

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

**October 23, 2013, 6:00 p.m.**  
**District Office Board Room**  
**3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

---

**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

13-10-2C      [Cañada Middle College – A Collaboration Between the Sequoia Union High School District and Cañada College](#)

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

**NEW BUSINESS**

13-10-5A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

13-10-6A      [Adoption of Resolution No. 13-14, Increasing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act](#)

13-10-7A      [Ratification of Renewed Collective Bargaining Agreement between the District and the California School Employees Association \(CSEA\), Chapter 33](#)

## **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.*

13-10-1CA     [Ratification of July and August 2013 District Warrants](#)

13-10-2CA     [Approval of Curricular Additions – Cañada College](#)

## **Other Recommendations**

13-10-100B     [Acceptance of Professional Services Agreement from Butte-Glenn Community College District on Behalf of its Sponsored Program, California Corporate College](#)

13-10-101B     [Memorandum of Understanding for Insurance with the San Mateo County Community Colleges Foundation](#)

13-10-102B     [Award of Contract with Casey Printing for Printing and Delivery of Class Schedules through 2016](#)

13-10-103B     [Approval of Lease Agreement with Inteq Properties for the Skyline College Incubator Project](#)

13-10-104B     [Approval of Revisions to Board Policies: 1.30, Compensation of Board Members; 2.23, Leaves of Absence and Catastrophic Leave Program; 2.30, Political Activity; 6.01, Philosophy and Purpose; 6.87, Library Services; 7.44, Student Health and Psychological Services; 8.14, Bond Oversight Committee and Accountability Measures; and 8.48, Traffic Regulations](#)

## **INFORMATION REPORTS**

13-10-3C     [Report on Community Needs Assessment and Business Needs Assessment](#)

13-10-4C     [District Student Council Bylaws](#)

13-10-5C     [Fall 2013 Census Report](#)

## **COMMUNICATIONS**

## **STATEMENTS FROM BOARD MEMBERS**

## **RECESS TO CLOSED SESSION**

### 1. Closed Session Personnel Items

#### A. [Public Employment](#)

1. Employment: **Cañada College** – Laboratory Technician, Science & Technology; College Recruiter, President’s Office; **College of San Mateo** – Project Director, Business; **Skyline College** – Cosmetology Aide, Business; Learning Disabilities Specialist, Counseling Services

#### B. [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**



# President's Report to the Board of Trustees

Dr. Regina Stanback Stroud

---



Smokey Mountain Performers in the Skyline College Theater.

# SKYLINE COLLEGE BOARD REPORT

## OCTOBER 23, 2013

### SUCCESS SUMMIT - A SUCCESS!

The Skyline College President's Council welcomed attendees to the inaugural year of the Success Summit on Saturday in the Fireside Dining Room of the Student and Community Center. Over 120 attendees convened to consider the challenges of the region. An overview of current trends in the areas of Transportation, Communication, and Jobs was presented by a panel of experts, followed by a moderated question and answer session. Attendees took the opportunity to add their voice and expert perspective to the conversation. The goal of the conference was to develop creative solutions for shaping forward movement and successful outcomes that will be tracked and reported on at subsequent events.

Dr. Regina Stanback Stroud welcomed the group to Skyline College and was followed by Ms. Jessica Evans, President's Council Chair and President/CEO of Downtown San Mateo Association. Summit Co-Chairs Michele Enriquez-Da Silva and Greg Cochran took the stage to provide an overview of the conference and to welcome San Mateo County Supervisor, Don Horsley. Supervisor Horsley acknowledged elected officials and other VIP guests.



Attendees were addressed by two keynote speakers – Marlena Jackson, founder of NexGeneGirls and scientist at one of the world's leading biotechnology organizations gave the morning address inspiring girls to go into science. Angela Batinovich, businesswoman and CEO of the San Francisco Bulls Hockey Organization talked to the group about her journey as a businesswoman.

Attendees participated in three separate sessions and followed a color coded rotation to ultimately attend a session on all three topics. The transportation session addressed the issue of "The Last Mile" – Efficiently reaching our destination after getting off public transportation. Moderators Jon Rubin, CEO of the Peninsula Coalition and Adrienne Tissier, San Mateo County Supervisor, led the discussion as the attendees broke into groups and responded to the

question, "How can we successfully traverse the peninsula, including an east/west direction and along the Pacific coast, expanding access to San Mateo destinations such as learning institutions, employers, areas of commerce and recreation?"



The attendees in the Communications session addressed the question of "How can we successfully create a cross-generational and diverse sense of place/community amidst the array of communication platforms available today?" Moderator, Lloyd La Cuesta, Journalism Professor, SJSU and retired South Bay Bureau Chief, KTVU led the discussion.

Moderator Anne LeClair, President/CEO of the San Mateo County Convention and Visitors Bureau led the discussion in the "Jobs": Connecting the Needs session. Attendees responded to "How can we successfully create a vibrant and fluid workforce that meets the current and future needs of north county employers?"

At the end of the sessions, using clicker technology, attendees voted on which of the issues they would like to see the President's Council carry toward resolution. The group chose the Transportation session which will be a focus of the President's Council who is in the great position to be able to seed initiatives that will begin to address the issues.

Many thanks to our sponsors.



## SKYLINE COLLEGE BOARD REPORT

### OCTOBER 23, 2013

#### SKYLINE COLLEGE TRiO SSS STUDENTS VISIT THE SONOMA STATE SEAWOLVES

Last Spring the TRiO SSS Project contributed to Skyline College's graduation and transfer rate with a total of 73 students who either received a certificate and/or associate degree and/or transferred to a four-year college. Forty three of these students transferred to a four-year institution of higher education (IHE). Feedback from the students indicated that campus visits were a significant contributing factor to the project's transfer rate. Each year the TRiO SSS Project provides opportunities for its students to search for high quality academic education by visiting different IHE campuses throughout California.

Why visit? The TRiO SSS staff believes campus visits gives first-generation students many of whom have never an opportunity to get a real-time experience of an IHE campus is like.

The first TRiO SSS campus visit for this academic year was to Sonoma State University which is considered one of the Best 368 Colleges in the country, one of 25 of the "most connected" and "wired" (Forbes) as well as being among the top "green" campuses (Princeton Review), and recognized as having one of the best 25 liberal arts and science education program in the nation.

TRiO SSS students had the chance to experience a campus tour, visit the residence halls, dine in a residence hall dining room, and meet with an admission transfer officer---all of which was designed to give them a sense of what it would like to attend Sonoma State University and be a Seawolf. The impact of this campus visit was expressed by a student who reflected, "I really like Sonoma, definitely my #1 choice for a possible transfer."

Article by Raymond Jones.



Southern Africa Solar Group

#### SOUTHERN AFRICA SOLAR REVERSE TRADE MISSION HELD AT SKYLINE COLLEGE

September 5, 2013 the Bay Area Center for International Trade and Development (CITD) co-hosted a one day in-bound trade mission at Skyline College. This was the first stop for the South African delegates on their 'Reverse Trade Mission to the U.S.' This trade mission was sponsored and funded by the U.S Trade and Development Agency (USTDA). This opportunity brought together delegates representing top private sponsors and developers in Sub-Saharan Africa with solar power experts and suppliers from the United States in order to discuss project opportunities and the various U.S. private and public financing resources for trade development in the Southern African region.

After the opening comments by the President of Skyline College, Dr. Regina Stanback Stroud, presentations were made by representatives from the Export-Import Bank of the United States, USTDA, and SAFE-BIDCO. Additional presentations were made by Skyline College's Energy Systems Technology Management program in support of the CITD's international contract education projects. Among those in attendance from Skyline College were Richard Soyombo, CITD Executive Director, CITD staff and representatives from Skyline College's Energy Systems Technology Management program.

For additional information please contact: Ms. Allison Mello at [melloa@smccd.edu](mailto:melloa@smccd.edu).

Article by Elizabeth Tablan, photo by Raul Guerra.

## SKYLINE COLLEGE BOARD REPORT

### OCTOBER 23, 2013

#### CENTER FOR WORKFORCE DEVELOPMENT PROVIDES TRAINING IN AFFORDABLE CARE ACT



The Skyline College Center for Workforce Development (CWD) has entered into a contract with the California Corporate College through Covered California to provide training in the Affordable Care Act (ACA). Covered California is a new health insurance marketplace where individuals and families shopping for insurance can compare and choose health coverage that best fits their needs and budget. The marketplace is designed so people who qualify can easily get financial assistance to make coverage more affordable.

The CWD is providing Covered California trainings to two groups – Certified Enrollment Counselors and Insurance Brokers. The trainings will allow participants to gain knowledge about Covered California, the Affordable Care Act, and the programs and assistance it provides so that they can help their clients better understand the health insurance options available to them. The CWD may train as many as 600 counselors and brokers during the fall semester.

Fully understanding Covered California is important because the program can provide a number of ways to help individuals and families without health insurance make coverage a reality. The trainings will continue throughout the fall semester on the following dates:

- October 21-23
- November 4-6
- November 18-20
- December 2-4

Article By Connor Fitzpatrick, Photos By Jeremy Evangelista.

#### SKYLINE COLLEGE STUDENTS SHINE AT SACNAS ONCE AGAIN

At the Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) Convention on October 3-5, eight Skyline College students presented their original scientific research alongside students from University of Texas, Princeton University, Yale University, University of California, University of Vermont, Stanford University, and many other universities. The conference was held in San Antonio, Texas and sponsored by the University of Texas.



Papers were selected for the conference in a competitive judging from abstracts submitted in July. Skyline College students started their research last spring with Christine Case in BIOL 230 or BIOL 690. The students spent the summer in the lab to continue and complete their research. Stephen Fredricks worked with the students to register and prepare them for presenting at a national conference. Stephen reported that the students were knowledgeable and professional, and represented Skyline College well.

All of these students now have their first publication. The following are their research topics:

- Allelopathy and Biotoxicity of Cape Ivy *Delairea odorata*. Alyssa Koszis.
- Growth and Lipid Production of the Microalga *Spirogyra* for Biofuel Production. Beatriz Millare.
- Antimicrobial Effects Of *Mimulus aurantiacus*. Jackson Womack.
- The Effects of Cape Ivy on Soil Microbial Populations. Keefah Khalil.
- Antibacterial and Antifungal Properties of *Symphoricarpos albus*. Jashwin Sagoo and Myriah Stitt.
- The Impact of The Invasive Plant *Delairea Odorata* On Carbon Cycling. Ronnette Biancah Naungayan and Jaimelynn B. Alvarez.

Article By Dr. Christine Case.

## SKYLINE COLLEGE BOARD REPORT

### OCTOBER 23, 2013

---

#### TRANSFER CONFERENCE

On Saturday, September 28, 2013 Skyline College Transfer Center hosted the 2nd Annual Transfer Conference for Skyline College students. The staff in the Transfer Center worked diligently to publicize the event and as a result, the event was overwhelmingly attended. Over 100 students, 80% of attendees registered for the event and committed their time on a Saturday morning to participate in workshops throughout the day covering topics including Top 10 Tips to Transfer, Exploring and Choosing Majors, Workshops on Financial Aid and Career Paths.

The day started with a warm welcome and introduction by Dr. Joi Blake, Vice President of Student Services. The event was supported by the Career Center, Virginia Padron and Lavinia Zanassi who presented “Keep Calm and Career On”, a workshop covering “...how to counteract the common misperceptions and bloopers students make while considering their major area of study”. Kent Gomez, General Counselor, conducted a workshop on Transfer Resources. Many students in Kent’s workshops were eager to learn more regarding the cost to transfer and ways they could increase their chances of being accepted to their college or university of choice. Jessica Lopez, TRiO counselor, presented students with “Transfer Tips 101.” Jenny Yang from the Financial Aid Division presented students with information on ways they can finance their education through grants, scholarships and financial aid.

Among these highly attended workshops, the Transfer Center hosted a College Panel and a Student Panel. The College Panel featured College Representative Doris Fendt from San Francisco State University and representing CSUs, Priscilla De Souza from Menlo College representing Private Colleges, and Jacqueline Escobar, Articulation Officer from Skyline College, representing UCs. Additionally, during lunch several colleges and universities, including UC Berkeley, SFSU, UC Santa Cruz, and USF along with student resources such as the Student Health Center and the Opportunity Fund tabled so students could ask individual questions. The student Panel, which featured five former Skyline College transfer students, gave students an opportunity to hear first-hand the process former students experienced as they planned their transfer path. In addition to all the great workshops, students had the opportunity to participate in a raffle to win Skyline College gear, College and University gear from SFSU, Menlo College, and a Samsung GALAXY Tab netbook donated by the Skyline College Bookstore.

Overall the workshop was successful and the feedback from students was overwhelmingly positive.

Article by Michele Haggar.

#### VETERANS RESOURCE CENTER ADVISORY COMMITTEE MEETS

The newly formed Skyline College Veterans Resource Center (VRC) Advisory Committee met for the first time on Thursday, September 29, 2013, to discuss the resources available to Skyline College’s military veteran population, which consists of approximately 123 student veterans. The committee is comprised of Skyline College faculty, staff, student veterans, and community partners that are involved with veterans at both our campus and the community.



Back Row (Left to Right): John Mosby, Amory Cariadus, Jarrod Feiner, Gerardo Valencia, Karen Schwarz, Dan Evenhouse, and Carolyn Livengood. Front Row (Left to Right): Eric Larson, Silvia Martinez, Gustavo Andrade, and Joyce Lee.

The mission of the VRC Advisory Committee is to provide advice and support for services and programs designed to facilitate the smooth transition of military veterans and to promote overall veteran student success. Additionally, the committee will assist in opening up a dialogue between veterans and non-veterans. The committee has already identified a few programs and services to implement and improve at Skyline College. Among these programs/services identified are establishing a veterans-focused orientation and a peer support/mentorship program for veterans.

The formation of this committee comes at a crucial time since military downsizing and the high monthly housing allowance of the bay area attracts many veterans to migrate to the bay area to use their educational benefits at institutions of higher learning. All veterans, regardless of branch of service and occupation, come from a very structured environment and can face many difficulties transitioning back into society. Skyline College can provide them not only an opportunity to advance their education, but also arm them with the tools necessary to transition back to society and become integral members of our community.

Article by Gustavo Andrade, Photo by Jazmena Bannag.

## SKYLINE COLLEGE BOARD REPORT

### OCTOBER 23, 2013

#### SMOKEY MOUNTAIN PERFORMERS RAISE FUNDS AND AWARENESS AT SKYLINE COLLEGE



Mga Anak ni Inang Daigdig, which translates to “Children of Mother Earth,” is a group of young Filipino performers born and raised on Smokey Mountain, the third largest untreated garbage dump in the world in Tondo, Manila, Philippines. The group debuted in 1994, and the current troupe is touring California this month to showcase the riches of the Filipino cultural heritage through the dances and rituals of the indigenous peoples and the folk dances from various parts of the Philippines. In addition, the group brings their message of environmental awareness and sustainability. One of their stops included a visit with the Kababayan Learning Community students at Skyline College for a dance workshop with members of Barangay Dance Company, Kababayan’s sister troupe under the artistic direction of Bonifacio Valera, as well as two fundraising shows at the Main Theater on October 12th, 2013.

On the afternoon of October 9th, the group’s van was broken into and all of their bags containing their personal belongings (cell-phones, laptops, passports, etc.) were stolen. Despite this tragedy, the members of the troupe indicated that maybe whoever took their belongings needed money more than they did: these were just material things they lost, not their life or health, and they would rather focus on their upcoming performances.

The community responded with an outpouring of donations, including monetary contributions, new clothing and supplies, and even replacements for their lost technology. Several members of faculty and administration at Skyline College as well as the district office helped gather donations, and some of the students made generous contributions as well. One student, Remigio Miguel, even donated several rebuilt laptops, a digital camera, and \$100 cash, then took the group of 15 out to lunch at Moonstar Restaurant.

This show would not have been possible without the help and support of several important people. Thank you to Liza Erpelo, Kababayan Learning Community coordinator; Dr. Reina Bautista, Filipino instructor; Melanie Espinueva, Kababayan Learning Community counselor; Lady Flor “Parts” Partosa, Fulbright Foreign Language Teaching Assistant (FLTA); Janice Sapigao, English instructor; students in the English 103 AK class; Alan Ceccarelli, Theater Events Manager, and his crew; and Donna Bestock, Dean of Social Sciences/Creative Arts for helping to coordinate and run the show.



A special thanks goes out to Mary Gutierrez, Dean of Language Arts/Learning Resources; Eloisa Briones, Vice President of Administrative Services; Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations; and Kevin Chak and Marta Cuellar, Skyline College Bookstore, for collecting contributions on campus as well as throughout the district, including a generous donation of brand-new backpacks and Skyline College sweatshirts for the entire troupe from the bookstore.

Article by Liza Erpelo, Photos by Jonathan Tioseco.



# President’s Report to the SMCCCD Board of Trustees

President Michael Claire ~ October 23, 2013

## Inside...

Family Science & Astronomy Festival . . . . .	1
CSM Student Commended for Saving a Life . . . . .	2
Jeremy Ball Offers Advice on Careers in Academia . . . . .	2
<i>The Bulldog Bulletin</i> Unleashed . . . . .	3
Faculty Create Learning Environment on Science Building Walls . . . . .	3
Middle College Raises Funds & Awareness with Screening of “Girl Rising” . . . . .	3
Meet the Ambassadors . . . . .	4
Let’s Chat! Brings Students Together . . . . .	4
Architecture Project Displayed at Library . . . . .	4
CSM’s Middle College Host Tri-Valley Schools . . . . .	4
Bulldog Football Goes Live! . . . . .	5
Upcoming Events . . . . .	5
Student Success Story: Gizem Basar . . . . .	5

## Family Science & Astronomy Festival: A Day of Education and Entertainment for All Ages



Photo by Dean Drumheller

On October 12, the college welcomed approximately 700 science enthusiasts of all ages to CSM’s third annual Family Science & Astronomy Festival. The festival, which is open to the community and admission free, featured a lineup of activities designed to encourage people to learn about the science of the world around them. According to Professor **Mohsen Janatpour**, coordinator of the event, “Children had a lot of fun learning biology by making models of molecules and petting a bearded dragon, and adults were enjoying geology in contests about naming dinosaurs (read more in, Faculty Create Learning Environment on Science Building Walls, on page 3). Some of the best-attended workshops and hand’s on activities included “Whodunit? CSI at CSM,” “What’s on Your Tectonic Plate,” “Got Physics?” (a demonstration of conservation of angular momentum), “Chemistry Creation,” building Galileoscopes (telescopes similar to those used by early astronomers), making comets, and constructing planispheres (maps of the night sky). Another big draw was the presentation by keynote speaker and Planetary Scientist **Chris McKay** from NASA Ames Research Center who discussed his current Mars Curiosity Rover Mission.



College of San Mateo

As always, the very popular planetarium shows, led by Professor **Darryl Stanford**, were filled to capacity. The festivities concluded with Jazz Under the Stars, the college's monthly "star party." About 100 attendees remained for Jazz Under the Stars viewing the night sky using telescopes on the rooftop observatory while listening to great jazz music broadcast by KCSM-91.1FM.

The Family Science & Astronomy Festival is co-sponsored with the **San Mateo County Astronomical Society (SMCAS)**. Janatpour recognizes the efforts of many who contributed to the success of the event: "our dedicated CSM faculty and staff and devoted SMCAS members were instrumental in bringing the joy of science to our community. Moreover, it is the energy and enthusiasm of our team of approximately 30 student volunteers that made the program run smoothly. Two of those students, in particular, who went far beyond the call of duty, were **Ali Emami** and **Michael Ryan**."



Photo by Catherine Ciesla

## CSM Student Commended for Saving a Life



Photo courtesy of Jennifer Luders

CSM student and veteran **Michael "Coty" Hedgecock** received a certificate of appreciation and a Sheriff's Community Appreciation medal from the San Mateo County Sheriff's Office for saving a person who was involved in a car accident. The driver of the vehicle was suffering from a lack of oxygen and was unconscious. The deputies at the scene indicated that given the circumstances, if Coty had not stepped in to assist, the man would not have made it out alive.

## Jeremy Ball Offers Advice on Careers in Academia

Professor of Philosophy **Jeremy Ball** was interviewed for an article on careers in higher education that appeared on CBS SF Bay Area on October 7, 2013. In the interview, Jeremy talks about his educational background, the career steps he took to become a tenured college professor, why he decided to teach at a community college, and advice for graduate students seeking careers in academia. The interview appears on CSM's homepage in the News section, [collegeofsanmateo.edu/news](http://collegeofsanmateo.edu/news).



Photo by CSM Community Relations and Marketing

## The Bulldog Bulletin Unleashed

At the beginning of the fall semester, a new weekly online update, The Bulldog Bulletin, made its debut. Penned by President **Mike Claire**, the Bulletin is intended to strengthen communication throughout the campus. Each issue focuses on a single topic, often including links for readers to explore more details. There is also a “Get to Know” section which features a different employee each week, “Upcoming Meetings and Events,” and the “Question of the Week.” Mike provides employees with an incentive to submit questions: those who have their question selected receive a \$10 Paws for Coffee gift certificate. So far, The Bulldog Bulletin has received favorable response. Issues are posted on the President’s Office website: [collegeofsanmateo.edu/president/bulletin.asp](http://collegeofsanmateo.edu/president/bulletin.asp).

## Faculty Create Learning Environment on Science Building Walls

Faculty in the Science Building have gone beyond the classroom walls to create fun and interesting learning environments. Professors **Linda Hand** and **Kate Deline** painted a mural of a dinosaur family tree on a wall in the 1st floor lobby. It shows the order and ancestry of the different groups of dinosaurs using dinosaur silhouettes. According to Linda, “Since dinosaurs are one of the favorite subjects in General Paleontology, I thought a mural that went beyond the layperson’s knowledge of well-known dinosaurs might peak some interest. It also serves as a resource for the students in my course and the community at large. Visitors to this year’s Family Science & Astronomy Festival were challenged to test their dinosaur knowledge by matching the silhouettes to the dinosaur names.

Also located in the 1st floor lobby is a seismograph that displays real-time earthquake data that is continuously recorded by the department’s vertical seismograph. Linda explains its value as a learning tool: “CSM’s equipment can record earthquakes from all over the world so that students can see that an earthquake has occurred and they can go to the Internet to find out where it happened and how big.”

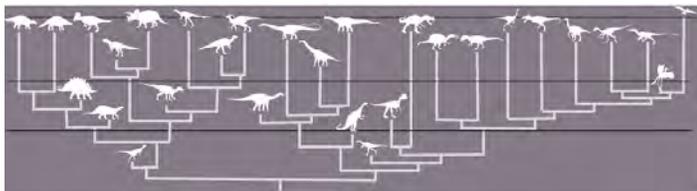


Photo courtesy of Linda Hand

## Middle College Raises Funds & Awareness with Screening of “Girl Rising”



Photo courtesy of Greg Quigley

Middle College students sponsored a free screening of “Girl Rising,” a groundbreaking film, directed by Academy Award nominee Richard Robbins, which promotes a powerful truth: educating girls in developing countries can transform families, communities, entire countries – and break the cycle of poverty in just one generation. Having learned about this issue in class, Middle College students wanted to call attention to the International Day of the Girl and to raise funds to help impoverished women in Guatemala start small businesses and keep their children in school. By selling baked goods, raffle tickets for dinners at local restaurants and a GoPro camera the students raised \$2,000. The funds were donated to Namaste-Direct, in partnership with San Mateo Rotary Club, for \$200-400 microloans to the Guatemalan women.

The October 12 issue of the *Daily Journal* carried an article about the fund raiser; it can be read by visiting <http://www.smdailyjournal.com/articles/Inews/2013-10-12/middle-college-students-raise-money-for-guatemalan-women-microloans-help-impoverished-women-jump-start-business-ventures/1776425111552.html>.

## Meet the Ambassadors



*Photo by Alexis Madayag*

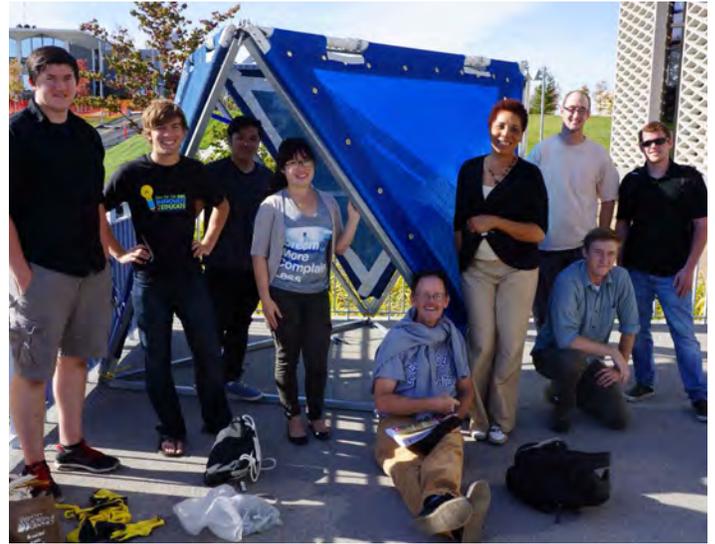
CSM's 2013-14 student ambassadors were introduced to the college community at an ice cream social, Meet the Ambassadors, held on October 14. This year's team of 12 students includes first- and second-year ambassadors; they serve as liaisons between the college and local high schools and represent the college at community events. Ambassadors also assist with on-campus events and activities such as leading campus tours, staffing the information desk in College Center, Operation Welcome Mat and Connect to College. Welcome this year's ambassadors:

**Estela Garcia (lead ambassador), Rupinder Bajwa, Jason Dutton, Jasmine Flores, Eleni Jacobson, Divi Kumar, Sarah Lowe, Peter Pitetta, Sean Pounder, Janelle Raymundo, Mario Rosetti, Michael Ryan**

## Let's Chat! Brings Students Together

The International Student Center recently launched Let's Chat!, a language partner program that pairs a native English speaker with a non-native speaker to engage in English language conversation throughout the semester. Partners meet on campus for 30 minutes every week during the semester. Let's Chat! Is an opportunity for international and American students to connect and it encourages both parties to develop communication skills and become familiar with other cultures. Anyone from the college community is welcome to participate in the program.

## Architecture Project Displayed at Library



*Photo courtesy of Lorrita Ford*

Structures created by Architecture Club students are currently on display in front of CSM's Library. The structures were entered into a design competition held at Cal Poly San Luis Obispo last spring. **John Lucchesi**, a member of the architecture faculty, reports that "CSM students pursuing a future in design and architecture are very enthusiastic about these building projects."

## CSM's Middle College Host Tri-Valley Schools

Middle College hosted a group of high school educators who are interested in designing a Middle College program at Las Positas College in Livermore. The educators, representing high school districts in the Tri-Valley region of Livermore, Pleasanton and Dublin, met on Sept. 25 with Middle College Principal **Greg Quigley**, CSM Interim Vice President **Gary Dilley**, CSM/Middle College Counselor **Jesenia Diaz**, CSM President **Michael Claire** as well as Middle College students and staff and toured the CSM campus.

## Bulldog Football Goes Live!



*Photo courtesy of CSM Football Facebook page*

All CSM football games are now broadcast on the internet and live, in-game statistics are also available. Broadcasts and live in-game stats can be accessed by going to [collegeofsanmateo.edu/football/webcasts](http://collegeofsanmateo.edu/football/webcasts).

## Student Success Story: Gizem Basar International Relations, UC Davis

I chose to attend CSM because my parents and I decided that attending a community college for my general education was the best decision for me financially. I also did not mind staying home for a couple more years to truly learn more about myself before I moved out. At first it was difficult to get used to the idea of still being home when most people I knew were going away to college. When I look back, I know I made the right decision by attending a community college. My goal was to figure out what I wanted to study. I started CSM as a biology major and now I am transferring as an international relations major; and I changed my major many times in between. Because I was at a community college, I had the luxury of learning about different subjects and careers until I found what was right for me. I also joined the Transfer Club and Alpha Gamma Sigma to meet other students like myself. I have gained a lot at CSM and am thankful to have had three great years with the most amazing professors on campus.



*Photo by CSM Community Relations and Marketing*

## Upcoming Events

### **Fall Health Fair**

October 30, 10 am – 2 pm, College Center, Bayview Dining Room

### **Makerspace Workshop: Ghostly Glow - LED jack o'lantern paper pumpkins**

October 31, 1:30–3:30 pm, Library

### **KODAIMOJI- Japanese ancient characters calligraphy demonstration and lecture**

October 31, noon–2 pm, Quad near College Center.

### **Blood Drive**

November 6, 10 am – 2 pm, DaVinci Lot 3

### **New Employee Reception**

November 7, 2:15 pm, Center for Student Life and Leadership Development, Bldg. 17, Room 112

### **“Sounds from the Streets: A Historical and Musical Presentation on the Emergence of Latin Rock”**

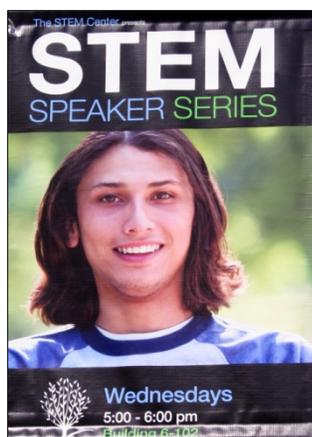
November 13, 7–9 pm, Theatre

# Cañada College Report to the SMCCCD Board of Trustees



**October 23, 2013**

## **Roozbeh Parsa Describes His Journey from Cañada to Stanford**



This year's STEM Speaker Series kicked off Sept. 25 with Cañada College alum Roozbeh Parsa describing his journey from community college, to Stanford University, to a position at Texas Instruments as an engineer focused on new sensor technology. Parsa was the first of seven speakers and a STEM alumni panel that will comprise this year's series. Roozbeh and the first five speakers in the series have drawn standing-room-only crowds. The lectures are held every Wednesday through Nov. 13 from 5 to 6 pm in Building 6, Room 101. J Ole Kaven, a Mendenhall Research Fellow at the USGS Earthquake Science Center in Menlo Park will speak on Oct. 30. He'll discuss the current understanding of intended and unintended earthquakes due to industrial activity.

## **Math Jam Receives Excellencia Award for Improving Latino Success**



Chris Woo (far right) and Danni Redding Lapuz (third from right) accept the ***Examples of Excellencia Award*** at a special ceremony in Washington, D.C. on Oct. 1. Cañada's Math Jam program was recognized by Excelencia in Education as the top Associate level program in the nation at improving the success rates of Latino college students. It was the eighth annual release of ***Examples of Excellencia***. Excelencia in Education has systematically reviewed more than 500 programs to identify and recognize over 100 programs and departments that demonstrate with evidence that they effectively boost Latino enrollment, performance and graduation. "Cañada College is at the forefront of meeting the challenge of improving higher educational achievement for Latino students," said Sarita Brown, president of Excelencia in Education. "No longer should policymakers and institutional leaders ask how to improve college success for Latinos – we have the largest accumulation of proven examples and tested strategies that show them how. Today's question is do leaders have the will to put these practices into action."

## Annual Fashion Department Luncheon Draws Full House



This year's Fashion Department Luncheon drew more than 50 current and prospective students to the program's studio to learn about upcoming classes, degrees and certificates, and financial aid opportunities. "This is a great way for us to engage our students and provide information about our program," said Ronda Chaney, professor of Fashion Design. Chaney said the program collects contact information from prospective students who contact the department during the course of the year. They are then invited to the luncheon to learn about various aspects of the program. Chaney said they also reach out through the Fashion Department's Facebook page and blog. This year's guest speaker was Pati Palmer, who has been teaching sewing for the past 37 years. She was an educator for the Armo interfacing company, a department store buyer, and a home economist. She conducts seminars throughout North America and Australia and established the Palmer/Pletsch International School of Sewing in Portland, Oregon where she trains consumers and sewing educators. She has written several books on sewing and has created several videos. She created eight Palmer/Pletsch sewing notion products. Since 1980, Pati has designed and written instructions from more than 220 patterns for The McCall Pattern Co.

## Author Lac Su to Speak to Students Oct. 23-24



Lac Su, author of *"I Love You Are for White People"* will speak with students on Wednesday, Oct. 23 from 6 to 7:30 pm and again on Thursday, Oct. 24 from 9:30 to 11 am. Both lectures will be held in the Main Theater. Lac Su received a master's degree and Ph.D., A.B.D., in industrial-organizational psychology from the California School of Professional Psychology. He is vice president of marketing for TalentSmart, a global think tank and management consulting firm. As a young child, he made a harrowing escape with his family from the Communists in Vietnam. The family was forced to immigrate in 1979 to seedy West Los Angeles where squalid living conditions and a cultural fabric that refused to thread them in effectively squashed their American Dream. In his book, Lac Su describes his search for love and acceptance amid poverty—not to mention the psychological turmoil created by a harsh and unrelenting father—turned his young life into a comedy of errors and led him to a dangerous gang experience that threatened to tear his life apart.

## Honors Transfer Program Induction Ceremony Set For Oct. 30

The Cañada College Honors Transfer Program will induct more than 40 students into this year's class. The ceremony will be held Wednesday, Oct. 30 from 6 to 7 pm in the reception area of Building 8.

**(Continued on Page 3)**

The Honors Transfer Program is designed to support highly motivated students as they pursue their educational goals of graduation and transfer. The program is a member of the UCLA Honors Transfer Alliance Program (TAP) and the Honors Transfer Council of California (HTCC). Honors Transfer Program students benefit from a rich curriculum that requires original research above and beyond the traditional course requirements.

## Social Science Hub Honors Long-Time Professor Frank Young



Professor Frank Young, the longest tenured faculty member at Cañada College, was honored on Sept. 27 as the school's new Social Science Hub was dedicated in his honor. Due to the strong positive results of the STEM Center, the Social Sciences faculty sought to have a similar gathering space for those students who were enrolled, majoring, or interested in the social sciences. The center is also designed to serve those students who needed assistance with their General Education and/or AA-T requirements. Young, professor of philosophy, was one of the earliest, and most vocal, advocates of developing the Social Sciences Hub. The Social Sciences Hub is located in a portion of the Library that was previously used for storage. The space serves as a laboratory and resource space for all Social Science departments on campus for students, faculty, and staff alike. It provides a space for clubs to meet, a dedicated area for group study, a tutoring center for social sciences courses, and an area for faculty to hold office hours and mentor students. "I was surprised to be honored at the ribbon-cutting ceremony," Young said. "To see a plaque in my name hanging on the wall of the Social Science Hub was very special."

## New Play - "8" - Makes the Case for Marriage Equality



Cañada's latest theater production, "8", which opened to a packed house on Sept. 15, presents the case for marriage equality. The documentary play written by Dustin Lance Black dramatizes the landmark Proposition 8 court case, *Perry v Schwarzenegger*, using actual court transcripts and verbatim interviews. The proponents of Proposition 8 appealed to the Supreme Court to block the broadcasting of the trial – and won. The testimony of this historic trial was kept hidden from the public. Learn about the historical context of marriage from expert testimony. See the human cost of discrimination. Uncover the arguments used to justify bans on marriage for gay and lesbian couples. Using the actual court transcripts from the landmark federal trial of California's Proposition 8 and first-hand interviews, "8" shows both sides of the debate in this moving play. Come to the show, and see what the proponents of Proposition 8 never wanted you to see. Following the performance, stick around for a Q&A with marriage equality advocates to learn more about the fight for equality. The final two performances will be held in the Flex Theater on Thursday, Oct. 24 at 12:45 pm and Sunday, Oct. 27 at 2 pm.

## Transfer Tuesdays Encourage Students to Discuss the Transfer Path

In an effort educate students about the different paths to a college diploma, staff and faculty at Cañada College are proudly rocking hats, t-shirts, sweatshirts and other swag from their alma mater every Tuesday in October. The effort is being coordinated by Soraya Sohrabi, director of the school's Transfer Center. "We are encouraging our employees to wear their college gear on Tuesdays and to take a few minutes to talk with our students about their different paths to a four-year degree," she said. Cañada College President Larry Buckley said a number of staff and faculty attended a community college before transferring to a university to earn their degree. "We want our students to hear these stories," he said. "When they talk with our employees, they'll learn there are many different paths to a college degree."

## Student Life Open House Features Programs and Pumpkin Pie



The Office of Student Life and Leadership Development hosted an two open houses in October to introduce a variety of programs and leadership opportunities to new students. "Our primary mission was to educate students about where we are and the type of activities we offer," said Misha Maggi, Student Life and Leadership Manager. "With each new semester comes new students and it's important to introduce them to our program." The open house also provided an opportunity to introduce the programs to

prospective students. Campus Ambassador Gaby Ceballos brought a group of visiting students and faculty from Redwood High School to the open house where they enjoyed pie and talked with ASCC student leaders.

## Students Find Jobs at Fall Job Fair



Cañada College hosted its first fall job fair on Oct. 9, and by all accounts it was a resounding success. The event focused on retail business due to the upcoming rush by these businesses to hire seasonal help. Many seasonal positions turn into permanent employment opportunities for students. Thirty-eight employers participated, all of whom had open positions to fill. Home Depot, Target, and Ikea utilized the Career Center for on-the-spot interviews with students. In addition, the mock interview and resume

evaluation areas which were staffed by TRiO, Beating the Odds, and A2B staff, along with a 15-year HR manager volunteer from Genentech, were constantly busy. Students were engaged throughout the event speaking with employers, grabbing a slice of pizza, and entering the raffle for some prizes. The raffle included everything from gift cards to a Google Nexus 7 Tablet, which was won by Angelica Mendoza (photographed with Bob Haick, Career Center Manager), a Civil Engineering Major.

## Electric Car Rally Will Highlight EV Charging Station Ribbon Cutting



An electric car rally will begin in the auto shop bays at Skyline College and finish under the checkered flag at Cañada to help celebrate the ribbon cutting for the new EV charging stations on all three SMCCCD campuses. The event will be held on Monday, Oct. 28. The rally will end at Cañada at 1:30 pm. A fleet of electric cars, most driven by faculty and staff, will travel down Highway 280 to illustrate how the installation of the charging stations has made it more convenient to travel the Peninsula for electric car owners.

“This gives electric car owners a clear shot from San Jose to San Francisco,” said Raj Lathigara, workforce development specialist and co-chair of Cañada’s Sustainability Committee. Lathigara and Susan Mahoney, assistant professor of geology and the other co-chair for Cañada’s Sustainability Committee, are organizing the Cañada leg of the rally. “Our intent is to provide information for the campus and the general public on electric cars,” she said. “The new EV charging stations make it feasible for our faculty and staff to commute to work in an electric car even if they live 50 or 60 miles outside Redwood City.”

## Cañada to Honor Dia de los Muertos with Sugar Skulls, Face Painting



The campus will come alive on Monday, Nov. 4 with the traditional activities that usher in Dia de los Muertos. A face painting exhibit will be held from 10:30 am to 12:30 pm on Nov. 4 in the Center for Student Life and Leadership Development, Building 5, Room 350. Students can learn about the tradition of face painting and why it’s an integral part of Dia de los Muertos. On Tuesday, from 10:30 am to 12:30 pm, students will learn the art and history of sugar skull making. An

interactive altar will be erected in the Grove on Monday and will last through Wednesday. Students are encouraged to participate in building the altar.

San Mateo County Community College District

October 23, 2013

**BOARD REPORT NO. 13-10-2C**

**CAÑADA MIDDLE COLLEGE – A COLLABORATION BETWEEN THE  
SEQUOIA UNION HIGH SCHOOL DISTRICT AND CAÑADA COLLEGE**

**There is no printed board report for this agenda item.**

**BOARD REPORT 13-10-5A**

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. REASSIGNMENTS**

**District Office**

**Miguel Gonzalez**

Groundskeeper

Facilities/Public Safety

Reassigned through the hiring process from a full-time Custodian position (Grade AA of Salary Schedule 70) into this full-time, 12-month position at Grade BA of the same salary schedule, effective October 7, 2013.

**B. CHANGE IN STAFF ALLOCATION**

**Districtwide**

Recommend a change in salary level for the Financial Aid Technical Support Specialist position classification from Grade 30 to 34 of the Classified Salary Schedule (60), effective July 1, 2013. Accordingly recommend an adjustment in salary for the incumbent, Lucy Nolasco, effective July 1, 2013.

**BOARD REPORT NO. 13-10-6A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**ADOPTION OF RESOLUTION NO. 13-14, INCREASING THE EMPLOYER’S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT**

Background

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

The District has a total of 720 retirees and surviving spouses who are covered by the District medical plans. Since the CalPERS Employer Contribution is already included in the monthly amount paid for retirees who qualified for District-paid medical coverage, the District’s fiscal impact will be the increase in Employer Contributions paid toward medical coverage for those persons who did not qualify for District retiree benefits, but who are still provided medical coverage as part of the District group by the CalPERS Health Plan System. These individuals are PERS or STRS retirees and their medical premiums are partially or fully charged to the District through the Employer Contribution. Currently, there are **72** individuals in this group with the yearly cost of **\$460,260.00** to the District. With the new rates, the yearly cost to the District will be approximately **\$476,550.00**, an increase of **3.5%** for the calendar year **2014**.

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

The following are the 2014 monthly Employer Contribution amounts.

<b>CODE</b>	<b>BARGAINING UNIT</b>	<b>CONTRIBUTION PER MONTH</b>
001	AFT	\$704.00
003	CSEA, AFSCME, and all Administrators and Other Non-Represented Employees	\$704.00

Contracting agencies are required to adjust the Employer Contribution by Board resolution. The new Employer Contribution will be activated by CalPERS effective January 1, 2014, pursuant to receipt of this resolution and CalPERS implementation procedures.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 13-14 to increase the District Employer Contribution for PERS and STRS retiree medical benefits, pursuant to agency agreement.

**RESOLUTION NO. 13-14**

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

---

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

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act, and

WHEREAS, (2) San Mateo County Community College District is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

<b>Code</b>	<b>Bargaining Unit</b>	<b>Contribution Per Month</b>
001	001 Academic Employees - STRS	\$ 704.00
003	003 Non Represented/Classified	\$ 704.00

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

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

Adopted at a regular meeting of the Board of Trustees at the San Mateo County Community College District this 23<sup>rd</sup> day of October 2013.

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Vice President-Clerk

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Ron Galatolo  
Chancellor

**BOARD REPORT NO. 13-10-7A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA),  
CHAPTER 33**

Negotiations on a renewed collective bargaining agreement were recently concluded with CSEA, and a Tentative Agreement was ratified by the CSEA membership on October 17, 2013. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the California School Employees Association (CSEA), Chapter 33.

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

## District Proposal for Settlement with CSEA

October 3, 2013 *Revised 9:50 a.m.*

1. Three year agreement July 1, 2013 through June 30, 2016
- 2 a. Wage increases as follows:
  - 3.25% effective July 1, 2013
  - 2.0% effective July 1, 2014
  - 2.0% effective July 1, 2015
- 2 b. Increase the following job classifications by an additional 1% for a total increase of 4.25% effective July 1, 2013:

Accounting Technician, Senior Accounting Technician, Senior Accounting Coordinator, Financial Aid Assistant, Financial Aid Technician, Financial Aid Technical Support Specialist, Financial Aid Reconciliation Specialist, Facilities Operations Technician, Multimedia Technician, IT Technician I, IT Technician II, IT Technician III, Network Technician.
3. If the assessed valuation of property, as determined by the San Mateo County Assessor's Office Local Combined Roll prepared by the County Assessor's Office, increases by more than 3% for 2014-15 or by more than 3% for 2015-16, 60% of the assessed valuation increase above 3% will be added to the 2.0% compensation increases stated above effective with the beginning of the fall semester of that year. In no case shall the total increase for each year exceed 4.5% above the 2% noted in number 2 above. For example, if the assessed valuation increases 8.0%, then 60% of the 5%, i.e. 3.0%, will be added to the 2% of the given year.

The dates for measuring the assessed valuation to determine the calculation above are as follows:

For 2014-15 – July 11, 2014  
For 2015-16 – July 10, 2015
4. Increase medical cap as follows effective 1/1/2014:
  - Single: \$50.00 per month
  - 2 Party: \$75.00 per month
  - Family: \$100.00 per month

The District will make a firm commitment subject to negotiation with CSEA to increase the medical cap on 1/1/2015 and 1/1/2016 when the District knows what the premium increases will be and the amount of funding available for those years.
5. Previous tentative agreements on Article 5.1.5, Article 8.10, Articles 14.2, 14.3, 14.8, Article 20.2 and Article 20.3.
6. Need to update Article 21.2 to reflect new re-opener language for Duration Page.

## CSEA/SMCCCD

## TENTATIVE AGREEMENTS

October 3, 2013

**6-13-13**

## Article 5.1.5 Regular Workday/Workweek

The District and CSEA agree that an employee may request modification of the 37.5 hour workweek of 7.5 hours per day, 5 days per week. The request is subject to the approval of the supervisor. Employees whose work schedule is less than 100% of full time may also request a modification of their work schedules.

The adjustment of the work schedule will not result in a reduction of the total hours worked in a week **but will increase the daily hours worked above 7.5 hours, e.g. 9.375 hours per day for four(4) days per week. The daily adjusted work hours also will not result in, nor will the adjustment result in overtime pay, compensatory time, or shift differential pay. For hours that exceed the employee's daily adjusted work hours or exceed the 37.5 hours per week, overtime pay/compensatory time will be paid** Example: Monday – Thursday the employee works 9.375 hours, overtime/compensatory time begins after the 9.375 hours worked. Absence affidavits must also reflect the daily adjusted work hours.

It is understood that the above modification may not be possible in some work areas and will vary from department to department. In all cases, the employee work schedule must be approved in writing by the supervisor.

## Article 14.2 Schedule of Evaluations:

All unit members shall be evaluated by the immediate supervisor in conjunction with the responsible administrator. **If the immediate supervisor has not supervised the employee for at least six months at the time the evaluation is due to be completed, the responsible administrator shall conduct the evaluation with the immediate supervisor.**

Article 14.3 All evaluations shall be based on direction knowledge and observation **by the immediate supervisor and the responsible administrator. The employee shall be given a copy of the performance evaluation at least three (3) days prior to a meeting between the evaluator and the employee to discuss the evaluation.**

Article 14.8 Personnel File: The official personnel file shall be located in the Office of Human Resources. Upon request, every bargaining unit member shall have the right to inspect and receive a copy of all material in his/her personnel file **and electronic copies of Personnel Action Forms and Salary Orders.** Any employee shall have the right to be accompanied by a CSEA representative when reviewing his/her personnel file and shall have the right to show the contents of his/her file to a designated representative. In addition, individual **personnel** files shall be made available to ~~a person~~ **the CSEA representative** with written authorization form the employee.

- 20.2 **PROCEDURAL STEPS—INFORMAL COUNSELING:** An informal oral discussion(s) may be initiated by a Supervisor with a unit member when, in the opinion of the Supervisor, a performance-related event has become serious enough for the Supervisor to consider discipline. **Three (3) working days prior to the notification to the employee, the President of CSEA shall receive in writing details of the performance-related event.**

The unit member shall be informed of his/her right to CSEA representation at said discussion. Following the oral discussion the Supervisor shall, in writing, describe the problem behavior or areas of needed improvement and the desired corrections needed of the employee. A copy shall be provided to the unit member and CSEA.

- 20.3 **WRITTEN WARNING/REPRIMAND:** If the behavior is deemed severe or continues, the Supervisor shall issue to the unit member a clearly identified written letter of warning/reprimand. **Three (3) working days prior to the notification to the employee, the President of CSEA shall receive a copy of the written letter of warning/reprimand.** A copy will be sent to ~~CSEA~~ and the Office of Human Resources. The member will be notified of the unit member's right to representation by the CSEA. At the request of the CSEA, the Office of Human Resources may also be involved at this level.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Tentative Agreement

September 11, 2013

1. Three year agreement July 1, 2013 through June 30, 2016
2. Wage increases as follows:  
  
3.25% effective July 1, 2013  
2.00% effective July 1, 2014  
2.00% effective July 1, 2015
3. If the assessed valuation of property, as determined by the San Mateo County Assessor's Office Local Combined Roll prepared by the County Assessor's Office, increases by more than 3% for 2014-15 or by more than 3% for 2015-16, 60% of the assessed valuation increase above 3% will be added to the 2.0% compensation increases stated above effective with the beginning of the fall semester of that year. In no case shall the total increase for each year exceed 4.5% above the 2% noted in number 2 above. For example, if the assessed valuation increases 8.0%, then 60% of the 5%, i.e. 3.0%, will be added to the 2% of the given year.

The dates for measuring the assessed valuation to determine the calculation above are as follows:

For 2014-15 – July 11, 2014 and for 2015-16 – July 10, 2015

4. Increase medical cap as follows effective 1/1/2014:  
  
Single: \$50.00 per month  
2 Party: \$75.00 per month  
Family: \$100.00 per month  
  
Medical Cap increases for 1/1/2015 and 1/1/2016 shall be negotiated as soon as medical rates for those years are provided to the District from PERS.
5. All previously agreed upon tentative agreements attached.

- 2.7** The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.
- 5.6** **ALTERNATE SHIFT:** A new shift, mid-day to mid-evening, shall be established as the need arises. This shift will be available to all categories of employees. Any employee assigned to such shift will either not work alone or will be provided adequate means of communicating with others on campus (e.g., two-way radio); new shift assignments will apply to volunteers from among existing employees. A shift differential of 5% shall apply when a shift is a minimum of four (4) hours or more and starts at 4:30 p.m. or later.
- 8.2.4** **Backhoe Differential:** A member of the unit who is not classified as a Lead Groundskeeper, and who is assigned to operate the backhoe will be paid a 10% hourly wage differential for the duration of the time worked operating the backhoe. A minimum of one hour will be paid for each of these occasions.
- 8.3** **OUT OF CLASS PAY:** When out of classification assignments to a higher level position continues for five (5) or more consecutive working days, the employee's salary shall be adjusted upward for the entire period he or she is required to work out of classification in such amount as will reasonably reflect the duties he/she is required to perform outside his/her normal assigned duties. If an employee is assigned the duties of the higher-level position, the employee will be assigned detail pay for those duties that are inconsistent with his/her normal assignment.
- 8.3.1** Step placement on a higher salary range will be at the lowest step that results in an increase of at least five percent (5%). If no step will result in a five percent (5%) increase, the employee will be placed on the highest step of the new range.
- 8.4** **LONGEVITY SERVICE INCREMENTS:** Effective July 1, 2013, members of the unit beginning eight (8), twelve (12), sixteen (16), twenty (20), twenty-four (24) and twenty-eight (28) continuous years with the District will be granted monthly long-service increments based on the schedule below. An employee will be eligible for the increment on the appropriate employment anniversary date. Percentage Longevity Service Increments will be calculated based on the employee's base regular salary, excluding differentials, overtime, or any other stipends.

<b><u>Beginning Year</u></b>	<b><u>Monthly Percentage Increment</u></b>
Eight (8)	2.25%
Twelve (12)	3.25%
Sixteen (16)	5.75%
Twenty (20)	7.50%
Twenty-four (24)	10.25%
Twenty-eight (28)	11.50%

- 9.15** The District will contract with the Public Employees Retirement System (PERS) to provide the 2% at 55 retirement plan for miscellaneous employees with a 7% employee contribution.
- Effective January 1, 2013 the Public Employees' Pension Reform Act (PEPRA) requires new miscellaneous employees to enroll in the 2% at 62 retirement tier with pension calculated on the average highest compensation over a consecutive 36-month period. This new retirement tier applies only to a new member of PERS. A new member is a) someone who has never been in PERS or a reciprocal retirement system or b) someone previously in PERS or a reciprocal retirement system, but who has a gap of at least six months since being covered by any of those pension systems. New members on the 2% at 62 plan will pay 50% of the normal cost of their pension as determined by PERS. Normal cost is the present value of the increase in the retirement benefit attributable to the current year. Employees covered by PERS prior to January 1, 2013 are designated as classic members by PERS.

San Mateo County Community College District

October 23, 2013

**BOARD REPORT NO. 13-10-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF JULY AND AUGUST 2013 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of July and August 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 July 1, 2013 through August 31, 2013 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 1-31, 2013  
WARRANTS SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>District Accounts Payable</u>		
029691	07/02/13	Netronix Integration, Inc.	15,627.42	Districtwide ACAMS Installation Services
029695	07/02/13	Sallie Mae Inc.	37,084.35	Districtwide Financial Aid Disbursement
029696	07/02/13	SMC College Ed Housing Corp - Canada Vista	41,658.00	Cañada Vista Monthly Rent Payment
029697	07/02/13	SMC College Ed Housing Corp - College Vista	30,465.00	College Vista Monthly Rent Payment
029700	07/02/13	VALIC Retirement Services Company	157,304.54	Tax Shelter Annuities
029813	07/03/13	U.S. Bank National Association ND, .	335,349.22	Districtwide Procurement Card Payment
029838	07/09/13	Computerland	17,513.55	Computer & License Purchase
029845	07/09/13	Krueger International	22,355.12	Cañada Furniture Purchase
029846	07/09/13	Netronix Integration, Inc.	13,361.95	Districtwide ACAMS Installation Services
029847	07/09/13	Noll & Tam	31,008.38	CSM Architectural Services
029849	07/09/13	Public Radio International	12,062.05	KCSM PRI Affiliation Fees
029850	07/09/13	Sallie Mae Inc.	41,849.18	Districtwide Financial Aid Disbursement
029852	07/09/13	SMCCCD Bookstore	17,478.05	CSM Computer Purchase
029853	07/09/13	SMCCCD Bookstore	32,564.87	Skyline Printing Charges & Supplies Purchases
029854	07/09/13	Sutro Tower Inc.	18,640.20	KCSM TV Broadcast Site Lease at Sutro Tower
029866	07/09/13	Young Electric Company, Co.	14,771.25	Skyline Electrical Services
029903	07/16/13	Advance Soil Technology Inc.	12,865.00	CSM Geotechnical Inspections
029904	07/16/13	Associated Std-CSM	60,000.00	CSM Interbank Transfer
029909	07/16/13	Fisher Scientific Company	41,730.66	Skyline Equipment Purchase
029914	07/16/13	Krueger International	12,710.83	Cañada Furniture Purchase
029916	07/16/13	Pacific Dining, Front Page Catering	12,996.15	Annual Cleaning & Marketing Expenses Reimbursement
029918	07/16/13	Sallie Mae Inc.	54,794.50	Districtwide Financial Aid Disbursement
029919	07/16/13	Schneider Electric Buildings Americas, Inc.	10,961.58	Districtwide Maintenance & Service of Building Management Systems
029920	07/16/13	School Project for Utility Rate Reduction	82,685.29	Utilities
029922	07/16/13	Siemens Industry, Inc.	22,648.20	Districtwide Fire Sprinklers Inspection & Replacement
029927	07/16/13	SMCCCD Bookstore	29,544.01	Districtwide Computers & Supplies Purchases
029928	07/16/13	SMCCCD Bookstore	65,215.35	Districtwide Computers & Equipment Purchases
029929	07/16/13	Swinerton Management & Consulting	116,322.75	Program Management Services
029931	07/16/13	VALIC Retirement Services Company	13,580.00	Tax Shelter Annuities
029938	07/16/13	Xerox Corporation	11,732.56	CSM Copiers Monthly Fees & Meter Usages
029987	07/18/13	Evisions, Inc	15,000.00	ITS Software Annual Maintenance Fees
029990	07/18/13	Intermountain Electric Company	27,345.98	Districtwide EV Charging Stations Installation Services
029991	07/18/13	SM County Community College District	27,668.86	Replenish Flex Spending Account
029995	07/18/13	SMCCCD Bookstore	11,758.88	Cañada Computer Purchases
029999	07/18/13	Young Electric Company, Co.	10,124.00	Skyline Electrical Services
030490	07/23/13	Evisions, Inc	12,769.00	ITS Software Annual Maintenance Fees

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 1-31, 2013  
WARRANTS SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
030492	07/23/13	Sallie Mae Inc.	66,594.49	Districtwide Financial Aid Refunds
031027	07/30/13	Constellation NewEnergy, Inc.	104,356.08	Utilities
031030	07/30/13	Netronix Integration, Inc.	17,143.40	Districtwide ACAMS Maintenance Services
031032	07/30/13	Sallie Mae Inc.	40,384.07	Districtwide Financial Aid Disbursement
031033	07/30/13	Schneider Electric Buildings Americas, Inc.	10,961.58	Districtwide Maintenance & Service of Building Management Systems
031035	07/30/13	Sutro Tower Inc.	18,617.00	KCSM TV Broadcast Site lease at Sutro Tower
459709	07/01/13	Comm College League/Calif	17,497.00	Districtwide Database Annual Subscriptions
459714	07/01/13	Griffin Painting, Inc.	21,917.50	CSM Painting Services
459717	07/01/13	Pac Gas & Elec Co	13,053.06	Utilities
459732	07/02/13	American Federation of Teachers	13,388.77	Monthly Union Dues
459736	07/02/13	C S E A	12,206.08	Monthly Union Dues
459737	07/02/13	CalPERS	523,823.46	Monthly PERS Classic Members Contribution
459758	07/02/13	Hartford Retirement Plans Service Center	71,937.71	Tax Shelter Annuities
459764	07/02/13	Landscape Forms	29,407.33	CSM Outdoor Furniture Purchases
459772	07/02/13	Public Empl Ret Sys	1,298,369.18	Health Insurance Monthly Premium
459892	07/08/13	Apple Computer, Inc	24,755.55	Districtwide Equipment Purchases
459914	07/08/13	FieldTurf USA	167,714.05	Skyline Athletic Fields Construction Project
459921	07/08/13	Hatchuel Tabernik and Associates	10,181.50	Cañada Grant Writing Services
459922	07/08/13	Hellas Construction, Inc.	300,040.91	CSM Athletic Fields Construction Project
459925	07/08/13	Interstate Grading and Paving Inc.	195,540.40	CSM Construction Project
459942	07/08/13	Pac Gas & Elec Co	23,862.36	Utilities
459964	07/08/13	Sound Media, LLC	11,042.83	KCSM Pledge Premiums Purchases
459967	07/08/13	STV Incorporated	51,700.00	Skyline Final Project Proposal Update Services
459985	07/09/13	Interstate Grading and Paving Inc.	38,927.85	CSM Construction Project
459988	07/09/13	Calif Water Service Co	37,796.05	Utilities
459995	07/09/13	Foundation for California Community College	23,897.32	Facilities Software Annual License Fee
460007	07/09/13	Landscape Forms	17,383.14	CSM Outdoor Furniture Purchases
460033	07/11/13	Ash Equipment Company, Inc.	13,407.00	Skyline Equipment Purchase
460056	07/11/13	Governet	24,000.00	Districtwide Software Annual Support & Hosting Fees
460099	07/11/13	S.M.C.S.I.G.	19,354.61	Dental Premium Payment
460100	07/11/13	S.M.C.S.I.G.	160,413.70	Vision Premium Payment
460129	07/15/13	Associated Std -Canada	22,907.50	Cañada Quarterly Student Fees Reimbursement
460130	07/15/13	Associated Std-CSM	32,152.96	CSM Quarterly Student Fees Reimbursement
460131	07/15/13	Associated Std-Skyline	32,978.04	Skyline Quarterly Student Fees Reimbursement
460141	07/15/13	City of Redwood City	14,537.79	Utilities
460143	07/15/13	City of San Bruno	16,394.13	Utilities
460152	07/15/13	Griffin Painting, Inc.	24,717.50	Cañada & CSM Painting Services
460156	07/15/13	IOS Workspace Installations, Inc.	20,415.46	CSM Locker Rooms Cleaning and Stripping Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JULY 1-31, 2013  
WARRANTS SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
460157	07/15/13	James Middleton and Associates, Inc.	17,940.00	Districtwide Parking Paystations Warranty & Maintenance
460172	07/15/13	Robert A. Bothman	263,589.00	Districtwide Construction Projects
460195	07/16/13	American Federation of Teachers	14,891.69	Monthly Union Dues
460216	07/16/13	Friedland, Michael J.	25,400.00	Skyline Painting Services
460227	07/16/13	Los Angeles Community College District	40,516.39	Cañada SETI and JEP Programs Services
460245	07/18/13	Allana Buick & Bers, Inc.	19,585.06	CSM & Cañada Roofing & Waterproofing Design Services
460279	07/18/13	Caftec, Inc.	27,657.00	Skyline Bookstore Coffee Equipment Purchase
460289	07/18/13	CSW-Stuber-Stroeh Engineering Group, Inc.	24,940.98	Districtwide Infrastructure Digital Mapping
460293	07/18/13	Enterprise Network Solutions, Inc.	11,931.10	Skyline Software Upgrade & Maintenance Services
460309	07/18/13	Peninsula Library System	42,049.65	Skyline Technology Consulting Services
460314	07/18/13	Robert A. Bothman	10,724.79	Cañada Construction Services
460319	07/18/13	Snap-on Incorporated	13,721.74	Skyline Automotive Equipment Purchase
460321	07/18/13	Strata Information Group	255,617.25	Districtwide Professional & Management Services
460355	07/22/13	CalPERS	16,487.89	Monthly PERS New Members Contribution
460359	07/22/13	Emmett W. MacCorkle Inc. Insurance Services	1,015,666.00	Districtwide Annual Insurance Premiums
460391	07/23/13	Calif Water Service Co	44,152.35	Utilities
460393	07/23/13	Employment Development Department	219,232.78	State Unemployment Fees
460395	07/23/13	Pac Gas & Elec Co	26,744.41	Utilities
460396	07/23/13	Pac Gas & Elec Co	41,082.62	Utilities
460401	07/23/13	U.S. Postal Services	12,742.00	CSM Postage Purchase
460403	07/23/13	Wesco Graphics, Inc.	20,264.68	Community Education Catalog Printing Services
460410	07/25/13	American Public Television	17,742.00	KCSM Annual Exchange Fees
460445	07/25/13	Peninsula Library System	49,035.86	Districtwide Annual Subscriptions Renewal
460505	07/30/13	Pac Gas & Elec Co	24,947.50	Utilities
460519	07/30/13	ThyssenKrupp Elevator Corporation	19,909.64	Districtwide Elevators Maintenance & Repairs Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1400025	07/08/13	US Treasury - Union Bank	963,194.32	Federal Tax
J1400025	07/08/13	EDD - Union Bank	164,797.90	State Tax
J1400042	07/11/13	US Treasury - Union Bank	237,264.77	Federal Tax
J1400042	07/11/13	EDD - Union Bank	34,639.66	State Tax
J1400096	07/22/13	State Teacher Retirement - County Paid	28,198.78	STRS Retirement - Cash Balance
<u>SMCCCD Bookstores</u>				
111520	07/11/13	Ingram-Micro	29,534.58	Purchase of Inventory
111541	07/11/13	Pearson Education, Inc.	65,070.20	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JULY 1-31, 2013  
 WARRANTS SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
111543	07/11/13	Pens Etc.	10,821.18	Purchase of Inventory
111551	07/11/13	Russell Athletic	14,249.14	Purchase of Inventory
111571	07/11/13	Xerox Corporation	15,349.28	Purchase of Inventory
111592	07/24/13	Ingram-Micro	10,832.30	Purchase of Inventory
111611	07/24/13	SMCC College District	398,674.25	Salaries & Benefits Reimbursement for May & June 2013
EFT 52543	07/31/13	Board of Equalization	49,428.00	Sales Tax
		Subtotal	<u>9,333,950.83</u>	86%
		Warrants Issued ≤ \$10,000	<u>1,517,294.71</u>	14%
		Total Non-Salary Warrants Issued	<u><u>10,851,245.54</u></u>	100%
District Accounts Payable		Ck#459699-460539, DD29682-31038	8,599,150.62	
District Payroll		Ck#90403-91326, DD50055510-50057037	6,550,152.34	
SMCCCD Bookstores		Ck#111477-111617, EFT 52543	<u>796,229.72</u>	
		Total Warrants Including Salaries - July 2013	<u><u>15,945,532.68</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 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>				
031186	08/01/13	SMC College Ed Housing Corp - Canada Vista	37,523.00	Cañada Vista Monthly Rent Payment
031187	08/01/13	SMC College Ed Housing Corp - College Vista	25,940.00	College Vista Monthly Rent Payment
031189	08/01/13	VALIC Retirement Services Company	105,863.04	Tax Shelter Annuities
031451	08/06/13	U.S. Bank National Association ND, .	178,353.91	Districtwide Procurement Card Payment
031597	08/08/13	Advance Soil Technology Inc.	12,782.50	Districtwide Geotechnical Inspections
031598	08/08/13	Computerland	44,651.48	Districtwide Computer Purchases
031603	08/08/13	Interline Brands Inc.	10,460.93	Skyline Facilities Janitorial Supplies Purchase
031604	08/08/13	Netronix Integration, Inc.	27,352.06	Districtwide AMAG Annual Support Services
032037	08/15/13	Computerland	80,041.31	Districtwide Computer Purchases
033490	08/22/13	Computerland	181,843.97	Districtwide Computer Purchases
033492	08/22/13	Coulter Construction Inc.	99,477.90	Districtwide Construction Projects
033497	08/22/13	Interline Brands Inc.	10,590.03	CSM & Skyline Facilities Janitorial Supplies Purchase
033498	08/22/13	Intermountain Electric Company	44,313.47	CSM Electrical Projects
033502	08/22/13	Shannon - Leigh Associates	10,074.75	Districtwide External Signage Projects
033503	08/22/13	Siemens Industry, Inc.	29,037.50	Districtwide Fire Alarm Systems Service Fees
033504	08/22/13	SM County Community College District	19,431.06	Replenish Flex Spending Account
033508	08/22/13	Sutro Tower Inc.	18,297.00	KCSM TV Broadcast Site Lease at Sutro Tower
033509	08/22/13	Swinerton Management & Consulting	67,074.75	Program Management Services
034045	08/29/13	U.S. Bank National Association ND, .	268,310.50	District Procurement Card Payment
034049	08/29/13	Constellation NewEnergy, Inc.	42,658.31	Utilities
034050	08/29/13	Coulter Construction Inc.	11,398.00	Skyline & CSM Construction Projects
034053	08/29/13	Sino-US Education Consulting Limited to Beijing	15,575.40	International Student Recruitment Services
034055	08/29/13	Netronix Integration, Inc.	18,277.64	CSM Construction Project
460540	08/01/13	A.C.C.J.C.	19,137.00	CSM Dues & Accreditation Fees
460543	08/01/13	American Federation of Teachers	27,111.68	Monthly Union Dues
460553	08/01/13	Dan's Drilling & Fencing	32,964.46	Skyline Athletic Fields Construction Project
460556	08/01/13	Folsom Lake Ford	44,919.25	Facilities Vehicles Purchase
460565	08/01/13	Hartford Retirement Plans Service Center	26,668.87	Tax Shelter Annuities
460571	08/01/13	Public Empl Ret Sys	1,287,300.22	Health Insurance Monthly Premium
460588	08/05/13	Interstate Grading and Paving Inc.	25,305.20	CSM Construction Project
460592	08/05/13	CalPERS	510,549.96	Monthly PERS Classic Members Contribution
460593	08/05/13	CalPERS	12,447.61	Monthly PERS New Members Contribution
460598	08/05/13	City of Redwood City	15,607.87	Utilities
460608	08/05/13	Golden Project Mgmt& Install LLC	11,250.00	Districtwide Athletic Equipment Installation Fees
460613	08/05/13	Interstate Grading and Paving Inc.	253,396.35	CSM Construction Project
460625	08/05/13	Mullen, John F.	14,382.00	Retiree Medicare Adjustment Payment

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2013  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
460641	08/05/13	Strata Information Group	50,031.38	Districtwide Professional & Management Services
460642	08/05/13	Sunset Soccer Supply	61,356.34	Districtwide Athletic Equipment Purchase
460695	08/08/13	A.C.C.J.C.	22,159.00	Skyline Dues and Accreditation Fees
460740	08/12/13	San Mateo County Schools Insurance Group	159,996.92	Dental Premium Payment
460741	08/12/13	San Mateo County Schools Insurance Group	19,195.04	Vision Premium Payment
460748	08/15/13	A.C.C.J.C.	19,137.00	Cañada Dues & Accreditation Fees
460767	08/15/13	City of San Bruno	21,395.38	Utilities
460768	08/15/13	Clear Channel Communications, Inc.	11,690.00	Skyline Advertisement Services
460801	08/15/13	National Public Radio	12,300.00	KCSM NPR Membership Fees
460802	08/15/13	Pac Gas & Elec Co	12,598.98	Utilities
460831	08/15/13	Biederman, Donald D.	30,549.36	Employee Unit Banking Payout
460840	08/15/13	Hartford Life & Accident Insurance Co.	35,136.62	Monthly Insurance Premiums
460857	08/19/13	Advanced System Group	48,832.64	KCSM Equipment Purchase
460869	08/19/13	Calif Water Service Co	45,468.42	Utilities
460876	08/19/13	Folsom Lake Ford	27,935.83	District Vehicle Purchase
460877	08/19/13	Folsom Lake Ford	27,935.83	District Vehicle Purchase
460894	08/19/13	Pac Gas & Elec Co	23,579.96	Utilities
460896	08/19/13	Pac Gas & Elec Co	38,551.26	Utilities
460919	08/22/13	Advanced E-Learning Solutions	51,500.00	Districtwide Helpdesk & Support Services
460930	08/22/13	Artistic Coverings Inc.	15,683.62	Districtwide Athletic Fields Construction Project
460960	08/22/13	Eternal Construction, Inc.	16,794.33	CSM Hazardous Material Removal Services
460970	08/22/13	Griffin Painting, Inc.	36,500.00	Skyline Theatre Painting Services
460974	08/22/13	Industrial Employers/Distributors Assoc.	10,806.12	Monthly Labor Relations Service Fees
461015	08/22/13	PeopleAdmin, Inc.	32,373.80	Districtwide HR Software Upgrade & Service Fees
461026	08/22/13	Schools Excess Liability Fund	39,087.54	Districtwide Annual Excess Liability Insurance
461048	08/22/13	Waterfall Mobile, Inc.	10,000.00	Districtwide AlertU License Fee
461054	08/22/13	Worldwide Flooring and Construction, Inc.	55,710.00	Districtwide Athletic Fields Construction Project
461075	08/22/13	Vavrinek, Trine, Day & Co.	30,000.00	Districtwide Audit Services
461077	08/26/13	AcademicWorks, Inc.	14,000.00	Districtwide Academic Works Implementation & Annual Service Fees
461130	08/26/13	Nuventive, LLC	17,627.00	Districtwide TracDat Annual Subscription Fees
461134	08/26/13	Pac Gas & Elec Co	23,617.78	Utilities
461207	08/29/13	Ellis & Ellis Sign Systems	79,248.87	Cañada Exterior Signage Project
461281	08/29/13	Robert A. Bothman	97,036.00	Cañada Construction Project
461293	08/29/13	Strata Information Group	52,000.00	Districtwide Professional & Management Services
461306	08/29/13	Vizenor, Andrea L.	10,000.00	Skyline CITD Consulting Services
461326	08/29/13	Public Empl Ret Sys	1,300,375.93	Health Insurance Monthly Premium

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AUGUST 1-31, 2013  
WARRANTS SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1400174	08/05/13	State Teacher Retirement - County Paid	387,841.03	STRS Retirement - Defined Benefit
J1400175	08/05/13	US Treasury - Union Bank	1,218,780.64	Federal Tax
J1400175	08/05/13	EDD - Union Bank	228,828.84	State Tax
J1400175	08/05/13	EDD - Union Bank	15,351.28	State Tax - SDI
J1400291	08/15/13	State Teacher Retirement - Cash Balance	51,518.40	STRS Retirement - Cash Balance
J1400345	08/22/13	US Treasury - Union Bank	80,919.27	Federal Tax
 <u>SMCCCD Bookstores</u>				
111653	08/12/13	MBS Textbook Exchange	16,274.36	Purchase of Inventory
111662	08/12/13	Pearson Education, Inc.	10,873.07	Purchase of Inventory
111700	08/20/13	MBS Textbook Exchange	31,941.60	Purchase of Inventory
111714	08/20/13	SMCC College District	186,660.12	Salaries & Benefits Reimbursement For July 2013
		Subtotal	8,429,568.54	68%
		Warrant Issued ≤ \$10,000	3,890,033.14	32%
		Total Non-Salary Warrants Issued	<u>12,319,601.68</u>	100%
District Accounts Payable		Ck#460540-461330, Ck#926025-927610, DD31182-34060	9,888,993.25	
District Payroll		Ck#91327-91992, DD50057038-50058654	6,654,828.81	
SMCCCD Bookstores		Ck#111618-111723, EFT 12516	431,480.05	
		Total Warrants Including Salaries - August 2013	<u>16,975,302.11</u>	

**BOARD REPORT NO. 13-10-2CA**

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

**APPROVAL OF CURRICULAR ADDITIONS – CAÑADA COLLEGE**

The addition of two Associate Degrees for Transfer is proposed.

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

**RECOMMENDATION**

It is recommended that the Board approve the attached curricular changes for Cañada College.

San Mateo County Community College District

October 23, 2013

PREPARED BY: Gregory Anderson, Vice President, Instruction  
Cañada College

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

Doug Hirzel, Academic Senate President  
Cañada College

Lawrence Buckley, President  
Cañada College

**PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE**

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

**GEOGRAPHY**

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

**PHILOSOPHY**

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

**BOARD REPORT NO. 13-10-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Sarah Perkins, Vice President of Instruction, Skyline College, 738-4321

**ACCEPTANCE OF PROFESSIONAL SERVICES AGREEMENT FROM BUTTE-GLENN  
COMMUNITY COLLEGE DISTRICT ON BEHALF OF ITS SPONSORED PROGRAM,  
CALIFORNIA CORPORATE COLLEGE**

The Butte-Glenn Community College District, on behalf of the California Corporate College, has entered into a Professional Services Agreement with the Skyline College Center for Workforce Development to deliver training for the project entitled "Richard Heath and Associates, Inc. - Covered California Grantee and Assistor Training." The amount is not to exceed \$68,530.50. The terms of the agreement are from August 1, 2013 to June 30, 2014.

The purpose of this service agreement is for Skyline College to participate in a multi-site training delivery for Covered California Grantee and Assistor Training. Covered California is the State agency implementing the Federal Affordable Care Act.

Specifically, the Skyline College Center for Workforce Development will coordinate the delivery of at least six sessions of Certified Enrollment Counselor Training and two sessions of Licensed Insurance Agent Training.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this Professional Services Agreement with the Butte-Glenn Community College District on behalf of the California Corporate College for the period August 1, 2013 – June 30, 2014 in the amount not to exceed \$68,530.50.

**BOARD REPORT NO. 13-10-101B**

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

**MEMORANDUM OF UNDERSTANDING FOR INSURANCE WITH THE SAN MATEO COUNTY  
COMMUNITY COLLEGES FOUNDATION**

Last year, the Foundation Board expressed the desire to explore options for Directors and Officers (D&O) insurance with a lower deductible (the current deductible is \$150,000). The current agreement between the District and Foundation includes D&O coverage for the Foundation by the District. An ad hoc committee was created for this purpose and was to report back to the Board its findings and recommendations.

The current policy has a \$25,000,000 coverage limit, with a \$150,000 deductible, and no annual premium expense to the Foundation. The quote the committee received would have significantly lower coverage at a \$1,000,000 limit, a \$7,500 deductible, and a \$5,870 annual premium.

A middle ground came to the Foundation's attention: An agreement between the two entities whereby the policy in place would stay as is, and in the case of a claim the Foundation would pay \$50,000 of the deductible and the District would pay \$100,000 of the deductible. Last January, the Foundation Board decided to opt for this middle ground. A Memorandum of Understanding to formalize this arrangement was approved by the Foundation Board at the September 17<sup>th</sup> Board meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Memorandum of Understanding between the San Mateo County Community College District and the San Mateo Community Colleges Foundation.

### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter referred to as "MOU") between San Mateo County Community College District (hereafter referred to as "SMCCCD") and San Mateo County Community Colleges Foundation (hereafter referred to as "Foundation") is an understanding that coverage extended to the Foundation in accordance with the terms and conditions of the liability policies identified below subject to a retained limit of \$50,000 for each and every occurrence and/or accident and/or wrongful act as a result of any claim or suit made by the Foundation.

It is hereby understood and agreed that SMCCCD will be liable for the remaining \$100,000 retained limit required to meet the retained limit policy obligation as identified in the liability policies listed below.

This understanding is effective as of October 23, 2013.

Item A. Policy Number: N3-A3-RL-0000014-06

Item B. Policy Term: July 1, 2013 – July 1, 2014

Item C. Foundation Retained Limit: \$50,000 each and every Occurrence, Wrongful Act, Accident

Item D. SMCCCD Retained Limit: \$100,000 each and every Occurrence, Wrongful Act, Accident

Term of Agreement: July 1, 2013 - July 1, 2014

#### **SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION (FOUNDATION)**

By: \_\_\_\_\_ Name: \_\_\_\_\_  
(Signature) (Printed Name)

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

#### **SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT (SMCCCD)**

By: \_\_\_\_\_ Name: \_\_\_\_\_  
(Signature) (Printed Name)

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

**BOARD REPORT NO. 13-10-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY Sue Harrison, Interim Director of General Services, 358-6879  
Bob Domenici, Senior Buyer, 358-6728

**AWARD OF CONTRACT WITH CASEY PRINTING FOR PRINTING AND DELIVERY  
OF CLASS SCHEDULES THROUGH 2016**

In September 2012 (Board Report No. 12-9-100B), the Board of Trustees approved a one-year contract with the option of two one-year renewals with Wesco Graphics for the printing of class schedules and catalogs. The initial one-year contract expired on September 30, 2013. The District elected not to renew the contract with Wesco. Subsequently the District issued a Request for Bid (RFB 86672) for printing and delivery of the 2014-15 class schedules for the three Colleges.

The bid was delivered to twelve printing companies. Bid specifications required respondents to:

- provide pricing for Summer/Fall 2014 and Spring 2015 schedules
- be “green committed” and at a minimum use soy inks and offer recycled paper
- provide the highest level of commitment of quality and customer service as has been demonstrated by the District’s previous print suppliers

Two companies, Casey Printing and Folger Graphics, responded. Folger Graphics did not provide pricing for the 2015 Spring schedules and was considered non-responsive.

As the only responsive bidder, Casey Printing of King City, California, is the winner of the competitive bidding process with a proposal of \$181,733 per year for all three Colleges. The general conditions of the bid provide for award of the contract for one year with two one-year renewals without rebidding providing that service and quality remain excellent. Pricing for the first two years is to remain firm and any product price increases thereafter will not exceed the Consumer Price Index for “all Items – All Urban Consumers” for the San Francisco-Oakland-San Jose Metropolitan Statistical Area during the preceding year period.

Casey Printing became the first business in South Monterey Bay Area to receive the Monterey Green Business Program Certification and has long been committed to Green Business and environmental stewardship.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the one-year (1) contract with the option for two (2) one-year renewals with Casey Printing to print and deliver the 2014, 2015 and 2016 class schedules at a cost not to exceed \$181,733 per year plus applicable sales taxes for the first two years; product price increases, if any, for year three are not to exceed the Consumer Price Index for “all Items – All Urban Consumers” for the San Francisco-Oakland-San Jose Metropolitan Statistical Area during the preceding year period.

**BOARD REPORT NO. 13-10-103B**

To: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback-Stroud, President, Skyline College, 738-4111

**APPROVAL OF LEASE AGREEMENT WITH INTEQ PROPERTIES  
FOR THE SKYLINE COLLEGE INCUBATOR PROJECT**

Skyline College's long established Center for International Trade Development (CITD) and the Youth Entrepreneurship Program (YEP) have identified the need to establish an incubator/entrepreneurship center in Northern San Mateo County. The CITD, with its strong and long lasting working relationship with economic development, joins resources with the City of San Bruno and the San Bruno Chamber of Commerce to provide affordable start up hubs for new small businesses that will support job growth for the community. Located in the heart of downtown San Bruno, the incubator will serve as an extension site for appropriate programs of instruction offered by Skyline College, community-based events, staff meetings, seminars, workshops, vocational training programs, and various community resources. This site will allow the Incubator Project's regional partners to connect new business ventures to new jobs to workforce development programs and services at the college, as well as allow Skyline College to institutionalize entrepreneurship programs with support from the Districtwide Small Business Development Center (SBDC) grant. Initially, the lease will be funded with grant, Skyline College and District funds. The plan is for full occupancy to maximize resources, as well as establish fundraising activities, grant development, and corporate partnerships to support site operations.

The incubator will be housed in a 4,800 square foot space at 458 San Mateo Avenue, San Bruno. The monthly lease for the property is \$4,400. The term of the lease is five years with an option for a five-year renewal. The District's legal counsel has reviewed all terms of the lease.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor or the Executive Vice Chancellor, or their designees, to sign a lease with Inteq Properties for space for the Skyline College Incubator Project at 458 San Mateo Avenue, San Bruno, CA 94066. The initial lease period is for 60 months in the amount of \$4,400 per month and will begin November 1, 2013 and terminate on October 31, 2018. The agreement also includes an option for a five-year renewal.

**BOARD REPORT NO. 13-10-104B**

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

**APPROVAL OF REVISIONS TO BOARD POLICIES:**

**1.30 COMPENSATION OF BOARD MEMBERS**

**2.23 LEAVES OF ABSENCE AND CATASTROPHIC LEAVE PROGRAM**

**2.30 POLITICAL ACTIVITY**

**6.01 PHILOSOPHY AND PURPOSE**

**6.87 LIBRARY SERVICES**

**7.44 STUDENT HEALTH AND PSYCHOLOGICAL SERVICES**

**8.14 BOND OVERSIGHT COMMITTEE AND ACCOUNTABILITY MEASURES**

**8.48 TRAFFIC REGULATIONS**

In the continuing effort to review and update Board Policies, revisions to the above referenced policies are recommended.

Policy 1.30 – new language in item (1) to comply with Education Code.

Policy 2.23 – new language to include leaves of absence other than catastrophic.

Policy 2.30 – revisions throughout policy as agreed to by AFT and District staff.

Policy 6.01 – deletion of item (6); moved to new Policy 6.87.

Policy 6.87 – new policy; complies with Education Code and Civil Code. New Procedure 6.87.1 is provided for the Board's information.

Policy 7.44 – addition of items (2) and (3) to comply with Education Code.

Policy 8.14 – addition of item (8) in response to San Mateo County Civil Grand Jury report.

Policy 8.48 – addition of item (2)(i) to clarify District policy as authorized by California Vehicle Code.

Policies 6.01 and 6.87 are within the purview of the District Academic Senate and were presented to the District Participatory Governance Council (DPGC) as information items. The remaining policies were approved by DPGC at its October 7, 2013 meeting.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to Board Policies as shown on the attached.

**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.30 (BP 2725, 2730, and 2735)**

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

**Subject:** BP 1.30 Compensation of Board Members  
**Revision Date:** 3/12; xx/xx  
**Policy References:** Education Code Sections 72024 and 72423; Government Code Sections 53201 and 53208.5

---

1. The District shall provide compensation to Board members for attending Board meetings in an amount not to exceed the maximum rate authorized by statute. Compensation shall be paid according to the formula set by statute. **The Board may, on an annual basis, increase the compensation of Board members, not to exceed the maximum increase allowed by law; however, any increase is subject to rejection in a referendum by a majority vote of the voters in the District.** The District also reimburses Board members for actual and necessary expenses incurred in travel for District business and at conferences or professional meetings.
2. A member of the Board who does not attend all meetings held by the Board in any given month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.
3. A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting, the member is performing services outside the meeting for the District, is ill or on jury duty, or the absence is due to hardship deemed acceptable by the Board.
4. Mileage allowance for travel necessary to attend Board meetings and to attend to other District business shall be provided at the same rate as that established for District employees.
5. Board members shall be subject to the same travel/conference reimbursement procedures and restrictions as are the District staff members. Meal expenses incurred during a conference shall be reimbursed at the actual cost incurred when receipts are provided.
6. The District shall provide Board members and eligible dependents with medical insurance, dental insurance, life insurance, and payment of premiums for Medicare Part B, with the same conditions and coverage as provided for faculty or staff.
7. The District shall provide the same retiree benefits to an eligible retiring Board member as it provides for faculty and staff. To be eligible for District-paid retiree benefits, the Board member must have at least twelve (12) years of service with the District, and the age at retirement from the Board (in full years), when added to the number of completed full years of service, must total 75 or more. The date a newly elected or appointed Board member takes office shall be the date of employment for purposes of determining for which retiree benefits a Board member qualifies.
8. A Board member who has completed one or more four-year terms of office, but who has served less than twelve years, may be continued in the District medical and dental benefits program upon payment of the premium six months in advance. The District will bill the former Board member for the amount of the benefits selected.

BP 1.30 Compensation of Board Members (continued)

9. If a Board member meets the eligibility requirement for retiree benefits and dies before retirement, the same retiree benefits will be provided for the unremarried surviving spouse as are provided for faculty and staff.

**CHAPTER 2: Administration**  
**BOARD POLICY NO. 2.23 (BP 7340, 7345)**

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

**Subject:** BP 2.23 **Leaves of Absence and** Catastrophic Leave Program  
**Revision Date:** 12/11; xx/xx  
**Policy References:** Education Code Sections 87045, 87763 et seq. and 88190 et seq.; cites below

---

1. The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:
  - illness leaves for all classes of permanent employees;
  - vacation leave for members of the classified service, administrators, supervisors and managers;
  - leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated, or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
  - leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
  - pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
  - use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
  - industrial accident leave;
  - bereavement leave;
  - jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
  - military service (Education Code Section 87700);
  - professional development leaves for full-time faculty.
2. Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond two times the annual vacation accrual rate. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.
3. In addition to these policies and collective bargaining agreements, the Board of Trustees retains the power to grant leaves with or without pay for other reasons.
4. The Board of Trustees authorizes the District's catastrophic leave program to permit employees of the District to donate eligible sick leave credits to an employee when that employee suffers from a catastrophic illness or injury. The Chancellor shall establish administrative procedures to administer the program in compliance with the requirements established by the Education Code and in accordance with the provisions identified in collective bargaining agreements. The administrative procedures shall assure that the program is administered in a non-discriminatory manner.

**CHAPTER 2: Administration**  
**BOARD POLICY NO. 2.30 (BP 7370)**

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

**Subject:** BP 2.30 Political Activity  
**Revision Date:** 12/11; xx/xx  
**Policy References:** Education Code Sections 7054 and 7056; Government Code Section 8314

---

1. District employees **and members of the Board of Trustees** may exercise all rights of citizenship, including campaigning for or against a candidate or ballot measure, on their own time. ~~provided the following conditions are met:~~ Campaigning for or against a candidate or ballot measure is defined as “political activity.” In addition:
  - a. Campaign activities may be undertaken only at times when the employee is not required to perform duties for the District. Distributing campaign materials while on duty as an employee of the District is prohibited.
  - ~~b. District resources may not be used to campaign for or against a candidate or issue. District resources include such things as computers, copying equipment, telephones, mailboxes, E-mail, PhoneMail, faxes, staff time, etc.~~
  - b. No District funds, services, supplies or equipment, as defined in accordance with Education Code Section 7054 or as herein defined, shall be used for the purpose of urging the support or defeat of any ballot measure or candidate, except that this section shall not prohibit the use of any of these resources by the District to provide information to the public about the possible effects of any bond issue or other ballot measure if both the following conditions are met:
    - i. The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
    - ii. The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or the ballot measure.
  - c. Reasonable steps must be taken to clarify that the District employee is acting in an individual capacity and does not represent the District.
  - d. A careful accounting of the time used in campaigning must be maintained so that there is no question of impropriety.
  - e. All other restrictions imposed by the Political Reform Act of 1974 and other provisions of law are followed.
  - f. All College regulations relating to time, place and manner are observed (**Board Policy 7.21**).
  
2. District employees may utilize District resources to disseminate factual information regarding candidates or ballot propositions during work hours provided the following conditions are met:
  - a. The information disseminated relates exclusively to the San Mateo County Community College District and the educational programs and activities thereof.
  - b. The information disseminated provides a fair presentation of relevant facts in a manner which is objective, full, and impartial.
  - c. The information disseminated does not directly or indirectly advocate the passage or defeat of a ballot proposition or the election of a candidate.
  - d. The employee has obtained appropriate permission from his/her supervisor.

## BP 2.30 Political Activity (continued)

3. Initiative, referendum or ballot measures may be drafted using District resources on an area of legitimate interest to the District. The Board of Trustees may, by resolution, express the Board's position on ballot measures. Public resources may only be used for informational efforts regarding the possible effects of District bond or other ballot measures.
- 3.4. In certain academic disciplines, classroom discussion of political issues, ballot measures and candidates may take place provided the discussion is conducted in a fair and impartial manner and is directly related to the course matter being taught.
- 4.5. Candidates for office may be invited to address a class provided the following conditions are met:
  - a. All candidates for a particular office are offered the same opportunity to address the class, although not necessarily at the same time.
  - b. The discussion or debate of the candidates is directly related to the course matter being taught.
6. District employees, employee organizations, or student organizations are encouraged to invite declared candidates for office, or proponents/opponents of ballot measures, to address groups on campus provided ~~the following conditions are met:~~ the presentation does not interfere with the educational program or processes of the College and all candidates for a particular office or proponents/opponents of ballot measures are offered the same opportunity to address groups on a campus, although not necessarily at the same time.
  - ~~a. The presentation does not interfere with the educational programs or processes of the College.~~
  - ~~b. All candidates for a particular office are offered the same opportunity to address groups on a campus, although not necessarily at the same time.~~
- 5.7. Declared candidates for office and proponents or opponents of political issues and candidates who wish to speak or distribute materials on campus may do so provided all District and College regulations related to time, place, and manner are respected (Board Policy 7.21). Candidates or proponents or opponents of specific issues may not use District resources as described in 1(b) above to prepare or distribute materials on campus.
- ~~6. Violations of this policy may be forwarded to the County of San Mateo District Attorney's Office for prosecution.~~

**CHAPTER 6: Educational Program**  
**BOARD POLICY NO. 6.01 (BP 4040)**

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

**Subject:** BP 6.01 Philosophy and Purpose  
**Revision Date:** 3/13; xx/xx  
**Policy References:** Education Code Section 78100; Civil Code Section 1798.90; Accreditation Standard II.C

1. The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a society requires intelligent support; that the individual has worth and dignity; and that a college has obligations to both society and the individual.
2. As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.
3. In general, the purpose of each College within the District is to provide education beyond the high school level for residents of the District who can benefit from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their career/technical abilities. It prepares students to assume the responsibilities of citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.
4. To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:
  - a. General education
  - b. Lower-division college education
  - c. Career/technical education
  - d. Developmental education
  - e. Special educational programs and services for the community
5. The Board shall develop and periodically review a “Core Values and Principles” statement that will help shape the educational mission of the District by determining program priorities within available resources.
- ~~6. The District shall provide library services for students and faculty as an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.~~
- 7.6. The Colleges will help students discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of advising and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.

**CHAPTER 6: Educational Program**  
**BOARD POLICY NO. 6.87 (BP 4040)**

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

**Subject:** BP 6.87 Library Services  
**Adoption Date:** xx/xx  
**Policy Reference:** Education Code Section 78100; Civil Code Section 1798.90

---

The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

**CHAPTER 6: Educational Program  
ADMINISTRATIVE PROCEDURE NO. 6.87.1 (AP 4040)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject** AP 6.87.1 Library and Other Instructional Support Services  
**Adoption Date:** 9/13  
**References:** Education Code Section 78100; Accreditation Standard II.C

---

1. The District supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth and variety to facilitate educational offerings.
  - a. The District relies on the advice of faculty, including librarians and other learning support services professionals, in selecting and maintaining educational equipment and materials to support student learning and enhance the achievement of the mission of the institution.
  - b. The libraries provide ongoing instruction for users of library and other learning support services so that students are able to develop skills in information competency.
  - c. The libraries provide adequate access for students and staff. Libraries are open during the school year as follows:
    - i. Cañada College:
 

Monday-Thursday	8:00 a.m.-9:00 p.m.
Friday	8:00 a.m.-3:00 p.m.
Saturday	10:00 a.m.-2:00 p.m.
    - ii. College of San Mateo:
 

Monday-Thursday	7:45 a.m.-7:00 p.m.
Friday	7:45 a.m.-3:00 p.m.
Saturday	11:00 a.m.-2:00 p.m.
    - iii. Skyline College
 

Monday-Thursday	8:00 a.m.-9:00 p.m.
Friday	8:00 a.m.-2:00 p.m.
Saturday	10:00 a.m.-2:00 p.m.
  - d. The District provides effective maintenance and security for its library and other learning support services.
  - e. The District has a partnership with the Peninsula Library System (PLS) that expands the range of materials available for faculty and staff, including access to more than three million books/publications throughout the County. There is a formal agreement with PLS that is evaluated periodically and approved by the Board of Trustees.
2. The Colleges shall evaluate library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. Results of these evaluations are used as the basis for improvement.

**CHAPTER 7: Student Services**  
**BOARD POLICY NO. 7.44 (BP 5200 and 5210)**

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

**Subject:** BP 7.44 Student Health and Psychological Services  
**Revision Date:** 5/09; xx/xx  
**Policy Reference:** Education Code Sections 76401 and 76403

- 
1. Student Health and Psychological Services shall be provided in order to contribute to the educational aims of students by promoting physical and emotional well being through health oriented programs and services.
  2. The College health services will cooperate with local health officers in measures necessary for the prevention and control of communicable diseases in students.
  3. The Colleges will comply with any immunization program required by the State Department of Health Services regulations.

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.14 (BP 6740)**

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

**Subject:** BP 8.14 Bond Oversight Committee and Accountability Measures  
**Revision Date:** 3/13; xx/xx  
**Policy References:** Education Code Sections 15278, 15280 and 15282; California Constitution Articles XIII A Section 1(b) and XVI Section 18(b)

---

1. The Bond Oversight Committee shall consist of at least seven members and no more than 15 members who will each serve for a term of two years without compensation and for no more than two consecutive terms.
  - a) Five members should represent distinct constituencies as mandated by law:
    - 1) One member who is active in a business organization representing the business community within the District
    - 2) One member who is active in a senior citizens' organization
    - 3) One member who is active in a bona fide taxpayers' organization
    - 4) One member who is a student both currently enrolled and an active member in a group, such as student government
    - 5) One member who is active in the support and organization of the District, such as a member of the Foundation.
  - b) Other members, selected by the Board of Trustees, will be selected based upon the applicant's professional and/or practical experience; recognition or contributions to his/her community; the diversity of experience and expertise of the Committee as a whole; and representation of the Committee from various communities and geographic areas within the District.
  - c) The Committee may not include any employee or official of the school District or any vendor, contractor, or consultant of the District.
2. All Committee meetings shall be open to the public and are subject to the Brown Act. District staff, as designated by the Chancellor, will be responsible for working with the chair of the Bond Oversight Committee to prepare and properly notice agendas, minutes and reports of the Committee. No bond funds may be used to pay any of these expenses.
3. At its organizational meeting and annually thereafter, the Bond Oversight Committee will select a Chair and Vice-Chair/Secretary. Committee members should attempt to reach decisions by consensus wherever possible. Failing that, decisions will be made by majority vote of a quorum present and shall follow Robert's Rules. For purposes of this committee, a quorum consists of half of the total membership plus one member. All members shall be entitled to one vote on Committee recommendations.

## BP 8.14 Bond Oversight Committee and Accountability Measures (continued)

4. The Committee shall meet at least semiannually. Any member who misses three consecutive meetings without an excuse acceptable to the Committee Chair shall be automatically dropped. The District shall not remove any member of the Committee, except for cause, i.e., illegal activity or violation of District or State regulations. The Board of Trustees may, at its discretion, fill any vacancy, whether caused by dismissal, resignation or death. In making appointments, the Board will use the selection criteria described in 8.14 (1a) and (1b).
5. The Committee is charged by State law to ensure that bond proceeds are spent only for construction, reconstruction, rehabilitation or replacement of District facilities, including the furnishing and equipping of facilities or the acquisition or lease of real property, in compliance with the specific projects listed in Measure A on the November, 2005 ballot (see attached list). The Committee shall ensure that no funds are expended for teacher or administrator salaries or other operating expenses. The Committee is required to issue an annual report on its proceedings, which shall be presented to the Board of Trustees. In accordance with law, this report will be posted on the District's web site.
6. The Committee is authorized to engage in any of the following activities necessary to fulfill its purpose:
  - a) Receive and review copies of the annual independent performance audit required by Proposition 39;
  - b) Receive and review copies of the annual independent financial audit required by Proposition. 39;
  - c) Inspect school facilities and grounds to ensure bond revenues are expended in compliance with Proposition 39;
  - d) Receive and review copies of any deferred maintenance proposals or plans developed by the District;
  - e) Review efforts by the District to maximize bond revenues by implementing cost-saving measures, including, but not limited to the following:
    - ❖ Mechanisms designed to reduce the costs of professional fees.
    - ❖ Mechanisms designed to reduce the costs of site preparation.
    - ❖ Recommendations regarding the joint use of core facilities.
    - ❖ Mechanisms designed to reduce costs by incorporating efficiencies in school site design.
    - ❖ Recommendations regarding the use of cost-effective and efficient reusable facility plans.
7. To assist the Committee in its work, District staff shall present, for the Committee's review, a report that will include bond and other capital outlay project plans, timelines and cost information. The Committee will also be provided with the performance audit and annual audit that are required by law. The District will provide technical and administrative assistance in furtherance of the Committee's work. No bond funds may be used to fund any of these administrative expenses.
8. When issuing or refinancing general obligation bonds, staff will evaluate multiple financing options, review them with the Board and make decisions based upon the District's specific financing objectives.

## BP 8.14 Bond Oversight Committee and Accountability Measures (continued)

**MEASURE A BOND PROJECTS LIST****REPAIR, RENOVATION & CONSTRUCTION at District Colleges where and as needed**

- Make seismic and structural upgrades
- Repair or replace roofing
- Remove hazardous materials, including asbestos
- Renovate or replace plumbing, natural gas, storm and sanitary drainage systems
- Install or upgrade building fire sprinkler and alarm systems
- Renovate and improve accessibility of restrooms
- Modifications/renovations for handicapped accessibility to classrooms, labs and other facilities, including new elevators and lifts
- Repair, modernize and construct interior and exterior instructional and support facilities on all three campuses
- Install security access and communications systems to improve safety and security
- Replace or install campus signage to improve accessibility, circulation, and emergency disaster response
- Apply interior and exterior waterproofing and painting
- Repair/replace interior finishes, including flooring, windows and wall systems, hardware, whiteboards, etc.
- Replace, repair or install erosion mitigation and landscape irrigation systems; complete other landscaping projects
- Energy efficiency projects to reduce operational costs and improve efficiency including but not limited to:
  - Install/upgrade energy management and environmental control systems
  - Repair, replace or install new heating, ventilation and air conditioning systems to improve indoor air quality
  - Repair, replace or upgrade windows
  - Replace or upgrade electrical and lighting systems
- Repair/modernize College libraries

**TECHNOLOGY AND EQUIPMENT at District Colleges where and as needed**

- Upgrade or purchase new workforce development equipment (e.g., specialized equipment for law enforcement, fire safety, emergency and medical technician, forensics, nursing, biotechnology, automotive technology programs, etc)
- Upgrade or purchase new science lab equipment (e.g., microscopes, centrifuges; electronic balances, measuring scales, seismograph stations, vacuum pumps, incubators; optic systems and timers, etc)
- Renovate, upgrade or install infrastructure for networks to support instructional and administrative functions including distance learning
- Upgrade or replace computer hardware and software, including audio visual equipment
- Replace or upgrade obsolete communications and broadcast systems
- Replace or upgrade classroom equipment, furniture and fixtures (e.g., desks, workstations, chairs, tables, podiums, screens, lecterns, white boards, etc) and equipment and machinery to support College operations
- Upgrade College emergency and disaster response systems, in coordination with City and County agencies.
- Update College library collections

## BP 8.14 Bond Oversight Committee and Accountability Measures (continued)

**MAJOR PROJECTS at Cañada College, College of San Mateo and Skyline College**

- Reconstruction/renovation of facilities to accommodate fire science, law enforcement, emergency and medical technician programs
- Reconstruction/renovation of existing facilities for nursing, anatomy and other science laboratories and classrooms
- Renovation of facilities to house the Emerging Technologies Center, including computer forensics, nanotechnology and bio-medical technology programs
- Reconstruction/renovation of existing facilities to support Math and Multimedia Programs
- Construction of new Workforce Development Center for programs such as biotechnology training programs, the Center for International Trade Development and other economic development programs
- Renovation/new construction of facilities to house the Student Support Services Center (e.g., admissions, financial aid, counseling, etc)
- Renovation or construction of an Early Childhood Development Center
- Construction of new High Tech Automotive Instructional Center
- Demolition of outdated, non-compliant structures
- Other property acquisitions and improvements to meet student and community needs, including payment of lease obligations, to accommodate growth and improve accessibility
- Repair, replace and re-route existing roadways, pedestrian walkways, parking and public transit facilities to improve accessibility, circulation, safety and emergency response
- Reconstruction/renovation of existing facilities to support the University Center

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.48 (BP 6750)**

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

**Subject:** BP 8.48 Traffic Regulations  
**Revision Date:** 11/11; xx/xx  
**Policy References:** California Vehicle Code Sections 21113(a), 21113(b) and 22651; Education Code Section 76360

---

1. It is the policy of the District to enforce traffic regulations on its property by the authority granted in the California Vehicle Code. All persons using or visiting District facilities shall observe all traffic and parking regulations. Appropriate signs shall be erected giving notice of special conditions or regulations. A copy of the adopted regulations shall be made available to interested persons at the administrative offices of the District and Colleges.
  - a. Traffic/Parking regulations (including unauthorized parking in handicapped spaces) are enforced under the jurisdiction of the San Mateo County Superior Court.
  - b. No vehicle other than emergency equipment shall be operated on District facilities at a speed in excess of twenty-five (25) miles per hour and, where signs indicate a lesser speed, that speed will be maximum.
  - c. No vehicle shall be operated on the walks or grounds of the District except as specifically required for maintenance and operation of District facilities, and then, only by authorized persons.
  - d. The governing board or its officers reserves the right at all times to close the approaches to the campus by chains, barricades, or the stationing of persons to direct traffic to other areas. The presence of such diversionary devices or persons requires immediate and full compliance.
  - e. All entrances, roads, and parking areas permitting entrance to or exit from District property and contained within the limits of the legal school property are declared, for the purpose of these regulations, to be driveways
  - f. Unauthorized vehicles are not permitted on inner campus walks and roadways. Parking in unauthorized areas shall be cause for having a vehicle cited and/or towed away at owner's expense.
  - g. Loading areas are not for general parking. They may be used only for the times posted; after that period, the vehicle will be cited and/or towed. This applies both day and night.
2. General Conditions
  - a. Parking vehicles on District property is done at the risk of the owner. Neither the State nor the District can assume any liability for damage or theft of vehicle or contents thereof.
  - b. Parking will be restricted only to those areas designed and marked for parking.

## BP 8.48 Traffic Regulations (continued)

- c. Parking in any area not designated, or in any manner which will restrict the flow of traffic, is prohibited. Parking in lots is limited to those spaces clearly marked for parking. Parking outside marked boundaries or adjacent to curbs not specifically marked for parking is prohibited.
- d. Vehicles may not occupy more than one parking space.
- e. Vehicles may not be backed into diagonal parking spaces located on one-way roadways.
- f. Persons leaving vehicles unattended on campus should lock the ignition and remove the keys.
- g. Operation of any nonregistered vehicles (including skateboards, but excluding bicycles) on campus roadways and walkways is prohibited.
- h. All vehicles must remain on roadways. No hill-climbing or other off-road operation of a vehicle will be permitted.
- i. Vehicles left unattended for a period exceeding 72 hours, without authorization from the District, will be cited and subject to removal pursuant to section 22651 of the California Vehicle Code.

## 3. Parking Permits

- a. All regularly employed staff of the District or Colleges will receive parking permits to display in their vehicles, indicating staff parking assignment.
- b. Temporary staff employees and medically excused students may receive special parking for-cause permits. Appropriate spaces will be provided for the holders of these permits.
- c. Daily or semester parking permits for students and others may be purchased on campus or online and shall be displayed in their vehicle while parked on campus.
- d. Visitors or others with short-term parking needs may receive permits that are designed to be placed on the dashboard just above the steering wheel.
- e. Certain Vehicles Exempt: Federal, state, college, media, county or city-owned vehicles bearing exempt license plates, issued by the California Department of Motor Vehicles or other States DMV are exempt from parking permits.

## 4. The District may place the following curb markings to indicate parking or standing regulations, and such curb markings shall have the meanings herein set forth:

- a. RED shall mean no stopping, standing, or parking at any time except as permitted by the Vehicle Code of this State, and except that a bus may stop in a red zone marked or signed as a bus zone.
- b. YELLOW shall mean no stopping, standing, or parking at any time between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays for any purpose other than the loading or unloading of passengers or materials, provided that the loading or unloading of passengers shall not consume more than three (3) minutes nor the loading or unloading of materials more than twenty (20) minutes.

## BP 8.48 Traffic Regulations (continued)

- c. WHITE shall mean no stopping, standing, or parking for any purpose other than loading or unloading of passengers which shall not exceed three (3) minutes, and such restriction shall apply between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays.
- d. GREEN shall mean no standing or parking for longer than twenty (20) minutes at any time between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays.
- e. BLUE shall mean no stopping, standing, or parking except for vehicles of physically handicapped persons; provided, however, that such vehicles shall be subject to all other parking regulations contained in this chapter regulating parking on those streets upon which such zone has been designated.

## 5. Visitor Parking

- a. Areas marked VISITORS ONLY are for persons not associated with the District or Colleges. Faculty, staff, and students are not permitted to park in these areas. Visitors, repairpersons, servicepersons, and salespersons will be allowed to park on District facilities in these designated visitor spaces. (Temporary permits will be honored only for the lot designated on the permit.)
- b. Visitor permits for one day may be obtained. Advance arrangements may be made for parking permits for guests, large groups, or special events.
- c. Visiting groups and special events may be assigned space upon special request, giving at least forty-eight (48) hours' notice. These group permits must be College approved.
- d. Pay-By-Space Visitor lots are available on campus. Only vehicles parked in numbered spaces with paid time on meter may park in this lot. Permits purchased at the Pay-By-Space machines are not valid in other lots.

## 6. Disabled Parking

- a. Designated disabled parking spaces are provided. Only vehicles displaying a State issued disabled persons parking placard or license plate may park in these locations.
- b. Students and employees with temporary disabilities may receive special parking permits.

## 7. District Vehicle Parking; Fuel Efficient Car Parking; Car/Van Pool Parking

- a. District Vehicle Parking: Each campus will have one or more spaces near buildings reserved for District vehicle parking, to allow easy access for maintenance and ITS staff serving the buildings. These spaces will be designated by a yellow curb and sign indicating the space is for District vehicles only.
- b. Fuel Efficient Car Parking: Each campus will have several spaces designated for energy efficient vehicles only. The list of cars that can be parked in these spaces is available at: <http://www.greencars.org/Leed.xls>. If a car meets the eligibility criteria, the owner must bring the car's vehicle registration to the Public Safety Department to be issued a Fuel Efficiency parking permit. Permits will be issued on a first come/first served basis. Cars parking in these spaces are also required to have a District parking permit.

## BP 8.48 Traffic Regulations (continued)

- c. Car/Van Pool Parking: Each campus has designated spaces for car/van pool parking. Each vehicle parking in these spaces must have a Car/Van Pool permit issued by the Department of Public Safety, a District parking permit, and must have a minimum of two passengers when parking.

## 8. Misuse of Permits

Persons who misuse parking permit privileges may have their parking privilege on the campus revoked and/or subject to citation through the Superior Courts. The following will be considered misuse of parking privileges:

- a. Using a stolen permit.
- b. Consistently or habitually violating campus traffic and/or parking regulations.
- c. Counterfeiting, altering or defacing any campus parking permit.

## 9. Hours of Enforcement

- a. All persons driving motor vehicles (except motorcycles) onto campus utilizing the parking facilities during regular class hours (Monday-Friday 7am-10pm) will be required to display a valid campus parking permit. All other regulations are enforced 24 hours a day 7 days a week.
- b. Parking or loitering on the College campus after normal day or evening college classes and/or special activities are over is prohibited.
- c. Overnight parking is prohibited without prior arrangement.
- d. In the event of a mechanical failure, the owner or driver will be responsible for removing the vehicle from District property as soon as possible. The responsible party should advise the local administration of the location of the motor vehicle immediately. Vehicle repair, other than emergency, is prohibited in all parking areas.

## 10. Other

- a. No person, firm, or corporation shall drive, place, or cause to be driven or placed any vehicles upon any of the roads of the District the gross weight of which is in excess of five (5) tons, except where any such vehicle is entering the property to deliver materials or supplies.
- b. The Facilities Manager at each College is authorized and directed to erect appropriate traffic signs.
- c. The Board may establish a parking fee for staff and/or students as provided by the Education Code.
- d. The San Mateo County Community College District reserves the right to amend the parking regulations or restrictions at any time. Parking on the facilities is a privilege, not a right, and is subject to the rules and regulations as prescribed by District policies and procedures.

**BOARD REPORT NO. 13-10-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**REPORT ON COMMUNITY NEEDS ASSESSMENT AND BUSINESS NEEDS ASSESSMENT**

The Board Goals for 2013-14 included a goal of conducting a comprehensive assessment of community needs which was to include a community needs assessment; a business needs assessment; and a student needs assessment. At tonight's meeting, the Board will receive the results of 1) the Community Needs Assessment that was conducted earlier this year and 2) the needs assessment from the first two (of five) business sectors—health care and biotechnology.

The Community Needs Assessment was conducted as a telephone survey of 702 adult residents of the County and has a margin of error of 3.7%.

The Business Needs Assessment is being conducted by segments. The District identified the five fastest growing business segments in the region which included: health care, biotech, accounting, computer information science, and art/design/new media. Gathering the data and identifying industry partners who can assist in the assessment has proved to be more difficult and time consuming than originally anticipated and thus the process is taking longer than anticipated. This process has also been delayed due to the Colleges' need to focus on accreditation matters. However, the first two business segments are completed and the Colleges are working on implementing the results; surveys are being circulated for the third segment (accounting); and faculty/administrator groups are working to define the scope and methodology for the final two segments.

Regarding the student needs assessment, the College Researchers have been working to prepare a common online survey that will be administered to all students in November of this year. The results of that survey will be shared with the Board in early 2014.

## HEALTH CARE NEEDS ASSESSMENT REPORT

### HEALTH CARE ISSUES

Health care is important to the entire Silicon Valley region, where almost 10% of the region's jobs are in health and human services. From 2007 through 2012, the sector experienced employment growth of 10.4% compared to a decline in overall employment of 1.9% (*2013 Index of Silicon Valley*). Health care is an industry in transition. The Affordable Care Act, health information technology, and the changing demographics of an aging population will have a significant impact on workforce preparation in the years to come.

The Economic Modeling Specialists Incorporated (EMSI) database revealed high demand occupations with a large number of openings in allied health care fields in San Mateo County:

<i>High Demand Occupations</i>	<i>2017 Jobs</i>	<i>Openings through 2012-2017</i>
Registered Nurses	5,155	781
Nursing Aides, Orderlies and Attendants	2,328	177
CAN/Home Health Aides	1,886	403
Medical Laboratory Technicians	496	93
Radiologic Technicians	381	50
EMT/Paramedics	255	49
Surgical Technicians	308	65

The data alone paints an incomplete picture. We know from faculty in our programs that many employers are not currently hiring for these occupations. By holding focus groups with health care employers, the health care assessment helped us complete the picture. The focus groups centered on occupational changes and skill gaps.

### ASSESSMENT PROCESS

An internal work group comprised of faculty and deans from allied health care fields at all three Colleges analyzed data and met to discuss the questions that should be posed to health care providers. They also participated in the health care focus groups. One focus group was held with hospital executives; two focus groups were held with Human Resources and operational personnel from local hospitals; and a final focus group was held with Human Resource personnel and managers from both hospitals and home health care organizations.

To kick off the health care needs assessment, in October 2012, eleven hospital Chief Executives participated in a focus group centered on allied health care needs. Their concerns were framed by health care reform's effect on overall operations and offered a pulse on regional health care challenges. All CEOs agreed that hospitals are struggling to determine how to perform better and more cost efficiently because of health care reform.

Within the shifting landscape of health care reform, allied health care roles are changing and expanding. Under health care reform, hospitals' reimbursements will be partially based on the "patient experience" (i.e., how patients rate their experiences in local hospitals), which indicates a need to improve employees' "soft skills": communication, customer service and critical thinking. Reimbursements will also be partially based on 30 day readmissions data; hospitals will be working

to assure continuity of care beyond an acute hospital stay so that patients are not readmitted. This aspect of health care reform may call for creation and/or realignment of specialized positions with a variety of titles such as "Home Health Manager, Transitions Coach, Case Manager, or Care Manager." Under health care reform, long term care facilities and home care will become increasingly important which indicates a need for more CNAs (Certified Nursing Assistants) and Medical Assistants. Implementation of new technology (particularly regarding patient records and information sharing) will also pose a challenge to hospitals and other health care providers and will require increased technology training.

The CEOs stated that current and future employees should expect changing job roles and responsibilities. They indicated that, in the future, required licenses (for RNs, radiologic technology, etc.) will represent baseline requirements as jobs are constantly redefined. The three focus groups with both hospital and long-term care professionals identified specific employer needs:

- *Patient experience/customer satisfaction:* Soft skills such as communications skills, customer service and critical thinking are increasingly important under the Affordable Care Act. These skills will be required for all new workers and are lacking in some current employees.
- *Technology:* All health care workers will need basic computer/technology skills as health care employers increase the use of technology and implement electronic health records.
- *Experience:* Hospitals value internships as a means for students to gain experience and for hospitals to vet potential employees.
- *Perioperative RN specialization:* HR Directors believe there is a need for a Perioperative RN program. This nursing specialty works with patients who are having operative or other invasive procedures.
- *CNA Training:* Hospital and long term care directors indicated that there is a growing need for well-trained Certified Nursing Assistants. There are a number of proprietary schools that offer short term training which is seen as inadequate by some of the health care directors.
- *English language learners and the need for accent reduction:* Strong foreign accents and limited English language skills can sometimes impair customer satisfaction. HR Directors indicated that future employees will need to be English proficient and current employees may need additional language instruction.
- *Career mobility:* The HR directors indicated a need for current employees to have the capacity to move up the organizational ladder and identified management skills and technology education as two essential skills.

#### FINDINGS FOR THE COLLEGES

- The nursing programs are currently full and there is a wait list. The Hospital CEOs expressed dissatisfaction with the current admission process; their perception is that the most capable students are not always the ones who are admitted to the CSM nursing program. Under the

current system, a student must complete 10 prerequisite courses with a minimum C grade in each course, have a cumulative GPA of 2.5, and a subset GPA of 2.5 in Anatomy, Physiology, and Microbiology with no more than one repetition. The applicant must also complete the TEAS exam with a minimum 62% cumulative score. Anyone who meets these criteria is entered into a lottery for spots in the nursing program.

A recent California law (AB 1559) allows for a new Merit-Based Admission Policy using specific criteria. Under this policy, a college can assign weights to various criteria and set minimums for GPAs, test scores etc. The criteria include:

- ✓ Academic degrees or diplomas
- ✓ Grade-point average in relevant coursework
- ✓ Any relevant work or volunteer experience
- ✓ Life experiences or special circumstances of an applicant, including, but not necessarily limited to the following experiences or circumstances, such as disabilities; low family income; first generation of family to attend college; need to work; disadvantaged social or educational environment; refugee or veteran status.
- ✓ Proficiency or advanced level coursework in languages other than English
- ✓ Successful completion of the TEAS exam

The CSM Nursing staff is evaluating this new admissions criteria method with a target to implement a merit-based admission process beginning with the Fall 2015 semester.

- The Patient Care Navigator role is an emerging position that merits further research. It combines elements of the Community Health Care Workers, Discharge Planners, and Nurses. Our focus group with hospitals and Home Health Care providers revealed numerous skill requirements. They believe that the Health Care Navigator role needs to:
  - ✓ Understand what health care services are available throughout the County
  - ✓ Understand preventative health care strategies
  - ✓ Connect individuals to needed programs; refer individuals to social services in the community
  - ✓ Link patients and their families to hospice care
  - ✓ Offer family education regarding diagnoses and available resources
  - ✓ Provide medication resources to patients and their families
- The Case Manager role is evolving into one of Patient Care Transitions. Our focus group with hospitals and Home Health Care providers revealed numerous skill requirements for the role:
  - ✓ Provide transition care to a facility or home after an acute-care hospital stay
  - ✓ Provide resources/oversee the transition of medication
  - ✓ Comply with medication needs and regulations
  - ✓ Handle communications regarding a successful patient transition among multiple care providers

- Patient experience is directly linked to hospital reimbursement and the Affordable Care Act. Emphasis on generalized curriculum to improve the patient experience—communications skills and customer service training—is valuable to hospitals.
- Critical thinking skills are in high demand and need to be strongly emphasized across the board for all allied health students.
- Basic math and technology are an integral part of all health care career paths.
- Customized solutions to health care issues are needed. Hospitals need customized solutions to training needs and are willing to outsource the need when appropriate solutions can be offered in a timely manner.

#### IMPACT ON DISTRICT PROGRAMS

- *Strengthened collaboration among the Colleges:* The health care work group, comprised of faculty and deans from all three Colleges, met frequently over the course of eight months to analyze data and determine focus areas. The process strengthened collaboration and fostered a deeper understanding of programmatic issues and opportunities. The Colleges have agreed to continue the effort of convening educators, hospital/health care executives and workforce investment board representatives on a quarterly basis.
- *Increased partnership capacity with health care employers in San Mateo County:* Executives who participated in focus groups have indicated a willingness to participate in curriculum development and advisory roles moving forward.
- *Merit based admission for the RN student lottery:* In response to feedback from hospital executives and others, the RN program is moving to a merit based admissions process as previously described.
- *Re-institution of Certified Nursing Assistant (CNA) program at CSM:* The changing health care landscape indicates a need for more CNAs. CSM is planning to introduce a CNA/Home Health Aide training program (probably in Spring 2014) which is expected to be 10 weeks long and can accommodate 20-24 students. The actual number of students admitted will depend on how many students can be placed in clinical settings.
- *Medical Assistant Programs:* Through the CAA, Cañada has developed curriculum which integrates model strategies into the pathway. Skyline is in the process of revising curriculum to meet current employer needs for Medical Assisting. Collaboration is taking place between Skyline, Cañada, and Cabrillo College with support through Bay Area College Consortium initiatives.
- *The Perioperative RN program:* The Perioperative program at CSM was discontinued due to lack of enrollment. During the focus groups, CSM committed to reinstating this program if the hospitals could pool employees with appropriate qualifications, with a minimum of 10 students. Hospitals are aware of this option and are exploring potential candidates

- *Customized solutions to health care issues:* The Colleges can work with local hospitals to develop customized solutions to some of the identified skills gaps. Training in communications, critical thinking, customer service, ESL, technology/math and other identified areas can be taught (on a cohort basis) at the hospitals and/or incorporated into current allied health offerings.
- *Improving English skills of non-native-speaking health care workers:* Skyline College has begun offering an “English for Health Care Workers” series, based upon the English Health Train curriculum created by the Welcome Back Center of San Francisco. This curriculum is designed to provide non-native-speaking health care workers with the English skills needed to communicate and function effectively in the workplace and to help them achieve their professional goals in the U.S. The integrated English language skills training (listening, speaking, reading and writing) are based on themes, issues, and situations in health care. The target audience is foreign-trained health care professionals, immigrants seeking to enter health care careers and incumbent health care workers with limited English proficiency. The courses are designed as a series of three, and there are discussions of revising it to make it an even more streamlined offering for hospitals, businesses, and students in health fields.
- *HCAHP Survey (Hospital Consumer Assessment of Healthcare Providers and Systems) for patient satisfaction is an instructional tool:* Allied health care faculty and deans throughout the District have an increased awareness of the importance of patient satisfaction and employability. The Colleges will incorporate customer service training into health programs’ curriculum.
- *Career Advancement Academy:* The Health Care Career Advancement Academy successfully guides students into allied health care fields along a variety of increasingly responsible career pathways. The Colleges believe that students’ success in moving through the career ladders is tied to a cohort model with extensive student support services available to students. The Colleges will be institutionalizing the supportive services in relevant programs that will increase the pipeline of successful students in the health care field.
- *Collaborative conversation with Hospitals and Home Health Care Providers:* At the conclusion of our last focus group, participants and faculty alike expressed a desire to address emerging Affordable Care Act issues. Skyline College has agreed to coordinate quarterly meetings with hospital/home healthcare providers to continue the conversations begun in this Health Care Needs Assessment.

## **BIOTECHNOLOGY EMPLOYER NEEDS ASSESSMENT REPORT**

### **BIOTECH ISSUES**

Mention biotechnology and many people think of the latest pharmaceutical drugs being developed to treat illness. However, biotechnology encompasses a wide range of products and processes. From drugs and medical devices to biofuels and agricultural products, biotechnology applies to almost every facet of our daily life. Biotechnology can be defined simply as “the application of science and technology to living organisms.” As a cutting edge field, biotechnology has enabled us to make discoveries toward curing disease, saving lives, feeding the world, finding alternative energy sources, developing green manufacturing technology, and much more (Employment Development Department [EDD] 4/13, p.3).

The three major industry groups of the biotechnology sector include:

- Biotechnology – firms that are engaged in manufacturing ethyl alcohol, cellulosic and noncellulosic organic fibers, soap and other detergents, polish and other sanitation goods, surface active agents, firms that are engaged in research and development, as well as testing and medical laboratories.
- Medical Devices, Equipment and Supplies – firms that are engaged in manufacturing electromedical and electrotherapeutic apparatus, analytical laboratory instrument, irradiation apparatus, laboratory apparatus, surgical and medical instruments, and surgical appliances and supplies.
- Pharmaceuticals and Related Manufacturing – firms that are engaged in medicinal and botanical manufacturing, pharmaceutical preparation manufacturing, in-vitro diagnostic substance, and biological product manufacturing. (Northern California Center of Excellence, 2010, p.5)

California leads the country in total life sciences investment. For the first three quarters of the year, California attracted \$1.8 billion, which is more than the combined total of the next eight states (Massachusetts, Pennsylvania, Texas, Ohio, Washington, New Jersey, Minnesota and Illinois). Of that total, \$1.18 billion went into biotechnology, and the remaining \$779 million went into medical devices (California Biomedical Industry 2013 Report). Regionally, the Bay Area has the largest cluster of biomedical entrepreneurs and employees, with nearly 850 companies and more than 47,000 workers, representing almost one-third of the state’s biomedical jobs (Johnson, 2013). The Bureau of Labor Statistics estimates employment in biopharmaceutical and medical device manufacturing will increase 10 percent in this decade. (BioSpace, 2013, p.5.) In San Mateo County, biotechnology companies will need to increase their workforce.

There are numerous questions about the biotech industry in San Mateo County: Which companies are hiring for entry-level biotech jobs? What skills are needed for these positions? What skills gaps can the Colleges address through education and training? We set out to answer these questions in this assessment of biotech employer needs.

Detailed labor market predictions for the biotechnology industry present a complex challenge. Traditional labor market classifications such as biological and chemical technicians do not capture the variety of jobs in biotechnology. Position titles shift within the biotechnology industry and many jobs are classified under other categories that are not specifically biotechnology. Other categories where biotechnology jobs can be found include manufacturing or professional services.

The biotech industry has diverse job opportunities that span multiple classifications. Using a variety of data sources, we were able to gain an overview of the biotech labor market in the County.

Projections for biotech positions through the Economic Modeling Specialists Incorporated (EMSI) database show demand occupations with a large number of jobs in biotechnology throughout San Mateo County:

<b>Position</b>	<b>2012 Jobs</b>	<b>2017 Projected Jobs</b>	<b>Annual openings</b>
Biological Technicians	739	776	32
Chemical Technicians	198	226	33

Job ad postings show where most biotech job openings are within the County. In January 2013, EDD reported Top Job Ads by Company for San Mateo County for calendar year 2012. Many of the companies are biotechnology related, or serve the biotechnology industry.

<b>Company</b>	<b>Job Ads Posted</b>
Genentech	791
Gilead	345
Roche	193
Onyx	143
Kelly (Staffing agency that serves biotech)	95
Aerotek (Staffing agency that serves biotech)	85
TalentBurst (Staffing agency that serves biotech)	94

Source: Ruth Kavanagh, Labor market Consultant for EDD

While labor market projections and job ads do give us generalized information about the industry, further study is needed to identify specific skills gaps.

### **ASSESSMENT PROCESS**

Our effort to understand entry-level biotechnology needs in San Mateo County began with labor market data. An internal work group comprised of Faculty and Deans from science and biotech-related fields at all three Colleges analyzed data and met to discuss how to assess biotech labor market needs. Given the complexity of data, we chose a multistage approach to our assessment:

1. *Interviews with leading biotech-related organizations throughout the Bay Area:* Interviews were designed to reveal labor market needs otherwise not captured with traditional data such as EMSI and EDD. Five biotech organizations were interviewed about entry-level biotech skill gaps and hiring needs in the bay region: Bio-Link; Center for Excellence; Bay Bio; California Applied Biotechnology Center; and Biotechnology Human Resource Network.
2. *Interviews with prominent staffing agencies specializing in biotech:* Three leading staffing agencies that specialize in biotech were interviewed to identify labor market skills gaps: Kelly Scientific; Aerotek; and Bayside Solutions. Each of the staffing agencies serve major biotech employers such as Genentech and Novartis.
3. *Interviews with employers and staffing agencies at the BioSpace Career Fair:* This large Career Fair, held on June 6, 2013, included seven biotech employers and three staffing agencies. Nearly 700 job seekers were in attendance.

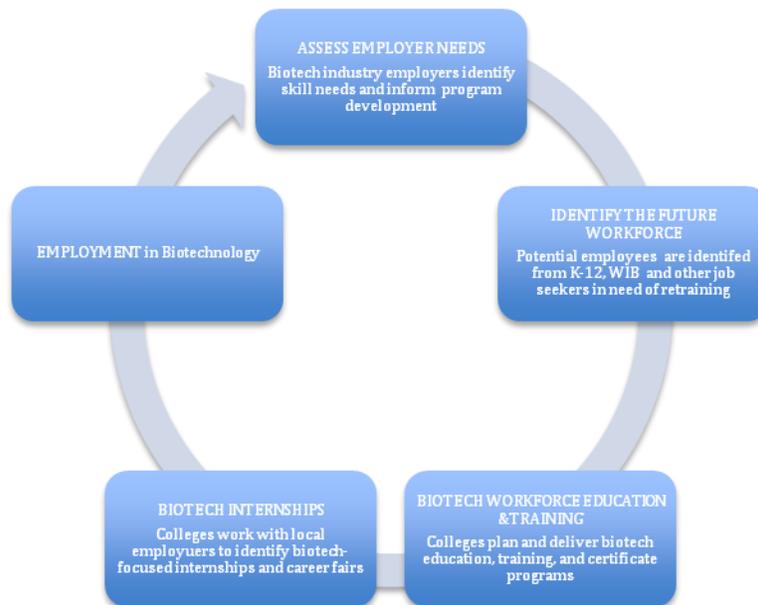
## FINDINGS FOR THE COLLEGES

All interviewees confirmed both the complexity of the data and the demand for entry-level biotech training. They know that programs do exist to address the skills gaps in their industry and believe that classes or certificates in biotech or manufacturing are desirable. Graduates of biotech certificate programs such as those offered through Ohlone College are recognized by the industry as well prepared for entry level work.

Within the Bay Area, community colleges currently offer programs that address a range of specializations. East Bay colleges and San Francisco City College offer general biotechnology programs as well as some specializations. Colleges in San Mateo County and Santa Clara County do not currently offer biotech training to meet industry needs. There is a great opportunity to develop a strong biotech program that would serve San Mateo County and the South Bay area.

Industry association experts interviewed recommend that SMCCCD identify a regional biotech focus and design a program to address that need. They stressed that successful programs require a strong infrastructure. The following graphic describes the infrastructure recommended by leading experts:

### Recommended Infrastructure for Biotech Program Development



Biotech employers provide the foundation for the infrastructure. They offer information about skills gaps, internships and employment opportunities. Their input contributes to program relevance. The future workforce may be identified through K-12 STEM (Science, Technology, Engineering and Math education) and Workforce Investment Boards (WIBs) who can refer those looking for career retraining to College programs. When the biotech education and training programs are completed, biotech employers can provide internships and jobs.

## Skills & Credentials Required

- *Companies state that an Associate Degree can fulfill the minimum education requirement, and experience is a plus.* Experience in a manufacturing environment, some science or lab experience, and good work skills are highly desirable to biotech employers. Any understanding of the biotech industry is seen as positive. Mechanical aptitude and repetitive motion skills such as those of an Auto Technician present another desirable skill set.
- *Entry-level positions requiring only a certificate or Associate degree are largely found within manufacturing environments.* Candidates with biotechnology related certificates, Associate degrees, along with industry experience are placed in operations positions such as: Bulk Operations and Filling; Manufacturing Technician (commercial fill); and Inspection & Packaging. Positions requiring a Baccalaureate degree are often classified as entry level and are valued slightly higher than Associate degrees. Most often, candidates with Associate and Bachelor's degrees are placed in similar jobs. Staffing agencies believe that many positions are filled internally through referrals. Internships provide opportunities for students to learn about and apply for entry level positions.
- *Staffing agencies report that employers invest in extensive on the job training.* As a result, they want workers who will stay in their jobs for long periods of time.
- *Worker flexibility is key to enter the industry.* Employers demand flexibility and the ability to work in a 24/7 operation. Shifts will fluctuate and very few entry-level workers or new hires will get day shifts.
- *Entry-level lab positions are not commonly offered to biotechnology Associate degree graduates.* Lab positions are most often filled with candidates holding Masters degrees.

### Skills Gaps:

Employers identified the following baseline skills that a biotechnology worker would need:

- General Manufacturing Processes training (GMP)
- Aseptic technical skills for a sterile environment
- Basic biology and microbiology
- Basic chemistry
- Basic math/algebra (used to create different formulations)
- Occasionally a need for Histology with the required state certification
- Hands on work experience

### IMPACT ON DISTRICT PROGRAMS

Based on assessment findings and consultation with the California Applied Biotechnology Center, Skyline College is updating their biotechnology certificate program. The proposed certificate will be submitted to the state for approval in 2013 with an implementation date of Fall 2014. Skyline's biotech certificate will include the following curriculum:

## BIOTECHNOLOGY TECHNICIAN CERTIFICATE

*Required Courses:**Biotechnology Core*

BIOL 422	Foundations of Biotechnology	1 unit
BIOL 416	Laboratory Skills for Biotechnology Technicians	4 units
CHEM 416	Chemistry Laboratory Skills for Biology Technicians	2 units
CAOT 200	Introduction to MS Office Suite	2 units

*and**One of the following Basic Chemistry Lecture/Labs)*

CHEM 192	Introductory Chemistry	4 units <i>or</i>
CHEM 410	Chemistry for Allied Health Professions	4 units

*and**One of the following Basic Biology Lecture/Labs (or both 170/171)*

BIOL 110	Principles of Biology	4 units <i>or</i>
BIOL 101	Man in a Biological World	4 units <i>or</i>
BIOL 170	Principles of Applied Science	3 units <i>and</i>
BIOL 171	Laboratory Principles of Applied Science	1 unit <i>or</i>
BIOL 240	Microbiology	4 units

***Plus a minimum of 1 unit from the following***

BIOL 130	Human Biology	3 units
BIOL 426	Genetic Engineering	1 unit
BIOL 430	Introduction to Immunology	1 unit
BIOL 432	Fermentation Technology	1 unit

**Total Required units: 18 units**

The District will focus on the following next steps to implement a SMCCCD biotechnology program:

1. Build a solid infrastructure for the biotech certificate program. In Fall, 2013, a lead faculty person will convene an Advisory Committee for the Biotech certificate program at Skyline. It is recommended that the Advisory Committee include the following industry leaders:
  - a. BayBio
  - b. California Applied Biotechnology Center
  - c. Employers representing biotech and biomedical companies. Leading employers in the South Bay to recruit include:
    - i. Gilead
    - ii. Onyx Pharmaceutical
    - iii. Genentech
    - iv. Novartis Pharmaceuticals Corporation
    - v. Hyperion
    - vi. Bayer
  - d. K-12 Education Representative from STEM Programs
  - e. San Mateo County Workforce Investment Board

The Advisory Committee will validate the skills gap to be addressed as well as program design. In addition, they will advise about future specialization courses and possible internships.

2. All three Colleges will partner with the California Applied Biotechnology Center at Ohlone College to offer community workshops for local biotech employers, possibly as contract education or through the Community Education Program. The Center has a list of workshops facilitated by industry leaders that have been successfully offered in the East Bay. These workshops will help to increase the visibility of the new biotech program and position the SMCCCD as a biotech thought leader.
3. Pursue grant funding for specialized biotech training opportunities from the federal or state resources.
4. Launch the Biotechnology Technician Certificate Program by Fall of 2014.
5. Continue investigation of other specializations within the field that are needed by local employers

### References

BioSpace 2013 Biotech Bay Salary Hiring Report

California Biomedical Industry 2013 Report. [www.californiabiomedreport.com](http://www.californiabiomedreport.com), accessed on August 8, 2013.

Employment Development Department, Labor Market Division. "Biotechnology in California". April 2013.

Fierman-Hunt and Solberg, "Careers in Biotechnology: A Counselor's Guide to the Best Jobs in the United States, 3<sup>rd</sup> edition," August 2008

Johnson, 1/8/2013. "California biomedical industry still the biggest, despite tight financing, report says." <[http://www.contracostatimes.com/breaking-news/ci\\_22327154/states-biomedical-ind](http://www.contracostatimes.com/breaking-news/ci_22327154/states-biomedical-ind)> *Contra Costa Time*, accessed on January 9, 2013

Northern California Center of Excellence, 10/13. "Biotechnology, Medical Devices, & Pharmaceutical Manufacturing in California, [http://www.coecc.net/documents/biotech\\_custom\\_ca\\_10.pdf](http://www.coecc.net/documents/biotech_custom_ca_10.pdf), accessed on 8/8/13.

**BOARD REPORT NO. 13-10-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**DISTRICT STUDENT COUNCIL BYLAWS**

Attached for the Board's information are the Bylaws of the District Student Council. After reviewing several drafts over an extended period of time, the Bylaws were unanimously adopted by the Associated Students at all three Colleges and by the District Student Council.

The District Student Council wishes to thank the Student Life and Leadership Managers at the Colleges and District staff who provided valuable input into the development of the Bylaws.

**San Mateo County Community College District  
District Student Council**

**Bylaws**

**Article I – Structure**

**Section 1      Name and Membership**

- 1.1      The name of this organization shall be the San Mateo County Community College District (SMCCCD) District Student Council, herein referred to as District Student Council, DSC, or the Council.
  
- 1.2      The membership of the DSC shall be comprised of the SMCCCD Student Trustee, who shall serve as Chair, and the Associated Students President and Vice President from Cañada College, College of San Mateo, and Skyline College, or their designees.

**Section 2      Governing Law**

- 2.1      The District Student Council shall be governed in accordance with these Bylaws, District Board Policies and Procedures, as well as any and all applicable laws, including the California Education Code, and the Ralph M. Brown Act (California Code Section 54950, et seq.).

**Section 3      Advisors**

- 3.1      The District Student Council’s Advisors shall be the Student Life and Leadership Manager, or his, or her designee from the campus at which the DSC meeting is being held.
  
- 3.2      An Advisor shall be in attendance at all meetings of the DSC for official business to take place.
  
- 3.3      The Advisors shall function as parliamentarians and historians for the DSC.
  
- 3.4      The Advisors shall act within the spirit and intent of these Bylaws, District Board Policies and Procedures, the California Education Code, and the Ralph M. Brown Act.

**Article II – Meetings**

**Section 1      Compliance with the Ralph M. Brown Act**

- 1.1      All meetings and actions taken by the District Student Council shall be governed by the Ralph M. Brown Act, where applicable.

**Section 2      Rules of Order**

- 2.1 All meetings of the District Student Council shall be conducted in accordance with the current edition of Robert's Rules of Order.

**Section 3 Secretary**

- 3.1 The Council shall designate one member to serve as Secretary for each meeting. The Secretary shall be responsible for taking notes and compiling minutes of that meeting for the Student Trustee in a timely manner.

**Section 4 Regular Meetings**

- 4.1 As outlined in SMCCCD District Board Policies and Procedures Section 1.05, "The Student Trustee shall call and attend one District Student Council meeting each month to review the upcoming Board of Trustees' agenda and to discuss issues before the Board of Trustees."
- 4.2 Meetings shall rotate among each campus in the District and the District Office.
- 4.3 Additional meetings shall be called when necessary by the Student Trustee in accordance with the Ralph M. Brown Act.

**Section 5 Special Meetings**

- 5.1 The Student Trustee or any member of the DSC may call a special meeting of the DSC in accordance with the Ralph M. Brown Act.

**Section 6 Emergency Meetings**

- 6.1 The DSC may call an Emergency Meeting only under the conditions as outlined in the Ralph M. Brown Act.

**Section 7 Quorum**

- 7.1 A quorum of members of the DSC shall be present before business is discussed or acted upon. A quorum shall be defined by the Ralph M. Brown Act.
- 7.2 This requirement shall not be interpreted to prevent the DSC from establishing an ad hoc advisory committee that consists of less than a quorum of the District Student Council, where consistent with the Brown Act.

**Section 8 Majority Vote**

- 8.1 Except where otherwise provided for in these Bylaws, action taken by the DSC shall require a simple majority vote (50 percent plus 1) of the members present.
- 8.2 The Student Trustee shall vote only in case of a tie.

## **Article III – Roles and Responsibilities**

### **Section 1 Student Trustee**

- 1.1 The Student Trustee shall be responsible for:
- a. Calling meetings of the DSC.
  - b. Compiling agendas for DSC meetings.
  - c. Keeping records of all DSC meetings.
  - d. Presenting the positions of the three Associated Students Councils to the Board of Trustees on matters that will have a significant impact on students.
  - e. Participating in shared governance matters as outlined in SMCCCD Board Policies and Procedures, and California Education Code.

### **Section 2 Associated Students Council Representatives**

- 2.1 The representatives from the Associated Students Councils shall be responsible for:
- a. Bringing information from their local campuses to District Student Council.
  - b. Bringing information from District Student Council to their local Associated Students Council.
  - c. Presenting pertinent information that may impact students district-wide.

## **Article IV – Selection of the Student Trustee**

### **Section 1 Election of the Student Trustee**

- 1.1 Election of the Student Trustee shall take place as outlined in SMCCCD District Board Policies and Procedures Section 1.05.
- 1.2 The District Student Council, when meeting for the purpose of interviewing candidates and selecting the Student Trustee, shall comply with all aspects of the Brown Act.
- 1.3 Selection of the Student Trustee shall not be considered a personnel action and therefore shall not take place in closed session.
- a. The District Student Council may, at its discretion, suggest that the candidates not be present during the interviews of other candidates.
- 1.4 If there is no outgoing Student Trustee or if the Student Trustee is running for re-election and unable to serve on the selection panel, the District Student Council shall select an alternate member in accordance with Board Policy 1.05.

- 1.5 If there is no outgoing Student Trustee or if the Student Trustee is running for re-election and is unable to serve as chair, the District Student Council shall, at a regularly scheduled meeting, designate a member of the Council to serve as chair.
- 1.6 Interviews shall take place at the District Office. If the District Office is not available, the District Student Council shall select a site at a regularly scheduled meeting.

## **Section 2 Interview Process**

- 2.1 Interviews of the candidates for Student Trustee shall take place at a special meeting of District Student Council called specifically for that purpose.
- 2.2 Prior to interviewing the candidates, the District Student Council shall develop questions to ask the candidates.
- 2.3 District Student Council may not add, change, or remove questions once the interview process has begun.
  - a. Members of District Student Council may ask follow-up or clarifying questions as long as the follow-up or clarifying questions pertain to the original question.
- 2.4 Each candidate shall be afforded equal time for his or her interview.
- 2.5 Interviews of candidates and selection of the Student Trustee may not take place without an advisor present.

## **Article V – Removal**

### **Section 1 Vote of No Confidence**

- 1.1 As outlined in Section 1.05 of District Board Policies and Procedures, “The Student Trustee may be recalled for non performance of duties, violation of the Student Code of Conduct or ethical lapses by a no-confidence vote taken by at least two of the Associated Students Councils, with a two-thirds vote at each campus.”
- 1.2 A vote of no-confidence may be initiated by:
  - a. Any voting member of the District Student Council.
  - b. A petition signed by a majority of any of Associated Students Councils.
  - c. A petition signed by 5 percent of the students enrolled district-wide as of the prior semester’s first census, excluding summer.

**Section 2 Removal Process**

- 2.1 The Student Trustee shall not be removed from office or deprived of rights, privileges, and responsibilities of office, without due process as provided by these Bylaws. The due process shall exist as follows:
- a. A representative of the initiating College shall present all three Associated Students Councils with a Resolution of Removal outlining the charges and reason(s) for removal.
  - b. The Student Trustee shall have the opportunity to speak on the charges.
  - c. All Removal Proceedings shall be conducted in an open and public meeting and in accordance with the Ralph M. Brown Act (California Government Code Section 54950 et. seq.).
  - d. Upon the conclusion of the discussion of the resolution or a call to question, all three Associated Students Councils shall vote on the resolution; a two-thirds vote of at least two of the three Associated Students Councils is required for the impeachment of the Student Trustee.
  - f. If the vote to remove the Student Trustee is successful, he or she may not hold or run for the position of Student Trustee from any of the Colleges in the District for one (1) calendar year from the time of removal.

**VI. Amendments and Approval****Section 1. Amendments to DSC Bylaws**

- 1.1 Modifications to the Bylaws shall be initiated by:
- a. Any voting member of the District Student Council.
  - b. A petition signed by a majority of any of the Associated Students Councils
  - c. A petition signed by 5 percent of the students enrolled district-wide as of the prior semester's first census, excluding summer semester.

**Section 2. Approval Process**

- 2.1 Any changes to the Bylaws must be approved by:
- a. Two-third majority vote of the District Student Council.
  - b. Two-third majority vote by at least two of the Associated

Students Councils.

- c. The changes will be presented to the District Participatory Governance Council and the Board of Trustees for input and information.

### HIGHLIGHTS OF CENSUS COMPARISONS

Comparing the Fall 2012 Census to the Fall 2013 Census, the following changes are noted:

#### District As a Whole (SMCCCD)

❑ The overall percentage distribution of student headcount at the three colleges remained relatively stable: 25% Canada, 36% CSM and 39% Skyline. District-wide there was an increase of 250 students largely due to the increase at Skyline College.

❑ The total student headcount for fall 2012 was 27,083. Compared to fall 2012, the total district student headcount increased by 0.9%.

❑ The Multi-Race category continued to increase and the increase was 657 students or 18.2%. White students decreased the most by 381 (-5.0%).

❑ Compared to fall 2012, concurrently enrolled students increased by 160 (14.2%). In addition, there were fewer students (361 or -9.5%) with a BA degree or higher, in fall 2013 than in fall 2012.

❑ Compared to fall 2012, the largest decrease by age was seen among students over the age of 40 (252 or -7.3%). The next largest decrease is among students between the age of 30-39 (119 or -3.4%). Age groups of <18 to 24, however, saw a significant increase.

#### Cañada College

❑ Cañada College's total student headcount for fall 2013 was 6,758 and it decreased by 25 (-0.4%).

❑ Compared to fall 2012, Hispanic and students claiming to be multi-race increased.

❑ Compared to fall 2012, concurrently enrolled students increased by 51 (13.6%). Students with a high school diploma or equivalent and those with a BA degree or higher, experienced a large decrease.

❑ Full-time students decreased by 115 students (-6.2%).

#### College of San Mateo

❑ CSM's total student headcount for fall 2013 was 9,883, which represented a decrease of -0.6% or 63 students.

❑ Compared to fall 2012, there was a decrease of 154 White students and 36 African American students. Female students decreased by 132 (-2.7%).

❑ Compared to fall 2012, concurrently enrolled students increased by 55 (13.2%). Students with with a BA degree or higher, experienced large decreases.

❑ Evening Students decreased by a count of 344 (-9.8%) and Day Students decreased by a count of 197 or -4.0%.

#### Skyline College

❑ Skyline's total student headcount in fall 2013 was 10,442, which represented an increase of 338 students (3.3%).

❑ Compared to fall 2012, Filipino students experienced the largest increase in number: 146 (8.7%) among all ethnicities.

❑ Compared to fall 2012, concurrently enrolled students increased by a count of 54 (16.3%). Both full-time and part-time students increased.

❑ All ranges of Class Standing, as measured by units, increased at the College, with the 0.5 to 14.5 units range showing the largest increase.

*Official fall 2013 Census Day was September 9.*

*Data provided by Banner Census Statistics Report and Yanelly Pulido.*

# SMCCCD Census Comparison Report (*Headcount* Distribution)

Colleges & District

	Cañada				CSM				Skyline				District			
	Fall 2012	Fall 2013	# Change	% Change	Fall 2012	Fall 2013	# Change	% Change	Fall 2012	Fall 2013	# Change	% Change	Fall 2012	Fall 2013	# Change	% Change
<b>Total Students</b>																
Percent of SMCCCD Total	25%	25%		-0.3%	37%	36%		-0.6%	38%	39%		0.9%				
College and District Totals	6,783	6,758	-25	-0.4%	9,946	9,883	-63	-0.6%	10,104	10,442	338	3.3%	26,833	27,083	250	0.9%
<b>Gender</b>																
Female	4,205	4,160	-45	-1.1%	4,812	4,680	-132	-2.7%	5,435	5,470	35	0.6%	14,452	14,310	-142	-1.0%
Male	2,456	2,491	35	1.4%	4,901	4,983	82	1.7%	4,516	4,808	292	6.5%	11,873	12,282	409	3.4%
Unknown	122	107	-15	-12.3%	233	220	-13	-5.6%	153	164	11	7.2%	508	491	-17	-3.3%
<b>Ethnicity</b>																
Asian	519	514	-5	-1.0%	1,482	1,564	82	5.5%	1,949	1,863	-86	-4.4%	3,950	3,941	-9	-0.2%
African American	260	243	-17	-6.5%	377	341	-36	-9.5%	379	377	-2	-0.5%	1,016	961	-55	-5.4%
Filipino	223	209	-14	-6.3%	684	704	20	2.9%	1,672	1,818	146	8.7%	2,579	2,731	152	5.9%
Hispanic	2,472	2,614	142	5.7%	1,904	1,900	-4	-0.2%	1,738	1,791	53	3.0%	6,114	6,305	191	3.1%
Native American	24	22	-2	-8.3%	24	24	0	0.0%	19	17	-2	-10.5%	67	63	-4	-6.0%
Multi-Race	726	834	108	14.9%	1,415	1,589	174	12.3%	1,475	1,850	375	25.4%	3,616	4,273	657	18.2%
Pacific Islander	119	110	-9	-7.6%	228	200	-28	-12.3%	163	160	-3	-1.8%	510	470	-40	-7.8%
White	2,104	1,928	-176	-8.4%	3,236	3,082	-154	-4.8%	2,247	2,196	-51	-2.3%	7,587	7,206	-381	-5.0%
Unknown	336	284	-52	-15.5%	596	479	-117	-19.6%	462	370	-92	-19.9%	1,394	1,133	-261	-18.7%
<b>Age</b>																
Less than 18	431	475	44	10.2%	587	681	94	16.0%	468	544	76	16.2%	1,486	1,700	214	14.4%
18-20	1,578	1,531	-47	-3.0%	3,369	3,493	124	3.7%	3,081	3,206	125	4.1%	8,028	8,230	202	2.5%
21-24	1,365	1,373	8	0.6%	1,970	2,021	51	2.6%	2,587	2,821	234	9.0%	5,922	6,215	293	4.9%
25-29	946	1,009	63	6.7%	1,279	1,214	-65	-5.1%	1,458	1,418	-40	-2.7%	3,683	3,641	-42	-1.1%
30-39	1,077	1,049	-28	-2.6%	1,201	1,158	-43	-3.6%	1,199	1,151	-48	-4.0%	3,477	3,358	-119	-3.4%
40-59	1,146	1,122	-24	-2.1%	1,221	1,028	-193	-15.8%	1,066	1,031	-35	-3.3%	3,433	3,181	-252	-7.3%
60 or more	235	199	-36	-15.3%	316	288	-28	-8.9%	245	271	26	10.6%	796	758	-38	-4.8%
<b>Enrollment Pattern</b>																
Day Students	2,604	2,697	93	3.6%	4,756	4,714	-42	-0.9%	3,857	4,106	249	6.5%	11,217	11,517	300	2.7%
Evening Students	2,418	2,463	45	1.9%	3,157	3,112	-45	-1.4%	3,668	3,723	55	1.5%	9,243	9,298	55	0.6%
Day & Evening Students	1,761	1,598	-163	-9.3%	2,033	2,057	24	1.2%	2,579	2,613	34	1.3%	6,373	6,268	-105	-1.6%
<b>Residence</b>																
Calif. Residents	6,408	6,328	-80	-1.2%	9,549	9,348	-201	-2.1%	9,779	10,039	260	2.7%	25,736	25,715	-21	-0.1%
Non-Calif. residents	375	430	55	14.7%	397	535	138	34.8%	325	403	78	24.0%	1,097	1,368	271	24.7%
<b>Highest Educational Level</b>																
Not a High School Graduate	668	790	122	18.3%	239	198	-41	-17.2%	254	245	-9	-3.5%	1,161	1,233	72	6.2%
Concurrent High School	375	426	51	13.6%	417	472	55	13.2%	331	385	54	16.3%	1,123	1,283	160	14.2%
Concurrent Adult School	24	22	-2	-8.3%	55	60	5	9.1%	57	58	1	1.8%	136	140	4	2.9%
HS Grad or Equivalent	4,421	4,367	-54	-1.2%	7,295	7,325	30	0.4%	7,750	8,109	359	4.6%	19,466	19,801	335	1.7%
AA/AS Degree	244	228	-16	-6.6%	392	353	-39	-9.9%	396	417	21	5.3%	1,032	998	-34	-3.3%
BA/BS Degree or Higher	1,009	895	-114	-11.3%	1,479	1,324	-155	-10.5%	1,298	1,206	-92	-7.1%	3,786	3,425	-361	-9.5%
<b>Student Status</b>																
Full Time >= 12 units	1,865	1,750	-115	-6.2%	3,295	3,300	5	0.2%	3,396	3,506	110	3.2%	8,556	8,556	0	0.0%
Part Time < 12 units	4,918	5,008	90	1.8%	6,651	6,583	-68	-1.0%	6,708	6,936	228	3.4%	18,277	18,527	250	1.4%
<b>Class Standing</b>																
0.5 - 14.5 units	2,820	2,881	61	2.2%	4,393	4,405	12	0.3%	4,200	4,326	126	3.0%	11,413	11,612	199	1.7%
15.0 - 29.5 units	1,070	977	-93	-8.7%	1,460	1,456	-4	-0.3%	1,525	1,589	64	4.2%	4,055	4,022	-33	-0.8%
30.0 - 44.5 units	756	770	14	1.9%	1,173	1,086	-87	-7.4%	1,179	1,224	45	3.8%	3,108	3,080	-28	-0.9%
45.0 - 60.0 units	630	628	-2	-0.3%	881	927	46	5.2%	1,039	1,055	16	1.5%	2,550	2,610	60	2.4%
60.5 or more	1,507	1,502	-5	-0.3%	2,039	2,009	-30	-1.5%	2,161	2,248	87	4.0%	5,707	5,759	52	0.9%

# SMCCCD Census Comparison Report (*Percentage* Distribution)

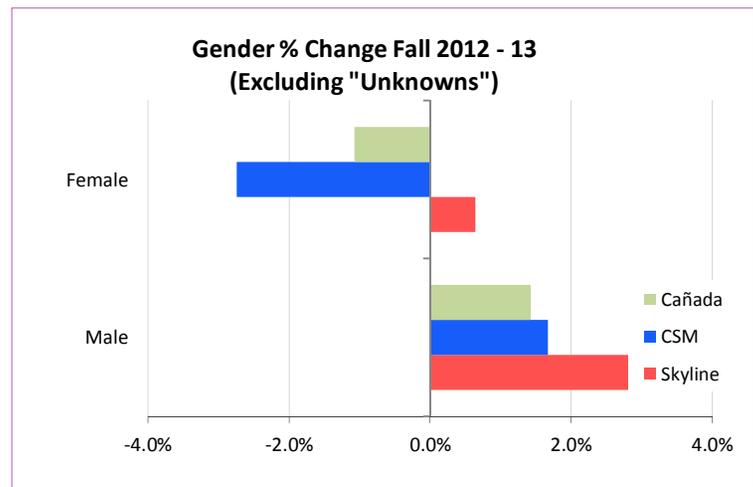
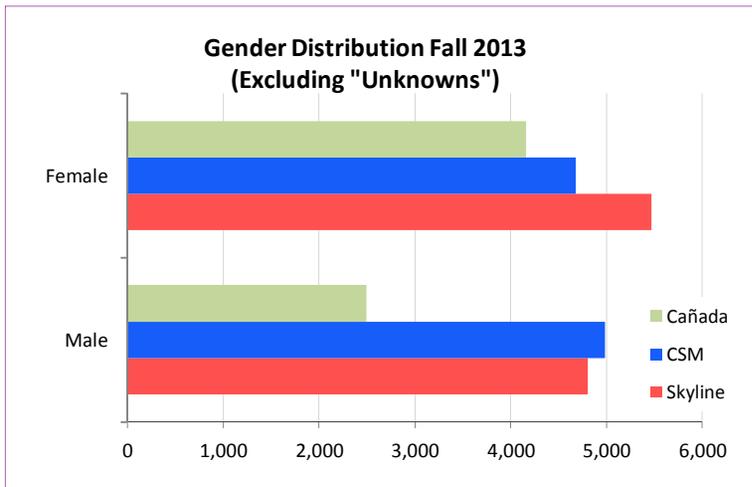
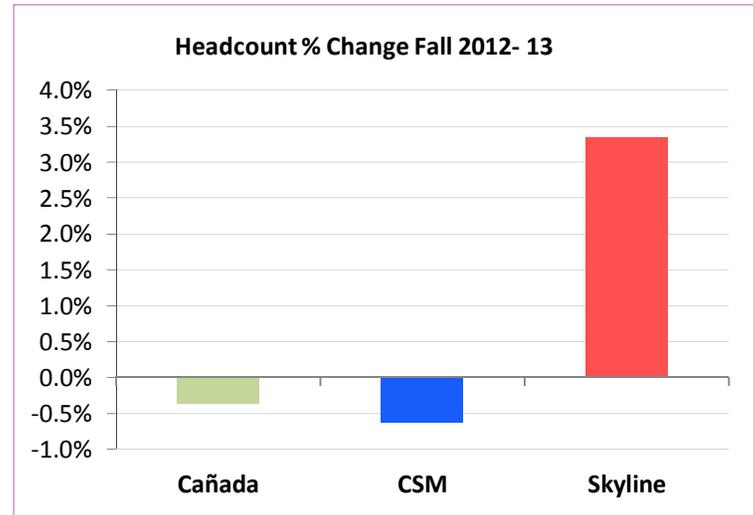
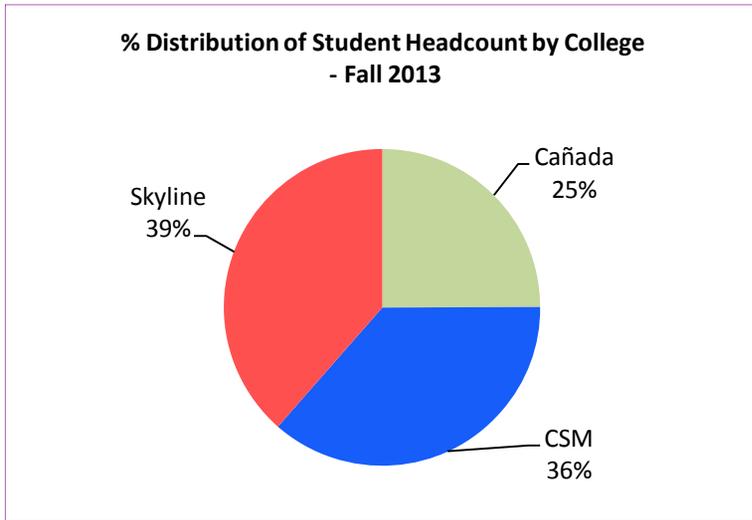
Colleges & District

	Fall 2012				Fall 2013				Fall 2014				Fall 2015			
	Fall 2012	Fall 2013	# Change	% Change	Fall 2012	Fall 2013	# Change	% Change	Fall 2012	Fall 2013	# Change	% Change	Fall 2012	Fall 2013	# Change	% Change
<b>Total Students</b>																
Percent of SMCCCD Total	25%	25%		-0.3%	37%	36%		-0.6%	38%	39%		0.9%				
College and District Totals	6,783	6,758	-25	-0.4%	9,946	9,883	-63	-0.6%	10,104	10,442	338	3.3%	26,833	27,083	250	0.9%
<b>Gender</b>																
Female	62%	62%	-45	-1.1%	48%	47%	-132	-2.7%	54%	52%	35	0.6%	54%	53%	-142	-1.0%
Male	36%	37%	35	1.4%	49%	50%	82	1.7%	45%	46%	292	6.5%	44%	45%	409	3.4%
Unknown	2%	2%	-15	-12.3%	2%	2%	-13	-5.6%	2%	2%	11	7.2%	2%	2%	-17	-3.3%
<b>Ethnicity</b>																
Asian	8%	8%	-5	-1.0%	15%	16%	82	5.5%	19%	18%	-86	-4.4%	15%	15%	-9	-0.2%
African American	4%	4%	-17	-6.5%	4%	3%	-36	-9.5%	4%	4%	-2	-0.5%	4%	4%	-55	-5.4%
Filipino	3%	3%	-14	-6.3%	7%	7%	20	2.9%	17%	17%	146	8.7%	10%	10%	152	5.9%
Hispanic	36%	39%	142	5.7%	19%	19%	-4	-0.2%	17%	17%	53	3.0%	23%	23%	191	3.1%
Native American	0%	0%	-2	-8.3%	0%	0%	0	0.0%	0%	0%	-2	-10.5%	0%	0%	-4	-6.0%
Multi-Race	11%	12%	108	14.9%	14%	16%	174	12.3%	15%	18%	375	25.4%	13%	16%	657	18.2%
Pacific Islander	2%	2%	-9	-7.6%	2%	2%	-28	-12.3%	2%	2%	-3	-1.8%	2%	2%	-40	-7.8%
White	31%	29%	-176	-8.4%	33%	31%	-154	-4.8%	22%	21%	-51	-2.3%	28%	27%	-381	-5.0%
Unknown	5%	4%	-52	-15.5%	6%	5%	-117	-19.6%	5%	4%	-92	-19.9%	5%	4%	-261	-18.7%
<b>Age</b>																
Less than 18	6%	7%	44	10.2%	6%	7%	94	16.0%	5%	5%	76	16.2%	6%	6%	214	14.4%
18-20	23%	23%	-47	-3.0%	34%	35%	124	3.7%	30%	31%	125	4.1%	30%	30%	202	2.5%
21-24	20%	20%	8	0.6%	20%	20%	51	2.6%	26%	27%	234	9.0%	22%	23%	293	4.9%
25-29	14%	15%	63	6.7%	13%	12%	-65	-5.1%	14%	14%	-40	-2.7%	14%	13%	-42	-1.1%
30-39	16%	16%	-28	-2.6%	12%	12%	-43	-3.6%	12%	11%	-48	-4.0%	13%	12%	-119	-3.4%
40-59	17%	17%	-24	-2.1%	12%	10%	-193	-15.8%	11%	10%	-35	-3.3%	13%	12%	-252	-7.3%
60 or more	3%	3%	-36	-15.3%	3%	3%	-28	-8.9%	2%	3%	26	10.6%	3%	3%	-38	-4.8%
<b>Enrollment Pattern</b>																
Day Students	38%	40%	93	3.6%	48%	48%	-42	-0.9%	38%	39%	249	6.5%	42%	43%	300	2.7%
Evening Students	36%	36%	45	1.9%	32%	31%	-45	-1.4%	36%	36%	55	1.5%	34%	34%	55	0.6%
Day & Evening Students	26%	24%	-163	-9.3%	20%	21%	24	1.2%	26%	25%	34	1.3%	24%	23%	-105	-1.6%
<b>Residence</b>																
Calif. Residents	94%	94%	-80	-1.2%	96%	95%	-201	-2.1%	97%	96%	260	2.7%	96%	95%	-21	-0.1%
Non-Calif. residents	6%	6%	55	14.7%	4%	5%	138	34.8%	3%	4%	78	24.0%	4%	5%	271	24.7%
<b>Highest Educational Level</b>																
Not a High School Graduate	10%	12%	122	18.3%	2%	2%	-41	-17.2%	3%	2%	-9	-3.5%	4%	5%	72	6.2%
Concurrent High School	6%	6%	51	13.6%	4%	5%	55	13.2%	3%	4%	54	16.3%	4%	5%	160	14.2%
Concurrent Adult School	0%	0%	-2	-8.3%	1%	1%	5	9.1%	1%	1%	1	1.8%	1%	1%	4	2.9%
HS Grad or Equivalent	65%	65%	-54	-1.2%	73%	74%	30	0.4%	77%	78%	359	4.6%	73%	73%	335	1.7%
AA/AS Degree	4%	3%	-16	-6.6%	4%	4%	-39	-9.9%	4%	4%	21	5.3%	4%	4%	-34	-3.3%
BA/BS Degree or Higher	15%	13%	-114	-11.3%	15%	13%	-155	-10.5%	13%	12%	-92	-7.1%	14%	13%	-361	-9.5%
<b>Student Status</b>																
Full Time >= 12 units	27%	26%	-115	-6.2%	33%	33%	5	0.2%	34%	34%	110	3.2%	32%	32%	0	0.0%
Part Time < 12 units	73%	74%	90	1.8%	67%	67%	-68	-1.0%	66%	66%	228	3.4%	68%	68%	250	1.4%
<b>Class Standing</b>																
0.5 - 14.5 units	42%	43%	61	2.2%	44%	45%	12	0.3%	42%	41%	126	3.0%	43%	43%	199	1.7%
15.0 - 29.5 units	16%	14%	-93	-8.7%	15%	15%	-4	-0.3%	15%	15%	64	4.2%	15%	15%	-33	-0.8%
30.0 - 44.5 units	11%	11%	14	1.9%	12%	11%	-87	-7.4%	12%	12%	45	3.8%	12%	11%	-28	-0.9%
45.0 - 60.0 units	9%	9%	-2	-0.3%	9%	9%	46	5.2%	10%	10%	16	1.5%	10%	10%	60	2.4%
60.5 or more	22%	22%	-5	-0.3%	21%	20%	-30	-1.5%	21%	22%	87	4.0%	21%	21%	52	0.9%

**SELECT GRAPHIC COMPARISONS**

Overview Fall 2013

Change Since Fall 2012



Overview Fall 2013

Change Since Fall 2012

