campus. The new building should also house large lecture halls to improve the utilization of campus facilities.

**Total Project Cost:** A conceptual cost estimate for this project is \$40.000 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **COLLEGE OF SAN MATEO - EDISON PARKING LOT PROJECT**

**Project Description:** Building 20 and the associated greenhouses are nearly 50 years old, in great disrepair, non-ADA compliant and grossly underutilized (most programs that had been located there have moved to the new College Center). The Board of Trustees approved the discontinuance of the Horticulture program. In addition, the one classroom located in Building 20 is not needed due to the fact that the College has added approximately 41,750 sq. ft. of new classroom, lab and office space over the past eight years. The District's facilities condition database indicates that all building systems in Building 20 are beyond their service life, except for the floor slab, exterior walls and roof. The FCI Facilities Condition Index for Building 20 is 68.36%, which indicates it is in very poor condition.

As a result, the Administration determined that it would be best to demolish Building 20 and the associated greenhouses; construct approximately 125-200 parking spaces (replacing 30-40 spaces now there); and retain a garden area to be used by science classes. Due to the opening of the new Building 10, new parking spaces on the east side of campus are definitely needed. The garden area (which currently is in great disrepair due to years of neglect) can be used for the plant species that are most critical to the College's biological sciences programs.

**Total Project Cost:** This project has an estimated cost of \$3.300 million and is funded by Measure A general obligation bond funds.

**Status:** The District plans to deliver this project via the Design-Build delivery method. The project is currently on hold pending resolution of legal challenges.

### **COLLEGE OF SAN MATEO - BUILDING 8 DEMOLITION AND NEW KINESIOLOGY BUILDING**

**Project Description:** The CCCCO has previously approved this project for Capital Outlay funding; however, the project remains unfunded. Upon further study, staff has determined that the facility requirements associated with the College's planned instructional programs will exceed the limitations of the State Capital Outlay Process. In view of the desired scope for this project, the growing back log of projects in the queue for Capital Outlay funding, and continuing indications from the CCCCO that physical education projects will not be prioritized for funding, the administration has elected to remove this project from the Capital Outlay funding queue, and to utilize future local general obligation bond funds to insure the project meets the needs of the institution. Consideration is being given to demolition and replacement of Building 8, in lieu of renovation of the existing 43-year-old building. Programs housed in this facility will allow

completion of certificate degrees and transfers in Kinesiology, Fitness Professional, and Dance. The project will include appropriate locker rooms to meet accessibility codes and to comply with Title IX requirements.

**Total Project Budget:** A conceptual cost estimate for this project is \$20.000 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **COLLEGE OF SAN MATEO – BUILDING 1 DEMOLITION**

**Project Description:** This Project will demolish Building 1 (24,930 GSF). Primary building occupants have moved into the locally funded, newly constructed, Building 10N. The 43-year-old Building 1 was constructed along with the core of the campus in 1963 and was among the first buildings built on the site. It has never undergone any substantive renovations or remodeling for the past 40 years. There are significant code compliance and infrastructure issues in the building. The building is tremendously inefficient with 24,930 gross square feet rendering only 15,954 square feet of assignable space. The cast-in-place concrete construction renders reconfiguration to meet code and infrastructure issues within an efficiently utilized space nearly impossible, and more costly than demolition and re-construction. If funds can be identified, the District would propose construction of a new code compliant and efficient District Computer Center on this site.

**Total Project Cost:** A conceptual cost estimate for this project is \$4.250 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **COLLEGE OF SAN MATEO – BUILDING 3 THEATER MODERNIZATION**

**Project Description:** This project proposes to complete the renovation of Building 3 Theater (27,027 GSF) to support the educational mission and performing arts at College of San Mateo. The theater has undergone partial renovations over the past 40 years; however, a substantive remodel and reconfiguration of spaces will address program needs and bring the facility into the 21st century. In addition to the programming changes, there are infrastructure issues that need to be corrected to meet the needs of the modern theater and associated support and office space. Included as part of this project will be classroom renovations including the introduction of smart classroom technologies, safety and security enhancements, installation of the District's electronic security system, improving the indoor air quality with substantive changes to the building's failing ventilations system, as well as modernizing zone controls, renovating restrooms, addressing ADA accessibility issues, installing a much-needed elevator and activating the Theater lobby.

**Total Project Cost:** A conceptual cost estimate for this project is \$5.000 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **COLLEGE OF SAN MATEO - BUILDING 12 MODERNIZATION**

**Project Description:** Building 12 is more than 45 years old and is the last building standing of the four that once housed science programs at College of San Mateo. In 2004, the College undertook construction of a new science facility using local bond funds to accommodate changing

programmatic needs and provide safer science facilities. After completion of the new facility, the space in Building 12 was classified as 'Unassigned' Room Type 050. As part of the Master Plan for reinvigoration of this campus, it is the intent of the College to renovate this inactive space to serve the growing requirement for multi-discipline lab and lab serve facilities. The existing electrical, plumbing, HVAC, data and security systems have exceeded their life cycle and serviceability. This project seeks to renovate and remodel approximately 8,990 assignable square feet of 'inactive' space for instructional and support facilities. In addition, the project provides elevator upgrades to address accessibility issues.

**Total Project Cost:** A conceptual cost estimate for this project is \$4.200 million, to be funded by a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **COLLEGE OF SAN MATEO - BUILDING 7 FACILITY MAINTENANCE CENTER DEMOLITION & RECONSTRUCTION**

**Project Description:** The Master Plan proposes to improve the College's ability to maintain its building assets by constructing a new Facilities Maintenance Center. The new center will replace the outdated and inadequate facility and provide appropriate administrative, operational, office, engineering, shop spaces and vehicle storage for the facilities and maintenance. The project scope also includes stabilization and upgrades for the corporation yard.

**Total Project Cost:** A conceptual cost estimate for this project is \$15 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **DISTRICT OFFICE / COLLEGE OF SAN MATEO – DATA CENTER AND PUBLIC SAFETY BUILDING**

**Project Description:** This new building at the College of San Mateo site will provide for the consolidation of the rapidly increasing information technology functions that service this multi-college district and are a necessary component to the advancement of college programs into the digital age. The District Computer Center provides technical support for the computer needs of both the academic programs and the administrative units throughout the District. The District Computer Center will be responsible for the operation and maintenance of all computer equipment and software, telephone system, website support and management, programming, repair of computers, receipt and preloading of computers, instructional support for faculty, training, Q&A support, and even e-Waste disposition and recycling. Some of the functions are currently performed in 4,452 ASF of the District Office building. Because of the inability to provide additional space in the building, the remaining functions are performed by using 9,000 ASF of swing space on the College of San Mateo campus which is scheduled to be demolished. Location of this new facility on the footprint of Building 1 on the College of San Mateo Campus is under consideration. The estimated cost noted below assumes this location, and includes the cost of demolition of Building 1, relocation of utilities as necessary, and accommodation of Districtwide and College of San Mateo Public Safety staff.

**Total Project Cost:** A conceptual cost estimate for this project is \$20.000 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **SKYLINE COLLEGE – BUILDINGS 19 & 20, PACIFIC HEIGHTS DEMOLITION AND NORTH CAMPUS IMPROVEMENTS**

**Project Description:** This project proposes to demolish two obsolete buildings, Buildings 19 and 20, located in the Pacific Heights section of the Skyline College campus. The project removes 26,832 ASF from the campus space inventory including 14,806 ASF of classroom, 7,870 ASF of class laboratory, 3,442 ASF of office, and 714 of other space. The project will terminate all utilities, remove all debris from the site, and landscape the area vacated by the buildings in a manner consistent with the existing campus.

**Total Project Cost:** A conceptual cost estimate for this project is \$10.000 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

### **SKYLINE COLLEGE – ENVIRONMENTAL STUDIES**

**Project Description:** With the increased sensitivity to and the growth in the green technologies, the College has experienced a growth in the in the environmental sciences program. The program is currently housed in scattered locations around the campus. This new building is to serve as a model for sustainability and a home to the programs that support these new technologies.

**Total Project Cost:** A conceptual cost estimate for this project is \$14.700 million.

**Status:** Design will commence upon identification of funding.

### **SKYLINE COLLEGE - CENTER FOR KINESIOLOGY AND HUMAN PERFORMANCE**

**Project Description:** The project proposes construction of 118,600 ASF/154,190 GSF of new facilities to respond to the growing demand for programs in fitness and wellness. These physical fitness programs at the College represent more than a third of the physical education program enrollment with 157 FTEs in 2006-2007; in the past, it has been as high as 271 FTEs. The demand is becoming difficult to keep pace with due to the competition in the use of existing PE spaces, many of which are not constructed to adequately support the fitness programs and are required for use in the other physical education programs which are growing as well. The Wellness Center facilities will include Fitness Training, Spinning classes, Sports Medicine Training, and an area for Yoga, Dance & Pilates. These spaces are significantly different than the main gym floor and the weight rooms that currently make up the main gym. In addition, the planned location of this building near the new Cosmetology/Multicultural Building, constructed using local funds, brings the Cosmetology & Wellness programs together and will allow the programs to appeal to a broader audience of students and public patrons who might not be aware of the diverse offerings that Skyline College can provide. In preparation for construction of this facility, temporary Buildings 31, 32, 33, 34 and 35 will be demolished.

**Total Project Cost:** A conceptual cost estimate for this project is \$77.500 million. This project is to be funded via a future general obligation bond.

**Status:** Design will commence upon voter approval of a future general obligation bond.

## **SKYLINE COLLEGE AND COLLEGE OF SAN MATEO – RENEWABLE AND ALTERNATIVE ENERGY PROJECTS**

**Project Description:** As part of a Districtwide study to explore opportunities to improve sustainability of operations, reduce utility expenditures, and model environmental stewardship to its students and to the community, the District is working to identify possible types and locations for renewable and alternative energy installations. Technologies being considered include micro-wind turbines, fuel cells and / or micro-turbine co-generation units. Potential installations will be evaluated based upon proven performance track records, integration with campus aesthetics and operations, and financial performance. Consideration of campus functionality and the possibility of additional future expansion of campus facilities outside the range of time anticipated in this plan will also be taken into account.

**Total Project Cost:** Project costs cannot be estimated at this time, pending identification of appropriate technologies and locations for installations. This project is to be funded via a future general obligation bond. Alternate funding sources, including PG&E incentives and Proposition 39 funding will also be pursued.

**Status:** Design will commence upon identification of funding.

### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize submission of the District's 2015-2019 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office, along with related Initial and Final Project Proposals seeking State Capital Outlay Funding.

**BOARD REPORT NO. 13-6-105B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**ADOPTION OF THE 2013-14 TENTATIVE BUDGET**

In accordance with State law, the Tentative Budget must be adopted by the Board of Trustees on or before July 1, 2013. The budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2012-13 year-end close activities. The Tentative Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board of Trustees for approval on September 25, 2013.

The Tentative Budget is derived from revenue projections based upon the latest information available from the State Chancellor's Office and estimates for local revenue. Expenditure projections are based upon data currently available relating to District obligations, set-asides, and site allocations. The Tentative Budget is a compilation of information presented to the Board subsequent to adoption of the 2013-14 Budget and Planning Calendar on January 23, 2013.

**RECOMMENDATION**

To meet the California Code of Regulations, Section §58305 requirements for Tentative Budget approval, to proceed with the orderly closing of the 2012-13 accounting records, and to begin 2013-14 disbursements in July 2013, it is recommended that the Board of Trustees adopt the following Tentative Budget:

General Fund, Unrestricted	\$ 145,659,402
General Fund, Restricted	20,611,486
Self-Insurance Fund	9,981,881
Debt Service Fund	55,359,391
Capital Projects Fund	124,014,055
Bookstore Fund	16,520,996
Cafeteria Fund	637,506
San Mateo Athletic Club/Aquatic Center (SMAC)	4,065,812
Child Development Fund	1,157,278
San Mateo Parcel Tax (Measure G)	10,180,307
Trust Funds (Financial Aid)	23,301,691
Reserve Fund for Post-Retirement Benefits	<u>15,328,429</u>

**TOTAL – ALL FUNDS** **\$ 426,818,234**

THE TENTATIVE BUDGET REPORT provides a summary of 2013-14 the State budget and District budget planning information. It focuses primarily on the Unrestricted General Fund; however, preliminary information is also included about other District funds shown in detail on Exhibits B through L.

Governor Brown presented his customary annual May Revise on May 14<sup>th</sup>. He remarked that it is “prudent, not exuberant.” After several years of State deficits, the budget proposes to be balanced with a surplus. The Governor expressed his plan to create a different fiscal environment from the past and is committed to fiscal restraint. Note that the proposed budget does not account for long term pension and medical benefit liabilities.

According to the Department of Finance, the surge in revenue of \$4.5 billion was unexpected and they acknowledged that the bulk of this is one time, not ongoing which will not address recent cuts. The surplus is attributed to the passage of ballot initiatives by voters in November 2012. A recent poll by the Public Policy Institute of California (PPIC) shows that Californians are more optimistic about the economy in the coming year.<sup>1</sup> In addition to an improving housing market nationally and locally, numbers released by the U.S. Bureau of Labor Statistics reinforces this sentiment as the State’s unemployment rate dropped from 9.4% to 9% in April.<sup>2</sup> Additionally, the UCLA Anderson forecast anticipates the national unemployment rate to average 7.1% in 2014.

### **May Revision**

State Vice Chancellor Dan Troy summarized the highlights of the May Revision as it relates to California Community Colleges (CCCs) below:

#### **Policy Proposals**

- 1) 90-unit cap proposal withdrawn
- 2) Census proposal withdrawn
- 3) Online proposal does not change
- 4) FAFSA: require BOG to develop process for determining student independence (e.g., prior year tax return). Allow one term grace period for completion of FAFSA.

#### **Adult Education**

- Initial proposal withdrawn
- \$30M, to be spent over two years, is proposed for planning of regional adult education programs (consortium that could include CCDs, K-12, CBOs, jails, etc.)
- Plan is for \$500M to be appropriated in 2015-16
- Entities participating in consortia must maintain 2012-13 effort to be eligible for any new funds
- All programs funded at CDCP rate
- Instructor qualifications subject to consortium plans

#### **Budget Year**

- About \$227M in programmatic funds (\$30M more than was proposed in January)
- The Governor would allocate the funds as follows:
  1. \$87.5M for COLA (1.57%),
  2. \$89.4M to restore access (1.63%)
  3. \$50M for the Student Success and Support Program (the old Matriculation program) with an allowance that up to \$7M could be shifted from that amount to develop e-transcript and e-planning tools.

<sup>1</sup> Sacramento Bee, “Poll: Californians back governor’s budget, school plan”, May 29, 2013

<sup>2</sup> Sacramento Bee “California unemployment rate drops to 9% in April”, May 17, 2013

**Deferral Buy Down**

- The Governor proposes to use the current year increase in Proposition 98 obligations to pay down an additional \$179.9M in deferrals. This would reduce the total system-wide deferral to \$621.2M.
- The Governor would further pay down an additional \$64.5M in deferrals in the budget year, reducing the system-wide deferral to \$557.5M.

**Redevelopment Agencies (RDAs)**

Statute passed concurrent with the 2012-13 budget requires the State to backfill any shortage in property taxes related to the dissolution of RDAs that were assumed as part of the community college budget. This triuing up process is required to be done on or before June 30.

**Overview of the May Revision**

Notable changes in the May Revision include:

- K-14 Proposition 98:
  - Proposition 98 increase of \$2.9 billion attributed to higher revenues
  - Refinements to both the K-12 local control funding formula and the adult education proposal
  - Faster deferral buy-down schedule than identified in January
  - \$1B of one-time revenue to address K-12 professional development surrounding common core
- Medi-Cal expansion in response to the federal affordable care act
- Changes to the Enterprise Zone Program
- Select backfill of federal sequestration reductions
- No restoration of funding for health and human services program.

Both houses of the legislature have taken formal actions on the May Revision based on the Legislative Analyst's higher revenue estimates projected at \$3.2 billion more than the Governor's. The Conference committee comprised of 2 Republicans and 6 Democrats had been meeting for weeks to review the Governor's proposal, the Senate plan and the Assembly budget package. The Assembly and Senate disagreed on a number of specific spending issues and jointly disagree with Governor Brown on State spending and proposed to commit about \$2 billion more than he wants. Interestingly, unlikely in previous years, the Republicans support the Governor.

At this writing, the differences have been resolved as preparations are underway for final voting by the legislature before the June 15<sup>th</sup> constitutional deadline. The Governor, Senate and Assembly have reached a deal on major elements of the budget. Many of the details will not be known for some time as the budget package undergoes more analyses during the summer months.

**District Budget Planning**

The District finds itself in an enviable position since becoming an "excess tax school entity," more commonly referred to as "basic aid" or "self-supporting." Predictability is the biggest advantage of being basic aid as funding is derived primarily from local property taxes rather than State apportionment. As such, many of the increases to higher education in the State budget do not necessarily apply to us.

In his year-end message, Chancellor Galatolo stated that we are in the best financial shape than we have been in years. This allows us to invest in our existing faculty and staff as well as grow and rebuild our Colleges to address the current and future needs of our community.

While the news is favorable for our District, we must remain vigilant to protect our basic aid status because any legislative change to the existing funding formula could be detrimental to the stable and predictable inflow of local taxes from our County. We are keeping a watchful eye on actions by Sacramento. To further ensure that we remain well informed on legislative and system-wide issues, Chancellor Galatolo recently became an executive board member of the Community College League of California and will be vice president next year.

### ***Redevelopment Review***

The dissolution of Redevelopment Agencies (RDAs) has greatly contributed to the District's becoming basic aid. We are anticipating more than \$5 million in RDA proceeds by the end of fiscal year 2013-14.

While controversy and litigation surrounds the elimination of RDAs throughout the State, our financial experts have taken a leadership role – at both the local and State level – to ensure that we receive all of the resources we are entitled to by law. The four District representatives have been actively participating at all thirteen oversight committees throughout the County to verify and oversee the transfer of funds. Recent discussions have included issues regarding asset disposition and auditing.

The District will continue to receive redevelopment funds in the future, and some agreements with RDAs require that funds be spent to benefit the community such as athletic fields. We have also used RDA money to subsidize the Childcare Centers at Skyline and College of San Mateo as well as to purchase equipment for the College instructional laboratories.

The California Redevelopment Association provides the following informative description of how RDAs were created.<sup>3</sup> Note that with the elimination of RDAs, these activities will have to be underwritten by the cities and counties as well as through private investment.

### ***What is redevelopment?***

*Redevelopment is a process authorized under California law that enables local government entities to revitalize deteriorated and blighted areas in their jurisdictions. Redevelopment agencies develop a plan and provide the initial funding to launch revitalization of identified areas. In doing so, redevelopment encourages and attracts private sector investment that otherwise wouldn't occur. Redevelopment activities create jobs and expand business opportunities, provide housing for families most in need, help reduce crime, improve infrastructure and public works, and cleanup of environmentally-threatened and rundown areas.*

*.... Redevelopment agencies support jobs, replace and upgrade infrastructure such as streets, water lines, and sewers, fund affordable housing, provide community facilities, clean-up contaminated properties, and encourage sustainable communities.*

### ***How does redevelopment affect other local jurisdictions (counties, cities, school districts, special districts)?***

*Redevelopment activities increase property values – and thus property tax revenues – for all local jurisdictions within a project area. When a redevelopment project area is established, other taxing jurisdictions continue to receive property taxes levied on the assessed value of property in the project area at the time the redevelopment plan was adopted. This is called the “base.” Additionally, jurisdictions share in a percentage of the increase in property tax revenues resulting from redevelopment activities. Redevelopment agencies keep a greater portion of these increases in order to pay back the debt that was incurred to jump-start revitalization of an area. Once the debt is paid off and the project area dissolved all taxing jurisdictions receive their proportional shares of the full amount of property tax from the increased property values.*

### **District Cash Flow**

As the District is currently receiving property tax dollars in December and April, the Board of Trustees approved a resolution authorizing the issuance of Tax and Revenue Anticipation Notes (TRANS) not to exceed \$30 million

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<sup>3</sup> [http://www.calredevelop.org/tools/what\\_is\\_redevelopment.aspx](http://www.calredevelop.org/tools/what_is_redevelopment.aspx)

to provide the necessary cash flow to fund District operations from July to December prior to the receipt of property tax revenues.

### Measure G

The District is fortunate to have this funding source to help continue its mission of serving the educational needs of students in our community. The parcel tax has allowed for stability and maintenance of high demand courses and programs.

For 2013-14, the Colleges' allocations are relatively close to those approved by the Board for 2012-13 and adjusted based on what has been received as of May 2013:

Cañada College	\$2,300,000
College of San Mateo	\$2,300,000
Skyline College	\$2,300,000

### 2013-14 Revenue Projection

The revenue estimates are based primarily upon local property taxes, redevelopment funds, and student fees. The District has prepared an estimate of its base revenue taking into consideration a set of factors that include enrollment and higher property tax assessed valuation. The District's total revenue projection is \$126,351,224 which is \$11,103,238 more than last fiscal year's final budget. A portion of the revenue increase from Proposition 30's Educational Protection Account (EPA) funding is expected to total \$3.8 million in 2013-14.

For 2013-14, the assumptions include:

1. Basic Aid status continues in 2013-14.
2. 2013-14 FTES based on estimated funded growth over 2012-13 FTES goals.
3. 2013-14 Non-resident FTES based on International Education Plan.
4. 1.65% State revenue COLA.
5. 1.4% State funded growth.
6. Deficit factor on State revenue projected does not apply to basic aid districts.
7. 3% inflation on certain expenses.
8. Utilities and benefits are based on 2012-13 increase over 2011-12.
9. No increase for full time faculty outside of what Colleges fund from their site allocations.
10. Fixed costs are based on best guesses for now.
11. No salary compensation settlement.
12. No student fee increase (currently at \$46 per unit).

Revenue estimates are based on the assumptions listed above and expenditures include costs to continue ongoing operations. The following tables summarize projected revenues and expenditures. In addition to annual inflationary cost increases, costs include those associated with providing health and medical benefits to active and retired employees, increases in insurance premiums, technology upgrades and maintenance as well as utilities.

Revenues	2012-13 Final Budget	2013-14 Tentative	\$ Change
Base Revenue:	\$106,401,394	\$112,700,274	\$6,298,880
Property Taxes	95,230,606	99,289,984	
RDA AB1290	156,865	147,861	
RDA residual	2,215,602	3,370,936	
Student Fees	8,798,321	9,891,493	
Basic Skills/Prop 30	0	3,800,000	3,800,000
Lottery	2,367,590	2,400,000	32,410
State PT Faculty Parity	385,618	385,618	0
P/T Faculty Office Hours/Med.	245,772	245,772	0

Apprenticeship	62,150	62,150	0
Non-Resident Tuition	2,171,023	2,495,971	324,948
Interest	1,100,000	1,200,000	100,000
Mandated Costs	0	547,000	547,000
Miscellaneous	2,514,439	2,514,439	0
<b>Total</b>	<b>\$115,247,986</b>	<b>\$126,351,224</b>	<b>\$11,103,238</b>

<b>Expenditures</b>	<b>2012-13 Final Budget</b>	<b>2013-14 Tentative</b>	<b>\$ Change</b>
Site Allocations with Benefits	\$92,685,156	\$96,624,725	\$3,939,569
Other Employee Benefits	2,052,929	2,052,929	0
Retiree Benefits	7,368,800	7,589,864	221,064
Formula Adjustments	1,970,504	1,876,449	(94,055)
Apprenticeship	62,150	62,150	0
Other Exp (Int'l Ed, Comm Ed)	2,136,000	2,132,000	(4,000)
Utilities	4,077,127	4,518,788	441,661
Salary Commitments	1,454,808	1,923,789	468,981
Managed Hiring	2,000,000	2,001,000	1,000
Insurance	1,139,723	1,160,326	20,603
Consultant/Legal/Election	482,000	716,000	234,000
Staff Development	296,743	296,743	0
Software/Hardware/Telephone	1,228,043	1,789,215	561,172
Miscellaneous Expenses	727,390	3,547,250	2,819,860
Museum of Tolerance	0	60,000	60,000
<b>Total</b>	<b>\$117,681,373</b>	<b>\$126,351,228</b>	<b>\$8,669,855</b>

The Tentative Budget is balanced with the estimated expenditures equal to projected revenues. The Tentative Budget will be revised to include any changes resulting from the enacted State budget and the 2012-13 fiscal year-end numbers along with existing fund balances.

### 2012-13 Ending Balance Estimates

In anticipation of budget shortfalls, the Colleges and District Office have diligently saved throughout the fiscal year to augment their ending balances. The sites rely on the ending balances to partially cover unanticipated expenses during the year. These savings will be used to mitigate the impact of past reductions as a temporary solution as the sites begin to seek permanent solutions and develop plans to sustain a balanced budget.

The current projections of 2012-13 ending balances submitted by the Budget Offices at each site for the Tentative Budget are as follows:

Cañada College	\$630,520
College of San Mateo	\$1,224,960
Skyline College	\$1,275,048
District Office	\$550,500
Facilities	\$979,500

### 2013-14 Estimated Beginning Balance

The beginning balance is estimated at \$19,741,667 and includes reserves of 5% according to Board policy. Details of the Unrestricted General Fund are detailed in Exhibit A. The remaining balance originates from specific projects and activities in 2012-13 and will be carried over into the new fiscal year as committed to these

purposes. The current estimate is subject to change when final amounts become available following year-end close of the District’s financial records.

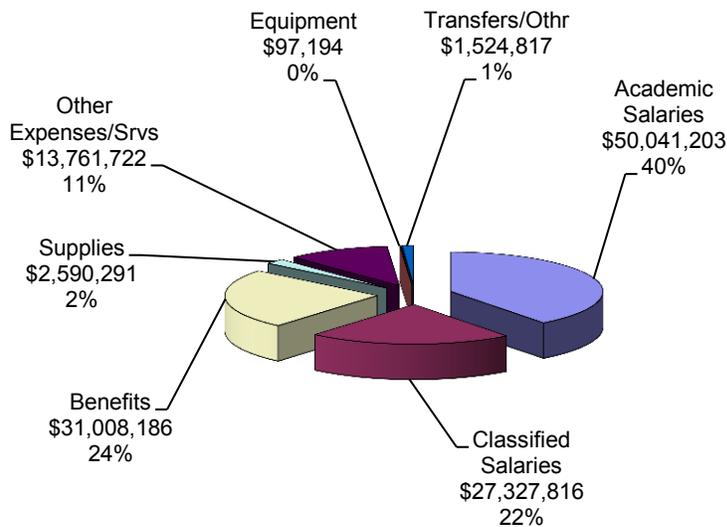
**2013-14 Site Allocations**

The site allocations for the Tentative Budget have been adjusted for step, column, and longevity increases according to the resource allocation model. Benefits are managed at each of the sites. The allocations will be adjusted for the adopted budget as necessary.

<u>Site</u>	<u>Allocation total with benefits</u>
Cañada College	\$17,024,179
College of San Mateo	28,430,460
Skyline College	29,952,243
District Office	10,970,522
Facilities	10,247,321

The major functional uses of the unrestricted general fund budget are illustrated below by major account category.

<b>Account Category</b>	<b>2012-13 Final Budget</b>	<b>2013-14 Tentative</b>	<b>\$ Change</b>
Certificated Salaries	\$46,221,463	\$50,041,203	\$3,819,740
Classified Salaries	27,674,180	27,327,816	(346,364)
Employee Benefits	29,334,823	31,008,186	1,673,363
Supplies/Materials	6,462,499	2,590,291	(3,872,208)
Operating Expenses	17,476,355	13,761,722	(3,714,633)
Capital Outlay	218,253	97,194	(121,059)
Transfers/Other	1,577,924	1,524,817	(53,107)
<b>Total</b>	<b>\$128,965,497</b>	<b>*\$126,351,228</b>	<b>\$(2,614,269)</b>



\*Does not include beginning balance/carryover as final figures will not be known until after the 2012-13 books are closed

## San Mateo County Community College District

# California Community Colleges

## Sound Fiscal Management

### 2013-14 Self-Assessment Checklist

#### 1. Deficit Spending - Is this area acceptable? **Yes / No**

- Is the district spending within their revenue budget in the current year?
  - Yes, the district will have a surplus in 12/13 and a balanced budget for 13/14.
- Has the district controlled deficit spending over multiple years?
  - Yes, the District's unrestricted GF Net Change in Fund Balance for 2008/09 was \$4,217,848, for 2009/10 was \$1,447,475, for 2010/11 was \$4,647,752 and for 2011/12 was (\$1,024,052). The unrestricted GF Net Change in Fund Balance for 2012/13 is projected to be a surplus, and the ending fund balance continues to be significantly above the 5% level.
- Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?
  - Yes, by fund balance, revenue increases (growth) and expenditure reductions.
- Are district revenue estimates based upon past history?
  - District revenue estimates are based upon a combination of past history as well as projections for local property tax growth in assessed valuation and changes to redevelopment agency funding.
- Does the district automatically build in growth revenue estimates?
  - The District is now building in changes in assessed valuation and consequent changes in property taxes received. State growth funding no longer affects the District.

#### 2. Fund Balance – Is this area acceptable? **Yes / No**

- Is the district's fund balance stable or consistently increasing?
  - The District's fund balance is fairly stable, increasing over the last 3 years to partially account for increases in spending and a conservative approach to budgeting revenue. The fund balances were \$14,530,400 in 2008/09, \$15,977,878 in 2009/10, \$20,625,632 in 2010/11 and \$19,601,578 in 2011/12.
- Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?
  - The fund balance is increasing due to both expenditure reductions and revenue increases.

#### 3. Enrollment - Is this area acceptable? **Yes / No**

- Has the district's enrollment been increasing or stable for multiple years?
  - Yes. The District's enrollment had increased every year since 2005/06, but in 2009/10, due to state workload reductions, the District was over the funded enrollment cap, so enrollment was reduced in 2010/11, 2011/12 and 2012/13.
- Are the district's enrollment projections updated at least semiannually?
  - The District's enrollment projections are updated at P-1 and P-2.
- Are staffing adjustments consistent with the enrollment trends?
  - The colleges adjust their adjunct faculty budgets to match their enrollment projections.
- Does the district analyze enrollment and full time equivalent students (FTES) data?
  - Yes. The CBO works with the VPIs to review the enrollment estimates and compare the trends to historical data.
- Does the district track historical data to establish future trends between P-1 and annual for projection purposes?
  - Yes. The historical data includes P-1, P-2 and P-Annual and includes a review of the estimates after P-A.
- Has the district avoided stabilization funding?

## San Mateo County Community College District

- Yes. The District has achieved its funded enrollment cap every year from 2005/06 through 2010/11. With the advent of Basic Aid status, the District is no longer eligible for stabilization funding.

**4. Unrestricted General Fund Balance – Is this area acceptable? Yes / No**

- Is the district's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?
  - The District's unrestricted GF balance has consistently been 9%- 18% for the last several years, however, the District's policy is to budget for a 5% reserve.
- Is the district's unrestricted fund balance maintained throughout the year?
  - Mostly, although the District does not do mid-year accruals of revenue and some sources of revenue lag, such as lottery. If the accruals were done, the balance would be fairly consistent.

**5. Cash Flow Borrowing - Is this area acceptable? Yes / No**

- Can the district manage its cash flow without interfund borrowing?
  - Yes, although the state deferrals of payments to the District necessitate a large TRANS and some interfund borrowing has been necessary. With the advent of Basic Aid status, the District will be relying even more on the TRANS.
- Is the district repaying TRANS and/or borrowed funds within the required statutory period?
  - Yes.

**6. Bargaining Agreements - Is this area acceptable? Yes / No**

- Has the district settled bargaining agreements within new revenue sources during the past three years?
  - The District reached agreement with all 3 unions for an increase of salary and benefits for 2012/13. The District is currently in negotiations with all 3 unions for a 3 year agreement.
- Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?
  - The analyses have been ongoing.
- Did the district correctly identify the related costs?
  - Yes, increases in statutory as well as health and welfare benefits are included in the total cost when any analysis is done.
- Did the district address budget reductions necessary to sustain the total compensation increase?
  - Budget reductions have not been necessary in the past and are not necessary for these settlements.

**7. Unrestricted General Fund Staffing - Is this area acceptable? Yes / No**

- Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?
  - Permanent staff are controlled through position control and are budgeted out of each entity's site allocation, which is derived in the budgeting process from ongoing revenues.
- Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)?
  - According to the Chancellor's Office Trend Analysis, in 2008/09 the District was at 85.6%, in 2009/10 the District was at 83.9%, in 2010/11 the District was at 79.1% and in 2011/12 the District was at 81.8%.

**8. Internal Controls - Is this area acceptable? Yes / No**

- Does the district have adequate internal controls to insure the integrity of the general ledger?
  - Yes. The District has had no audit findings for internal controls.
- Does the district have adequate internal controls to safeguard the district's assets?
  - Yes. The District has had no audit findings for internal controls.

## San Mateo County Community College District

**9. Management Information Systems - Is this area acceptable? Yes / No**

- Is the district data accurate and timely?
  - Banner is real time and information is updated automatically in a variety of instances.
- Are the county and state reports filed in a timely manner?
  - All reports are filed on time.
- Are key fiscal reports readily available and understandable?
  - Banner reports are readily available and managers are trained in Banner.

**10. Position Control – Is this area acceptable? Yes / No**

- Is position control integrated with payroll?
  - Position control was integrated with payroll when Banner payroll was implemented in January, 2007.
- Does the district control unauthorized hiring?
  - With the implementation of Banner payroll, all positions are approved in advance and no person can receive a paycheck without having their paperwork entered into Banner by HR staff and being assigned to an approved position.
- Does the district have controls over part-time academic staff hiring?
  - Part-time academic staff hiring is done by the Instruction Offices and reviewed by Human Resources.

**11. Budget Monitoring - Is this area acceptable? Yes / No**

- Is there sufficient consideration to the budget, related to long-term bargaining agreements?
  - All District proposals are costed out for at least 3 years prior to finalizing the proposals.
- Are budget revisions completed in a timely manner?
  - Budget revisions are taken to the Board twice a year.
- Does the district openly discuss the impact of budget revisions at the board level?
  - The Board has to approve the revisions. Any use of contingency funds must be approved by a 2/3 majority of the Board.
- Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?
  - Since the District has a history of multi-year agreements, the budget has not had to be revised, but can be planned in advance.
- Has the district's long-term debt decreased from the prior fiscal year?
  - Yes. The District has issued all of its General Obligation Bonds approved by the voters and is starting to repay them.
- Has the district identified the repayment sources for the long-term debt?
  - General obligation bonds are paid through property taxes.
- Does the district compile annualized revenue and expenditure projections throughout the year?
  - The District Committee on Budget and Finance reviews revenue projections for the current and future years.

**12. Retiree Health Benefits - Is this area acceptable? Yes / No**

- Has the district completed an actuarial calculation to determine the unfunded liability?
  - The District completes an actuarial study every two years and last completed a study in April 2013.
- Does the district have a plan for addressing the retiree benefits liabilities?
  - The District is on a pay as you go plan for current retirees, but had also been setting aside \$1.5M annually and reached a peak of over \$33M set aside. The District established an OPEB trust and is in the process of funding the District's long term liabilities for post-employment health benefits. The District has established a self-assessment for future

## San Mateo County Community College District

OPEB benefits in line with the actuarial study. In addition, the District capped lifetime benefits in the 1990's.

**13. Leadership/Stability - Is this area acceptable? Yes / No**

- Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer and Board of Trustees)?
  - The District hired a new president for Cañada College in January 2013. The position was vacated due to retirement. One Board member retired on May 1. There has been no turnover in the CEO or CBO.

**14. District Liability – Is this area acceptable? Yes / No**

- Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?
  - Yes, this is done as part of the year-end close every year.
- Has the district set up contingent liabilities for anticipated settlements, legal fees, etc?
  - None are currently needed.

**15. Reporting – Is this area acceptable? Yes / No**

- Has the district filed the annual audit report with the System Office on a timely basis?
  - The audit was filed in December 2012 for 2011/12. The current contract with the auditors specifies that the audit must be complete and filed by December 31.
- Has the district taken appropriate actions to address material findings cited in their annual audit report?
  - There have been no material findings. The District has addressed the State compliance findings.
- Has the district met the requirements of the 50 percent law?
  - Yes.
- Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?
  - Yes, all have been timely.

San Mateo County Community College District

Exhibit A-1

**2013-14 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND  
NET BEGINNING BALANCE (PRIOR YEAR CARRYOVER)**

	<b>Final Budget 2011-12</b>	<b>Tentative Budget 2012-13</b>	<b>Final Budget 2012-13</b>	<b>Tentative Budget 2013-14</b>
<b>ESTIMATED NET BEGINNING BALANCE</b>				
Carryover Balances - Committed but unexpended				
Professional Development	\$249,725	\$250,000	\$261,460	\$245,000
Program Improvement	21,006	10,500	0	0
Staff Development	118,270	100,000	119,335	100,000
Duplicating Equipment Upgrade	20,179	18,000	20,179	18,000
CSM Science Sales	6,402	4,000	4,761	4,000
SFSU Nursing Program	281,811	280,000	355,026	262,000
College Events Funds	127,469	120,000	132,920	100,000
Emergency Preparedness	354,790	315,000	379,347	320,000
Fleet Program	22,304	15,000	26,204	15,000
Equipment Surplus	36,384	30,000	35,227	30,000
Satellite Dish Contracts	605,581	630,000	803,576	720,000
Apprenticeship Programs	49,090	85,000	92,639	80,000
College International Programs	0	75,000	1,061,331	130,000
Skyline Tech Replacement	0	120,000	122,145	200,000
President's Innovation Fund	18,176	38,000	41,029	35,000
Contingency Increment	0	54,909	0	433,492
Other Miscellaneous Projects	1,039,362	636,000	2,654,558	2,183,200
Subtotal	\$2,950,549	\$2,781,409	\$6,109,737	\$4,875,692
Savings for Rebudgeting				
Cañada College	828,646	679,141	823,327	630,520
College of San Mateo	959,459	1,149,680	1,803,947	1,224,960
Skyline College	988,995	942,629	1,342,737	1,275,048
Chanc. Office/Facilities	784,757	907,961	1,260,460	1,530,000
Subtotal	\$3,561,857	\$3,679,411	\$5,230,471	\$4,660,528
ESTIMATED COMMITMENTS/SAVINGS TO REBUDGET	\$6,512,406	\$6,460,820	\$11,340,208	\$9,536,220
Reserve for Contingency	\$6,029,412	\$5,813,368	\$5,884,069	\$6,317,561
Revolving Fund, and General Reserve	0	0	0	0
Subtotal	\$6,029,412	\$5,813,368	\$5,884,069	\$6,317,561
Unrestricted Balance	8,083,814	0	2,377,303	3,887,885
<b>TOTAL ESTIMATED NET BEGINNING BALANCE</b>	<b>\$20,625,632</b>	<b>\$12,274,188</b>	<b>\$19,601,580</b>	<b>\$19,741,667</b>
<b>INCOME ASSUMPTIONS</b>				
<b>ESTIMATED CURRENT INCOME</b>				
Property Taxes and Fees	102,602,469	109,606,028	106,401,394	111,420,053
Redevelopment Funds	2,120,617	-5,004,429	0	5,080,221
Lottery	2,400,000	2,590,000	2,367,590	2,400,000
State Part-Time Faculty Support	628,736	627,423	631,390	631,390
Apprenticeship Programs	99,800	62,150	62,150	62,150
Non-Resident Tuition	1,688,341	1,959,253	2,171,023	2,495,971
Interest Income	1,000,000	1,000,000	1,100,000	1,200,000
Miscellaneous Income	1,720,500	1,190,500	2,514,439	3,061,439
TOTAL ESTIMATED CURRENT INCOME	112,260,464	112,030,925	115,247,987	126,351,224
<b>TOTAL INCOME + NET BEGINNING BALANCE</b> <b>(Unrestricted General Fund)</b>	<b>\$132,886,096</b>	<b>\$124,305,113</b>	<b>\$134,849,567</b>	<b>\$146,092,891</b>

San Mateo County Community College District

Exhibit A-2

**2013-14 TENTATIVE BUDGET - UNRESTRICTED GENERAL FUND  
ESTIMATED EXPENDITURES**

	<b>Final Budget 2011-12</b>	<b>Tentative Budget 2012-13</b>	<b>Final Budget 2012-13</b>	<b>Tentative Budget 2013-14</b>
<b>EXPENDITURE PLAN</b>				
<b>ESTIMATED 2009-10 CARRYOVER</b>				
<b>COMMITMENTS</b> (From Previous Page)	\$2,950,549	\$2,781,409	\$6,109,737	\$4,875,692
Contingency Increment (Included below)	0	(54,909)	0	(433,489)
<b>ESTIMATED SAVINGS FOR</b>				
<b>REBUDGETING</b> (From Previous Page)	3,561,857	3,679,411	5,230,471	4,660,528
<b>COMMITMENTS AND REBUDGETED SAVINGS</b>	<b>\$6,512,406</b>	<b>\$6,405,911</b>	<b>\$11,340,208</b>	<b>\$9,102,731</b>
<b>ESTIMATED CURRENT EXPENDITURES:</b>				
Site Allocations				
College/District Base Allocations	91,744,384	91,535,202	92,685,156	96,624,725
Formula Adjustments/Contracts	877,161	877,161	1,970,504	1,876,449
Apprenticeship Programs	62,150	62,150	62,150	62,150
Salary commitments	2,664,571	3,524,874	1,454,808	1,923,789
<b>Districtwide Obligations</b>				
Other Employee/Retiree Benefits	7,788,000	10,355,205	9,421,729	9,642,793
Utilities	4,050,648	4,179,054	4,077,127	4,518,788
Insurance	1,098,422	1,133,242	1,139,723	1,160,326
Soft/Hardware Maintenance Contracts	1,134,319	1,228,043	1,228,043	1,789,215
<b>Special Appropriations</b>				
FTES Growth	0	0	0	0
Managed Hiring	1,358,000	1,358,000	2,000,000	2,001,000
Resource Allocation Model	0	0	0	0
Other Expenses (i.e. Int'l Ed, Comm Ed)	3,397,919	1,263,000	2,136,000	2,132,000
Consultants/Legal Expense	200,000	212,680	282,000	516,000
Election	200,000	200,000	200,000	200,000
Program Improvement	0	0	0	0
Classified Staff Development	50,000	50,000	50,000	50,000
Management Staff Development	19,492	10,543	9,743	9,743
Professional Development	245,000	236,200	237,000	237,000
Technology Advancement	0	0	0	0
Miscellaneous Expenses	0	0	727,390	3,547,250
Museum of Tolerance	0	0	0	60,000
<b>ESTIMATED CURRENT EXPENDITURES</b>	<b>\$114,940,066</b>	<b>\$116,225,354</b>	<b>\$117,681,373</b>	<b>\$126,351,228</b>
<b>TOTAL ESTIMATED EXPENDITURES</b> including carryover	<b>\$121,452,472</b>	<b>\$122,631,265</b>	<b>\$129,021,581</b>	<b>\$135,453,959</b>
Reserve for Contingency	\$6,101,537	\$6,156,446	\$5,884,069	\$6,317,561
Revolving Fund, Stores, & General Reserve	0	0	0	0
Unallocated Ending Balance	8,083,814	7,125,500	2,377,303	3,887,885
Estimated Marginal Revenue/Deficit	-8,025,539	-4,194,429	-2,433,387	0
<b>TOTAL EXPENDITURES + RESERVES</b> <b>(Unrestricted General Fund)</b>	<b>\$127,612,284</b>	<b>\$131,718,782</b>	<b>\$134,849,566</b>	<b>\$145,659,405</b>

\*Minor differences due to rounding.

San Mateo County Community College District

Exhibit B

**2013-14 TENTATIVE BUDGET - SELF-INSURANCE FUND**

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 8,629,439	\$ 8,772,642	\$ 8,772,642	\$ 8,881,881
ESTIMATED INCOME				
Self Insurance Transfer	1,763,716	1,090,000	1,042,847	1,100,000
TOTAL ESTIMATED INCOME	<u>\$ 1,763,716</u>	<u>\$ 1,090,000</u>	<u>\$ 1,042,847</u>	<u>\$ 1,100,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 10,393,155</u>	<u>\$ 9,862,642</u>	<u>\$ 9,815,489</u>	<u>\$ 9,981,881</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 183,817	\$ 190,000	\$ 153,292	\$ 165,000
Benefits	78,472	82,000	73,886	79,530
Supplies	-	10,000	1,500	10,000
Operating Expenses	1,358,224	1,000,000	704,930	750,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 1,620,513</u>	<u>\$ 1,282,000</u>	<u>\$ 933,608</u>	<u>\$ 1,004,530</u>
TOTAL ENDING BALANCE	<u>\$ 8,772,642</u>	<u>\$ 8,580,642</u>	<u>\$ 8,881,881</u>	<u>\$ 8,977,351</u>
TOTAL EXPENDITURES AND ENDING BALANCE	<u>\$ 10,393,155</u>	<u>\$ 9,862,642</u>	<u>\$ 9,815,489</u>	<u>\$ 9,981,881</u>

San Mateo County Community College District

Exhibit C

**2013-14 TENTATIVE BUDGET - DEBT SERVICE**

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 22,040,502	\$ 23,632,460	\$ 23,632,460	\$ 25,479,391
ESTIMATED INCOME				
Interest	\$ 252,532	\$ 190,000	\$ 226,650	\$ 230,000
Property Taxes	28,808,707	28,880,000	28,000,000	29,500,000
Transfer In			-	-
Others	184,835	150,000	140,000	150,000
TOTAL ESTIMATED INCOME	<u>29,246,074</u>	<u>29,220,000</u>	<u>28,366,650</u>	<u>29,880,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 51,286,576</u>	<u>\$ 52,852,460</u>	<u>\$ 51,999,110</u>	<u>\$ 55,359,391</u>
ESTIMATED EXPENDITURES				
Debt Reduction - Principal	\$ 12,985,000	\$ 14,910,000	\$ 14,910,000	\$ 17,290,000
Debt Reduction - Interest	14,669,116	14,120,413	11,609,719	12,126,972
Others	-	-	-	-
TOTAL ESTIMATED EXPENDITURES	<u>\$ 27,654,116</u>	<u>\$ 29,030,413</u>	<u>\$ 26,519,719</u>	<u>\$ 29,416,972</u>
TOTAL ENDING BALANCE	<u>\$ 23,632,460</u>	<u>\$ 23,822,047</u>	<u>\$ 25,479,391</u>	<u>\$ 25,942,419</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 51,286,576</u>	<u>\$ 52,852,460</u>	<u>\$ 51,999,110</u>	<u>\$ 55,359,391</u>

San Mateo County Community College District

Exhibit D

**2013-14 TENTATIVE BUDGET - SPECIALLY FUNDED PROGRAMS**  
**Based on Current Agreements and Funding Estimates**

<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>
30005	Work Study	Federal	106,385	83,799	262,102		452,286
30007	CTEA IC	Federal	173,043	124,803	213,155		511,001
30028	TRIO - Student Support Services	Federal		226,023			226,023
30057	Workability III	Federal			149,214		149,214
30086	NSF S-STEM (M-SETS) Scholarships	Federal		40,000			40,000
30093	NSF Online Engineering Education	Federal		30,000			30,000
30094	NASA CIPAIR	Federal		100,000			100,000
30099	FCCC-MESA-CA Connects-ARRA	Federal		3,000	3,000		6,000
30101	TRIO - Student Support Services	Federal			485,410		485,410
30102	HSI STEM 10/01/11-09/30/16	Federal		1,188,439			1,188,439
30104	NSF-PAESMEM-01/26/12-01/26/14	Federal		15,000			15,000
30105	CTE Transitions	Federal	44,025	44,025	44,025		132,075
30107	The San Francisco Foundation - Allied Health	Federal		15,600	190,000		205,600
30109	Santa Ana WIB-USDOL H-1B	Federal		40,000			40,000
30110	TRIO - Upward Bound	Federal		248,771			248,771
30111	HSI Cooperative 10/01/12-09/30/16	Federal		646,828			646,828
31002	DSP&S	State	443,584	210,059	345,666		999,310
31003	EOP&S	State	400,040	334,268	352,050		1,086,358
31004	EOP&S/CARE	State	21,951	30,167	30,369		82,487
31009	Student Success and Support - Matriculation	State	622,030	426,300	515,413		1,563,744
31012	Foster Care Education	State		85,986			85,986
31016	AB602-Board Fin Asst Prog Adm Allow	State	295,781	235,339	302,341		833,461
31031	CalWORKs	State	113,548	119,786	113,485		346,819
31033	TANF	Federal	25,699	25,927	25,909		77,535
31045	Staff Diversity	State				8,540	8,540
31055	MESA/CCCP	State		50,500	50,500		101,000
31065	RCSD CBET	State		50,000			50,000
31069	Prop 20 Lottery - Instructional Materials	State				400,000	400,000
31078	Enrollment Growth AD Nursing	State	209,600				209,600
31120	Basic Skills 2011-12 Allocation	State	40,000	10,000			50,000
31121	CCCCO-CTE-Career Advancement Academy	State		20,000	40,000		60,000
31122	CTE Pathways Initiative	State			20,000		20,000
31124	CTE Pathways Initiative	State			180,000		180,000
31125	CCCCO-CTE-Career Advancement Academy	State		200,000	184,000		384,000
31126	Basic Skills 2012-13 Allocation	State	90,000	95,000	50,000		235,000
31127	FCCC-CSM Cares Program	State	190,000				190,000
31128	UC Regents Puente Program	State	35,000				35,000
311XX	Basic Skills 2013-14 Allocation	State	90,000	95,000	120,000		305,000
32003	Public Bdcst-CSG-TV	Local	586,665				586,665
32004	Public Bdcst-CSG-FM	Local	163,415				163,415
32004	Public Bdcst-CSG-Interconnect	Local	11,860				11,860
32017	Menlo Park Redevelopment	Local		241,000			241,000
32063	SMCOE - First 5 Early Childhood - EQulP	Local		215,356	43,704		259,060
32079	The Grove Foundation-SKY CTE Schol	Local			140,000		140,000
32080	The Grove Foundation-CAN CBET	Local		15,000			15,000
32086	UWBA-SparkPoint	Local			30,000		30,000
32092	United Way of the Bay Area-Joy Family Fdtn.	Local			24,000		24,000
32093	AACC CLASP Benefits Access Grant	Local			200,000		200,000
32095	Silicon Valley Comm Fdtn EWAP	Local		70,000			70,000
32098	FCCC-Foster Youth Initiative	Local			25,000		25,000
32099	The Grove Foundation-SKY CTE Schol	Local			125,000		125,000
35022	KCSM TV	Local	1,500,000				1,500,000
35023	KCSM FM	Local	1,300,000				1,300,000
35045	Financial Aid Admin Cost Allow	Local	10,000	10,000	30,000		50,000
35046	Peninsula Library Systems	Local				60,000	60,000
39001	Parking Fees	Local				3,000,000	3,000,000
39030	Health Service Fees	Local	400,000	230,000	400,000		1,030,000
Total 2013-2014 Tentative Budget			<u>\$6,872,626</u>	<u>\$5,575,976</u>	<u>\$4,694,344</u>	<u>\$3,468,540</u>	<u>\$20,611,486</u>

San Mateo County Community College District

Exhibit E

**2013-14 TENTATIVE BUDGET - CAPITAL PROJECTS FUND**

	Actual 2011-12	*Final Budget 2012-13	Estimated Actual 2012-13	*Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 144,616,359	\$ 117,780,030	\$ 117,780,030	\$ 113,581,341
<b>ESTIMATED INCOME</b>				
Bond Construction	\$ 579,034	\$ 350,000	\$ 291,000	\$ 250,000
Capital Outlay Projects - State Funded	0	0	0	0
Capital Outlay - Planning	1,397,003	0	2,162,942	1,225,840
C.O.P. Capital Projects	528,857	0	325,000	0
College Capital Outlay Planning	0	0	0	0
College Vista Planning	9,419	0	0	0
College Housing Maintenance Reserves	1,173,500	1,100,000	1,100,000	1,100,000
Facilities Capital Improvement	216,848	0	580,060	927,874
Foundation Funded Projects	1,165	0	2,261	0
Hazardous Substances Projects -State Fundec	4,285,113	0	910,000	4,652,000
Interest	140,451	120,000	120,000	120,000
Pacific Heights Project - Skyline	0	0	0	0
Property Management Study	0	0	0	0
Redevelopment	1,012,218	2,057,000	1,500,000	2,057,000
Scheduled Maintenance - State Funded	0	0	0	0
Scheduled Maintenance - District Funded	940,609	0	6,901,554	0
Aux. Svcs Equipments Reserves	17,592	17,592	0	0
Non-resident capital outlay recovery fee	80,877	80,800	99,500	100,000
<b>TOTAL ESTIMATED INCOME</b>	<b>\$ 10,382,685</b>	<b>\$ 3,725,392</b>	<b>\$ 13,992,317</b>	<b>\$ 10,432,714</b>
<b>TOTAL INCOME &amp; NET BEGINNING BALANCE</b>	<b>\$ 154,999,044</b>	<b>\$ 121,505,422</b>	<b>\$ 131,772,347</b>	<b>\$ 124,014,055</b>
<b>ESTIMATED EXPENDITURES</b>				
Bond Construction	\$ 22,588,976	\$ 36,431,049	\$ 6,506,396	\$ 9,125,000
Canada Staff Housing Planning	0	517,491	0	517,491
Capital Outlay - Planning	8,325	22,387,217	4,975	4,562,776
Capital Outlay Projects - State Funded	0	0	0	0
C.O.P. Capital Projects	704,188	888,414	998,548	214,866
College Capital Outlay Planning	300,000	9,452,010	0	100,000
College Housing Maintenance Reserves	0	5,217,346	0	500,000
Facilities Capital Improvement	283,154	6,696,183	383,619	4,820,499
Foundation Funded Projects	1,165	0	2,261	0
Hazardous Substances Projects -State Fundec	4,286,950	0	908,351	4,653,648
Pacific Heights Project - Skyline	7,825,480	18,666,366	0	500,000
Property Management Study	275,549	39,777	49,530	0
Redevelopment	57,227	15,181,245	7,578,750	2,318,803
ChildCare Outgoing Transfer	0	145,006	0	0
Scheduled Maintenance - State Funded	0	0	0	0
Scheduled Maintenance - District Funded	888,002	926,456	1,522,632	6,220,229
Aux. Svcs Equipments Reserves	0	35,184	235,944	240,000
Non-resident capital outlay recovery fee	0	652,087	0	0
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ 37,219,014</b>	<b>\$ 117,235,834</b>	<b>\$ 18,191,006</b>	<b>\$ 33,773,312</b>
<b>TOTAL ENDING BALANCE</b>	<b>\$ 117,780,030</b>	<b>\$ 4,269,588</b>	<b>\$ 113,581,341</b>	<b>\$ 90,240,743</b>
<b>TOTAL EXPENDITURES &amp; ENDING BALANCE</b>	<b>\$ 154,999,044</b>	<b>\$ 121,505,422</b>	<b>\$ 131,772,347</b>	<b>\$ 124,014,055</b>

\*Final and Tentative Budget are based on one year estimated operations.

San Mateo County Community College District

Exhibit F

**2013-14 TENTATIVE BUDGET - BOOKSTORE FUND**

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 6,298,105	\$ 6,557,800	\$ 6,557,800	\$ 7,095,522
ESTIMATED INCOME				
Sales	\$ 7,296,833	\$ 8,500,000	\$ 8,272,856	\$ 8,200,000
Other	559,771	275,000	650,239	650,000
TOTAL ESTIMATED INCOME	<u>\$ 7,856,604</u>	<u>\$ 8,775,000</u>	<u>\$ 8,923,095</u>	<u>\$ 8,850,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 14,154,709</u>	<u>\$ 15,332,800</u>	<u>\$ 15,480,896</u>	<u>\$ 15,945,522</u>
ESTIMATED EXPENDITURES				
Cost of Merchandise Sold	\$ 4,578,561	\$ 5,400,000	\$ 5,294,367	\$ 5,300,000
(Classified) Salaries	1,620,777	1,615,000	\$ 1,669,227	1,750,000
Employee Benefits	418,625	395,000	\$ 491,928	500,000
Supplies	42,573	30,000	\$ 50,629	50,000
Other Operating Expense	699,609	785,000	\$ 725,661	750,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 7,360,145</u>	<u>\$ 8,225,000</u>	<u>\$ 8,231,812</u>	<u>\$ 8,350,000</u>
DISTRICT SUPPORT PAID/(RECEIVED)				
Salaries & Benefits	\$ 103,686	\$ 150,000	\$81,684	\$ 90,000
Rent	67,700	67,700	\$67,770	67,700
Donations	65,377	15,000	\$4,107	10,000
TOTAL DISTRICT SUPPORT	<u>\$ 236,763</u>	<u>\$ 232,700</u>	<u>\$ 153,561</u>	<u>\$ 167,700</u>
TOTAL ENDING BALANCE	<u>\$ 6,557,800</u>	<u>\$ 6,875,100</u>	<u>\$ 7,095,522</u>	<u>\$ 7,427,822</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 14,154,709</u>	<u>\$ 15,332,800</u>	<u>\$ 15,480,896</u>	<u>\$ 15,945,522</u>

## San Mateo County Community College District

Exhibit G

## 2013-14 TENTATIVE BUDGET - CAFETERIA FUND

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 334,645	\$ 337,374	\$ 337,374	\$ 416,506
ESTIMATED INCOME				
Food Service Income	\$ 109,422	\$ 135,000	\$ 136,284	\$ 130,000
Special Contract Revenue	20,000	20,000	20,000	\$ 20,000
Vending Income	53,486	45,500	63,255	\$ 50,000
Event Facilities Rental Income	24,101	10,000	36,565	\$ 20,000
Other (interest/other)	4,753	1,000	3,894	\$ 1,000
TOTAL INCOME	\$ 211,762	\$ 211,500	\$ 259,999	\$ 221,000
TOTAL INCOME & NET BEGINNING BALANCE	\$ 546,407	\$ 548,874	\$ 597,373	\$ 637,506
ESTIMATED EXPENDITURES				
District/College Support	\$ 56,352	\$ 45,000	\$ 63,255	\$ 50,000
Operational Expenses	152,682	\$ 125,000	117,611	120,000
TOTAL EXPENDITURES	\$ 209,034	\$ 170,000	\$ 180,866	\$ 170,000
TOTAL ENDING BALANCE	\$ 337,374	\$ 378,874	\$ 416,506	\$ 467,506
TOTAL EXPENDITURES & ENDING BALANCE	\$ 546,407	\$ 548,874	\$ 597,373	\$ 637,506

San Mateo County Community College District

Exhibit H

**2013-14 TENTATIVE BUDGET - SAN MATEO ATHLETIC CLUB & AQUATIC CENTER**

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ (215,983)	\$ 171,404	\$ 171,404	\$ 1,065,812
ESTIMATED INCOME				
Registration and Memberships	\$ 2,774,126	\$ 2,800,000	\$ 3,390,629	\$ 3,000,000
TOTAL ESTIMATED INCOME	<u>\$ 2,774,126</u>	<u>\$ 2,800,000</u>	<u>\$ 3,390,629</u>	<u>\$ 3,000,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 2,558,144</u>	<u>\$ 2,971,404</u>	<u>\$ 3,562,033</u>	<u>\$ 4,065,812</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 1,389,702	\$ 1,400,000	\$ 1,462,298	\$ 1,500,000
Employee Benefits	327,463	\$ 335,000	\$ 350,951	360,000
Supplies	85,201	\$ 80,000	\$ 115,975	85,000
Operating Expenses	569,309	545,000	\$ 452,742	555,000
TOTAL ESTIMATED EXPENDITURES	<u>\$ 2,371,675</u>	<u>\$ 2,360,000</u>	<u>\$ 2,381,966</u>	<u>\$ 2,500,000</u>
DISTRICT SUPPORT				
Income - interest, operating exp dist share	\$ 74,378	\$ 70,000	\$ 73,197	\$ 70,000
Exp - Admin. Salaries, Utilities, Pool Exp.	(89,443)	(80,000)	(187,451)	(80,000)
TOTAL DISTRICT SUPPORT	<u>\$ (15,065)</u>	<u>\$ (10,000)</u>	<u>\$ (114,255)</u>	<u>\$ (10,000)</u>
TOTAL ENDING BALANCE	<u>\$ 171,404</u>	<u>\$ 601,404</u>	<u>\$ 1,065,812</u>	<u>\$ 1,555,812</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 2,558,144</u>	<u>\$ 2,971,404</u>	<u>\$ 3,562,033</u>	<u>\$ 4,065,812</u>

San Mateo County Community College District

Exhibit I

**2013-14 TENTATIVE BUDGET - CHILD DEVELOPMENT FUND**

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 188,777	\$ 26,351	\$ 26,351	\$ 0
ESTIMATED INCOME				
Fees	\$ 376,599	\$ 449,216	\$ 382,734	\$ 385,000
Calif. Dept. of Educ. - Child Development	312,108	350,000	381,917	417,317
Calif. Dept. of Educ. - Child Nutrition	2,533	3,000	2,824	2,900
Federal Revenue - Child Nutrition	43,500	49,000	50,492	52,000
Sequoia Healthcare District Grant	10,000	9,500	10,500	10,500
Western Growers Foundation Grant	0	1,000	177	823
Incoming Transfers/Other	180,149	143,006	328,253	288,738
TOTAL INCOME	\$ 924,888	\$ 1,004,722	\$ 1,156,897	\$ 1,157,277
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 1,113,665</u>	<u>\$ 1,031,074</u>	<u>\$ 1,183,248</u>	<u>\$ 1,157,278</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 694,945	\$ 674,608	\$ 778,156	\$ 750,498
Employee Benefits	273,200	273,993	321,160	282,903
Supplies	13,079	11,400	19,000	18,176
Food	65,577	65,000	61,732	100,000
Other Operating Expense	5,039	6,074	3,200	5,700
Outgoing Transfers	35,474	0	0	0
TOTAL ESTIMATED EXPENDITURES	\$ 1,087,314	\$ 1,031,074	\$ 1,183,248	\$ 1,157,277
ESTIMATED ENDING BALANCE	\$ 26,351	\$0	\$ 0	\$ 0
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 1,113,665</u>	<u>\$ 1,031,074</u>	<u>\$ 1,183,248</u>	<u>\$ 1,157,278</u>

San Mateo County Community College District

Exhibit J

**2013-14 TENTATIVE BUDGET - SM Parcel Tax (Measure G)**

	Final Budget 2011-12	Tentative Budget 2012-13	Final Budget 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 2,669,498	\$ 1,014,439	\$ 3,180,307	\$ 3,180,307
ESTIMATED INCOME				
Property Taxes	\$ 6,000,000	\$ 7,050,000	\$ 7,050,000	\$ 7,000,000
TOTAL ESTIMATED INCOME	<u>\$ 6,000,000</u>	<u>\$ 7,050,000</u>	<u>\$ 7,050,000</u>	<u>\$ 7,000,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 8,669,498</u>	<u>\$ 8,064,439</u>	<u>\$10,230,307</u>	<u>\$ 10,180,307</u>
ESTIMATED EXPENDITURES				
Salaries	\$ 6,959,691	\$ 5,672,748	\$ 6,549,964	\$ 5,463,415
Benefits	1,111,030	997,553	895,862	880,855
Supplies	216,422	221,382	216,504	218,754
Operating Expenses	1,432,395	158,317	1,669,616	436,976
TOTAL ESTIMATED EXPENDITURES	<u>\$ 9,719,538</u>	<u>\$ 7,050,000</u>	<u>\$ 9,331,946</u>	<u>\$ 7,000,000</u>
TOTAL ENDING BALANCE	<u>\$ (1,050,040)</u>	<u>\$ 1,014,439</u>	<u>\$ 898,361</u>	<u>\$ 3,180,307</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 8,669,498</u>	<u>\$ 8,064,439</u>	<u>\$10,230,307</u>	<u>\$ 10,180,307</u>

San Mateo County Community College District

Exhibit K

**2013-14 TENTATIVE BUDGET - TRUST FUNDS**

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$284,279	\$246,691	\$246,691	\$246,691
ESTIMATED INCOME				
Federal PELL, SEOG, ACG, Direct Loans	\$21,442,254	\$21,486,031	\$21,520,639	\$21,500,000
Cal Grants	\$660,247	683,000	700,000	700,000
Scholarships SMCCCF	\$549,964	550,000	660,000	660,000
Transfers-In	\$395,925	0	330,924	195,000
Other	(\$22,333)	0	0	0
TOTAL ESTIMATED INCOME	<u>\$23,026,056</u>	<u>\$22,719,031</u>	<u>\$23,211,563</u>	<u>\$23,055,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$23,310,335</u>	<u>\$22,965,722</u>	<u>\$23,458,254</u>	<u>\$23,301,691</u>
ESTIMATED EXPENDITURES				
Federal PELL, SEOG, ACG, Direct Loans	\$21,512,714	\$21,486,031	\$21,520,639	\$21,500,000
Cal Grants	\$660,247	683,000	700,000	700,000
Scholarships SMCCCF	\$549,964	550,000	660,000	660,000
Scholarships Grove Foundation	\$72,813	0	65,000	65,000
Other (EOP&S, CARE, TRIO, NSF)	\$267,907	0	265,924	130,000
TOTAL EXPENDITURES	<u>\$23,063,645</u>	<u>\$22,719,031</u>	<u>\$23,211,563</u>	<u>\$23,055,000</u>
TOTAL ENDING BALANCE	\$246,691	\$246,691	\$246,691	\$246,691
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$23,310,335</u>	<u>\$22,965,722</u>	<u>\$23,458,254</u>	<u>\$23,301,691</u>

San Mateo County Community College District

Exhibit L

**2013-14 TENTATIVE BUDGET - RESERVE FUND FOR POST-RETIREMENT BENEFITS**

	Actual 2011-12	Final Budget 2012-13	Estimated Actual 2012-13	Tentative Budget 2013-14
ESTIMATED NET BEGINNING BALANCE	\$ 26,537,646	\$ 22,194,599	\$ 22,194,599	\$ 13,739,429
ESTIMATED INCOME				
Interest	\$ 162,789	\$ 140,000	\$ 198,400	\$ 200,000
OPEB Contribution	1,256,711	1,256,000	1,331,400	1,368,000
Incoming Transfer	4,240,000	-	-	-
Home Loan Income	2,452	6,800	29,030	21,000
TOTAL INCOME	<u>\$ 5,661,953</u>	<u>\$ 1,402,800</u>	<u>\$ 1,558,830</u>	<u>\$ 1,589,000</u>
TOTAL INCOME & NET BEGINNING BALANCE	<u>\$ 32,199,599</u>	<u>\$ 23,597,399</u>	<u>\$ 23,753,429</u>	<u>\$ 15,328,429</u>
ESTIMATED EXPENDITURES				
Retirement Trust Transfer out	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
Other Outgo	0	0	0	0
Operating Expenses	5,000	5,000	14,000	14,000
ESTIMATED EXPENDITURES	<u>\$ 10,005,000</u>	<u>\$ 10,005,000</u>	<u>\$ 10,014,000</u>	<u>\$ 10,014,000</u>
TOTAL ENDING BALANCE	<u>\$ 22,194,599</u>	<u>\$ 13,592,399</u>	<u>\$ 13,739,429</u>	<u>\$ 5,314,429</u>
TOTAL EXPENDITURES & ENDING BALANCE	<u>\$ 32,199,599</u>	<u>\$ 23,597,399</u>	<u>\$ 23,753,429</u>	<u>\$ 15,328,429</u>

**BOARD REPORT NO. 13-6-1C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jim Keller, Executive Vice Chancellor  
(District Accreditation Coordinating Council co-chair), 358-6790  
Jing Luan, Vice Chancellor, Educational Services and Planning  
(District Accreditation Coordinating Council co-chair), 358-6880

**UPDATE ON 2013 ACCREDITATION**

On June 26, 2013, hard copies of the colleges' self-evaluation reports will be delivered to the Board of Trustees for their review in preparation for the July 10, 2013 Study Session. At the study session, College and District Accreditation Liaison Officers will update the board on the 2013 Institutional self-evaluation process and the Board will have the opportunity to ask questions and give feedback on the documents.

The Board will take action on the recommendation for approval of the self-evaluations at the July 24, 2013 regular meeting of the Board.

A printed copy and electronic links of the self-evaluations will also be available for public view on or after June 26. Members of public may arrange for a time to view the reports or receive the links to the electronic versions by calling 650-358-6753 or emailing [brooksv@smccd.edu](mailto:brooksv@smccd.edu).

The Accreditation Liaison Officers are:

Robin Richards, Vice President, Student Services, Cañada College  
Susan Estes, Vice, President, Instruction, College of San Mateo  
Sarah Perkins, Vice President, Instruction, Skyline College  
Jing Luan, Vice Chancellor, Educational Services and Planning, District Office

**BOARD REPORT NO. 13-6-2C**

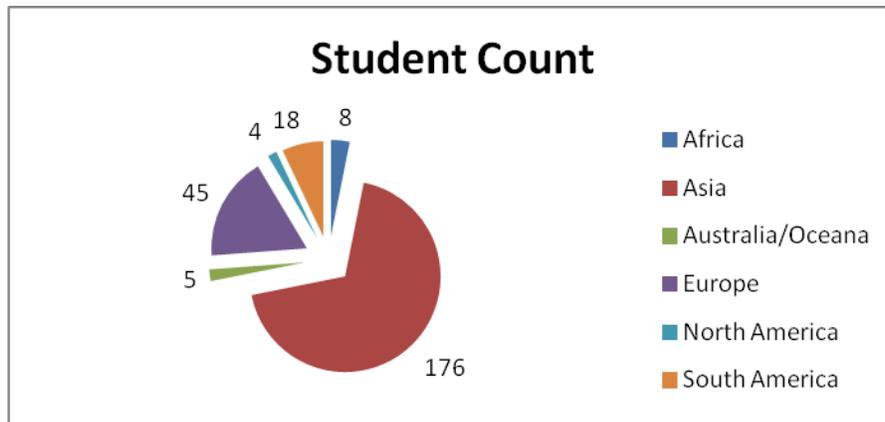
TO: Members of the Board of Trustees  
 FROM: Ron Galatolo, Chancellor  
 PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**INFORMATION REPORT ON INTERNATIONAL EDUCATION PROGRAM**

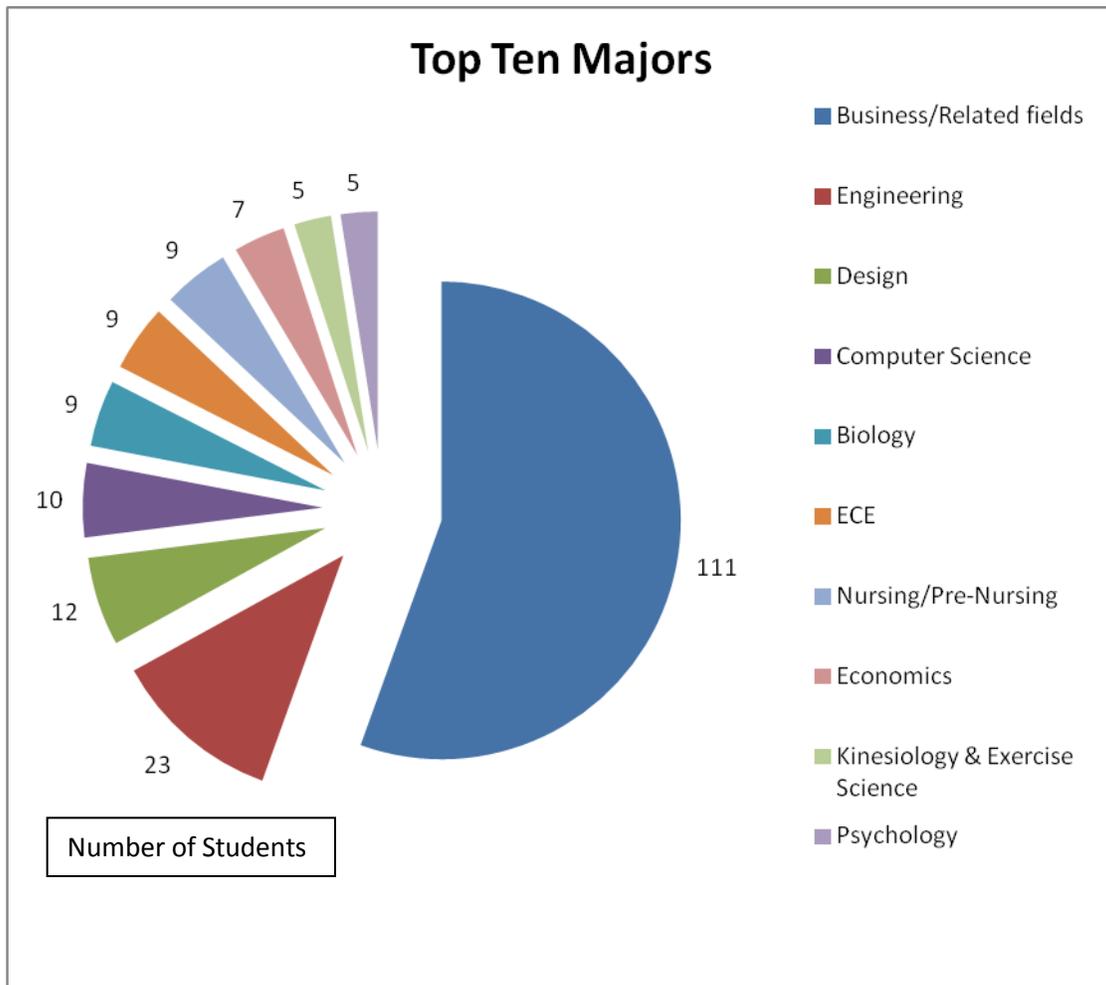
The three colleges operate international education programs and are growing those programs in accordance with the District’s Strategic Plan, Board Goals and the strategic plans at each of the colleges. In June, 2012, the Board had a study session on the District’s International Education Program. This report is an update to that study session. In 2012-13, the colleges enrolled 67 more international students than in 2011-12. The total number of international students enrolled in 2012-2013 was 246, so that was a 37% increase in the number of students enrolled. The colleges anticipate enrolling 100 additional students in 2013-14. This represents a dramatic growth and shows that our outreach efforts are successful.

Student Headcount	Cañada	CSM	Skyline	Total	Growth
2011-12	26	116	37	179	
2012-13	44	141	61	246	37%
2013-14 Projected	64	169	113	345	41%

The students come from 62 different countries; a majority are from Asia. The group is incredibly diverse.



In addition to geographic diversity, our international students show a great diversity in their majors. The two most popular majors are business (including related majors, such as accounting, finance and marketing) and engineering, but our students have a wide variety of interests.



The total non-resident tuition budget for 12/13 was \$2,171,023. As of June 5, we have received \$2,333,165, or over \$160,000 above budget. The anticipated break-even point for the international student program is around 750 students, and we are well on our way to that point.

The District has entered into a new partnership that is dedicated to serving the housing needs of international students attending all three colleges. The service is called International Collegiate Residence of San Mateo (ICR). The website is still under construction: [www.icrsanmateo.com](http://www.icrsanmateo.com).

ICR is located by 101 and Hillsdale Blvd in Foster City next to shopping centers and restaurants in a safe, upscale neighborhood. All international student residents will enjoy shuttle service several times a day to reach all three San Mateo Colleges. Breakfast is provided 7 days a week. Lunches and dinners are provided through meal vouchers (Dining Bucks) at restaurants next to the residence. The rate is comparable to university dorms with added transportation and private bathrooms. Incoming and current international students are eligible to reside at ICR.

**for 2012-2013**

The increase in international student enrollments is attributed to enhanced marketing efforts and the successful development of partnership agreements with overseas marketing partners. Our innovative approaches include partnering with overseas high schools in China, Japan, Vietnam and South Korea to facilitate additional support for our admissions process, partnering with EducationUSA and the U.S. Commercial Service offices to participate in webinars broadcast to major cities in different countries, and Teacher Training Programs offered to high school English teachers. Other activities include online outreach, domestic visits to partner language schools, agent conferences, international webinars, and social media, among others.



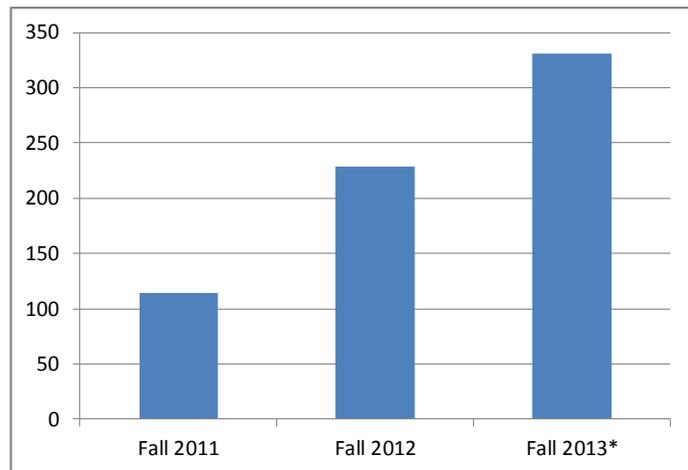
Outreach trips are part of the overall marketing and outreach activities at the district. We have been using these trips as part of our overall foreign outreach visits through augmenting them with other meetings, including EducationUSA fairs, visits to Fulbright/EducationUSA offices and government officials, as well as visits to our current and future high school partners. We have been able to save costs by staying longer on a given trip so to avoid unnecessary return trips.

Outreach trips are one of the most effective means to broaden our reach in targeted regions or countries through face to face meetings with potential students, current and prospective partners. These trips are also highly desirable in the eyes of our agents and school partners as they are viewed as training opportunities. Counselors in our agents' offices tend to have a 25% annual turnover rate, which necessitates frequent visits to these offices by our designated outreach personnel. Relationship building has been a key factor in our outreach strategy. Through our trips and the contacts that we have established, we now have a consistent presence in our respective regions. Follow up emails, return trips, newsletters and webinars are essential to maintaining these relationships.



### Applications Received by District Colleges

Fall 2012	229
Spring 2013	220
Fall 2013*	331
Spring 2014	36



\*As of June 6, 2013. Deadline for fall 2013 is July 1. Projected to increase to a total of ~350 for fall 2013.

Another effective approach to marketing and outreach is to partner with local Intensive English Language Schools to promote our colleges by conducting presentations and publishing our college profiles in their print and online publications. In addition, we schedule presentations at our partner language schools in the fall and spring and all frontline staff of the three colleges join the district office to meet with prospective students.

One of our strengths is our university partnerships. Through these partnerships, prospective students are informed that they can achieve their goal of graduating from a top university by starting their educational career with us. Due to our success with increasing our university partnerships, we now have the largest network of university transfer admission guarantees in the country!

### International Outreach Strategies and the Rationale

According to the most recent data on international enrollments from foreign countries compiled by the Institute of International Education (IIE), 25 countries dominated 77% of all students coming to U.S. community colleges. Among them, the majority (75%) are from Asia. Therefore, a majority of our

outreach trips are focused on Asia, while we add more online and print promotion in other regions of the world. In addition, we attend agent workshop and other virtual outreach events to attract students from other countries.

Based on the IIE data from the previous years along with our own expertise, we are targeting countries and regions that generate the highest number of students and have developed the following matrix that summarizes our overall marketing and outreach strategies. The matrix below lays out the most frequently used strategies for marketing and outreach by our district and key countries identified using the IIE data. It illustrates the intensity of our activities by using the size of the dots inside the cells. (Diamond shapes denote planned activities.)

**District Marketing & Outreach Strategy Matrix:**

	China	Vietnam S. Korea Japan Indonesia	Taiwan Hong Kong Macau	Brazil Mexico/ Latin America	Nigeria/ Africa	Saudi Arabia/ Middle East	Others
Fairs	•	•	•	•	•	•	•
Online Ad	•	•	•	•	•	•	•
Print Ad	•	•	•	•			
High School Partnership	3	2					
Sponsored Students				◇		•	◇
Agencies	•	•	•	•	•	•	•
Government Relations	•	•			•	•	
Social Media	•	◇		◇	◇	◇	



**College of San Mateo  
International Student Center**

*International Student Program Developments, Academic Year 2012-13*

In 2011-2012, the San Mateo Community College District established an initiative to increase the international student population at all 3 colleges (Cañada College, College of San Mateo, Skyline College). This initiative has led to more targeted marketing and outreach strategies, which is handled at the District Office. As a result, College of San Mateo has seen a substantial increase in applications received as well as students enrolled. From Spring 2012 to Spring 2013, applications received increased by 128% and students enrolled increased 16%. With the increase in enrollment, three additional sections of ESL have been added to serve domestic students. In addition, CSM hired a full-time Project Director to add to the existing ISC staff, which was a full-time Program Services Coordinator. Both individuals are dedicated solely to the International Student Center to ensure high quality services for international students.

To address the needs and support the growth of the International Student Center, CSM established an International Education Committee comprised of faculty, administrators, staff and students. The committee meets on a monthly basis to share information, discuss issues, and consider optimal changes to the program.

The International Student Center staff has also participated in a number of professional development activities by attending NAFSA international education conferences and webinars, the California Association of Community College Registrars and Admissions Officers' annual conference, and the University of California Ensuring Transfer Success workshop. In the 2013-2014 academic year, the International Student Center staff plans to promote understanding of ISC programs and services by conducting presentations to faculty, staff and administrators.



As international students enroll at CSM to earn an Associate's degree and/or complete requirements to transfer to a 4-year institution, the ISC is focused on supporting student academic success. One initiative that has been implemented entails identifying and meeting with students who are on probation, ensuring they attend a probation workshop, and maintaining ongoing communication with the student and/or instructors as needed. In addition, we have been collaborating with counseling, ESL and English faculty to ensure that students are registered in appropriate courses. Further, commencing in Fall 2013, all new international students will be required to enroll in a half unit College Planning course. The course will include topics such as educational goals, academic success, transfer, and understanding the academic and social culture in the U.S.

In addition to focusing on student academic success, the ISC also provides a variety of student services to enhance the international student experience. During 2012-2013, the International Student Club was established by current international students. The club has been instrumental in bringing together international students and has actively engaged the CSM community with a variety of global-themed educational activities and events. Activities have included film screenings, showcasing a country of the month, and working with the cafeteria manager to provide menu options that offer traditional foods from the featured country of the month. As well, during the month of November, the club sponsored a very successful International Education Week. Further, the ISC website is also being updated and expected to launch at the end of May 2013. The most prominent update on the website is the "Bulldog Barks" blog, which will provide another forum to communicate with students and share international student news. Lastly, to assess student satisfaction, a survey was developed and administered in Fall 2012. The ISC will continue to administer the survey on an annual basis as the information will be used to assess existing program services and ensure the program is aligned with meeting student needs.



**Cañada College**  
Center for International and University Studies  
*International Student Program Developments, Academic Year 2012-13*

In Spring 2012, 29 international F-1 visa students were enrolled at Cañada College. This number increased to 46 students in Spring 2013, a 58% increase. To serve the growing number of international students, Cañada College hired full-time support services staff for its International Student Program (ISP). The ISP is part of the Center for International and University Studies, which also includes University Center programs, and is housed in the recently renovated Building 5. The new ISP space includes the staff office where international students come for services and support and the international student lounge with a computer, comfortable furniture, and a kitchen.



Canada College - ©2012 San Mateo Colleges - www.smccd.edu/International

The mission of the International Student Program is to support the college's mission by:

- Providing individualized services for international students, so they can achieve their personal, educational, and professional goals, and
- Promoting understanding and respect for diverse perspectives by providing college-wide opportunities for community engagement and cultural exchange.

Services for international students include a three-day orientation for newly arrived students that covers classroom expectations, the US education system, study skills, and transfer; workshops on stress management, employment, and tax obligations; and a bi-weekly newsletter that features articles by international students. ISP also works closely with faculty, counselors, and other college staff to respond to students' requests for assistance on a range of topics including academic supports, course changes, housing, immigration documentation, university applications, and healthcare issues. An academic counselor has designated weekly hours (2 per week) set aside to meet specifically with international students. ISP staff closely monitors academic progress of international students through mid-term progress reports and weekly Banner reports; when these reports indicate academic challenges, the ISP project director meets one-on-one with the student to develop a plan for additional support services.

The ISP also offers cultural events to international students and to the broader college campus. Students participated in field trips to a Japanese festival in San Francisco, a Lunar New Year celebration in Redwood City, and a Cañada Colts versus CSM Bulldogs baseball game. The staff-supported but student-led International Communication Club hosted six international film nights on campus featuring films and food from France, India, Iran, Ireland, Mexico, and Thailand. International Communication Club meetings included a language exchange in which students taught each other phrases in their native tongue. ISP staff members also support campus cultural activities hosted by the college's taskforce on undocumented students.



The college's international education advisory group meets at least once a semester and offers guidance and support to the ISP. In its most recent meeting, the group reviewed a draft of a survey that will be administered to all international students in Fall 2013, and annually thereafter, to assess international student needs and satisfaction with services. This spring four international students served as ambassadors to the ISP, developing their leadership skills by responding to prospective student inquiries, planning workshops, and participating in visits to the college by overseas guests.

Professional development funds supported staff completion of NAFSA e-Learning courses and participation in regional and national NAFSA conferences and International Education Training Services webinars. Instructional funds supported two new ESL sections, one new Psychology 100 section, and one new Math 200 section.



**Skyline College**  
Multicultural Center

*International Student Program Developments, Academic Year 2012-13*

The International Students Program is set up to conduct outreach and recruitment efforts globally, to attract International Students to Skyline College. The Department provides assistance to students in understanding the procedures and processes from the application through graduation. In addition, staff develops programs and services to meet the needs of International Students to ensure both their academic and personal success during their stay, not only at the College, but in the United States.

Such services include: information/resources on lodging/accommodation, transportation and cultural integration, including information on necessary "laws of the land", required Government ID, Opening a bank account, choosing suitable cell phone carriers, etc.



**Application process includes but not limited to:**

- Reviews and processes all International students' applications for admission to the College.
- Processes and issues the required US government I-20 for issuance of Student's visa.
- Schedule counseling appointments for all International Students

**Programs developed, created and implemented for the 2012-13 academic year included:**

- Developed and created comprehensive package for International Student Orientation
- Developed and created "Welcome packet" with pertinent information for incoming students
- Created standardized template communication to prospective, incoming and in-house students.
- Developed and created Power point on the college, for marketing/information presentations.
- Developed and created recruitment/marketing packets, sent to EducationUSA officers and High School Counselors in over 40 Countries.
- Initiated discussions on developing Internship program opportunity and Business development programs for International Students with CITD and Business Division

**Events:**

- Participated in "A Call to Consciousness – Educating Our Global Community" Speaking Event (speaker Frankie A. Reed, US Ambassador to Fiji, Kiribati, Nauru, Tonga and Tuvalu)
- Tour visit to Stanford University to learn about application process and procedure for international students transfer
- Hosted Delegates from Hebei high school in China; Delegates on Rotarian Visit from Brazil; Federal University of Agriculture Abeokuta Nigeria.
- Participated in recruitment exercise to various ESL in the area.
- Participated in various webinars on outreach and recruitment on Africa, Middle East and India with Education USA and the Commercial service section of the State Department.
- Attended NAFSA local conference in Pleasanton Hill.
- Hosted FAM tour – Group of Agents from Hong Kong
- Hosted International Students first huddle and discussion group, to gain understanding of areas of needs and service to students.
- Hosted International Students first Celebratory event for students transferring and graduating from Skyline College.

**Hosted first International Education week on campus:**

- Creation of IASC (International Affairs Student Club)
- Participated in World Affairs Council Events
- Participated in several classroom presentations to Domestic students highlighting the benefits of International students and the role of ISP in globalizing the Campus.

**Approximate number of Students Served:**

- International Program will be expecting a total number of 90-94 students for Fall '13 semester.
- Received approximately 50 applications
- Un-documented number of walk-in and telephone inquiries on International Students application.

**Events & Programs:****Fall 2012**

- October - Breast Cancer Awareness - A Middle Eastern Woman's Story of Survival
- November - International Education Week:
  - Open to a new world - China
  - One Step closer to us - Indonesia/Malaysia
  - Learn about the different cultures - Countries in Latin America
  - What you don't know about us - Saudi- Arabia
  - International Thanksgiving Celebration

**Spring 2013**

- February: Valentine Day Special - International love song
  - Black History Month - Africa at a glance
- May:
  - ISP 2013 Celebration:
  - IASC Electoral Night

- Student Recognition
- International Banquet

The staff at the ISP office is actively working with Students, the District, faculty and staff as well as members of the International community to develop and implement programs and strategies that will enhance and support our objective of increasing the numbers of International Students on our campus for a truly diversified global student body that will enrich not only our entire student population, but our surrounding communities.

**BOARD REPORT NO. 13-6-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869  
Tom Bauer, Vice Chancellor, Auxiliary Services, 358-6782

**THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2012-13**

The following report covers the period July 1, 2012 through March 31, 2013 for Associated Student Bodies, Bookstores, Cafeterias and the San Mateo Athletic Club.

**ASSOCIATED STUDENTS (Exhibits A, B, C)**

Total income and expenditures for the Associated Student Body (ASB) at each College for the above reporting period of fiscal years 2012-13 and 2011-12 are listed below:

<b>ASB Total Income</b>	<b>2012-13</b>	<b>2011-12</b>	<b>\$ Change</b>	<b>% Change</b>
Cañada College ASB	\$ 66,468	\$ 79,196	\$ (12,728)	-16.07%
College of San Mateo ASB	\$ 100,558	\$ 106,354	\$ (5,796)	-5.45%
Skyline College ASB	\$ 111,281	\$ 104,580	\$ 6,702	6.41%

<b>ASB Total Expenditures</b>	<b>2012-13</b>	<b>2011-12</b>	<b>\$ Change</b>	<b>% Change</b>
Cañada College ASB	\$ 68,007	\$ 49,395	\$ 18,612	37.68%
College of San Mateo ASB	\$ 95,277	\$ 94,032	\$ 1,245	1.32%
Skyline College ASB	\$ 80,932	\$ 45,713	\$ 35,219	77.04%

Activity card sales and vending commission are the major sources of income for the Associated Students. 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. There have been increased student activities for Canada and Skyline College. CSM has increased conference expenses but there have been reductions of programs and club expenses.

Below is a comparison of the Net Income from ASB Operations for this reporting period:

<b>ASB Net Income</b>	<b>2012-13</b>	<b>2011-12</b>	<b>\$ Change</b>	<b>% Change</b>
Cañada College ASB	\$ (1,540)	\$ 29,801	\$ (31,341)	-105.17%
College of San Mateo ASB	\$ 5,280	\$ 12,322	\$ (7,042)	57.15%
Skyline College ASB	\$ 30,349	\$ 58,866	\$ (28,517)	-48.44%

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

**BOOKSTORES (Exhibit D)**

The following data reflects Bookstore operations for the first nine months of the fiscal year beginning July 1, 2012 through March 31, 2013. It includes a small portion of summer 2012, fall 2012 and spring 2013 semester sales. The District Bookstores and Cafeterias are a self-sustaining enterprise. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used in any way to subsidize District enterprises.

<b>Bookstore Sales</b>	<b>2012-13</b>	<b>2011-12</b>	<b>\$ Change</b>	<b>% Change</b>
Regular Merchandise Sales	\$ 5,726,005	\$ 5,857,527	\$ (131,521)	-2.2%
Computer Products Sales	\$ 237,099	\$ 149,941	\$ 87,158	58.1%
<b>Total Merchandise Sales</b>	<b>\$ 5,963,104</b>	<b>\$ 6,007,468</b>	<b>\$ (44,364)</b>	<b>-0.7%</b>
Textbook Rental Income	\$ 323,209	\$ 287,291	\$ 35,918	12.5%
Production Service Income	\$ 241,538	\$ 158,229	\$ 83,309	52.7%
<b>Total Sales</b>	<b>\$ 6,527,851</b>	<b>\$ 6,452,988</b>	<b>\$ 74,863</b>	<b>1.2%</b>

Total merchandise sales have decreased slightly by 0.7% this year compared to last year. Computer product sales have increased significantly by 58.1% this year compared to last year. We also continue to increase sales in our copy centers operating at two of the colleges with an increase of **\$83,309** this year over last year with both centers operating year over year.

Comparative figures are shown below:

<b>Bookstore Recap</b>	<b>2012-13</b>	<b>2011-12</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Operations</b>				
Total Sales	\$ 6,527,851	\$ 6,452,988	\$ 74,863	1.2%
Cost of Goods Sold	3,970,776	3,909,171	61,604	1.6%
<b>Gross Profit from Operations</b>	<b>\$ 2,557,076</b>	<b>\$ 2,543,817</b>	<b>\$ 13,259</b>	<b>0.5%</b>
Total Operating Expenses	\$ 2,203,084	\$ 2,139,794	\$ 63,290	3.0%
<b>Net Income/(Loss) from Operations</b>	<b>\$ 353,992</b>	<b>\$ 404,023</b>	<b>\$ (50,031)</b>	<b>-12.4%</b>
Interest and Other Income	\$ 164,470	\$ 158,062	\$ 6,408	4.1%
<b>Net Income Before Other Expenses</b>	<b>\$ 518,462</b>	<b>\$ 562,085</b>	<b>\$ (43,623)</b>	<b>-7.8%</b>
<b>District Support</b>				
In-Kind Donations Received	\$ 5,500	\$ -	\$ 5,500	100.0%
Admin Salary & Benefits	\$ 61,263	\$ 76,925	\$ (15,662)	-20.4%
Other Expenses	53,750	102,514	(48,764)	-47.6%
<b>Net Change in Fund Balance</b>	<b>\$ 408,949</b>	<b>\$ 382,646</b>	<b>\$ 26,303</b>	<b>6.9%</b>

Cost of goods sold increased slightly by 1.6% as expected with the increase in computer sales which achieve very low margins. The Bookstore management team has worked hard to control expenses commensurate with the decline in textbook sales. Interest and Other Income increased by 4.1% due to slightly better interest rates on our investments. Overall, due to a significant drop in other expenses unrelated to direct operations, the bookstore has an increase in net revenue of **\$26,303** or **6.9%** over the same period last year.

Although textbook sales have declined significantly, we continue to see increases in textbook rentals at all three campuses. Through March 2013, the textbooks rented to students in this academic year alone represent a savings to students of **\$969,627** 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 the fall semester, 2005, the textbook rental program has saved students in the District more than **\$6.6 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 1,600 titles students can choose to rent. 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, with thousands more volumes and hundreds more titles added to the textbook rental program.

Districtwide, textbook sales continue to decline this year compared to last year. The addition of the third coffee concession, World Cup Coffee & Tea at Skyline College which joined Pony Espresso at Cañada College and PAWS for Coffee at College of San Mateo in January 2012, has given the bookstores a badly needed revenue stream to offset the sales losses taken in the textbook department. Through the end of March, sales of coffee, snack and convenience items at the three bookstores stand are **\$1,135,937** compared with **\$888,003** last year reflecting a **22%** increase over the same period last year with all three coffee concessions operating year over 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!** We expect sales in this category to exceed **\$1.4 million** with continued, steady growth in the coming years.

Our computer products sales have seen a solid 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 in all three stores, we are beginning to rebuild this category. In addition, we are working closely with the District and with ITS as we begin integrating the three bookstores into the purchasing process for the colleges through the ITS Department. Margins on computer sales are very slim so the financial benefit is minor. However, running these sales through the bookstores significantly improves the level of inventory control over these high dollar value purchases and will hopefully begin to result in volume purchase rebates.

It will continue to be a very challenging time for bookstores in California in general as enrollments are trending lower and competition in course materials delivery is prevalent from on-line operators to alternative delivery methods. These challenges will put added pressure on the bookstores' overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions as well as the addition of the copy center at CSM and the merging of the copy center at Skyline College into the bookstore there are examples of the proactive measures we have taken to insure the financial stability of the bookstore operations in these turbulent economic times. We will continue our commitment to focus on all efforts to improve service, offer more used textbooks, continue to grow the rental program, further integrate digital textbooks at all three colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus bookstores. In so doing, we will remain well positioned for future growth as we serve the students of the San Mateo Community College District.

### **CAFETERIAS (Exhibit E)**

#### Beverage, Snack and Food Service Vendors –

- The District's beverage vending service partner is Pepsi Bottling Group. The contract was awarded effective July 1, 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.

Third quarter comparisons are noted below:

<b>Cafeteria Recap</b>	<b>2012-13</b>	<b>2011-12</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Revenues</b>				
Food Service Income	\$ 102,213	\$ 89,988	\$ 12,226	13.6%
Vending Income	47,441	41,067	6,374	15.5%
Interest Income	2,921	2,593	328	12.6%
Event Rental	27,424	19,820	7,604	38.4%
Other Income	0	0	0	0.0%
<b>Total Revenues</b>	<b>\$ 179,999</b>	<b>\$ 153,468</b>	<b>\$ 26,531</b>	<b>17.3%</b>
<b>Expenditures</b>	<b>\$ 135,650</b>	<b>\$ 146,772</b>	<b>\$ (11,123)</b>	<b>-7.6%</b>
<b>Net Change in Fund Balance</b>	<b>\$ 44,349</b>	<b>\$ 6,695</b>	<b>\$ 37,654</b>	<b>562.4%</b>

Compared to the second quarter 2011-12, food service income has increased substantially by 13.6%. Vending income has increased significantly by 15.5% compared to last year due to a repositioning and deployment of vending machines throughout the three colleges and district office. Vending income is returned to each college's Associated Students for use in supporting student activities on each campus. Overall expenditures have declined this year over last 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 38.4% as we continue to host outside events. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced 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. 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 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 (Exhibit F)**

On April 1, 2010, the District opened a state-of-the art fitness and aquatic center on the campus of College of San Mateo in the newly constructed Health and Wellness Building. This incredible new building provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness, and dental hygiene (when state funding permits).

The San Mateo Athletic Club is a professionally managed enterprise program sharing the fitness facility with the College of San Mateo. The San Mateo Athletic Club shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor along with four exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool, along with a 25 meter instructional pool for Adaptive Fitness and other group exercise classes. The San Mateo Athletic Club

and its members enjoy this multi-use College of San Mateo facility that provides credit classes, non-credit classes, community education and adaptive fitness.

Operating as an enterprise 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. 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. The concept of multi-use facilities has gained much attention from other community colleges up and down the State.

Through March 31, 2013, key accomplishments include:

- **3,327 memberships**
- **4,481 members**
- Average dues per membership is \$60.43
- 21,578 member visits per month with a peak of nearly 1,350 visits per day
- 6,586 average course enrolled student visits per month
- 46% of SMAC staff are College students, staff or faculty
- 83 group exercise classes per week
- Average 6,437 group exercise attendees per month, average 19.8 per class (industry avg=12)
- Over 250 Master Swim program enrollees; 175 on our Bulldog Youth Swim Team
- Successful pool rental program for local schools and community-based swim programs
- 100% of SMAC staff are AED and CPR certified
- 100% of SMAC staff meet or exceed MediFit/District employment standards and criteria
- More than half of our current members were referral based.

Third quarter comparisons are noted below:

<b>San Mateo Athletic Club</b>	<b>3/31/2013</b>	<b>3/31/2012</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Operating Revenues</b>				
Registration & Membership	\$ 1,800,782	\$ 1,450,435	\$ 350,347	24.2%
Personal Training	230,466	188,549	41,917	22.2%
Aquatics	401,448	242,112	159,336	65.8%
Parking	50,807	47,576	3,231	6.8%
Group Exercise	40,060	29,843	10,217	34.2%
Retail	12,031	10,191	1,840	18.1%
Other Income	7,378	7,619	( 241 )	-3.2%
<b>Total Operating Revenue</b>	<b>\$ 2,542,972</b>	<b>\$ 1,976,325</b>	<b>\$ 566,647</b>	<b>28.7%</b>
<b>Operating Expenses</b>	<b>\$ 1,786,474</b>	<b>\$ 1,609,891</b>	<b>\$ 176,583</b>	<b>11.0%</b>
<b>Net Operating Income/(Loss)</b>	<b>\$ 756,498</b>	<b>\$ 366,434</b>	<b>\$ 390,064</b>	<b>106.4%</b>
<b>District Support</b>				
District Support Income	54,897	51,412	3,485	6.8%
District Support Expense	140,588	58,438	82,150	140.6%
<b>Net Change in Fund Balance</b>	<b>\$ 670,807</b>	<b>\$ 359,408</b>	<b>\$ 311,399</b>	<b>86.6%</b>

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 **28.7%** or **\$566,647** ahead of last year. Our net operating income is **106.4%** 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 **\$670,807** representing an **86.6%** increase over last year. We are expecting to double our profitability this year over last. This unparalleled success is due to the outstanding, highly motivated staff and a simply remarkable facility. Our success in successfully integrating fee based community members with our students has been a win-win for both populations. Our success has been noticed and we have toured several community college districts staff 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. Due to the first class facility and the professionally managed operation, we continue to experience membership growth. As we enter our third full year of operation, we expect membership to remain strong. We do not anticipate that we will be able to continue growing at the same rate due to the size of our facility but we will continue to maximize our membership. Additionally, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

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

SMAC also engages the community in a way that we as a District have never done before the opening of this enterprise. The interaction between community members and students sharing the same space in pursuit of similar goals has been an invaluable asset for both groups. The engagement of members of the community in life at the College has been equally important. SMAC has attracted many of our neighboring schools to partner with us in the use of the facility.

With much excitement and as a result of significant collaboration, the College academic team and the SMAC team branded the club as a “teaching health club” with our new tag line “Where Education Meets Fitness”. This is certainly an innovative concept for a college and a health club. This partnership offers students at College of San Mateo who are pursuing a career in the still growing fitness industry (despite the current economic conditions) to work as interns in SMAC, perform field work and team teach with certified instructors to earn certificates that will qualify them to work in the community as fitness professionals. The synergy between the academic program and our program represents fully the vision of what a professionally managed health club in our District could do, not only for revenue generation but also for workforce development. 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 January 2013, we introduced an additional membership plan available to faculty and staff of the District. This new plan called the “Non-Prime Time Plan”, affords faculty and staff a significant reduction in monthly membership investment by providing club access during non-prime time hours. Faculty and staff opting for this plan would enjoy a 50% reduction in monthly membership investment and have access to the club at the following times:

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

For the average faculty and staff member, the plan hours coincide with the hours that many use the facility currently. We expect that this attractive new plan will be widely used by new and existing members. The hours of availability are designed to provide access during our slower period during the day. This new plan, approved by the Board of Trustees in December 2012, was warmly received by staff with more than 30 utilizing this new plan.

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

**ASSOCIATED STUDENTS OF CANADA COLLEGE**  
**Balance Sheet**  
**As of March 31, 2013**

	<u>Mar 31, 13</u>	<u>Mar 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · CASH AND BANK	396,699.18	425,308.45	-28,609.27	-6.73%
<b>Total Checking/Savings</b>	<u>396,699.18</u>	<u>425,308.45</u>	<u>-28,609.27</u>	<u>-6.73%</u>
<b>Accounts Receivable</b>				
1210.1 · ACCOUNTS RECEIVABLE CANADA	78,012.37	82,024.61	-4,012.24	-4.89%
1210.5 · ALLOWANCE FOR BAD DEBTS	-10,835.02	-8,907.08	-1,927.94	21.65%
1220 · EMERGENCY LOANS RECEIVABLE	8,691.28	9,540.41	-849.13	-8.9%
<b>Total Accounts Receivable</b>	<u>75,868.63</u>	<u>82,657.94</u>	<u>-6,789.31</u>	<u>-8.21%</u>
<b>Other Current Assets</b>				
1310.1 · COUNTY INVESMENT POOL-UNION	9,844.53	18.23	9,826.30	53,901.81%
1310.2 · MARK TO MARKET	0.00	15.06	-15.06	-100.0%
<b>Total Other Current Assets</b>	<u>9,844.53</u>	<u>33.29</u>	<u>9,811.24</u>	<u>29,472.03%</u>
<b>Total Current Assets</b>	<u>482,412.34</u>	<u>507,999.68</u>	<u>-25,587.34</u>	<u>-5.04%</u>
<b>Fixed Assets</b>				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
<b>Total Fixed Assets</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>TOTAL ASSETS</b>	<u><b>482,412.34</b></u>	<u><b>507,999.68</b></u>	<u><b>-25,587.34</b></u>	<u><b>-5.04%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
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%
2050 · CLUBS	23,725.96	27,206.42	-3,480.46	-12.79%
2060 · TRUSTS	178,887.08	185,043.85	-6,156.77	-3.33%
<b>Total Other Current Liabilities</b>	<u>219,130.27</u>	<u>228,767.50</u>	<u>-9,637.23</u>	<u>-4.21%</u>
<b>Total Current Liabilities</b>	<u>219,130.27</u>	<u>228,767.50</u>	<u>-9,637.23</u>	<u>-4.21%</u>
<b>Total Liabilities</b>	<u>219,130.27</u>	<u>228,767.50</u>	<u>-9,637.23</u>	<u>-4.21%</u>
<b>Equity</b>				
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%
<b>Net Income</b>	<u>-1,539.55</u>	<u>29,801.18</u>	<u>-31,340.73</u>	<u>-105.17%</u>
<b>Total Equity</b>	<u>263,282.07</u>	<u>279,232.18</u>	<u>-15,950.11</u>	<u>-5.71%</u>

**ASSOCIATED STUDENTS/CANADA COLLEGE  
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON  
JULY 2012 THROUGH MARCH 2013**

	<u>Jul '12 - Mar 13</u>	<u>Jul '11 - Mar 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · INCOME</b>				
4020 · ATM	526.50	386.50	140.00	36.22%
4050 · MISCELLANEOUS	53.83	696.05	-642.22	-92.27%
4060 · PROGRAMS	12.62	0.00	12.62	100.0%
4080 · STUDENT BODY CARD	59,164.00	70,762.50	-11,598.50	-16.39%
4090 · VENDING-ACTION	3,261.28	2,637.99	623.29	23.63%
4091 · VENDING-PEPSI	3,173.14	4,351.92	-1,178.78	-27.09%
<b>Total 4000 · INCOME</b>	<u>66,191.37</u>	<u>78,834.96</u>	<u>-12,643.59</u>	<u>-16.04%</u>
<b>Total Income</b>	<u>66,191.37</u>	<u>78,834.96</u>	<u>-12,643.59</u>	<u>-16.04%</u>
<b>Expense</b>				
<b>5000 · EXPENSES</b>				
5010 · AWARDS & SCHOLARSHIPS	0.00	151.04	-151.04	-100.0%
5031 · CLUB ASSISTANCE/ICC	8,827.30	8,334.27	493.03	5.92%
5032 · COLLEGE PROGRAM ASSISTANCE	2,447.24	3,455.63	-1,008.39	-29.18%
5033 · CONFERENCE	5,059.50	5,239.40	-179.90	-3.43%
5050 · ETHNIC CULTURAL AFFAIRS	664.40	2,149.12	-1,484.72	-69.09%
5080 · HOSPITALITY	1,486.88	1,176.10	310.78	26.43%
5130 · MISCELLANEOUS	640.97	274.40	366.57	133.59%
5140 · OFFICE SUPPLIES	2,619.90	1,573.06	1,046.84	66.55%
5145 · OPERATION	116.89	356.90	-240.01	-67.25%
5150 · PROGRAMS	5,947.95	13,364.41	-7,416.46	-55.49%
5151 · PUBLICITY	1,160.59	1,610.78	-450.19	-27.95%
5152 · SPIRIT THURSDAY	13,857.86	0.00	13,857.86	100.0%
5170 · RECREATION/GAMES	1,238.38	0.00	1,238.38	100.0%
5171 · REPAIR & MAINTENANCE	1,083.15	888.79	194.36	21.87%
5182 · STUDENT ACTIVITY CARD	8,614.09	2,743.37	5,870.72	214.0%
5183 · STUDENT ASSISTANT-SALARY	10,026.75	2,027.25	7,999.50	394.6%
5184 · STUDENT ASSISTANT-BENEFITS	100.27	40.55	59.72	147.28%
5210 · VENDING INCOME TRANSFER	4,115.08	6,009.87	-1,894.79	-31.53%
<b>Total 5000 · EXPENSES</b>	<u>68,007.20</u>	<u>49,394.94</u>	<u>18,612.26</u>	<u>37.68%</u>
<b>Total Expense</b>	<u>68,007.20</u>	<u>49,394.94</u>	<u>18,612.26</u>	<u>37.68%</u>
<b>Net Ordinary Income</b>	<u>-1,815.83</u>	<u>29,440.02</u>	<u>-31,255.85</u>	<u>-106.17%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>6000 · OTHER INCOMES</b>				
6010 · INTEREST	276.28	361.16	-84.88	-23.5%
<b>Total 6000 · OTHER INCOMES</b>	<u>276.28</u>	<u>361.16</u>	<u>-84.88</u>	<u>-23.5%</u>
<b>Total Other Income</b>	<u>276.28</u>	<u>361.16</u>	<u>-84.88</u>	<u>-23.5%</u>
<b>Net Other Income</b>	<u>276.28</u>	<u>361.16</u>	<u>-84.88</u>	<u>-23.5%</u>
<b>Net Income</b>	<u><u>-1,539.55</u></u>	<u><u>29,801.18</u></u>	<u><u>-31,340.73</u></u>	<u><u>-105.17%</u></u>



**Date:** January 25, 2013

**To:** San Mateo County Community College District

**From:** Misha Maggi, Interim Coordinator of Student Activities, Cañada College

**Re:** Center for Student Life and Leadership Development and Associated Students of Cañada College, *Budget Report for the Quarter January 2013-March 2013*

The following is a summary highlighting staff, Goals, ASCC, and Clubs, events, activities and current projects, from January 2013-March 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. A new Interim Coordinator of Student Activities, Misha Maggi, hired on April 22, 2013	1-Trish Guevarra hired as a part-time Student Activities Assistant working 20 hours a week	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-Jan. 25
5 out of 8	7	NA	NA	20	20

**ASCC Recruitment of Officers: *Status:*** Student elections held April 30-May 2. There are currently 20 AS Board members, and 8 have been elected for the 2013-2014 year.

ASCC meetings weekly, Tuesdays, 3:15pm-5pm, Building 2, rm 210

**Executive Board as of January 25**

Executive Officers:

*President: Alaa Aissi*

*Vice President: Christopher Garcia*

*Secretary: Jolani Chun-Moy*

*Treasurer: Doris Vargas*

*Commissioner of Publicity: Geovanna Moreno*

*Commissioner of Activities: Jay Rojas*

**Senators as of Jan. 25**

Senators:

Amanda Torres	Kerrienne Ferrari	Angie Fayad
Ivan Evans	Maria De la Cruz	Andrea Ramirez
Arian Kashaniamin	Miguel Barrio Ledezma	Molly Prado
Jessica Marie	Paulino Arsate	Omar Pena
Jeui-Chen	Chris Garcia	Lexie Munevar

**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**

**Clubs**

<b>2012-2013 Active Clubs</b>	<b>2011-2012 reactivated Clubs</b>	<b>2012-2013 New Clubs Between Jan-March</b>
18	18 out of 26	1

**ASCC Club Goals**

- Will retain 50% of the clubs from previous year. **Status: done! 18 out 26**
- Will have 30 clubs chartered by December 1. **Status: 66%, close, still have a way to go**

**Conference and Retreat Attendance**

**April**

ASCC sent 6 students with an advisor from Skyline College to the Spring Student Senate General Assembly in Burlingame , April 26-28

**ASCC and Club Events and Activities:**

	Event	<i>Student Participation:</i>
1	January Super Bowl Spirit Thursday Thurs. Jan. 31	250
2	February Welcome Back Week 2/12, 2/13, 2/14	315
3	February ASCC Winter Retreat	14
4	March Student Trustee Nominee Election Before March 31	250
5	March Pie (3.14) Spirit Thursday Team with STEM Center Thurs. Mar. 14	310
6	<b>February</b> Mini Club Rush: 2/12, 2/13 Native American Story Telling 2/20, 2/21 International Film Night 2/20 <b>March</b> International Film Night (Bloody Sunday) 3/20 Social Dance 3/25 April Spring Fling Spirit Thursday TBA	

***Upcoming ASCC Events and Activities***

<u>MONTH</u>	<u>THIS YEAR</u>
<b>April</b> “Spring Fling Spirit Thursday” <i>Dream Act Movie showing: Papers and Life With Out a Voice</i> Mon. April 29, Apr. 30 ASCC 2013-2014 Elections/I Vote Spirit Thursday Wed. May 1, May 2 <b>April</b> International Film Night (Beautiful Boxer) 4/17 <b>May</b> “Stress Relief before Finals Spirit Thursday”	
End of the Year Club Awards 3-May ASCC By-laws Committee Inter-Club Council meetings 3rd Wed. 3:30-4:30	

**Student ID report**

**ID Cards Issued Spring 2013**

**ID Cards Issued during School Year 2012-2013**

	Student	Sticker	ASCC	Staff/Faculty	Medical	Rad-tech
<b>August</b>	436	111	0	10	7	18
<b>September</b>	379	39	14	7	3	2
<b>October</b>	146	11	7	8	4	0
<b>November</b>	54	10	2	1	0	0
<b>December</b>	22	5	1	27	0	0
<b>December</b>	9	8	0	0	1	0
<b>January</b>	338	148	0	7	21	1
<b>February</b> <small>(includes CBET)</small>	274	65	6	8	1	0
<b>March</b>	55	17	1	2	0	0

**Current Total as of April 22, 2013**

Student	Sticker	ASCC	Staff	Medical	Rad-Tech	Middle College
<b>1729</b>	<b>414</b>	<b>31</b>	<b>43</b>	<b>37</b>	<b>21</b>	<b>1</b>

**Update on Current Projects**

- 1) **Hiring Justification Non-Faculty Positions** Instructional Aide II Career Services & Student Life & Leadership (FT) **Status:** Change to Assistant to Student Activities Coordinator approved and staff member hired.
- 2) **Hiring replacement student assistant:** **Status:** Interviews occurred and new student assistant transitioning well.
- 3) **Hiring short term hourly:** **Status:** BOT approved the money, now need to start adverting position
- 4) **3 unit Leadership Course:** **Status:** No time to submit it to curriculum
- 5) **Team 6 Program Review:** **Status:** EOPS added

- 6) **ASCC Fall Mid-Semester Evaluations: Status: DONE**  
 7) **New AS President: Status:** Alaa appointed as President, Chris appointed as VP, have 90% of executive board filled for 2013-2014

**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	March 31
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"> <li>• VPSS</li> <li>• Dean, Enrollment Services</li> <li>• Counseling Chair</li> <li>• Student Life Coordinator</li> </ul>	Plan Developed	Still working on it
2. Implement and evaluate the student engagement plan	Spring 2012 On-going	<ul style="list-style-type: none"> <li>• VPSS</li> <li>• Dean, Enrollment Services</li> <li>• Counseling Chair</li> <li>• Student Life Coordinator</li> </ul>	Evaluations completed for individuals events and activities.	Working on it
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"> <li>• Equity Committee</li> </ul>	Plans developed and implemented	Working on it

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 in 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: 2**

**New in the Center for Student Life and Leadership:** New Interim Coordinator of Student Activities and Student Activities Assistant

**ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO**  
**Summary Balance Sheet**  
**As of March 31, 2013**

	<u>Mar 31, 13</u>	<u>Mar 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · CASH AND BANK	75,418.48	43,338.64	32,079.84	74.02%
<b>Total Checking/Savings</b>	<u>75,418.48</u>	<u>43,338.64</u>	<u>32,079.84</u>	<u>74.02%</u>
<b>Accounts Receivable</b>				
1210.1 · ACCOUNTS RECEIVABLE	92,573.54	102,261.24	-9,687.70	-9.47%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-1,634.83	-1,815.28	180.45	-9.94%
1220 · EMERGENCY LOANS RECEIVABLE	1,807.26	1,980.00	-172.74	-8.72%
1230 · OTHER LOANS RECEIVABLE	1,532.88	1,532.88	0.00	0.0%
<b>Total Accounts Receivable</b>	<u>94,278.85</u>	<u>103,958.84</u>	<u>-9,679.99</u>	<u>-9.31%</u>
<b>Other Current Assets</b>				
1310.1 · COUNTY INVESTMENT POOL	600,011.92	698,562.63	-98,550.71	-14.11%
1310.2 · INVEST. MARKET TO MARKET ADJ.	2,805.99	1,611.69	1,194.30	74.1%
<b>Total Other Current Assets</b>	<u>602,817.91</u>	<u>700,174.32</u>	<u>-97,356.41</u>	<u>-13.91%</u>
<b>Total Current Assets</b>	<u>772,515.24</u>	<u>847,471.80</u>	<u>-74,956.56</u>	<u>-8.85%</u>
<b>Fixed Assets</b>				
1500 · FIXED ASSETS	6,912.81	1,970.80	4,942.01	250.76%
<b>Total Fixed Assets</b>	<u>6,912.81</u>	<u>1,970.80</u>	<u>4,942.01</u>	<u>250.76%</u>
<b>TOTAL ASSETS</b>	<u><b>779,428.05</b></u>	<u><b>849,442.60</b></u>	<u><b>-70,014.55</b></u>	<u><b>-8.24%</b></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2010 · ACCOUNTS PAYABLE	9,220.63	4,962.74	4,257.89	85.8%
<b>Total Accounts Payable</b>	<u>9,220.63</u>	<u>4,962.74</u>	<u>4,257.89</u>	<u>85.8%</u>
<b>Other Current Liabilities</b>				
2020 · EMERGENCY LOAN FUND	9,998.95	9,998.95	0.00	0.0%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0.0%
2050 · CLUBS	82,957.88	84,004.25	-1,046.37	-1.25%
2060 · TRUSTS	272,144.56	343,385.21	-71,240.65	-20.75%
<b>Total Other Current Liabilities</b>	<u>374,912.45</u>	<u>447,199.47</u>	<u>-72,287.02</u>	<u>-16.16%</u>
<b>Total Current Liabilities</b>	<u>384,133.08</u>	<u>452,162.21</u>	<u>-68,029.13</u>	<u>-15.05%</u>
<b>Total Liabilities</b>	<u>384,133.08</u>	<u>452,162.21</u>	<u>-68,029.13</u>	<u>-15.05%</u>
<b>Equity</b>				
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	5,280.47	12,322.17	-7,041.70	-57.15%
<b>Total Equity</b>	<u>395,294.97</u>	<u>397,280.39</u>	<u>-1,985.42</u>	<u>-0.5%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>779,428.05</b></u>	<u><b>849,442.60</b></u>	<u><b>-70,014.55</b></u>	<u><b>-8.24%</b></u>

**ASSOCIATED STUDENTS/COLLEGE OF SAN MATEO  
PROFIT AND LOSS STATEMENT PREVIOUS YEAR COMPARISON  
JULY 2012 THROUGH MARCH 2013**

	<u>Jul '12 - Mar 13</u>	<u>Jul '11 - Mar 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 - INCOME</b>				
4020 - ATM	1,157.50	958.50	199.00	20.76%
4030 - CAFE COMMISSION	0.00	453.73	-453.73	-100.0%
4065 - RECREATION/GAMES	542.75	1,370.25	-827.50	-60.39%
4070 - SPACE RENTAL-VENDOR	745.00	160.00	585.00	365.63%
4080 - STUDENT BODY CARD	78,771.00	82,040.00	-3,269.00	-3.99%
4090 - VENDING-ACTION	7,585.73	5,241.80	2,343.93	44.72%
4091 - VENDING-PEPSI	6,903.38	10,797.33	-3,893.95	-36.06%
<b>Total 4000 - INCOME</b>	<u>95,705.36</u>	<u>101,021.61</u>	<u>-5,316.25</u>	<u>-5.26%</u>
<b>Total Income</b>	95,705.36	101,021.61	-5,316.25	-5.26%
<b>Expense</b>				
<b>5000 - EXPENSES</b>				
5010 - AWARDS & SCHOLARSHIPS	40.59	0.00	40.59	100.0%
5020 - BAD DEBTS	-356.39	-307.32	-49.07	15.97%
5021 - BANK SERVICE CHARGE	31.00	0.00	31.00	100.0%
5031 - CLUB ASSISTANCE/ICC	4,121.18	7,711.98	-3,590.80	-46.56%
5032 - COLLEGE PROGRAM ASSISTANCE	5,661.74	2,903.91	2,757.83	94.97%
5033 - CONFERENCE	12,821.83	6,743.62	6,078.21	90.13%
5040 - DEPRECIATION	1,979.05	1,364.40	614.65	45.05%
5050 - ETHNIC CULTURAL AFFAIRS	3,590.83	0.00	3,590.83	100.0%
5080 - HOSPITALITY	1,548.66	1,312.06	236.60	18.03%
5140 - OFFICE SUPPLIES	3,102.62	3,489.55	-386.93	-11.09%
5145 - OPERATION	3,691.24	2,222.29	1,468.95	66.1%
5150 - PROGRAMS	14,382.16	19,082.58	-4,700.42	-24.63%
5151 - PUBLICITY	5,777.45	4,905.80	871.65	17.77%
5181 - SMALL F.F. & EQUIP	2,021.11	6,811.71	-4,790.60	-70.33%
5182 - STUDENT ACTIVITY CARD	1,074.75	2,409.17	-1,334.42	-55.39%
5183 - STUDENT ASSISTANT-SALARY	21,076.20	18,519.00	2,557.20	13.81%
5184 - STUDENT ASSISTANT-BENEFITS	223.94	370.20	-146.26	-39.51%
<b>Total 5000 - EXPENSES</b>	<u>80,787.96</u>	<u>77,538.95</u>	<u>3,249.01</u>	<u>4.19%</u>
<b>Total Expense</b>	80,787.96	77,538.95	3,249.01	4.19%
<b>Net Ordinary Income</b>	14,917.40	23,482.66	-8,565.26	-36.48%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>6000 - OTHER INCOMES</b>				
6010 - INTEREST	4,852.18	5,332.37	-480.19	-9.01%
<b>Total 6000 - OTHER INCOMES</b>	<u>4,852.18</u>	<u>5,332.37</u>	<u>-480.19</u>	<u>-9.01%</u>
<b>Total Other Income</b>	4,852.18	5,332.37	-480.19	-9.01%
<b>Other Expense</b>				
<b>7000 - OTHER EXPENSES</b>				
7020 - VENDING INC. EXP TO V.P. TRUST	14,489.11	16,492.86	-2,003.75	-12.15%
<b>Total 7000 - OTHER EXPENSES</b>	<u>14,489.11</u>	<u>16,492.86</u>	<u>-2,003.75</u>	<u>-12.15%</u>
<b>Total Other Expense</b>	14,489.11	16,492.86	-2,003.75	-12.15%
<b>Net Other Income</b>	-9,636.93	-11,160.49	1,523.56	-13.65%
<b>Net Income</b>	<u>5,280.47</u>	<u>12,322.17</u>	<u>-7,041.70</u>	<u>-57.15%</u>

## **Associated Students of College of San Mateo 3rd Quarter Report, January 2013 – March 2013**

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the spring 2013 semester. ASCSM has continued to participate in college governance and has been able to create a lively and entertaining campus atmosphere for CSM student, faculty, staff, and administrators. Some of the highlights for the first half of the spring 2013 semester are:

### **Ongoing Activities**

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

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

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

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

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

**Events and Activities:**

*January 2013:* The weekend of Wednesday, January 09 – Friday, January 11, the Student Senate participated in their mid-year winter retreat. Over the course of the weekend the students had the opportunity to participate in various activities that helped to develop their leadership, communication, and cognitive skills. The weekend gave them the chance to bond with one another, as well as develop individual and group goals for the semester. Over the following week, January 14 – January 18, both the Student Senate and Center for Student Life and Leadership staff participated in “Welcome Mat” providing information to students about college services, building and class locations, class schedules, and transportation services. This gave both our staff and students the opportunity to collaborate with other departments and services. Lastly, individual student government executive officers and senators began to meet with the Coordinator of Student Life and Leadership individually to assess individual needs. The week of January 28 – 30, the Senate held their annual “Reboot Week”, welcoming back students with food, activities, and music.

*February 2013:* During this month the student government engaged in planning activities for the remainder of the semester. From the 12<sup>th</sup> to the 14<sup>th</sup> Alpha Gamma Sigma sold flowers and chocolates as part of a fundraiser for their club. On February 14, ASCSM sponsored a Valentine’s Day event, handing out chocolates and flowers. On February 19 and 20, the International Club hosted a Chinese New Year event with traditional music and dancers. The Inter Club Council held Club Day on February 20 and 21. Lastly, February 26, the Open Heart Yoga Club sponsored a yoga workshop with Jason Crandell.

*March 2013:* On March 3, six ASCSM members attended the FACCC legislative conference in Sacramento. The following day, March 4, they met with four of our area’s state leaders to discuss issues facing CSM students. On March 13 and 27, International Club hosted their “Country of the Month” event highlighting Germany. They had traditional foods and showed German movies. On March 14 – 18, six ASCSM members attended the USSA Grassroots Student Advocacy Conference in Washington, D.C. Additionally, they met with staff from our two federal Senate and House members to discuss issues facing CSM students. On March 20, Alpha Gamma Sigma presented the film “Bully” in the Theatre. Lastly, Alpha Gamma Sigma sold T-Pumps on campus to raise funds for their club.

**ASSOCIATED STUDENTS OF SKYLINE COLLEGE**  
**Balance Sheet Prev Year Comparison**  
As of March 31, 2013

	<u>Mar 31, 13</u>	<u>Mar 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · CASH AND BANK	140,964.62	103,343.80	37,620.82	36.4%
<b>Total Checking/Savings</b>	140,964.62	103,343.80	37,620.82	36.4%
<b>Accounts Receivable</b>				
1210.1 · ACCOUNT RECEIVABLE SKYLINE	144,622.08	197,358.44	-52,736.36	-26.72%
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%
<b>Total Accounts Receivable</b>	140,491.94	193,228.30	-52,736.36	-27.29%
<b>Other Current Assets</b>				
1310 · COUNTY INVESTMENT CONTROL	747,564.43	767,086.18	-19,521.75	-2.55%
1310.2 · MARK TO MARKET	3,196.41	1,770.65	1,425.76	80.52%
<b>Total Other Current Assets</b>	750,760.84	768,856.83	-18,095.99	-2.35%
<b>Total Current Assets</b>	1,032,217.40	1,065,428.93	-33,211.53	-3.12%
<b>Fixed Assets</b>				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
<b>Total Fixed Assets</b>	0.00	0.00	0.00	0.0%
<b>TOTAL ASSETS</b>	<u>1,032,217.40</u>	<u>1,065,428.93</u>	<u>-33,211.53</u>	<u>-3.12%</u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2010 · ACCOUNTS PAYABLE	0.00	1,099.28	-1,099.28	-100.0%
<b>Total Accounts Payable</b>	0.00	1,099.28	-1,099.28	-100.0%
<b>Other Current Liabilities</b>				
2030 · OTHER LOANS PAYABLE	0.00	3,182.66	-3,182.66	-100.0%
2050 · CLUBS	122,012.22	121,567.48	444.74	0.37%
2060 · TRUSTS	303,215.69	326,777.04	-23,561.35	-7.21%
<b>Total Other Current Liabilities</b>	425,227.91	451,527.18	-26,299.27	-5.83%
<b>Total Current Liabilities</b>	425,227.91	452,626.46	-27,398.55	-6.05%
<b>Total Liabilities</b>	425,227.91	452,626.46	-27,398.55	-6.05%
<b>Equity</b>				
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	30,349.39	58,866.38	-28,516.99	-48.44%
<b>Total Equity</b>	606,989.49	612,802.47	-5,812.98	-0.95%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>1,032,217.40</u>	<u>1,065,428.93</u>	<u>-33,211.53</u>	<u>-3.12%</u>

**ASSOCIATED STUDENTS OF SKYLINE COLLEGE**  
**Profit & Loss Prev Year Comparison**  
**JULY 2012 THROUGH MARCH 2013**

	<u>Jul '12 - Mar 13</u>	<u>Jul '11 - Mar 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 - INCOME</b>				
4050 - MISCELLANEOUS	0.00	0.00	0.00	0.0%
4065 - RETURNED CHECK FEE - UNION BANK	80.00	120.00	-40.00	-33.33%
4066 - STOP PAYMENT FEE - WFB	31.00	0.00	31.00	100.0%
4070 - SPACE RENTAL-VENDOR	850.50	695.00	155.50	22.37%
4080 - STUDENT BODY CARD	84,632.00	87,571.00	-2,939.00	-3.36%
4090 - VENDING-NORTH COUNTY	9,227.82	4,570.91	4,656.91	101.88%
4091 - VENDING-PEPSI	9,672.61	5,213.99	4,458.62	85.51%
<b>Total 4000 - INCOME</b>	<u>104,493.93</u>	<u>98,170.90</u>	<u>6,323.03</u>	<u>6.44%</u>
<b>Total Income</b>	104,493.93	98,170.90	6,323.03	6.44%
<b>Expense</b>				
<b>5000 - EXPENSES</b>				
5005 - ASSC PRESIDENT ACCOUNT	6.40	0.00	6.40	100.0%
5010 - AWARDS & SCHOLARSHIPS	0.00	4,000.00	-4,000.00	-100.0%
5030 - CEREMONIES	0.00	7,600.00	-7,600.00	-100.0%
5031 - CLUB ASSISTANCE/ICC	11,605.00	6,000.00	5,605.00	93.42%
5032 - COLLEGE PROGRAM ASSISTANCE	1,300.00	0.00	1,300.00	100.0%
5033 - CONFERENCE/RETREAT/TRAINING	16,129.13	11,278.26	4,850.87	43.01%
5140 - OFFICE SUPPLIES	5,277.89	3,360.20	1,917.69	57.07%
5150 - PROGRAMS	32,604.53	13,133.90	19,470.63	148.25%
5151 - PUBLICITY	1,836.47	12.20	1,824.27	14,953.03%
5180 - DONATION	6,000.00	0.00	6,000.00	100.0%
5182 - STUDENT BODY CARD	1,301.00	328.76	972.24	295.73%
5183 - STUDENT ASSISTANT-SALARY	4,810.25	0.00	4,810.25	100.0%
5184 - STUDENT ASSISTANT-BENEFITS	61.35	0.00	61.35	100.0%
<b>Total 5000 - EXPENSES</b>	<u>80,932.02</u>	<u>45,713.32</u>	<u>35,218.70</u>	<u>77.04%</u>
<b>Total Expense</b>	<u>80,932.02</u>	<u>45,713.32</u>	<u>35,218.70</u>	<u>77.04%</u>
<b>Net Ordinary Income</b>	23,561.91	52,457.58	-28,895.67	-55.08%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>6000 - OTHER INCOMES</b>				
6010 - INTEREST	6,787.48	6,408.80	378.68	5.91%
6011 - INVESTMENT GAIN-UNREALIZED	0.00	0.00	0.00	0.0%
<b>Total 6000 - OTHER INCOMES</b>	<u>6,787.48</u>	<u>6,408.80</u>	<u>378.68</u>	<u>5.91%</u>
<b>Total Other Income</b>	6,787.48	6,408.80	378.68	5.91%
<b>Other Expense</b>				
<b>7000 - OTHER EXPENSES</b>				
7011 - INVESTMENT LOSS-UNREALIZED	0.00	0.00	0.00	0.0%
<b>Total 7000 - OTHER EXPENSES</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	6,787.48	6,408.80	378.68	5.91%
<b>Net Income</b>	<u><u>30,349.39</u></u>	<u><u>58,866.38</u></u>	<u><u>-28,516.99</u></u>	<u><u>-48.44%</u></u>

**Associated Students of Skyline College  
2012-2013: Budget Report for the 3<sup>rd</sup> Quarter  
Summary of Programs and Activities  
March 31, 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
- Skyline College VPSS Search Committee
- Student Recognition and Awards Program Committee
- Technology Advisory Committee

**Student Handbook and Academic Planners**

Due to budget cuts, the Student Handbook is only available online in a downloadable format:  
<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 and updated the Student ID card.

## **Skyline Organizations and Clubs (SOCC)**

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. This spring, SOCC has one new club: Myanmar American Student Association.

## **Programs and Events**

### **ASSC Meetings**

8/13/12-Present:

ASSC weekly meetings on Tuesdays from 4-6pm

### **Heart to Heart**

2/14/13:

ASSC and Programming board members gathered students in the Quad for a game of jeopardy to educate students in safe sex in light of Valentine's Day. Goodie bags were handed out as prizes with candy, condoms, and informational pamphlets regarding safe sex.

### **1 Billion Rising**

2/14/13:

In light of so many women around the world who suffer from physical abuse, ASSC members participated in activities to call awareness to the global 1 Billion Rising. project.

### **President's Breakfast**

3/21/13:

A fund raising event for Skyline College Presidents innovation Fund held at South San Francisco's Conference Center. ASSC President Jose Luis Sanchez-Sosa was a speaker at the event along with faculty, staff, and administrative members.

### **Cesar Chavez Commemorative luncheon**

3/28/13

The luncheon was to celebrate the leadership and achievements of Cesar Chavez. ASSC Commissioner of Publicity Jackeline Monrroy was a speaker at the Commemorative luncheon greeting faculty, students, and community members.

## **Cesar Chavez Volunteer Fair**

3/28/13

The ASSC supported the Volunteer Fair in light of Cesar Chavez Day, the event had 23 non-profit organizations to encourage students to take part in their communities.

## **Donation Sponsorships**

### **Coexist Cafe: An Interfaith Dialogue**

3/14/13:

The Interfaith Dialogue was an event to connect and encourages similarities and differences those from different religious backgrounds.

### **A Call to Consciousness**

3/20/13:

One Life a Call to Consciousness by Kevin McKelvy from Southwest Missouri resented his blended images of political, religious, and celebrity figures in our Art Gallery.

## **Conferences and Leadership Training**

### **ASSC Leadership Retreat & Conference:**

1/23/13-1/25/13

Members of the ASSC participated in leadership and team building exercises at Camp Lodestar in Wilseyville, CA.

### **National Grassroots Legislative Conference and National Student Lobby Day (LegCon)**

3/14/13-3/19/13

ASSC members participated in leadership workshops and exercises at the United States Student Association in Washington D.C. Three ASSC representatives and one advisor attended the LegCon event.

If you need additional information please contact:

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Skyline College  
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**San Mateo County Community College District - Bookstore Operation  
Summary Balance Sheet  
As at March 31, 2013**

	<u>3/31/2013</u>	<u>3/31/2012</u>	<u>Difference</u>
<b>Assets</b>			
Cash	\$ 10,401	\$ 28,343	\$ (17,942)
Investments	4,937,349	5,262,358	(325,009)
Receivables	352,100	208,768	143,332
Inventories & Prepaid Items	2,581,756	2,089,827	491,928
Fixed Assets & Accum Depreciation	44,548	129,163	(84,615)
<b>Total Assets</b>	<b><u>\$ 7,926,154</u></b>	<b><u>\$ 7,718,460</u></b>	<b><u>\$ 207,694</u></b>
<b>Liabilities</b>			
Current Liabilities	\$ 292,647	\$ 393,528	\$ (100,881)
Salaries & Benefits Payable	-	-	-
Other Current Liabilities	91,285	68,709	22,576
<b>Total Liabilities</b>	<b><u>\$ 383,932</u></b>	<b><u>\$ 462,236</u></b>	<b><u>\$ (78,304)</u></b>
<b>Equity</b>			
Retained Earnings	\$ 7,133,273	\$ 6,873,578	\$ 259,696
Prior Years Adjustment	-	-	-
<b>Total Equity</b>	<b><u>\$ 7,133,273</u></b>	<b><u>\$ 6,873,578</u></b>	<b><u>\$ 259,696</u></b>
<b>Year to Date Net Profit (Loss)</b>	<b>408,949</b>	<b>382,646</b>	<b>26,303</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>\$ 7,926,154</u></b>	<b><u>\$ 7,718,460</u></b>	<b><u>\$ 207,694</u></b>

**San Mateo College District - Bookstore Operation**  
**March 2013-YTD Summary Income Statement**  
**For Period Ending March 31, 2013**

	YTD 03-31-13	YTD 03-31-12	Difference
<b>Income</b>			
Sales	\$ 6,204,642	\$ 6,165,697	\$ 38,945
Cost of Sales	(3,970,776)	(3,909,171)	(61,604)
<b>Gross Margin</b>	<b>\$ 2,233,867</b>	<b>\$ 2,256,525</b>	<b>\$ (22,659)</b>
<b>Operating Expenses</b>			
Salaries & Benefits	\$ 1,620,866	\$ 1,532,917	\$ 87,948
Other Inventory Expenses	252,641	247,024	5,617
Other Service Expenses	21,474	46,923	(25,448)
Travel & Mileage Expenses	4,242	5,026	(784)
Dues & Membership	3,265	4,746	(1,481)
Insurance Expense	5,400	5,400	-
Utilities	26,646	26,252	394
Equipment Maintenance & Rental	30,799	31,232	(433)
Legal, Audit & Bad Debt Expenses	17,082	25,299	(8,217)
Other Operating Expenses	220,669	214,975	5,694
<b>Total Operating Expenses</b>	<b>\$ 2,203,084</b>	<b>\$ 2,139,794</b>	<b>\$ 63,290</b>
<b>Other Income</b>	<b>\$ 487,679</b>	<b>\$ 445,354</b>	<b>\$ 42,325</b>
<b>Total Other Income</b>	<b>\$ 487,679</b>	<b>\$ 445,354</b>	<b>\$ 42,325</b>
<b>Net Operation Profit (Loss)</b>	<b>\$ 518,462</b>	<b>\$ 562,085</b>	<b>\$ (43,623)</b>
<b>Non Operational Income/Expenses</b>			
<b>Non Operational Income</b>			
In-Kind Donation Received	\$ 5,500	\$ -	\$ 5,500
<b>Non Operational Expense</b>			
Salaries - Dist Admin	\$ 38,965	\$ 47,227	\$ (8,262)
Salaries - Dist Supervisor	7,071	11,462	(4,391)
Salaries - Dist Student	-	-	-
Benefits - All Dist Staff	15,227	18,235	(3,008)
Rent Expense	50,670	50,670	-
Donations	3,080	51,844	(48,764)
Depreciation Expense - Rental Text	-	-	-
<b>Total Non Operational Income/Expenses</b>	<b>\$ 115,013</b>	<b>\$ 179,439</b>	<b>\$ (64,426)</b>
<b>Net Income</b>	<b>\$ 408,949</b>	<b>\$ 382,646</b>	<b>\$ 26,303</b>

**San Mateo College District - Bookstore Operation**  
**March 2013-YTD Detail Income Statement**  
**For Period Ending March 31, 2013**

	<b>YTD 03-31-13</b>	<b>YTD 03-31-12</b>	<b>Difference</b>
<b>Income</b>			
Income - Books	\$ 4,040,015	\$ 4,399,486	\$ (359,472)
Income - Supplies	442,745	466,119	(23,374)
Income - Food & Beverages	1,135,938	888,004	247,934
Income - Electronics	237,099	149,941	87,158
Income - Gifts	94,535	89,910	4,626
Income - Sundries	14,172	14,745	(573)
Income - Production Services	241,538	158,229	83,309
Sales Over/Short Adjustment	(1,399)	(737)	(662)
<b>Total Gross Sales</b>	<b>\$ 6,204,642</b>	<b>\$ 6,165,697</b>	<b>\$ 38,945</b>
<b>Cost of Goods Sold</b>			
COGS - Books	\$ (2,737,357)	\$ (2,896,249)	\$ 158,892
COGS - Supplies	(252,624)	(274,982)	22,358
COGS - Food & Beverages	(597,641)	(490,528)	(107,113)
COGS - Electronics	(212,990)	(123,412)	(89,578)
COGS - Gifts	(61,375)	(51,710)	(9,664)
COGS - Sundries	(8,333)	(9,942)	1,609
COGS - Production Services	(100,457)	(62,348)	(38,108)
<b>Total Cost of Goods Sold</b>	<b>\$ (3,970,776)</b>	<b>\$ (3,909,171)</b>	<b>\$ (61,604)</b>
<b>Gross Profit</b>	<b>\$ 2,233,867</b>	<b>\$ 2,256,525</b>	<b>\$ (22,659)</b>
<b>Salary and Benefits</b>			
Salaries & Benefits			
Salaries - Administrative	\$ 65,148	\$ 62,924	\$ 2,224
Salaries - Supervisor	206,276	197,147	9,130
Salaries - Classified	537,719	521,339	16,380
Salaries - Students	396,303	365,124	31,179
Salaries - Shrt Term Hourly	40,419	67,204	(26,785)
Accrued Vacation Exp-Supervisor	6,055	7,512	(1,458)
Accrued Vacation Exp-Classified	-	-	-
Benefits - All Stores	368,946	311,666	57,280
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,620,866</b>	<b>\$ 1,532,917</b>	<b>\$ 87,948</b>
<b>Other Inventory Expenses</b>			
Freight In	\$ 155,175	\$ 166,174	\$ (10,999)
Service Fees Expense	8,235	4,374	3,861
CRV Tax Paid	7,081	6,979	102
Buyback Expense	-	-	-
Invoice Balancing Over/Short	(69)	67	(135)
Restocking Fees	1,545	1,526	18
Imprint Fees	50,949	38,638	12,310
Shrinkage Expense	29,726	29,266	460
<b>Total Other Inventory Expenses</b>	<b>\$ 252,641</b>	<b>\$ 247,024</b>	<b>\$ 5,617</b>
<b>Other Service Expenses</b>			
Computer System Support - Software	\$ 3,500	\$ 15,958	\$ (12,458)
Computer System Support - Hardware	(1,171)	15,787	(16,958)
Training Fees	109	3,510	(3,401)
Contract Personnel	5,905	-	5,905
Armored Car Service	13,132	11,667	1,464
Security System Service	-	-	-
<b>Total Other Service Expenses</b>	<b>\$ 21,474</b>	<b>\$ 46,923</b>	<b>\$ (25,448)</b>

	YTD 03-31-13	YTD 03-31-12	Difference
Travel & Mileage Expenses			
Conference Expense	3,788	4,390	(602)
Conference Fees Out of State	240	85	155
Travel Expenses	-	-	-
Mileage	213	550	(337)
<b>Total Travel &amp; Mileage Expenses</b>	<b>\$ 4,242</b>	<b>\$ 5,026</b>	<b>\$ (784)</b>
<b>Dues &amp; Membership Expenses</b>			
Dues & Membership	\$ 3,265	\$ 4,746	\$ (1,481)
<b>Total Dues &amp; Membership</b>	<b>\$ 3,265</b>	<b>\$ 4,746</b>	<b>\$ (1,481)</b>
<b>Insurance Expense</b>			
Insurance Expense	\$ 5,400	\$ 5,400	\$ -
<b>Total Insurance Expense</b>	<b>\$ 5,400</b>	<b>\$ 5,400</b>	<b>\$ -</b>
<b>Utilities</b>			
Utilities - Gas	\$ 3,426	\$ 6,072	\$ (2,646)
Utilities - Electric	14,794	12,417	2,377
Utilities - Water	4,533	3,688	844
Utilities - Phone	-	-	-
Utilities - Garbage	3,893	4,075	(182)
<b>Total Utilities</b>	<b>\$ 26,646</b>	<b>\$ 26,252</b>	<b>\$ 394</b>
<b>Equipment Maintenance &amp; Rental</b>			
Equipment - Non Inventory	\$ -	\$ 6,699	\$ (6,699)
Repairs & Maint Contract Equip	6,987	4,288	2,699
Contract Misc Services	23,812	20,244	3,567
<b>Total Equipment Maintenance &amp; Rental</b>	<b>\$ 30,799</b>	<b>\$ 31,232</b>	<b>\$ (433)</b>
<b>Legal, Audit &amp; Bad Debt Expense</b>			
Audits	\$ 405	\$ 3,605	\$ (3,200)
Bad Debt - Customer	-	-	-
Bad Debt - Vendor	16,677	21,694	(5,017)
<b>Total Legal, Audit &amp; Bad Debt Expense</b>	<b>\$ 17,082</b>	<b>\$ 25,299</b>	<b>\$ (8,217)</b>
<b>Other Operating Expenses</b>			
Depreciation	\$ 63,000	\$ 62,460	\$ 540
Fixed Asset Disposal	-	-	-
Postage	-	-	-
Store & Office Use Supplies	37,972	26,319	11,652
Advertising	429	42	387
Credit Card Commissions	109,438	117,431	(7,993)
Bank Charges - Returned Checks	-	-	-
Bank Charges - Other	6,112	7,888	(1,776)
Miscellaneous Expenses	3,719	835	2,884
Other Operating Expenses	-	-	-
<b>Total Other Operating Expenses</b>	<b>\$ 220,669</b>	<b>\$ 214,975</b>	<b>\$ 5,694</b>
<b>Total Operating Expenses</b>	<b>\$ 2,203,084</b>	<b>\$ 2,139,794</b>	<b>\$ 63,290</b>
<b>Other Income</b>			
Interest Income	\$ 66,031	\$ 33,125	\$ 32,906
Commission Income	6,311	11,708	(5,397)
Miscellaneous Income	30,984	22,719	8,264
Catalog Income	453	414	39
Shipping & Postage Income	11,813	13,396	(1,582)
Stamp Income	755	656	99
Ticket Sales Income	1,082	241	841
LTO Interest Income	3,270	2,601	669
Calif Recycle Fee Collected	-	-	-

	YTD 03-31-13	YTD 03-31-12	Difference
NG Check Fee Collected	180	115	65
NG Check Collection	-	-	-
Late Rental Return Fee	38,460	64,733	(26,273)
Photocopy Fee	73	1,981	(1,908)
Textbook Re-wrap Fee	115	320	(205)
Return Restocking Fee	2,996	4,789	(1,793)
VA Handling Fee	56	547	(491)
Textbook Rental Fee	242,176	208,569	33,608
First Five Rental Fee	81,033	78,333	2,700
Supplies Rental Fee (Funded)	-	(30)	30
Supplies Rental Fee (Store)	-	420	(420)
Computer Rental Fee	-	-	-
Grad Announcement Fee	-	-	-
Notary Fee	-	-	-
Grad Rental Income	-	-	-
Closeout Books	465	604	(139)
Fax Fee Income	185	175	10
Consignment Sales	-	-	-
Vendor Discounts	1,240	(62)	1,302
<b>Total Other Income</b>	<b>\$ 487,679</b>	<b>\$ 445,354</b>	<b>\$ 42,325</b>
<b>Net Operation Profit (Loss)</b>	<b>\$ 518,462</b>	<b>\$ 562,085</b>	<b>\$ (43,623)</b>
<b>Non Operational Income/Expenses</b>			
<b>Non Operational Income</b>			
In-Kind Donation Received	\$ 5,500	\$ -	\$ 5,500
<b>Non Operational Expenses</b>			
Salaries - District Admin	\$ 38,965	\$ 47,227	\$ (8,262)
Salaries - Dist Supervisor	7,071	11,462	(4,391)
Salaries - Dist Students	-	-	-
Benefits - All Dist Staff	15,227	18,235	(3,008)
Rent Expense	50,670	50,670	-
Donations	3,080	51,844	(48,764)
Depreciation Expense - Rental Text	-	-	-
<b>Total Non Operational Income/Expenses</b>	<b>\$ 109,513</b>	<b>\$ 179,439</b>	<b>\$ (69,926)</b>
<b>Net Income/(Loss)</b>	<b>\$ 408,949</b>	<b>\$ 382,646</b>	<b>\$ 26,303</b>

**DISTRICT CAFETERIAS**  
**Balance Sheet Prev Year Comparison**  
As of March 31, 2013

	<u>Mar 31, 13</u>	<u>Mar 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1100 - CASH &amp; INVESTMENTS</b>				
<b>1112 - INVESTMENTS</b>				
1112.10 - CASH IN COUNTY	\$ 337,654	\$ 311,310	\$ 26,345	8.46%
1112.11 - LAIF	860	33,837	(32,977)	-97.46%
1112.12 - MORGAN STANLEY	33,429	-	33,429	100.0%
1112.21 - MARK TO MARKET ADJ	1,292	683	608	89.07%
<b>Total 1112 - INVESTMENTS</b>	<u>\$ 373,235</u>	<u>\$ 345,830</u>	<u>\$ 27,405</u>	<u>7.92%</u>
<b>Total 1100 - CASH &amp; INVESTMENTS</b>	<u>\$ 373,235</u>	<u>\$ 345,830</u>	<u>\$ 27,405</u>	<u>7.92%</u>
<b>Total Checking/Savings</b>	\$ 373,235	\$ 345,830	\$ 27,405	7.92%
<b>Accounts Receivable</b>				
<b>1200 - ACCOUNTS RECEIVABLE</b>				
1211 - MISC RECEIVABLE	\$ 23,718	\$ 18,898	\$ 4,819	26%
<b>Total 1200 - ACCOUNTS RECEIVABLE</b>	<u>\$ 23,718</u>	<u>\$ 18,898</u>	<u>\$ 4,819</u>	<u>26%</u>
<b>Total Accounts Receivable</b>	<u>\$ 23,718</u>	<u>\$ 18,898</u>	<u>\$ 4,819</u>	<u>26%</u>
<b>Total Current Assets</b>	\$ 396,953	\$ 364,728	\$ 32,224	9%
<b>Fixed Assets</b>				
<b>1400 - FURNITURE, EQUIPMENT &amp; FIXTURES</b>				
1410 - FURN., FIXTURE & EQUIP	\$ 17,342	\$ 17,342	\$ -	0%
1415 - ACCUMULATED DEPRECIATION	-17,342	-17,342	-	0%
<b>Total 1400 - FURNITURE, EQUIPMENT &amp; FIXTURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
<b>Total Fixed Assets</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 396,953</u></u>	<u><u>\$ 364,728</u></u>	<u><u>\$ 32,224</u></u>	<u><u>9%</u></u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2116 - SMCCCD PAYABLE	\$ 8,124	\$ 12,770	\$ (4,646)	-36%
2126 - MISC PAYABLE	7,105	10,617	-3,512	-33%
<b>Total Accounts Payable</b>	<u>\$ 15,229</u>	<u>\$ 23,388</u>	<u>\$ (8,158)</u>	<u>-35%</u>
<b>Total Current Liabilities</b>	<u>\$ 15,229</u>	<u>\$ 23,388</u>	<u>\$ (8,158)</u>	<u>-35%</u>
<b>Total Liabilities</b>	\$ 15,229	\$ 23,388	\$ (8,158)	-35%
<b>Equity</b>				
<b>3900 - Retained Earnings</b>	\$ 337,374	\$ 334,645	\$ 2,729	1%
<b>Net Income</b>	44,349	6,695	37,654	562%
<b>Total Equity</b>	<u>\$ 381,723</u>	<u>\$ 341,341</u>	<u>\$ 40,383</u>	<u>12%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 396,953</u></u>	<u><u>\$ 364,728</u></u>	<u><u>\$ 32,224</u></u>	<u><u>9%</u></u>

**DISTRICT CAFETERIAS**  
**Profit & Loss Prev Year Comparison-Summary Statement**  
 July 2012 through March 2013

	<b>Jul '12 - Mar 13</b>	<b>Jul '11 - Mar 12</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Income</b>				
5100 · VENDING INCOME	\$ 47,441	\$ 41,067	\$ 6,374	15.52%
5200 · FOOD SERVICE INCOME	102,213	89,988	12,226	13.59%
5310 · INTEREST INCOME	2,921	2,593	328	12.63%
5400 · EVENT RENTAL	27,424	19,820	7,604	38.36%
<b>Total Income</b>	<b>\$ 179,999</b>	<b>\$ 153,468</b>	<b>\$ 26,531</b>	<b>17.29%</b>
<b>Expense</b>				
5500 · COLLEGE SUPPORT	\$ 47,441	\$ 43,932	\$ 3,509	7.99%
6000 · SALARIES	27,013	54,290	(27,277)	-50.24%
6210 · BENEFITS	7,161	15,308	(8,147)	-53.22%
6700 · CONTRACTED SERVICES	53,027	32,691	20,336	62.21%
6899 · Other Operating Expenses	1,008	551	457	82.88%
<b>Total Expense</b>	<b>\$ 135,650</b>	<b>\$ 146,772</b>	<b>\$ (11,123)</b>	<b>-7.58%</b>
<b>Net Income</b>	<b>\$ 44,349</b>	<b>\$ 6,695</b>	<b>\$ 37,654</b>	<b>562.38%</b>

**DISTRICT CAFETERIAS**  
**Profit & Loss Prev Year Comparison-Detail Statement**  
 July 2012 through March 2013

	<u>Jul '12 - Mar 13</u>	<u>Jul '11 - Mar 12</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>5100 · VENDING INCOME</b>				
<b>5100.6 · VENDING INCOME - ACTION VENDING</b>				
5100.61 · VENDING INCOME - N COUNTY - FOOD	\$ 24,643	\$ 17,647	\$ 6,996	39.65%
<b>Total 5100.6 · VENDING INCOME - N COUNTY</b>	<u>\$ 24,643</u>	<u>\$ 17,647</u>	<u>\$ 6,996</u>	<u>39.65%</u>
<b>5100.7 · VENDING INCOME - PEPSI</b>				
5100.70 · VENDING COMM CLEARING - PEPSI	\$ 246	\$ 185	\$ 61	32.84%
5100.72 · SKY - VENDING INC - PEPSI - BEV	9,794	6,332	3,462	54.68%
5100.73 · CAN - VENDING INC - PEPSI - BEV	3,682	3,949	(266)	-6.75%
5100.74 · CSM - VENDING INC - PEPSI - BEV	9,076	12,955	(3,878)	-29.94%
5100.79 · SPECIAL INCOME - PEPSI	-	-	-	0.0%
<b>Total 5100.7 · VENDING INCOME - PEPSI</b>	<u>\$ 22,798</u>	<u>\$ 23,420</u>	<u>\$ (622)</u>	<u>-2.66%</u>
<b>Total 5100 · VENDING INCOME</b>	<u>\$ 47,441</u>	<u>\$ 41,067</u>	<u>\$ 6,374</u>	<u>15.52%</u>
<b>5200 · FOOD SERVICE INCOME</b>				
<b>5205 · FOOD SERVICE - KJ'S CAFE</b>				
5205.2 · FOOD SERVICE - EL CAPITAN - SKY	\$ -	\$ 9,298	\$ (9,298)	-100.0%
5205.4 · FOOD SERVICE - DRIP COFFEE CSM	-	1,134	(1,134)	-100.0%
<b>Total 5205 · FOOD SERVICE - KJ'S CAFE</b>	<u>\$ -</u>	<u>\$ 10,433</u>	<u>\$ (10,433)</u>	<u>-100.0%</u>
<b>5206 · FOOD SERVICE - PACIFIC DINING Special Inconn</b>	\$ 4,000	\$ -	\$ 4,000	
5206.2 · Pacific Dining - Skyline	\$ 32,033	\$ 35,022	\$ (2,989)	-8.54%
5206.3 · Pacific Dining - Canada	21,183	9,488	11,695	123.26%
5206.4 · Pacific Dining - CSM	41,364	32,405	8,959	27.65%
5206.4K · Pacific Dining - CSM Kiosk	3,634	2,640	994	37.66%
5206 · FOOD SERVICE OTHERS	-	-	-	0.0%
<b>Total 5206 · FOOD SERVICE - PACIFIC DINING</b>	<u>\$ 102,213</u>	<u>\$ 79,555</u>	<u>\$ 22,658</u>	<u>28.48%</u>
<b>Total 5200 · FOOD SERVICE INCOME</b>	<u>\$ 102,213</u>	<u>\$ 89,988</u>	<u>\$ 12,226</u>	<u>13.59%</u>
<b>5310 · INTEREST INCOME</b>	\$ 2,921	\$ 2,593	\$ 328	12.63%
<b>5400 · EVENT RENTAL</b>	\$ 27,424	\$ 19,820	\$ 7,604	38.36%
<b>Total Income</b>	<u>\$ 179,999</u>	<u>\$ 153,468</u>	<u>\$ 26,531</u>	<u>17.29%</u>
<b>Expense</b>				
<b>5500 · COLLEGE SUPPORT</b>				
5500.12 · COLLEGE SUPPORT - SKY - N COUNTY	\$ 9,849	\$ 6,166	\$ 3,683	59.72%
5500.13 · COLLEGE SUPPORT - CAN - N COUNTY	4,618	3,736	882	23.6%
5500.14 · COLLEGE SUPPORT - CSM - MN COUNTY	10,177	7,745	2,432	31.4%
5500.21 · COLLEGE SUPPORT - PEPSI	246	185	61	32.84%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	9,794	6,332	3,462	54.68%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	3,682	3,949	(266)	-6.75%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	9,076	12,820	(3,744)	-29.2%
5500.44 · COLLEGE SUPPORT-CSM-DRIP COFFEE	-	-	-	0.0%
5500 · COLLEGE SUPPORT - Other	-	3,000	(3,000)	-100.0%
<b>Total 5500 · COLLEGE SUPPORT</b>	<u>\$ 47,441</u>	<u>\$ 43,932</u>	<u>\$ 3,509</u>	<u>7.99%</u>

**6000 - SALARIES****6110 - REGULAR SALARIES**

6111 - MANAGEMENT SALARY	\$ 27,013	\$ 54,290	\$ (27,277)	-50.24%
6115 - CLERICAL O/T SALARIES	-	-	-	0.0%
<b>Total 6110 - REGULAR SALARIES</b>	<b>\$ 27,013</b>	<b>\$ 54,290</b>	<b>\$ (27,277)</b>	<b>-50.24%</b>
<b>Total 6000 - SALARIES</b>	<b>\$ 27,013</b>	<b>\$ 54,290</b>	<b>\$ (27,277)</b>	<b>-50.24%</b>

**6210 - BENEFITS****6210.5 - BENEFITS**

6212 - BENEFITS	\$ 7,161	\$ 15,308	\$ (8,147)	-53.22%
<b>Total 6210.5 - BENEFITS</b>	<b>\$ 7,161</b>	<b>\$ 15,308</b>	<b>\$ (8,147)</b>	<b>-53.22%</b>
<b>Total 6210 - BENEFITS</b>	<b>\$ 7,161</b>	<b>\$ 15,308</b>	<b>\$ (8,147)</b>	<b>-53.22%</b>

**6700 - CONTRACTED SERVICES****6710 - SERVICE CONTRACT & REPAIRS****6711 - SERVICE CONTRACT**

6711.2 - SKYLINE SERVICE CONTRACT	\$ 5,174	\$ 1,812	\$ 3,362	185.52%
6711.3 - CANADA SERVICE CONTRACT	1,122	970	152	15.7%
6711.4 - CSM SERVICE CONTRACT	13,287	3,187	10,100	316.94%
<b>Total 6711 - SERVICE CONTRACT</b>	<b>\$ 19,583</b>	<b>\$ 5,969</b>	<b>\$ 13,614</b>	<b>228.1%</b>

**6712 - REPAIR AND MAINTENANCE**

6712.2 - SKYLINE REPAIR & MAINTENANCE	\$ 2,786	\$ 2,524	\$ 263	10.42%
6712.3 - CANADA REPAIR & MAINTENANCE	862	377	485	128.81%
6712.4 - CSM REPAIR & MAINTENANCE	1,757	908	849	93.44%
<b>Total 6712 - REPAIR AND MAINTENANCE</b>	<b>\$ 5,406</b>	<b>\$ 3,809</b>	<b>\$ 1,597</b>	<b>41.93%</b>

**6714 - UTILITY**

6714.2 - UTILITY-SKYLINE	\$ 5,127	\$ 7,043	\$ (1,917)	-27.21%
6714.3 - UTILITY-CANADA	4,019	-	4,019	100.0%
6714.4 - UTILITY-CSM	8,147	3,799	4,348	114.45%
<b>Total 6714 - UTILITY</b>	<b>\$ 17,292</b>	<b>\$ 10,842</b>	<b>\$ 6,450</b>	<b>59.49%</b>

**Total 6710 - SERVICE CONTRACT & REPAIRS**

<b>\$ 42,281</b>	<b>\$ 20,619</b>	<b>\$ 21,662</b>	<b>105.06%</b>
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**6750 - OTHER CONTRACT SERVICES****6751 - CONTRACTED MISC. SERVICE**

6751.2 - CONT MISC SER-SKYLINE	\$ 4,240	\$ 402	\$ 3,837	954.53%
6751.3 - CONT MISC SER-CANADA	115	302	(187)	-62.03%
6751.4 - CONT MISC SER-CSM	1,747	7,614	(5,866)	-77.05%
<b>Total 6751 - CONTRACTED MISC. SERVICE</b>	<b>\$ 6,101</b>	<b>\$ 8,317</b>	<b>\$ (2,216)</b>	<b>-26.64%</b>

**6750 - OTHER CONTRACT SERVICES - Other**

<b>\$ 405</b>	<b>\$ 3,355</b>	<b>\$ (2,950)</b>	<b>-87.93%</b>
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**Total 6750 - OTHER CONTRACT SERVICES**

<b>\$ 6,506</b>	<b>\$ 11,672</b>	<b>\$ (5,166)</b>	<b>-44.26%</b>
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**6760 - EQUIP. & FACILITY REFURBISHMENT****6761 - EQUIPMENT REFURBISHMENT**

6761.2 - EQUIP. REFURBISHMENT-SKYLINE	\$ -	\$ -	\$ -	0.0%
6761.3 - EQUIP. REFURBISHMENT-CANADA	-	-	-	0.0%
<b>Total 6761 - EQUIPMENT REFURBISHMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

**6763 - SUPPLIES REFURBISHMENT**

6763.2 - SUPPLIES REFURBISHMENT-SKYLINE	\$ -	\$ -	\$ -	0.0%
6763.4 - SUPPLIES REFURBISHMENT-CSM	-	-	-	0.0%
<b>Total 6763 - SUPPLIES REFURBISHMENT</b>	<b>\$ 1,674</b>	<b>\$ -</b>	<b>\$ 1,674</b>	<b>100.0%</b>

**Total 6760 - EQUIP. & FACILITY REFURBISHMENT**

<b>\$ 1,674</b>	<b>\$ -</b>	<b>\$ 1,674</b>	<b>100.0%</b>
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<b>6770 · EQUIPMENT-NON INVENTORY</b>	\$ 450	\$ 400	\$ 50	12.5%
<b>6771.2 · EQUIP-NON INVENTORY/SKYLINE</b>	\$ -	\$ -	\$ -	0.0%
<b>6771.3 · EQUIP-NON INVENTORY/CANADA</b>	-	-	-	0.0%
<b>6771.4 · EQUIP-NON INVENTORY/CSM</b>	2,116	-	2,116	100.0%
<b>Total 6770 · EQUIPMENT-NON INVENTORY</b>	<u>\$ 2,566</u>	<u>\$ 400</u>	<u>\$ 2,166</u>	<u>541.38%</u>
<b>Total 6700 · CONTRACTED SERVICES</b>	\$ 53,027	\$ 32,691	\$ 20,336	62.21%
<b>6850 · UNREALIZED P/L ON INVESTMENTS</b>	\$ -	\$ -	\$ -	0.0%
<b>6851 · LOSS ON INVESTMENTS</b>	\$ -	\$ -	\$ -	0.0%
<b>6856 · DISPOSAL OF FIXED ASSETS</b>	\$ 8	\$ (3,707)	\$ 3,714	-100.21%
<b>6899 · Other Operating Expenses</b>	\$ 1,000	\$ 4,258	\$ (3,258)	-76.51%
<b>Total Expense</b>	<u>\$ 135,650</u>	<u>\$ 146,772</u>	<u>\$ (11,123)</u>	<u>-7.58%</u>
<b>Net Income</b>	<u>\$ 44,349</u>	<u>\$ 6,695</u>	<u>\$ 37,654</u>	<u>562.38%</u>

**SMCCCD - Auxiliary Services**  
**CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)**  
**Balance Sheet**  
**As at 31-Mar-13**

	<u>3/31/2013</u>	<u>3/31/2012</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Assets</b>				
<b>Current Assets</b>				
<b>Cash</b>				
Bank of America-Checking	\$ 362,703	\$ 444,910	\$ ( 82,207 )	-18.5%
Cash on hand	200	200	0	100.0%
Investment	-	-		
At Cost	1,812,160	1,005,224	806,936	80.3%
Unrealized Gain	4,119	1,016	3,103	305.5%
<b>Total Cash</b>	<b>\$ 2,179,182</b>	<b>\$ 1,451,349</b>	<b>\$ 727,832</b>	<b>50.1%</b>
<b>Accounts Receivable</b>				
Accounts Receivable	87,243	20,832	66,411	318.8%
Interest Receivable	2,627	2,277	350	0.0%
<b>Total Accounts Receivable</b>	<b>\$ 89,870</b>	<b>\$ 23,108</b>	<b>\$ 66,761</b>	<b>288.9%</b>
<b>Inventory</b>				
ProShop Inventory	7,085	7,030	55	100.0%
<b>Total Inventory</b>	<b>\$ 7,085</b>	<b>\$ 7,030</b>	<b>\$ 55</b>	<b>100.0%</b>
<b>Total Current Assets</b>	<b>\$ 2,276,137</b>	<b>\$ 1,481,488</b>	<b>\$ 794,649</b>	<b>53.6%</b>
<b>Fixed Assets</b>				
Computer Equipment	-	-	-	0.0%
Accumulated Depreciation - Equip	-	-	-	0.0%
<b>Total Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Assets</b>	<b>\$ 2,276,137</b>	<b>\$ 1,481,488</b>	<b>\$ 794,649</b>	<b>53.6%</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 135,566	\$ 102,503	\$ 33,063	32%
Sales Tax Payable	92	79	13	100%
Unapplied payments (annual dues)	3,865	8,513	( 4,649 )	-55%
<b>Deferred Incomes</b>				
Deferred dues	229,725	187,626	42,099	22%
Deferred parking	6,413	5,795	618	11%
Deferred PT	41,119	21,438	19,681	92%
Deferred Master Swim	5,140	4,260	880	0%
Deferred Rev-Retail Sales	9	169	( 160 )	0%
<b>Total Deferred Incomes</b>	<b>\$ 282,406</b>	<b>\$ 219,288</b>	<b>\$ 63,117</b>	<b>29%</b>
Gift Certificates	2,555	360	2,195	100%
Referral Credit	9,447	7,321	2,126	29%
<b>Total Current Liabilities</b>	<b>\$ 433,930</b>	<b>\$ 338,064</b>	<b>\$ 95,865</b>	<b>28%</b>
<b>Other Liabilities</b>				
Loan from District	1,000,000	1,000,000	-	0%
<b>Total Liabilities</b>	<b>\$ 1,433,930</b>	<b>\$ 1,338,064</b>	<b>\$ 95,865</b>	<b>7%</b>
<b>Fund Balance</b>				
Beginning Balance	171,400	( 215,984 )	387,384	179%
Profit/(Loss) for the period/year	670,807	359,408	311,399	-87%
Balance carry forward	\$ 842,207	\$ 143,424	\$ 698,783	-487%
<b>Total Liabilities and Fund Balance</b>	<b>\$ 2,276,137</b>	<b>\$ 1,481,488</b>	<b>\$ 794,648</b>	<b>54%</b>

**SMCCCD - Auxiliary Services  
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)  
Statement of Revenue and Expenses  
For the nine months ended 03/31/2013**

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>Year to date at 03/31/2013</u>
<b>Revenue</b>										
Registrations	\$ 8,174.72	\$ 12,157.97	\$ 12,347.50	\$ 7,884.35	\$ 7,774.18	\$ 6,936.93	\$ 19,599.87	9,274.43	9,183.87	\$ 93,333.82
Member Dues	174,624.23	180,597.85	182,189.72	189,611.83	188,480.92	190,236.43	191,391.70	191,638.83	201,064.29	1,689,835.80
Day Pass	3,370.00	2,202.50	1,310.00	1,345.00	1,450.00	4,040.00	1,275.00	1,120.00	1,500.00	17,612.50
Parking	5,231.04	6,039.09	5,453.40	5,612.66	5,961.23	5,801.79	5,580.64	5,413.10	5,713.63	50,806.58
Replacement Card Fee	55.00	172.50	190.00	110.00	60.00	80.00	150.00	90.00	110.00	1,017.50
Personal Training	24,450.05	25,646.00	19,208.95	25,939.70	24,858.57	29,651.35	19,677.78	36,245.28	24,788.17	230,465.85
Group Exercise	3,330.00	2,337.00	4,106.40	2,787.00	4,270.00	3,925.00	9,119.00	8,395.00	1,791.00	40,060.40
Aquatics	37,680.44	58,008.69	53,563.45	32,165.21	37,577.40	20,197.50	59,383.51	31,690.47	71,181.67	401,448.34
Special Programs	-	-	-	-	-	-	-	170.52	422.08	592.60
Retail	1,771.10	1,947.02	1,722.95	1,305.95	1,069.88	650.00	1,438.55	1,080.17	1,045.85	12,031.47
Decline Fees	690.00	300.00	720.00	770.00	380.00	910.00	785.00	550.00	662.00	5,767.00
<b>Total Revenues</b>	<b>\$ 259,376.58</b>	<b>\$ 289,408.62</b>	<b>\$ 280,812.37</b>	<b>\$ 267,531.70</b>	<b>\$ 271,882.18</b>	<b>\$ 262,429.00</b>	<b>\$ 308,401.05</b>	<b>\$ 285,667.80</b>	<b>\$ 317,462.56</b>	<b>\$ 2,542,971.86</b>
<b>Operating Expenses</b>										
Aquatics Supplies	3,016.54	8,187.97	5,817.16	1,605.84	4,710.09	7,110.19	1,754.14	2,914.98	1,252.35	36,369.26
Bank Fees and Credit Card Fee	6,763.91	6,240.16	6,671.36	6,731.69	6,408.18	6,302.84	6,220.31	7,396.51	6,932.93	59,667.89
Charitable Contributions	-	-	-	-	-	100.00	-	-	300.00	400.00
Collection Fees	-	-	-	-	-	-	-	-	-	-
Direct Marketing	1,699.00	-	-	19.47	-	11,615.00	-	-	-	13,333.47
EFT/CC Fees	49.56	23.55	213.09	79.50	60.37	62.07	27.79	203.10	64.38	783.41
Insurance	2,580.57	2,882.20	2,346.96	2,444.83	2,335.89	2,340.16	2,257.78	2,438.37	2,461.79	22,088.55
Incentive Fee 2011 Bal	-	-	-	-	-	-	-	-	-	-
Incentive Fee 2012	-	-	-	-	-	-	-	-	-	-
Janitorial Maintenance/Pool	6,693.43	5,840.00	8,568.46	8,430.58	6,531.49	6,850.64	7,812.16	7,015.00	7,062.97	64,804.73
Locker Room Supplies	3,150.05	2,827.54	4,412.77	8,232.75	1,012.08	5,679.26	4,329.87	3,347.10	3,400.39	36,391.81
Maintenance & Repairs Expense	751.47	378.32	-	1,013.52	445.89	350.86	371.72	761.96	585.23	4,658.97
Marketing Design/Management	431.70	3,581.78	3,696.57	1,643.60	3,456.55	5,280.12	16,055.79	3,092.64	4,301.62	41,540.37
MediFit Management Fee	9,187.50	9,187.50	9,187.50	9,187.50	9,187.50	9,187.50	9,187.50	9,187.50	9,187.50	82,687.50
Miscellaneous	1,792.57	548.22	2,517.87	801.58	565.59	3,924.26	1,125.56	1,896.13	3,250.12	16,421.90
Non-capitalized Equipment	-	-	-	-	-	-	-	-	3,011.40	3,011.40
Office Supplies	1,254.50	946.35	1,688.95	2,260.89	1,135.72	834.60	1,438.68	2,705.59	1,955.07	14,220.35
Payroll	131,331.13	125,259.10	118,771.27	124,002.71	117,621.67	117,982.22	113,529.14	123,686.10	124,539.79	1,096,723.13
Payroll Taxes & Benefits	31,519.46	30,062.18	28,505.10	29,760.65	28,229.19	28,315.75	27,246.96	29,684.66	29,889.55	263,213.50
Printing	1,045.60	520.94	1,768.14	2,546.61	-	-	-	-	-	5,881.29
Software License fees	742.49	542.50	542.50	542.50	542.50	542.50	542.50	542.50	542.50	5,082.49
Telephone & Pager	-	-	-	-	81.80	-	-	-	78.21	160.01
Towel, Laundry and Cleaning	1,681.75	3.56	1,261.36	(0.60)	1,261.35	5,200.85	(1.67)	0.02	1,264.22	10,670.84
Pro Shop COGS	908.32	983.34	958.73	741.67	475.91	309.24	757.92	577.18	566.11	6,278.42
Uniforms	-	-	2,154.95	-	-	(70.00)	-	-	-	2,084.95
<b>Total Operating Expenses</b>	<b>\$ 204,599.55</b>	<b>\$ 198,015.21</b>	<b>\$ 199,082.74</b>	<b>\$ 200,045.29</b>	<b>\$ 184,061.77</b>	<b>\$ 211,918.06</b>	<b>\$ 192,656.15</b>	<b>\$ 195,449.34</b>	<b>\$ 200,646.13</b>	<b>\$ 1,786,474.24</b>
<b>Income/(Loss) from Operation before District Su</b>	<b>\$ 54,777.03</b>	<b>\$ 91,393.41</b>	<b>\$ 81,729.63</b>	<b>\$ 67,486.41</b>	<b>\$ 87,820.41</b>	<b>\$ 50,510.94</b>	<b>\$ 115,744.90</b>	<b>\$ 90,218.46</b>	<b>\$ 116,816.43</b>	<b>\$ 756,497.62</b>
<b>District Support</b>										
<b>District Support Income</b>										
Equipment reimbursed by District	-	-	-	-	-	-	-	-	-	-
Interest Income - County Investment	-	-	2,451.53	-	-	3,019.34	-	-	2,626.56	8,097.43
Operating Expenses charge back to District	-	-	15,600.00	-	-	15,600.00	-	-	15,600.00	46,800.00
Unrealized Gain - County Investment	-	-	-	-	-	-	-	-	-	-
<b>Total District Support Income</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,051.53</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,619.34</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,226.56</b>	<b>\$ 54,897.43</b>
<b>District Support Expense</b>										
Administrator Salary*	2,892.92	2,657.56	20,032.24	8,813.57	8,351.70	8,351.70	8,621.35	8,666.62	8,366.82	76,754.48
Clerical Support Benefits*	711.81	790.87	6,582.31	2,826.16	2,826.16	2,826.16	2,826.16	2,837.98	2,832.07	25,059.68
Equipment Use Fee*	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	9,000.00
Miscellaneous Expenses*	-	-	400.00	36.07	-	75.76	-	-	1,461.15	1,972.98
Pool Maintenance **	-	-	6,493.78	-	-	9,225.47	2,081.83	-	10,000.10	27,801.18
Unrealized Loss - County Investment	-	-	-	-	-	-	-	-	-	-
<b>Total District Support Expense</b>	<b>\$ 4,604.73</b>	<b>\$ 4,448.43</b>	<b>\$ 34,508.33</b>	<b>\$ 12,675.80</b>	<b>\$ 12,177.86</b>	<b>\$ 21,479.09</b>	<b>\$ 14,529.34</b>	<b>\$ 12,504.60</b>	<b>\$ 23,660.14</b>	<b>\$ 140,588.32</b>
<b>Net Income/(Loss)</b>	<b>\$ 50,172.30</b>	<b>\$ 86,944.98</b>	<b>\$ 65,272.83</b>	<b>\$ 54,810.61</b>	<b>\$ 75,642.55</b>	<b>\$ 47,651.19</b>	<b>\$ 101,215.56</b>	<b>\$ 77,713.86</b>	<b>\$ 111,382.85</b>	<b>\$ 670,806.73</b>