

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 11, 2013
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

SWEARING IN OF TRUSTEES RICHARD HOLOBER AND TOM MOHR

ORGANIZATION OF BOARD OF TRUSTEES

1. Election of President
2. Election of Vice President-Clerk
3. Appointment of Secretary for the Board
4. Appointment of Representative of the Board to the County Committee on School District Organization

MINUTES

13-12-1 [Approval of the Minutes of the Regular Board Meeting of November 12, 2013](#)

13-12-2 [Approval of the Minutes of the Board Retreat of November 16, 2013](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

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

13-12-1C [X-Treme Saturday at Skyline College](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 13-12-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

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

- 13-12-1CA [Approval of Curricular Additions – Cañada College and College of San Mateo](#)
- 13-12-2CA [Adoption of District Academic Calendar for 2014-2015](#)
- 13-12-3CA [Approval of Community Services Classes, Spring/Summer 2014 – Cañada College, College of San Mateo and Skyline College](#)
- 13-12-4CA [Ratification of September and October 2013 District Warrants](#)

Other Recommendations

- 13-12-100B [Appointment/Reappointment of Directors for the San Mateo County Colleges Educational Housing Corporation](#)
- 13-12-101B [Authority to Execute an Agreement with Ellucian for Administrative Information Systems Maintenance Services](#)
- 13-12-102B [Approval of San Mateo Athletic Club Fee and Plan Revisions](#)

INFORMATION REPORTS

- 13-12-2C [Information on California Environmental Quality Act \(CEQA\) Requirements](#)
- 13-12-3C [Cañada College Solar Project Plan Update](#)
- 13-12-4C [Review of/Response to ACCJC Reports to the Colleges](#)
- 13-12-5C [Full Absorption Budget](#)
- 13-12-6C [First Quarter Report of Auxiliary Operations, 2013-14](#)
- 13-12-7C [District Financial Summary for the Quarter Ending September 30, 2013](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the December 6, 2012 Meeting](#)
4. [Naming of Officers for 2014](#)
5. Adjournment

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

- A. Administrative Appointment, Reappointment, Assignment and Reassignment: **College of San Mateo** – Vice President of Instruction; Vice President of Administrative Services
- B. Public Employment: **Cañada College** – Staff Assistant, Business & Workforce; Career Resources/Counseling Aide, Counseling Services; Counselor, Counseling Services; **College of San Mateo** – Instructional Aide II, Creative Arts/Social Science; Instructional Aide, Business & Technology; **Skyline College** – Office Assistant II, Counseling Services; **District Office** – Staff Assistant, Community Education; Project Coordinator I, Facilities
- C. Public Employee Discipline, Dismissal, Release
- D. Establishment of Equivalency to Minimum Qualifications

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

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

The meeting was called to order at 6:06 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustee Richard Holoher, Trustee Dave Mandelkern, Student Trustee David Latt

Others Present: Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the minutes of the Study Session of October 9, 2013. The motion carried, with Trustee Mandelkern abstaining and all other members voting "Aye."

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of October 23, 2013. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo congratulated Trustee Holoher on his reelection to the Board.

Skyline College President Stanback Stroud said a reception was held on October 29 for the opening of the Allensworth Exhibition. The Exhibition was brought on campus through a partnership with the African-American Museum and Library of Oakland and the African Diaspora Program at Skyline College. President Stanback Stroud said Gloria Ladson Billings recently spoke at Skyline College and Dr. Tricia Rose will present "Hip Hop Wars" on November 14.

College of San Mateo President Claire said the spring schedule has been published and he continues to receive positive comments from community members about its revised format. A number of activities were held at the College this week in honor of Veterans Day and veterans will be honored at the last home football game of the season on November 16. On November 13, Ethnic Studies Professor Rudy Ramirez will present "Sounds from the Streets," a tribute to Santana.

Cañada College President Buckley said the women's golf team completed the regular season undefeated and all team members earned all-conference honors. The team won the Northern California regional tournament and will play for the state championship on November 18-19. As part of Veterans Appreciation Week, the Veteran Resource and Opportunity Center sponsored an "Eat and Greet" pizza party today. A lecture titled "Ten Things You Should Know about Veterans" will be presented tomorrow. President Buckley said approximately 500 high school students and their parents attended the recent College Night, which is a collaboration between Cañada College and the Sequoia Union High School District.

District Academic Senate President Bennett attended the Academic Senate for California Community Colleges Fall Plenary. Speakers included Martha Kanter, former Undersecretary of Higher Education, and Vice Chancellor Patrick Perry of the State Chancellor's Office. Leaders of the Accrediting Commission for Community and Junior Colleges (ACCJC) presented proposed changes to Accreditation Standards II and IV.A and solicited feedback. Other topics included professional development and leadership.

Alaa Aissi, President of the Associated Students of Cañada College (ASCC), said ASCC participated in the 4th of July Parade in Redwood City; they won a prize for outstanding float and the prize money will be used for scholarships. ASCC's emphasis this year is on creating awareness of student government through use of social media. ASCC created a new monthly Student Life newsletter which includes dates of upcoming events and information on how to get involved on campus. There is a student representative on every committee at the College and District levels. There has been an increase in the number of student IDs distributed. The ID Office was moved into the Center for Student Life, leading to

an increase in the number of visitors to the Center and saving the department nearly \$12,000 in staffing. The ASCC Game Room has seen an increase in activity after adding a ping pong table and new games and movies. The Inter-Club Council has also seen a rise in participation, with three new clubs this semester. A Programming Board has been created to provide an opportunity for more students to be involved in campus events. ASCC fall events included a six-part Welcome Back Bash; Cupcakes and Constitutions; Fall Leadership Retreat; Center for Student Life Open House; attendance at statewide conferences; Halloween Haunted Carnival; Dia de los Muertos; and Campus Movie Fest. ASCC leaders led campus tours for the accreditation team visiting the campus; one member of the team said ASCC was the most impressive student government he has ever seen. President Schwarz thanked Ms. Aissi for her presentation. She said Ms. Aissi is a shining star in the Cañada Middle College. Student Trustee Latt commended Ms. Aissi for her presentation. He added that the two new ASCC senators represented the College well at the Student Senate General Assembly.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: “WRITING IN THE END ZONE” PROGRAM AT COLLEGE OF SAN MATEO (13-11-1C)

Gary Dilley, Interim Vice President of Instruction at College of San Mateo, said Writing in the End Zone (WEZ) is a learning community that brings together athletes and the Language Arts Division. He said a change in focus and self-definition is being accomplished as students work closely with faculty and begin to make the transition from athlete to student-athlete. He acknowledged Dean Sandra Stefani Comerford and Dean Andreas Wolf for their cooperation in helping the program flourish.

James Carranza, Professor of English, introduced English Professors Teeka James, Jon Kitamura and Anne Stafford; Head Football Coach Bret Pollack; and Assistant Football Coach Tim Tulloch. Professor Carranza said Vice President Dilley was Athletic Director when he and Professor James first approached him about the program in 2004.

Professor James said WEZ started with English 828, the lowest entry level course. She said the objective of the program is academic acculturation; components are:

- Facilitate the transformation from athlete-student to student-athlete
- Acknowledge challenges that student-athletes face
- Encourage student-athletes to recognize that they belong in the academy

Professor Kitamura described additional components:

- Provide opportunities for these students to have a “voice” in the academy
- Create assignments that enable student-athletes, initially, to draw upon personal knowledge and expertise
- Develop productive academic “habits” in conjunction with reading, writing, and critical thinking skills

Professor Carranza said most of the teachers involved in WEZ attend football games and workouts to get to know the student participants. Coaches also attend classes on Fridays. Professor Carranza said the transformation from athlete to student-athlete is tracked through academic and athletic achievement; successful AA/AS completion and transfers to four-year institutions; and athletic scholarships. He presented charts showing that success rates are increasing and withdrawal rates are decreasing for WEZ students in English 838, including African American and Pacific Islander students who had been the lowest achieving athletes. Success and withdrawal rates have also improved for WEZ students in English 100 which is a transfer level course and students are staying in English 100 at higher rates. Professor James said this is due partly to football players feeling more comfortable in the classroom.

Coach Pollack discussed the interdependence of athletics and academics. He said that as success rates of teams grew, there was a corresponding jump in classroom performance. There have been increases in the number of student-athletes and scholarships, as well as in team GPAs in core courses, course completion, AA/AS degrees and mid-year transfers. Professor Carranza said teamwork and collaboration are key elements, as working together creates success.

Vice President Miljanich said the data shows the success of the program; she said WEZ is an amazing program and she appreciates the work of everyone involved.

Trustee Mandelkern said everyone involved in WEZ is to be commended. He asked if any other colleges have been successful in instituting similar programs. He also asked if there is any thought to instituting a similar program for groups other than athletes and if there is thought to expanding to other core courses such as math. Professor Carranza said he is

not aware of similar programs at other colleges. Coach Pollack said this type of program must have the right group of personnel. He said success is not contingent on the subject of the class, but rather on teachers and coaches who care.

Trustee Holober said WEZ is an exciting program. He asked if participating students are required to sign a contract, a sample of which was distributed to the Board. Professor Carranza said the contract is a promise to participate in the program and abide by rules that are the same in academics and athletics. Coach Pollack said students are exposed to the program in the recruiting presentation and it comes up again when they are advised about classes. Not all football players participate in the program, but more opt in than not.

President Schwarz said she appreciates what has been accomplished through WEZ. She said the cooperation between the English Department and Athletics has produced incredible results.

Professor Stafford said WEZ was Professor James' brainstorm and Professors James and Carranza got the program going. She said coaches and faculty support each other and the students see a united front. Professor Stafford said it is very challenging but fun and everybody wins.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-11-1A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-11-1A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Schwarz said the consent agenda consists of board reports 13-11-1CA, Denial of Claim Against the District by Jaqueline De Fazio, and 13-11-2CA, Acceptance of Gifts by the District. It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the consent agenda. In response to a question from Trustee Mandelkern, Chancellor Galatolo explained that claims are routinely denied and then referred to the insurance company which handles claims, including late claims. The motion to approve the consent agenda carried, all members voting "Aye."

Other Recommendations

ADOPTION OF RESOLUTION NO. 13-15 REGARDING BOARD ABSENCE (13-11-100B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the adoption of Resolution No. 13-15. The motion carried, with Trustee Mandelkern abstaining and all other members present voting "Aye."

INFORMATION REPORTS

ACCREDITATION UPDATE (13-11-2C)

Chancellor Galatolo said the District site visit team will likely issue two recommendations: (1) the Board needs to spend more money on Board training and attend more conferences, and (2) the District needs to develop a systematic process to evaluate District services. Regarding the first recommendation, President Schwarz said she explained to the team that the Board believes in leading by example; when others were not going to conferences because of budget cuts, it was deemed inappropriate for the Board to act differently. Vice President Miljanich said one team member challenged that assertion, believing that the District has not been through financial hardship. Chancellor Galatolo said he does not anticipate sanctions against the District.

Skyline College President Stanback Stroud said that during forums and the exit interview, the team commended the College on: the morale and enthusiasm that is palpable and infectious; civility and respect; commitment to learning; students-first philosophy; shared vision of social justice, integrity, diversity and access; spirit of innovation and creativity; and compassion. The team chair also recognized President Stanback Stroud for her visionary leadership. Skyline College President Stanback Stroud said some site visit team members asked for evidence that had already been provided in Skyline College's report.

President Stanback Stroud said the team made suggestions and recommendations, including:

- provide an alignment chart linking the plans to the standards
- develop a systematic assessment of the resource allocation cycle
- insure that all distance education classes have regular and substantive contact with students; contact is not considered substantive if it is initiated by the student (President Stanback Stroud noted that 75% of the classes the team looked at are distance education classes, while only 2% of enrollment is in distance education)
- adhere to a schedule of regular performance evaluations of part-time faculty

Trustee Holober asked if the comments by the team as described by President Stanback Stroud were verbal. President Stanback Stroud said they were. A draft report will be provided in November and the final written report will be issued in January. In response to a question from Vice President Miljanich, President Stanback Stroud confirmed that the Colleges will have an opportunity to offer corrections of factual statements. Trustee Mandelkern said he understands that there was a question by a team member regarding a trustee's membership on the Skyline College President's Council. President Stanback Stroud said the intent of the question was to discover whether the board member attempts to interfere with the operations of the College. She said she explained that Trustee Mandelkern was a member of the President's Council before becoming a trustee and explained his role as a member of the Council. She said the team also wanted to know whether Chancellor Galatolo attempts to interfere with the operations of the College and about the College's relations with the District in general. President Schwarz said she attended the exit interview at Skyline College and heard nothing but praise for the College.

College of San Mateo President Claire said some site visit team members had not read the College's report fully and were not as prepared as they should have been. He said commendations from the team included: positive teaching and learning environment; collegial environment; beautiful facilities; and the Diversity in Action Group having input as part of the Institutional Planning Committee. President Claire explained that there are two types of recommendations: (1) recommendations to meet the standard, and (2) recommendations to improve, meaning the standard has been met but some things could be done better. He said he believes there will four recommendations, all of which are recommendations to improve. The recommendations regard:

- follow-through on planning
- assessment of the Learning Center and distance education
- implementation of the revised administrative services program review
- making sure Student Learning Outcomes are defined for all certificates

Cañada College President Buckley said it appeared that there was difficulty finding members for the site visit team; one member was on the last site visit team for Cañada College, which is generally not allowed. The College received four commendations: inclusive environment – broad participation of faculty, staff and students; high level of student engagement, specifically acknowledging Alaa Aissi and Misha Maggi; collaboration among faculty, students and classified staff; and the Center for Innovation and Excellence in Teaching and Learning for providing opportunities for professional development. The team made three recommendations:

- better recording of robust dialog on resource allocation (should be documented in minutes)
- better recording of resource allocation outcomes
- develop a process to ensure that course outlines of records are updated within the prescribed six-year cycle

Trustee Holober asked how the outlines of records are developed. President Buckley said they are within the purview of faculty and, therefore, are created and updated by faculty.

President Buckley said Pam Luster, President of San Diego Mesa College and team chair, said Cañada College met and exceeded standards in all eight recommendation areas from the last accreditation visit.

Trustee Mandelkern asked the presidents if any team members visited a classroom to watch instruction taking place. Sarah Perkins, Vice President of Instruction at Skyline College, said instructions were given at the last Chief Instructional Officers meeting to not go into classrooms. Chancellor Galatolo said this was not the case a decade ago when team members were encouraged to go into classrooms to see if effective teaching and learning was taking place.

Student Trustee Latt asked if there is a system for feedback and communication with the Commission. President Claire said colleges have the opportunity to provide feedback to the Commission regarding the team, team chair and quality of the visit. President Buckley said that colleges are allowed to have representatives wait outside the meeting room when

the Commission reviews the reports provided to them. These representatives would be available to respond to requests for clarification from the Commission.

President Schwarz said everyone involved at the Colleges and District is to be commended. Chancellor Galatolo said he was told by Dr. Carroll that she and the three team chairs for the Colleges were very impressed by the reports they received.

DISCUSSION OF RESOLUTION REGARDING THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC) (13-11-3C)

President Schwarz said she was given a sample resolution by Dan Kaplan, AFT Executive Secretary, which she and District staff modified. Board discussion included: the goal of the resolution and how/where it would be used; whether to separate the issue of the sanction against City College of San Francisco (CCSF) from broader issues contained in the resolution; and the timing of possible adoption of a resolution. District Academic Senate President Bennett said faculty at the state level talked about separating the CCSF issue from broader ACCJC issues such as modeling effective self-evaluation practices and transparency. They also considered whether including the CCSF issue in a resolution might be unfair to other colleges that have received sanctions. After discussion, the Board agreed to take time to possibly modify and refine a resolution. They will review the State Academic Senate's resolution, which should be finalized next week, and a statement being prepared by faculty at College of San Mateo. Chancellor Galatolo suggested that Board members send their input to Barbara Christensen, Director of Community/Government Relations, who will incorporate suggestions and bring a proposed resolution to a future Board meeting. Trustee Holober said the Board does not take issue with Chancellor Galatolo's outspokenness on this matter.

Student Trustee Latt said the Student Senate for California Community Colleges has taken a position advocating an investigation of ACCJC practices.

COMMUNICATIONS

Trustee Mandelkern said Board members received a letter from Greg Fontana of Half Moon Bay regarding farmers, ranchers and the Humane Society of the United States.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Latt said the Associated Students at the three Colleges will sponsor a *Women in Leadership Town Hall* on December 4 and he will forward information on the event to the Board.

Trustee Mandelkern congratulated Trustee Holober on his reelection and noted that Reuben Holober was elected to a seat on the Millbrae City Council. Trustee Mandelkern also congratulated Tom Mohr on his election to the Board and said he looks forward to serving with him. Trustee Mandelkern attended the grand opening of the electric vehicle charging stations which included a rally from Skyline College to College of San Mateo and Cañada College. He also attended the reception at Skyline College for the Allensworth Exhibit. He said Allensworth Park, located between Fresno and Bakersfield, is an interesting place to visit as it provides a history of the visionary leader Allen Allensworth.

Trustee Holober expressed thanks to the voters of San Mateo County for his reelection. He congratulated Tom Mohr on his election and said he looks forward to him joining the Board. Trustee Holober said he will attend the Community College League of California convention in Burlingame next week.

President Schwarz congratulated Trustee Holober and said she will welcome Tom Mohr in December. President Schwarz said she helped cut the ribbon for the grand opening of the electric vehicle charging stations and enjoyed riding in electric cars for the rally. President Schwarz attended *A Taste of San Mateo* in the College Center at College of San Mateo and said attendees were impressed with the facility. President Schwarz displayed coasters made from wood salvaged from the College of San Mateo College Center project; they were made by a former employee in the Construction Planning Department who was project manager, and were sent to President Schwarz by his wife.

RECESS TO CLOSED SESSION

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

The Board recessed to Closed Session at 9:05 p.m. and reconvened to Open Session at 10:15 p.m.

CLOSED SESSION ACTIONS TAKEN

President Schwarz reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 4-0 to approve the items listed as 1A and 1B.

ADJOURNMENT

It was moved by Trustee Holober and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:17 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 11, 2013 meeting.

Patricia Miljanich, Vice President-Clerk

**Minutes of the Board of Trustees Retreat
San Mateo County Community College District
November 16, 2013, San Mateo, CA
Half Moon Bay, CA**

The meeting was called to order at 9:00 a.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustee Richard Holober, Trustee Dave Mandelkern

Others Present: Chancellor Ron Galatolo

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

BOARD AND CEO CONTINUOUS IMPROVEMENT

Dr. Jerome Hunter, retreat facilitator, discussed the ground rules, anticipated outcomes and the role of the facilitator.

A discussion of the Board role and the Board and CEO partnership was held utilizing the Community College League of California Trustee Handbook and *Different Jobs, Different Tasks: Board and CEO Roles and Responsibilities*. A variety of other sources were also used to discuss characteristics of successful teams. The discussion then moved to identifying areas of strength and areas for improvement with respect to the Board/CEO partnership. It was pointed out that a review of the Board Self-Evaluation, all three College accreditation self-studies and interviews with each Board member identified no significant areas for improvement.

Some modifications to current practices which were thought to have the potential to improve communications between Board members, between the Chancellor and the Board, and between the Board and the staff are identified below:

1. "Unique issues" which are brought forward for Board approval should be accompanied by greater supporting documentation and increased time for review when possible.
2. Consideration should be given to structuring the Board discussion of items in such a way that the Board can deliberate without interference while allowing for responses, corrections, and clarification from the Chancellor or all constituents at an appropriate time.
3. In order to insure that all Board members have access to the same information, the Chancellor, at his discretion, will consider "reply all" when responding to questions or inquiries from individual Board members.
4. Request for responses to inquiries from constituents to Board members, i.e. parking issues, will continue to be directed to the Chancellor. The Chancellor, at his discretion, may choose to involve appropriate staff in a direct response to the Board.
5. Communication to constituents that result from a Board member inquiry will acknowledge the role of the Board member in the response.
6. The District may wish to consider a protocol for campus and staff presentations to the Board. The protocol would focus on brevity and allowing the Board an opportunity for questions and comments, especially for Board study sessions.
7. The Board may wish to clarify the policy or practice that requires a majority of the Board to give direction to staff.
8. The Board also discussed the benefits of a workshop on the "Brown Act".
9. With respect to responding to inquiries from the press, the policy or practice requires further clarification.
10. Board members discussed the possibility of altering the nature of their "comments" and "study sessions" to focus on issues of greater substance.

Two specific prior actions of the Board – the process for establishing district elections and the process for selection of a Board member replacement – were discussed.

Referring to the resource documents and discussions with the trustee organization consultants, Dr. Hunter suggested that any actions of the Board that will require direct contact with vendors and directions to staff should include the Chancellor. If a Board member believes that the Chancellor should not be involved, he/she should be able to provide a reasonable response about why he should not be involved.

In anticipation of the need to establish a process for moving to the election of Board members by districts, the possibility of establishing a new committee of the Board to work with the Chancellor was discussed. A review of best practices used by other community colleges was mentioned as also being of benefit to the new committee.

ADJOURNMENT

The meeting was adjourned by consensus at approximately 2:00 p.m.

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



Al-Hambra Tribal Dance Troupe performing at the Empty Bowls fundraiser.

SKYLINE COLLEGE BOARD REPORT

DECEMBER 11, 2013

ROCK THE SCHOOL BELLS AND CIPHER PRESENT THE 3RD ANNUAL HIP HOP THINK TANK IN NYC



On the weekend of November 9-10, faculty members of Rock The School Bells (RTSB) and Center for Innovative Practices through Hip Hop Education and Research (CIPHER) of Skyline College were in attendance for the 3rd Annual Hip Hop Think Tank at the Schomburg Center for Research in Black Culture in Harlem, NY. The RTSB and CIPHER team were comprised of counselors, professors, and staff members from Skyline College, American River College, Sacramento City College, and CSU-Sacramento.

The theme of this year's Hip Hop Think Tank was titled: Legacy Building! Cultivating A Global Cipher from the Streets to the Classrooms. Nate Nevado and Nathan Jones presented on Rock The School Bells, the College's work with CIPHER, and Hip Hop pedagogies utilized in classrooms. Through the presentation, the team was able to meet amazing and dynamic individuals who are doing similar work within the field of Hip Hop education. Some workshops and presentations to note include: "Therapeutic and Educational Implications of Beatmaking in the School and Community Settings" (Oakland, CA), "Digital Linoleum: Empowering Youth through Hip Hop Digital Publishing" (Stanford University), and "Cracking the Codes: The System of Racial Inequity (Oakland, CA)."



With this additional knowledge and best practices, the team plans on developing a West Coast Hip Hop Educational Think Tank to continue the dialogue in integrating Hip Hop pedagogies in higher institutions. An educational workshop strand for educators, teachers, and counselors for the upcoming Rock The School Bells Hip Hop Conference on March 1, 2014.

In his presentation titled, "Youth Culture and Educational Engagement: Bridging the Divide to Close the Gap", Dr. Pedro Noguera posed the question, "How are institutions of higher education contributing and shaping the field of Hip Hop education?" Through the generous funding of the President's Innovation Fund and the support from Skyline College's faculty and administration, Skyline College can begin to contribute to this field of cultural relevancy through Hip Hop Education.

For more information on Rock The School Bells and/or CIPHER, please contact Nate Nevado at nevadon@smccd.edu or check our websites at www.rocktheschoolbells.com and www.skylinecollege.edu/cipher.

Article submitted by Nate Nevado.

Photos taken by Melanie Espinueva, Nathan Jones, & Nate Nevado

LIFE AFTER TRANSFER: HONORS PROGRAM ALUMS SHARE THEIR KNOWLEDGE

Skyline College pride was busting out on Thursday November 7th when the Honors Program held an Alumni panel presentation specifically designed to inform and inspire current Skyline College students. Six Skyline College Honors Alums sat on the panel, generously sharing useful information and strategies for success based on their own experiences as transfer students.

The six panelists have all graduated from four year universities and are pursuing their dreams: Frances Bright graduated from UCB with a BA in Anthropology and MA in Folklore and Archeology; Derrick Hau from UCB in Molecular & Cell Biology; Raydan al Hubashi from UCSC in Politics; Jonathan Madison from Howard University in Political Science; Melba Madrigal from Cornell in Labor and Industrial Relations; and Leo Szeto from UCLA in Electrical Engineering and Computer Science.



SKYLINE COLLEGE BOARD REPORT

DECEMBER 11, 2013

Frances is currently teaching a special course for transfer students at Berkeley. Derrick is working for a software company and enrolled in a MA program in biotechnology. Raydan is on his way to teach in China. Jonathan worked for three years in Congress and is currently enrolled in law school. Melba is working in finances for a software firm and developing a website for community college transfer students. Leo is working for Disney as an Imagineer and he will be moving to China to design roller coasters for the upcoming Shanghai Disneyland.

The Skyline College students in the audience received the Alumni panelists' remarks with great enthusiasm. The evening was full of interaction, connection and useful information. A mentor contact list was created on the spot, and one of the panelists, Derrick Hau, started a Facebook group for alums and current honors students.



The panel presentation was video taped by Ira Lau of Skyline College's Media Center and is available on the HTP web access site as well as through the HTP website, so students who could not attend on 11/7 can benefit from the presentation. Life After Transfer was designed by a focus group of current honors students and organized by Katharine Harer, former HTP Coordinator, and Priscilla Schwartz, Skyline College Honors Alum Extraordinaire.

Article by Katharine Harer, Photos by Raul Guerra.

TRANSFER AWARENESS MONTH A SUCCESS!

Recently, the Transfer Center hosted Transfer Awareness Month, a time when a host of workshops and events are available to students interested in learning more about transferring and what it would take to get the process started.

The month was kicked off with a very well attended CSU Drop-In Application Assistance Workshop. More than 30 students visited the Transfer Center during the hours of 9:00 am and 1:00 pm for assistance with their online application and many students were



able to successfully submit applications to preferred colleges and universities. And for those students who missed the workshop, the Transfer Center also hosted an informational CSU Application Workshop. This workshop offered students information about the process and how to start the application, where to go for information, and what type of information they would need to complete the workshop. With more than 18 students attending, this was a very well attended workshop that students found to be very informative and helpful to them starting the process to transfer.

Along with workshops, the Transfer Center worked hard to provide Skyline College students access to college representatives from UC Davis, SFSU, UC Santa Barbara and Columbia University. At least 40 or more students met with these representatives, which gave them an opportunity to meet one-on-one regarding questions about applying and information about various programs and majors. For students interested in attending San Francisco State University, college representative Paul Mendez and Doris Fendt were on hand. They met with over 20 students during their various college visits answering questions about transferring to SFSU and discussing with students the Transfer Articulation Bridge Program. The TAB program offers Skyline College students an opportunity to enroll in one course at SFSU while still earning units at Skyline College. The course prepares students by providing an overview of the various resources available to students at SFSU and how to make sure they are transfer ready! Both Paul and Doris expressed how impressed they were with Skyline College's students; they illustrated strong interest in transferring and were asking many critical questions.

Finally, in addition to college representative one-on-one conferencing, the Transfer Center and Skyline College hosted the annual Transfer Day on Monday, October 21. Over 40 college and university representatives were in attendance. Representatives met with Skyline College students and assisted them by providing access to important information regarding transfer to the colleges or universities of their choice. Many representatives, similar to Doris and Paul, also expressed how impressed they were by the

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students' excitement and critical thinking skills. With over 200 students in attendance for the event, many asked very good questions that showed their earnest interest in moving forward with their academic goals. And finally, the Transfer Center ended Transfer Awareness Month by meeting with the Transfer Initiative Advisory Committee. This committee is setting the groundwork to make the Transfer Center a constant part of Skyline College Community. During the meeting the committee revisited the group's discussion from the previous meeting and narrowed its focus by spending more time defining Transfer Culture and by conducting a group activity designed to prioritize tasks and goals for the following meeting.



Overall, Transfer Awareness Month was very successful. Many dialogues regarding transfer were robust and all of our activities and events were overwhelmingly attended. We look forward to the coming months as planning months for the rest of the semester as we continue to host college representatives and workshops or events geared toward making transfer happen for our awesome Skyline College student community.

Article by Michele Haggar. Photos by Michelle Haggar & Raul Guerra.

CTE DAY AT SKYLINE COLLEGE

On Thursday, November 12th, The Center for Workforce Development along with Outreach hosted a Career Technical Day Event. The event brought over 75 high school students and 16 high school counselors from 7 different schools to campus. Students were excited to listen to the teachings of Dr. Tricia Rose. They enjoyed lunch hosted by Enrollment Services as they heard both faculty and students speak about Paralegal, CIPHER, Rock the School Bells, Youth Entrepreneurship Program, Career Advancement Academy and Retail, Hospitality and Tourism.

The Skyline College Bookstore along with Cosmetology, Respiratory Therapy, Retail, Hospitality & Tourism, Youth Entrepreneurship Programs, CIPHER, Energy and Career Advancement Academy donated items to the high school students.



High school students and counselors ended their day with tours of our Automotive, Cosmetology, Wellness, Child Development Center, Energy, Sterile Processing and Surgical Tech Departments. For more information about Career Advancement Academy or Workforce Development contact, Soledad McCarthy at mccarthy@smccd.edu.

Article by Soledad McCarthy. Photo by Sam Veu.

KAPPA BETA DELTA BUSINESS HONOR SOCIETY INITIATION



Donald Carlson, Dean of Business, Education and Professional Programs welcomed 22 new members Skyline College Alpha Beta Chi Chapter of Kappa Beta Delta Honor Society on November 6. Kappa Beta Delta is the Associate Degree Honor Society for Accreditation Council for Business Schools and Programs (ACBSP). Skyline College is the only community college in California to achieve business accreditation status. New initiates include: Flavious Abellana, Thein Aung, Omar Bakir, Kimberly Ann Bryant, MK Bryant, Christopher Chang, Miki Heitzman, Tetiana Kaut, Todd Kirk, RuoBing Lei, Jia Chuan Lu, Ben Mayer, Maura O'Flynn, Melanie Parazo, Wilfredo Pasamba, Edwin Qiu, Alexander Reyes, Julie Sabangan, Marissa Wong, Hoi Ying Wong, Nara Xavier da Costa, and Naoko Yumoto. Membership is open to all Business majors who have completed a minimum of 15 units completed at Skyline College, completed 3 courses in the major, and maintained a minimum of 3.4 GPA.

Article by Linda Whitten. Photo by Hellen Zhang.

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EMPTY BOWLS FUNDRAISER A SUCCESS!

The Ceramics Club held its third Empty Bowls Fundraiser on November 6, 2013, in the Skyline College Dining Room. The event was well attended, with 145 tickets sold! Attendees chose from a collection of ceramic bowls, each of which were hand-made by Skyline College and Capuchino High School ceramics students. Student volunteers filled the bowls with a variety of delicious soups prepared by Pacific Dining, and attendees enjoyed drinks that were donated by Pepsi.



Diners were entertained during their meal by a rich array of performers, starting off with Professor Zachary Bruno's students the Skyline College Jazz Quintet; with Nathaniel Welch on drums, Matt Henderson on guitar, Steve Mayeda on bass, and Andrew Fenn on saxophone. Several of Professor Jude Navari's Intermediate Voice students, Kevin Valera, Isabela Florez, Angel Yaeger, Preston Sturtevant, and Jamie Weinstock sang captivating music from the Great American Song Book. For the performance finale, there was a rhythmic improvisational dance by the Al-Hambra Tribal Dance Troupe whose members include Academic Senate President Leigh Anne Shaw, Mallory Nomura-Saul, Louisa Ip, and Tasha Hudick. The night was ended with drawings for ceramic artwork donated by the Ceramics Club members, raising more funds for the night.

The event was a great success, raising \$2,504 for SparkPoint at Skyline College. Adolfo Leiva shared highlights during the dinner about the great work that the center does. SparkPoint provides critical services to our students and community members such as financial counseling, a food pantry, tax services, and more.



A big thanks to the Skyline College Organization and Club Council for providing funds for advertising, and for the soup.

Article by Tiffany Schmierer. Photos by Lea Naqishbendi and Tiffany Schmierer.

SUSTAINABILITY AMBASSADOR NETWORK EXPLORES GREEN CAMPUS INITIATIVES

The Sustainability Ambassador Network (SAN) met on Wednesday, November 20th to explore solutions to campus sustainability issues around transportation, waste diversion, water efficiency, and green learning environments. Twenty Skyline College students, administrators, faculty and staff gathered to identify goals and develop action plans for the 2013-2014 academic year. Some of SAN's upcoming initiatives include improving access and incentives for alternative modes of transportation, reducing material waste, energy use, and water use in campus buildings, and expanding a successful composting pilot program that was implemented at Skyline College last year.

For more information, please contact Richard Hsu, hsur@smccd.edu.

Article by Richard Hsu. Photo by Aaron Wilcher.

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DR. TRICIA ROSE BRINGS HIP HOP WARS TO SKYLINE COLLEGE



On Thursday, November 14, Dr. Tricia Rose, author of *Black Noise* and *The Hip Hop Wars*, provided an engaging guest lecture on her book, *The Hip Hop Wars*. She discussed the impact of corporate consolidation of black popular culture and the importance of popular culture of our youth and community. She provided a historical perspective of why Hip Hop exists. In the midst of the social and economic inequities that occurred in New York in the 1970s, Hip Hop was born to create

spaces of creativity and affirmation. Through her guest lecture and Q&A session, she was able to convey the message that Hip Hop can be utilized as a tool to engage in critical thought and guided conversations about race, politics, and culture.

Over 350 people were in attendance, which consisted of our Skyline College campus community but most importantly, middle school and high school students from our local feeder schools. A special thanks to Soledad McCarthy, Alina Varona, Florentino Ubungen, and Jeremy Evangelista for working with the local schools in bringing their students to Dr. Tricia Rose's guest lecture as part of CTE Day.

Dr. Rose's guest lecture is the first of a series of guest lectures presented by the newly developed Center for Innovative Practices through Hip Hop Education and Research also known as the CIPHER. CIPHER aims to serve students, faculty, and the community in a variety of ways. Some of the goals include:

- Providing youth and students direct linkages to many excellent programs such as the Youth Entrepreneurship Program (YEP), Career Advancement Academies (CAA), Urban Music Academy, Sparkpoint, Rock The School Bells, and Urban Youth Society
- Providing educational and professional development opportunities such as learning about current Hip Hop pedagogies and best practices
- Providing the campus community with educational and cultural events such as guest lecture series, film screenings, and live performances

This event was funded by the President's Innovation Fund and was generously co-sponsored by the Center of Transformational Teaching and Learning (CTTL), Honors Transfer Program, ASTEP, Kababayan Learning Community, Puente, First Year Experience (FYE), Associated Students of Skyline College (ASSC), Urban Youth Society, Black Student Union, Rock The School Bells, and the Center for Student Life and Leadership Development.



For those who did not get a chance to see her guest lecture, you can view it on Ustream at <http://www.ustream.tv/recorded/40770909>.

For more information on CIPHER, contact Nate Nevado at nevadon@smccd.edu or visit our website at www.skylinecollege.edu/cipher.

Article submitted by Nate Nevado. Photos by Raul Guerra.

Coming Up!

**San Bruno Chamber of Commerce
Annual Installation and Award Luncheon**
January 7, 2014

X-Treme Saturday
January 11, 2014

Build It Green Conference
January 16-17, 2014



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ December 11, 2013

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Writing in the End Zone Presented at Statewide Conference



Photo by James Carranza

Several of College of San Mateo's Writing in the End Zone (WEZ) faculty **James Carranza** (English), **Teeka James** (English), and **Bret Pollack** (athletics), presented CSM's unique program at the statewide CCLC convention held in Burlingame on November 22nd. Carlyle Carter, CEO/Director of the CC Athletic Association, specifically requested their presentation, acknowledging WEZ as a highly successful, innovative educational program, which improves the academic success of student-athletes, specifically male students of color. WEZ is an interdisciplinary student success project (English/football), which has greatly increased the English completion rates of African-American and Pacific Islander student-athletes. English professors and football coaches work together to promote academic and athletic success. WEZ participants succeed at a higher rate than all other CSM students and significantly outperform their non-WEZ peers.

Celebrating **50** years on the hill
1963-2013

College of San Mateo

“Sounds from the Streets” Salutes Latin Rock



Photo source: Facebook

On November 13, **Rudy Ramirez**, adjunct assistant professor of ethnic studies, presented “Sounds from the Streets,” a musical history of Latin rock in America. Ramirez combined his background as a teacher and musician to educate the audience about the history of Latin rock music and its impact on society and entertain them with live performances. The “mini-concert,” which pays tribute to the band Santana, featured music by the Mission Street All Stars. Proceeds from the event went to support the Milagro Foundation, a group that assists organizations that work with children in the areas of education, health and the arts. An article about Ramirez and the event appeared in *The Daily Journal* on November 11, 2013.

CSM Alum Mends Architecture and Art

Local architect-turned-artist and CSM alum **Michael Murphy** was the subject of an article in the *San Francisco Chronicle* (November 3, 2013), “Drawn to Buildings.” Murphy has created a catalog of painted sketches in “Forgotten Modernism” a series that brings attention to San Francisco’s modern architecture. It currently includes 25 buildings including the speaker tower in Aquatic Park, the Hyatt Embarcadero and St. Mary’s Cathedral. He begins his sketches using pencil which eventually become digital drawings; the drawings are then used to create striking giclee prints with bold colors. His illustrations and paintings have been displayed at galleries in both San Francisco and Los Angeles and signed and numbered works are sold online and at retail shops including the Museum of Modern Art store. His art has caught on to the extent that Murphy is expanding his field of work to include architecture of Los Angeles and Palm Springs. After attending CSM, Murphy transferred to University of New Mexico where he earned his architectural degree.



Photo source: SF Chronicle

Police Academy Graduates Become Local Officers



Photo by Joan Dentler, Belmont Patch

On November 26, the Belmont Police Department swore in five new police officers; four of whom graduated from CSM's Police Academy. The CSM alums are **Mike Stauffer**, **Joe Lorenzini**, **Ryan Collins** and **Andrew Balady**. It was the highest number of new recruits in the history of Belmont PD. According to Police Chief Dan DeSmidt, "Our recruitment efforts were long and very successful..."

Jazz Festival Attracts Top Notch High School Musicians



An incredible array of talent was on hand for CSM's 17th Annual Jazz Festival held on November 22 which featured performances by some of the Bay Area's most accomplished high school jazz musicians. Approximately 500 students, teachers and parents attended the festival in what is considered one of CSM's largest outreach events. Participating students represented 18 high school big bands in addition to those in CSM's combo bands. The festival not only showcased student talent, but it provided a learning opportunity as students performed and shared musical experiences with one another and learned from nationally-recognized professional jazz musicians and educators. Each year, one of the participating bands is selected to perform at KCSM's Jazz On the Hill; that honor went to the Northgate High School Jazz Ensemble from Walnut Creek.

The professionals served as adjudicators offering insightful comments and advice to the students. **Mike Galisatus**, Professor of Music and the festival coordinator, lined up an impressive panel of adjudicators: **Aaron Lington**, director of jazz studies,

San Jose State University; **Stephen Roach**, director of jazz studies, CSU Sacramento, **Chuck Tumlinson**, director of jazz studies, CSU Fullerton, **Jon Norgren**, director of jazz studies, Cabrillo College, **Curtis Gaesser**, director of music, Folsom High School. During the event, students and band teachers attended clinics and workshop sessions conducted by professional and noted musicians: Latin Rhythm Section by the **John Santos** Quartet; Talking Jazz and Music with **Dana Leong**, and Essentials of Jazz Improvisation by **Dmitri Matheny**. One of the highlights of the festival was an evening performance by special guest artist Dana Leong, a composer/cellist/trombonist who blends jazz, classical and pop music to create a signature sound.

Associated Students Host Women In Leadership Event



On Wednesday, December 4, the Associated Students of CSM, in conjunction with the Associated Students of Cañada College and Skyline College, hosted a town hall forum on Women in Leadership. Coordinated by ASCSM Vice President **Amanda Governale**, the town hall highlighted the accomplishments of local women in leadership positions. **Jan Yanehiro**, a pioneer in local television and director of the School of MultiMedia Communications at the Academy of Art University, San Francisco, and **Beverley Madden**, CSM's director of community relations and marketing, shared their experiences working in the private sector and higher education, and the paths they took to their current leadership positions. Members of the campus community also engaged in a question and answer session with the guests. (Story and photo contributed by Fauzi Hamadeh)

Kudos

~ Congratulations to the **CSM Bulldogs** for another successful season. Ranked fourth in the State, CSM equaled its best modern-day record of 10-1 as it crushed No. 7 American River, 75-9 in a record-setting ninth Bothman Bulldog Bowl. Running back **George Naufahu**, a graduate of San Mateo High School, scored two touchdowns and rushed for 156 yards to become the top single season scorer in CSM's 92-year football history with 19 touchdowns and 114 points. A high-definition, taped delay telecast of the game was shown on PenTV throughout San Mateo County in early December; an audio webcast feed is available at collegeofsanmateo.edu/football.

~ **Krys Bobrowski**, associate professor of music and Brenda Hutchinson, adjunct instructor of music, have been invited to serve as lead sound artists on a project called *Aeolin Day: Making Music with the Wind!* *Aeolin Day* is a big public sound art project based in Oakland that will culminate with a free community festival at the Middle Harbor Shoreline Park in Oakland on May 17. It is a collaboration between local sound artists, Oakland public schools and the Port of Oakland.

~ CSM alum and former football player **Matt Pelesasa** was profiled in the Sequoia Healthcare District's 2013 *Annual Report to the Community* for his work with students attending Garfield Elementary School in Redwood City. The 24 year-old former college quarterback is coaching Garfield students in the PE+ program, an initiative funded by the Sequoia Healthcare District.



Photo source: Rivals.com

Pelesasa, who teaches 15 weekly physical education sessions,

describes benefits of the program for his students, "It helps them be alert in class, at home and attentive to homework. We encourage them to be healthy, to try multiple things and not be limited in their life choices."

While at CSM, Pelesasa achieved the second-highest scoring defense in the state; he transferred to Western Kentucky University where he played for the university's Hilltoppers Division 1 team. He returned to the Bay Area and graduated from Menlo College with a bachelor's degree in psychology.

~ **Rupinder Singh**, an Honors Project student, along with two



Photo by Tim Maxwell

CSM professors attended the Bay Area Honors Consortium Roundtable held at Mills College. Rupinder, who presented his paper at the Honors Research Symposium at Stanford University, joined a panel of honors students that was moderated by Professor of English **Tim Maxwell**. Professor of Astronomy, Math and Physics **Mohsen Janatpour** participated in a panel discussing honors in STEM education.

~ **San Mateo Middle College students** entertained the children at the CSM Mary Meta Lazarus Child Development Center during Halloween festivities, which included arts and crafts, face-painting and games.



Photos courtesy of Greg Quigley

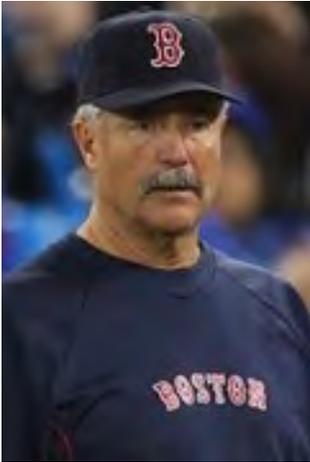


Photo source: Tom Szczerbowski-
US PRESSWIRE

~ Former Bulldog **Bob McClure** was recently hired as the Philadelphia Phillies pitching coach. McClure pitched for 19 seasons in the big leagues with several teams. In 2006, he transitioned to pitching coach with the Kansas City Royals where he spent six seasons; in 2012, he coached the Boston Red Sox pitchers.

Upcoming Events

CSM Holiday Reception

December 12, 2:15–4 pm, Center for Student Life Building 17, Room 112

For Your Entertainment Fall Dance Concert

December 13, 1:30 and 7 pm, Theatre

Sky Tonight Planetarium Show

December 13, 7:30–9:30 pm, Planetarium

Jazz Under the Stars

December 14, 7–10 pm, Rooftop Observatory

CSM Basketball Tournament

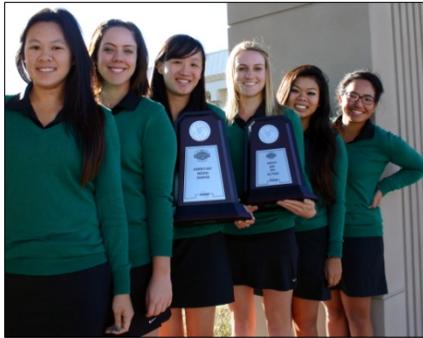
December 19, all day, Gymnasium

Cañada College Report *to the* SMCCCD Board of Trustees



December 11, 2013

Cañada Finishes Third at CCCAA Women's Golf State Championships



For most teams, a third place finish at the California Community College Athletic Association Women's Golf State Championships would be phenomenal. But for the Cañada College Colts, it's difficult to hide the disappointment. "It was disappointing to lose our first match of the season in the state championship," said Head Coach Rick Velasquez. "But the girls are in good spirits and proud of what they accomplished." The tournament, which was played at Tracy Golf and Country Club Nov. 18-19, was won by Santa Barbara Community College. The Vaqueros, led by medalist

Fanny Johansson, shot a two-day total 646. Fullerton College finished second at 650 while Cañada shot a 664. The Colts were led by Sarah Rotter, who shot an 85-78 163. Kristi and Shannon Wong and Laura Arellano all shot 167 for Cañada. "The team played well from tee to green, however, the putts that usually find the bottom of the hole wandered off in this tournament," Velasquez said.

Cañada Raises \$1,500, Collects Clothing and Food for the Philippines



Cañada College partnered with the Save the Children Foundation to raise more than \$1,500 for direct relief of the victims of Typhoon Haiyan. The effort was organized by classified staff member Jo'an Rosario Tanaka. In addition to money, faculty member Vera Quijano helped collect relief supplies such as food, clothing and other necessities. More than 25 large boxes were filled. "From the faculty member who donated cash to provide enough food to feed everyone in a Philippine village the size of the town in which she lives, to the student who gave-up his bus

money, to the anonymous donor who collected pants, shirts, and socks and dropped them off on campus, the Cañada family has given so much to those in need," said President Larry Buckley. The fall dance production will also be used as a fundraiser for Philippine relief aid.

Cañada College Student Part of NASA Program to Study Mars



Cañada College student Jessica Rose has more than just a passing interest in the National Aeronautics and Space Administration's (NASA) latest mission to Mars. The applied mathematics major wants to work with the space program someday and was recently accepted into a prestigious NASA online internship program. "This is an amazing opportunity and I am so fortunate to have been chosen," Rose said. "My dream is to one day work with the space program and it would be so exciting to work on a mission to Mars." Rose is one of 53 students nationally to be accepted into

NASA's National Community College Aerospace Scholars (NCAS) program where she will be learning about the Red Planet, past missions to Mars, and designing her own Mars mission complete with a rover. Rose isn't the first Cañada student to be chosen by NASA to study Mars. In 2012, Sagar Singh, Victor Vargas, and Omar Arriaga spent three days last May at the NASA Jet Propulsion Lab in Pasadena making plans for the future exploration of Mars. They were among 90 community college students chosen to participate in the project. Their charge was to build the next generation of rover that would replace Curiosity, which is currently exploring Mars. The NCAS is divided into two components. The first component is a series of online lessons that each student must complete. Those are currently underway. Following the lessons, a few students in the program will be chosen to visit either the NASA Marshall Space Flight Center in Huntsville, AL., or the Jet Propulsion Laboratory in Pasadena, CA. They will be chosen based on their online lesson scores, applications, geographic locations, letters of recommendation, and other information collected. "I'm honored to have been chosen for the first phase of the internship," Rose said. "I can't wait to find out what we will be doing at the on-site visits, if I am lucky enough to be selected."

Stanford Scientist Lectures on Climate Change



Dr. Katharine Mach, co-director of science with the Intergovernmental Panel on Climate Change (IPCC), discussed climate change as a challenge in managing risks at a special lecture hosted by the Cañada College Center for Innovation and Excellence in Teaching and Learning. The lecture was held Nov. 19 and drew a large crowd. Mach, who earned a bachelor's degree from Harvard University and her Ph.D. from Stanford University, is currently researching the treatment of uncertainties in climate change assessments and decision making. Her past research involved marine biomechanics and ecophysiology, ecological consequences of wave-induced breakage in seaweeds, and

the impacts of climate change for ocean ecosystems. The IPCC is the leading international body for the assessment of climate change. It was established by the United Nation's Environment Programme and the World Meteorological Organization in 1988 to provide the world with a clear scientific view on the current state of knowledge in climate changes and its potential environmental and socio-economic impacts.

Peer Mentorship Program Helps First Generation Students Succeed



Alejandro Meza remembers what it was like first setting foot on the campus at Cañada College. He graduated from Woodside High School in 2009 and then served in the military before returning home with a desire to study engineering. But Meza was the first person in his family to attend college and he didn't know

how to start or proceed through the higher education system. "My first experience in college was like being on a roller coaster," he said. "I was totally committed to college and my parents were supportive from the first day but, like many students, I didn't know how to navigate the college system." That's when he learned about Cañada's Beating the Odds Peer Mentorship Program and met Marija Stevanovic, his new peer mentor. "The program introduced me to other students, staff, and programs at the college," he said. "By meeting with my mentor every so often, I understood how to organize my school schedule, access tutoring services in subject areas where I needed academic help, and become connected with the larger college community." Patricia Guevarra, the program services coordinator overseeing the program, said students participating in Beating the Odds learn about campus resources, tutoring, important deadlines, financial aid, student organizations and clubs, how to transfer to four-year colleges, and more. "Our primary focus is to increase retention and persistence rates while providing a positive and successful transition for first generation students," she said. "We know that when students feel like they are part of the campus community they are more likely to succeed."

New Course Will Help Budding Entrepreneurs Grow a Green Business



Cañada College is offering a new course this spring to help budding entrepreneurs start and grow a sustainable business. **Business 393 – Starting/Growing a Sustainable Business** will meet every Wednesday evening and will be taught by Chris Yalonis, a 25-year veteran of seven start-ups. Yalonis has also served as a strategy consultant and marketing advisor to more than 100 organizations large and small across the technology, consumer goods, and professional services sectors. He is the author of seven books on management, technology marketing and international relations, including the Guide to Writing a Business Plan and a new 24-week online course, Sustainable Innovation in Business, part of a master's level program

sponsored by the University of Vermont. "This class is designed for students who want to start a business while they are still in school and entrepreneurs who are in the beginning stages of starting a business," Yalonis said. "It will also appeal to managers at existing businesses who want to embed sustainable practices in their current operations." Yalonis said community and business leaders who want to promote sustainability in their organizations and communities can also benefit from the concepts taught in the class.

San Jose Artist Rachel Lazo Featured in Gallery Exhibit



Heart's Delight: Recent Painting by Rachel Lazo explores the link between family and place. The Cañada College Art Department is sponsoring the exhibit which runs through Dec. 12. The rolling hills south of Gilroy, the fig tree in her back yard, and her uncle's mowed lawn in suburban Los Angeles shape the activity and interaction of family members. At the core of these paintings is the idea that the natural world shapes our relationships and is an intrinsic part of who we are. Her color usage was inspired by the paintings and murals of Les Nabis, a group of French 19th Century decorative painters associated with the Arts and Crafts Movement. Les Nabis were interested in creating paintings that would provide a respite from the chaos of modern-day life. Their paintings depicted figures in landscapes, and the images were stylized and abstracted to elicit a serene and contemplative state of mind.

Wired for Success: Cañada Alum is Web Strategist fo Wells Fargo



Courtney Caldwell arrived at Cañada College in the fall of 2007 eager to explore the field of digital media but not sure what career track to pursue. "Cañada had the most flexible digital arts program as it offered classes in animation and video game art, fields that other campuses didn't offer," she said. "I wanted the flexibility and options to take classes in different digital art and multimedia fields so I could figure out my own career path. I ended up taking nearly every class in the program as they were all so interesting and challenging." Caldwell held a bachelor's degree in Art and Art History from UC Berkeley before enrolling at Cañada. She had graduated from Aragon High School but didn't have a lot of job-specific focus. Years later, she realized that she wanted to pursue a career in digital media. "It wasn't until I got to Cañada that I found that focus," she said. Caldwell said the digital arts program at Cañada provided all of the tools necessary for her to succeed. "I had access to the latest software and hardware along with the expert instruction from people that had worked in the industry for years," she said. "They knew the basics and kept up with the changes in web design techniques, technology, and best practices." The faculty was instrumental in her success, Caldwell said. "Every professor in the department had a huge impact on how I shaped my portfolio and my career because they were my guides to a new chapter in my life. They were very enthusiastic. That's really important because it helps students keep their passion to improve their portfolios and maintain focus on their career goals." While finishing her degree at Cañada, Caldwell was hired by Hotwire.com as a production artist and copywriter. She was later hired by Blue Shield of California to work with their User Experience Team and is now a web content strategist at Wells Fargo. Caldwell remains connected to the college, serving as the web design representative on the Multimedia Art & Technology Advisory Board.

Fall Semester Dance Performance to Raise Money for Philippines



The annual Cañada College fall semester student dance performance will be held Friday, Dec. 13th at 7:30 p.m. in the Main Theater. The performance is free and open to the public but donations are requested to help raise money for the victims of Typhoon Haiyan. This year's performance is titled "***Dance Motion VII***". Dance instructor Ana Miladinova said she's excited for this year's performance because of the diversity in the dances. "We have jazz, modern, ballet, salsa, and hip-hop," she said. "I also saw some students practicing by themselves and performing dances on Latin music which were very vibrant." Many of the students are taking Miladinova's Ballet, Hip Hop, Jazz and Salsa dance classes. She said some have performed before and some are beginners. "It is exciting to watch them practice," she said. "It brings them happiness. Many students have been working for this since the beginning of the semester because they are passionate about dance. Their enthusiasm shows on the dance floor." Miladinova said the college developed a dance degree, which was recently approved by the state and some of the students intend to study dance at the college. "After completing the degree, they may transfer to a four year university or become future choreographers and dance teachers or performers," she said.

Noel Chavez Hired as College Recruiter



Noel Chavez, a former Cañada College student and a Sequoia High School graduate, has been hired as Cañada's new college recruiter. He replaces Ariackna Alvarez who moved to Southern California in the summer. Chavez is a 2004 graduate of Sequoia High School, where he received the Sequoia Awards Scholarship. He graduated from Cañada in 2008 with a degree in sociology and recently graduated from Notre Dame de Namur University in Belmont with a degree in human services with a concentration in academic counseling. "I can't tell you how happy I am to return to Cañada," Chavez said. "Cañada has meant so much to me and was instrumental in my education." While studying at Cañada, Chavez was actively involved in student government and worked as a campus ambassador where he recruited high school students from the Sequoia Union High School District. He received multiple scholarships and received the Cañada College President's Student Leadership Award at commencement. For the past five years, Chavez has been working actively in the Redwood City, Menlo Park and East Palo Alto communities. He is a fellow in the San Francisco Foundation's Koshland Program where he focuses on mentoring and advocating for youth in the North Fair Oaks community.

San Mateo County Community College District

December 11, 2013

BOARD REPORT NO. 13-12-1C

X-TREME SATURDAY AT SKYLINE COLLEGE

There is no printed board report for this agenda item.

BOARD REPORT NO. 13-12-1A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENTS

Cañada College

Lizette Bricker Program Supervisor Vice President of Student Services

Reassigned through the hiring process from a full-time Project Director position (Grade 175S of Salary Schedule 40) into this full-time, 12-month position at Grade 180S of the Classified Professional/Supervisory salary schedule (40), effective November 7, 2013.

Sun Kyung Choi Program Services Coordinator Vice President of Student Services

Reassigned through the hiring process from a full-time Retention Specialist position (Grade 24 of Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective November 7, 2013.

Jeffrey Rhoades Program Services Coordinator Vice President of Student Services

Reassigned through the hiring process from a full-time Assistant Project Director position (Grade 26 of Classified Salary Schedule 60) into this full-time, 12-month position at Grade 27 of the same salary schedule, effective November 7, 2013.

B. CHANGES IN STAFF ALLOCATION

College of San Mateo

1. Recommend a change in staff allocation to delete one full-time Program Services Coordinator position (4C0292) at Grade 27 of Classified Salary Schedule 60 and to add one full-time 12-month Program Supervisor position in the Counseling Services Division (Grade 180S of Classified Professional Salary Schedule 40), effective December 1, 2013. Also recommend the reclassification of Michael Mitchell from Program Services Coordinator into this new position, effective December 1, 2013.

2. Recommend creation of a new classification titled, “Dean of Academic Support & Learning Technologies” at Grade AD of the Management Salary Schedule (2). In addition, recommend a change in staff allocation to add one full-time, 12-month Dean of Academic Support & Learning Technologies position at College of San Mateo, effective December 12, 2013.
3. Recommend a change in staff allocation to add one full-time 12-month Financial Aid Technical Support Specialist position at Grade 34A of Classified Salary Schedule (60) in the Student Services Division at College of San Mateo, effective December 12, 2013.

Skyline College

4. Recommend creation of a new classification titled, “Dean of Academic Support & Learning Technologies” at Grade AD of the Management Salary Schedule (20). In addition, recommend a change in staff allocation to add one full-time, 12-month Dean of Academic Support & Learning Technologies position at Skyline College, effective December 12, 2013.
5. Recommend a change in staff allocation to add one full-time, 12-month Division Assistant (Grade 24 of Classified Salary Schedule 60), effective December 12, 2013. The new position will provide support to the Dean of Academic Support & Learning Technologies at Skyline College.
6. Recommend a change in staff allocation to add one full-time, 12-month Planning & Research Analyst position at Grade 195S of the Classified Professional Salary Schedule (60) in the Planning, Research & Institutional Effectiveness Division at Skyline College, effective December 12, 2013.
7. Recommend a change in staff allocation to add one full-time, 12-month Staff Assistant position at Grade 21 of the Classified Salary Schedule (6) in the Planning, Research & Institutional Effectiveness Division at Skyline College, effective December 12, 2013. The position will provide clerical support for the division.
8. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of the Classified Salary Schedule (60) in Business Division at Skyline College, effective December 12, 2013. The new position will provide administrative support to departments within the division.
9. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of the Classified Salary Schedule (60) in the Business Division at Skyline College, effective December 12, 2013. The new position will provide administrative support to the Early Childhood Education Program.
10. Recommend a change in staff allocation to add one full-time, 12-month Office Assistant II position at Grade 18 of the Classified Salary Schedule (60) in the Marketing, Communications & Public Relations Office at Skyline College, effective December 12, 2013. The new position will provide clerical support for the department.
11. Recommend a change in staff allocation to add one full-time, 12-month Promotions & Web Content Coordinator position at Grade 31 of the Classified Salary Schedule (60) in the Marketing, Communications & Public Relations Office at Skyline College, effective December 12, 2013.
12. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of the Classified Salary Schedule (60) in the Language Arts Division, effective December 12, 2013. The new position will provide administrative support to departments within the division.

District Office

13. Recommend a change in title for all Systems Programmer positions to “Systems Administrator” at the same level (Grade 200S of the Classified Professional Schedule 40). It is also recommended that the title be changed for the current incumbent, Michael McColgan, effective December 1, 2013.

14. Recommend a change in staff allocation to delete one full-time Network Infrastructure Technician position (1C0188) at Grade 35 of Classified Salary Schedule (60) and to add one full-time 12-month Systems Administrator position in ITS at Grade 200S of Classified Professional Salary Schedule (40), effective January 1, 2014.

C. LEAVE OF ABSENCE

Skyline College

Adejumoke Akin-Taylor

Project Director

Instruction

Recommend a personal leave of absence without pay and without benefits, effective November 14, 2013 through January 30, 2014.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

| <i>Location</i> | <i>Division/Department</i> | <i>No. of Pos.</i> | <i>Start and End Date</i> | | <i>Services to be performed</i> |
|-----------------|--|--------------------|---------------------------|-----------|---|
| District | Auxiliary Services/Bookstore | 1 | 1/2/2014 | 2/28/2014 | Staff Assistant: Assist in the daily operation of Campus Copy & Post to include duplicating, pricing, stocking shelves, cashiering, customer services, merchandise preparation and other duties as assigned. |
| District | Community Education | 1 | 1/2/2014 | 6/30/2014 | Office Assistant II: Assist with College for Kids, student volunteer program, Community Education student registrations, and preparation and distribution of instructor materials and marketing materials. |
| District | Facilities, Planning & Operations | 1 | 1/2/2014 | 6/30/2014 | Document Management Specialist: Provide archiving support for CIP related projects. |
| District | Human Resources | 1 | 1/2/2014 | 6/30/2014 | Human Resources Specialist: Assist with a variety of projects, including web page reorganization, recruitment and employment, and employee and retirement planning handbooks. |
| District | ITS | 1 | 12/12/2013 | 6/30/2014 | Systems Programmer (to be retitled Systems Administrator on 1/1/2014): Work with current staff and outside vendors on the migration of our new IBM Flex/Net App Servers; consult with staff about system structure and maintenance. |
| Cañada | Business & Workforce Division/Fashion Design | 3 | 1/2/2014 | 6/30/2014 | Fashion Design Program Assistant: Recruitment in the Home Economics departments at local high schools; perform clerical duties; greet new clients; repair of sewing machines. |

| | | | | | |
|--------|--|---|----------|-----------|--|
| Cañada | Business & Workforce/Medical Assisting | 2 | 1/2/2014 | 6/30/2014 | Instructional Aide II: Assist students with asepsis and sterilization procedures, laboratory procedures, specimen collection, and electrocardiograms; administer injections, venipuncture, eye and ear lavage, bandaging and dressing and other examination and clinical procedures. |
| Cañada | Business & Workforce/Upward Bound | 1 | 1/2/2014 | 6/30/2014 | Instructional Aide II: Provide academic support and tutoring to the TRiO Upward Bound students, including tutoring in math and science, assisting with workshops, providing mentorship and monitoring students' academic progress for success in high school. |
| Cañada | Counseling Services/EOPS & CalWORKS | 1 | 1/2/2014 | 6/30/2014 | Retention Specialist: Assist with intake process, outreach activities, planning and implementation of academic support activities, tracking and monitoring student progress, maintaining databases, preparing correspondence, and submitting required reports. |
| Cañada | Science & Technology Division/MESA | 1 | 1/2/2014 | 6/30/2014 | Retention Specialist: Support the retention efforts of MESA and the STEM Center, including providing workshops and individualized attention related to academics, support services, scholarships, and internships. |
| Cañada | Vice President of Student Services/A2B-University Center | 1 | 1/2/2014 | 6/30/2014 | Retention Specialist: Provide outreach and support for students in the A2B and University Center programs; develop and implement strategies to enhance student completion and success. |
| Cañada | Vice President of Student Services/Admissions & Records | 1 | 1/2/2014 | 6/30/2014 | Admissions & Records Assistant II: Provide data entry, scanning, purging, and indexing of old records into Banner, including international, veteran, and concurrent students. |
| Cañada | Vice President of Student Services/Financial Aid | 1 | 1/2/2014 | 6/30/2014 | Financial Aid Technician: Provide front office coverage; participate in campus outreach events; assist with Financial Literacy program and 100% FAFSA initiatives. |
| Cañada | Vice President of Student Services/Student Activities | 1 | 1/2/2014 | 6/30/2014 | Student Life & Leadership Assistant: Provide assistance to the Student Life & Leadership Manager until the position is permanently filled. |

| | | | | | |
|---------|---|---|----------|-----------|--|
| Cañada | Vice President of Student Services/Student Support & TRiO | 2 | 1/2/2014 | 6/30/2014 | Instructional Aide II: Design and offer instructional support services that meet the needs of developmental and lower-level college English and math students through supplemental instruction, tutoring, and group and individual academic coaching. |
| CSM | Business & Technology | 4 | 1/4/2014 | 3/29/2014 | Office Assistant I: Provide support for VITA activities in the free tax services provided to low income residents in San Mateo County. |
| CSM | Enrollment Services/Veterans Resource Opportunity Center | 1 | 1/2/2014 | 6/30/2014 | Office Assistant II: Provide clerical support for the Veterans Resource Opportunity Center; assist in promoting the Center's services; assist with certifying students for GI Bill benefits. |
| CSM | President's Office/Community Relations & Marketing | 1 | 1/2/2014 | 6/30/2014 | Staff Assistant: Provide operational support for the department; implement and coordinate office procedures and timelines; assist with the oversight of day-to-day outreach activities and event planning; and prepare correspondence and spreadsheets. |
| CSM | Vice President of Student Services/CalWORKS | 1 | 1/2/2014 | 6/30/2014 | Program Services Coordinator: Assist with the development of job skills training workshops for CalWORKS students; assist with case management; and update files for student records. |
| CSM | Vice President of Instruction/Honors Project | 1 | 1/2/2014 | 6/30/2014 | Office Assistant II: Process faculty contracts, stipend form, student rosters, and student eligibility for the Honors Project. |
| Skyline | Counseling Services/SparkPoint | 2 | 1/2/2014 | 6/30/2014 | Financial Aid Technician: Assist with the planning, implementation, coordination, and data collection of Financial Aid and SparkPoint Center financial coaching services and resources. |
| Skyline | Counseling Services/SparkPoint | 2 | 1/2/2014 | 6/30/2014 | Office Assistant II: Provide clerical assistance for SparkPoint Program, exchange information with students, staff, and the general public, data entry and retrieval, and maintenance of budgets and data files. |
| Skyline | Counseling Services/SparkPoint | 1 | 1/2/2014 | 6/30/2014 | Program Services Coordinator: Support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, financial education workshops, management of Efforts to Outcome ETO data system, and implementation of CTE program services. |

| | | | | | |
|---------|--|---|------------|-----------|--|
| Skyline | Social Science/Creative Arts/Paralegal Studies | 1 | 12/12/2013 | 6/30/2014 | Office Assistant II: Provide clerical assistance with the preparation of documents needed to apply for American Bar Association certification for the Paralegal Program and with preparation of documents for the application for the State Bar Association 2+2+3 grant to provide a pathway to law school for community college students. |
|---------|--|---|------------|-----------|--|

BOARD REPORT NO. 13-12-1CA

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

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

The addition of ten courses to the College catalogs and the addition of instructional materials fees to four courses are proposed by Cañada College and College of San Mateo at this time. The addition of three Associate Degrees for Transfer is also proposed.

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

RECOMMENDATION

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

San Mateo County Community College District

December 11, 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 CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

EARLY CHILDHOOD EDUCATION

680CH PRINCIPLES AND PRACTICES OF FAMILY CHILD CARE (3.0) (day or evening)

Justification: This course is a new course that will be offered in the spring 2014 semester specifically under contract with The Child Care Coordinating Council of SMC. They are specifically targeting family child care providers through a grant that they received from the First 5 Commission of San Mateo County.

Prerequisite: None.

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

Description: This course focuses on the principles and policies related to child care in home-based settings; it examines child care in the home as a small business. The course is designed for those already caring for children in their homes, and for those considering this as an option in the child care profession.

Classification: AA/AS Degree; CSU transferable.

MEDICAL ASSISTING

680CB ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) BEGINNING CODING (1.0) (day or evening)

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes place 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169). The 680 courses are being added effective spring 2014 since the new permanent courses will not be effective until fall of 2014.

Prerequisite: None.

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

Description: Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-10-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency.

Classification: AA/AS Degree; CSU transferable.

680CC ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) INTERMEDIATE CODING (1.0) (day or evening)

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169). The 680 courses are being added effective spring 2014 since the new permanent courses will not be effective until fall of 2014.

Prerequisite: Completion of, or concurrent enrollment in MEDA 680 CB.

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

Description: Intermediate principles and philosophy of coding logic according to ICD-10-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, Z codes, tables, neoplasms, and mental disorders.

Classification: AA/AS Degree; CSU transferable.

680CD ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) ADVANCED CODING (1.0) (day or evening)

Justification: ICD-10 diagnosis coding courses are core requirements for Medical Billing Specialist and Medical Coding Specialist and a basic skill needed for all medical assistants. The change from ICD-9 to ICD-10 takes places 10/1/14. Every biller and coder currently working and any student who took ICD-9 in the past must receive training in the new system. Because of the new repeatability regulations we need to deactivate the current numbers for ICD-9 (MEDA 161/162/163) and change to new numbers (MEDA 167/168/169). The 680 courses are being added effective spring 2014 since the new permanent courses will not be effective until fall of 2014.

Prerequisite: Completion of, or concurrent enrollment in MEDA 680 CC.

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

Description: Advanced principles and philosophy of coding logic according to ICD-10-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs.

Classification: AA/AS Degree; CSU transferable.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

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

ART

Art History – Associate in Arts Degree for Transfer – 21 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

HISTORY

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

POLITICAL SCIENCE

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

San Mateo County Community College District

December 11, 2013

PREPARED BY: Gary Dilley, Interim Vice President, Instruction
College of San Mateo

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

David Laderman, President, Academic Senate
College of San Mateo

Michael Claire, President
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

COSMETOLOGY

880MB ADVANCED COSMETOLOGY III (5.0 or 10.0) (day or evening)

Justification: This course is being created in response to the new repeatability regulations, instead of repeating the Advanced Cosmetology (2nd year courses) twice they are being broken out into Advanced Cosmetology I, II, III and IV.

Prerequisite: Minimum of 10.0 units of COSM 712 and 722.

Recommended Preparation: None.

Description: A continued study of theoretical and practical application for preparation of the State Board Licensing exam covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Continuation of study of salon business as applied to cosmetology. A materials fee as shown in the schedule of classes is payable upon registration.

Classification: AA/AS Degree; not transferable.

880MC ADVANCED COSMETOLOGY IV (5.0 or 10.0) (day or evening)

Justification: This course is being created in response to the new repeatability regulations, instead of repeating the Advanced Cosmetology (2nd year courses) twice they are being broken out into Advanced Cosmetology I, II, III and IV.

Prerequisite: Minimum of 10.0 units of COSM 712 and 722.

Recommended Preparation: None.

Description: A combination of eighty lecture hours and two hundred forty lab hours provides 320 clock hours toward the required 1600 hours needed for license eligibility. A continued study of theoretical and

practical application for preparation of the State Board Licensing exam covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, chemistry, electricity, prescribed by the California State Bureau of Barbering and Cosmetology. Study of cosmetology chemistry and electricity as applied to cosmetology. COSM 880MB and 880MC are required for licensing as a cosmetologist. A materials fee as shown in the schedule of classes is payable upon registration.

Classification: AA/AS Degree; not transferable.

880MD SALON MANAGEMENT (3.5) (day or evening)

Justification: This course was developed to teach students salon management techniques. There has been an evolution from employment-based to a self-employment based trend over the last decade.

Prerequisite: Minimum of 10.0 units of COSM 712 and 722.

Recommended Preparation: None.

Description: A continued study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of salon business as applied to cosmetology. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; not transferable.

880ME SALON TECHNIQUES (3.5) (day or evening)

Justification: This course was created to provide advanced level curriculum and industry techniques to increase students' marketability.

Prerequisite: Minimum of 10.0 units of COSM 712 and 722.

Recommended Preparation: None.

Description: A continued advanced study of theoretical and practical application covering: hair cutting, hair texture services, hair coloring, hair styling, manicuring, skin care, and health and safety provisions prescribed by the California State Bureau of Barbering and Cosmetology. Study of advanced industry techniques as applied to cosmetology. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; not transferable.

NURSING

680ME OPEN LAB FOR NURSING 221/222 (.5) (day or evening)

Justification: This course was created in response to the new repeatability regulations. It covers lab content related specifically to the skills taught in Nursing 221 and 222.

Prerequisite: Previously or concurrently enrolled in NURS 221 and/or NURS 222.

Recommended Preparation: None.

Description: Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 221 Pediatric Nursing and NURS 222 Maternity Nursing.

Classification: AA/AS Degree; not transferable.

680MG OPEN LAB FOR NURSING 241/242 (.5) (day or evening)

Justification: This course was created in response to the new repeatability regulations. It covers lab content related specifically to the skills taught in Nursing 241 and 242.

Prerequisite: Previously or concurrently enrolled in NURS 241 and/or NURS 242.

Recommended Preparation: None.

Description: Students practice skills and receive faculty feedback and evaluation, engage in study sessions with peer tutors, demonstrate competency assessment and receive faculty evaluation, complete clinical or skills laboratory make-up assignments, and learn effective skills in a group setting. Focus is on skills and concepts related to NURS 241 Advanced Medical-Surgical Nursing and NURS 242 Leadership/Management in Nursing.

Classification: AA/AS Degree; not transferable.

PROPOSED INSTRUCTIONAL MATERIALS FEE ADDITIONS – COLLEGE OF SAN MATEO

COSMETOLOGY

| | | |
|-------|--------------------------|---------------|
| 880MB | Advanced Cosmetology III | \$17.50/35.00 |
| 880MC | Advanced Cosmetology IV | \$17.50/35.00 |
| 880MD | Salon Management | \$17.50/35.00 |
| 880ME | Salon Techniques | \$17.50/35.00 |

BOARD REPORT NO. 13-12-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2014-2015

The District Academic Calendar addresses days of work for San Mateo County Community College District employees represented by AFT, CSEA, and AFSCME. Therefore it is subject to collective bargaining. The proposed calendar has been negotiated with AFT and reviewed by CSEA and AFSCME.

The proposed calendar (attached) is designed to begin the 2013-2014 academic year in late August with a completion of the Fall 2014 semester prior to the winter holidays. The following details the features of the calendar, as do the attached documents.

Fall 2014: Classes begin August 18, 2014
Eighty-eight (88) instructional days including five (5) days of final examinations
Three (3) professional growth flex days
Semester ends December 19, 2014

Spring 2015: Classes begin January 22, 2015
Eighty-seven (87) instructional days including five (5) days of final examinations
Two (2) professional growth flex days
Semester ends June 1, 2015

Tentative Summer Session: June 15 through July 25, 2015 for the six-week session
June 15 through August 1, 2015 for the seven-week session
June 15 through August 8, 2015 for the eight-week session
July 3, 2015 – Independence Day Observed (Holiday)

RECOMMENDATION

It is recommended that the Board adopt the 2014-2015 District Academic Calendar as detailed in this report.



CAÑADA COLLEGE, Redwood City / COLLEGE OF SAN MATEO, San Mateo / SKYLINE COLLEGE, San Bruno

Academic Calendar 2014–2015

FALL SEMESTER 2014 (88 Instructional Days including 5 Final Days, plus 3 Flex Days)

| | | |
|-------------------------|-----------|--|
| August | 14, 15 | Flex Days (No Classes) |
| August | 18 | Day and Evening Classes Begin |
| August | 29 | ... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund |
| August | 29 | Last Day to Add Semester Length Classes |
| August | 30, 31 | Declared Recess |
| September | 1 | Labor Day (Holiday) |
| September | 7 | Last Day to Drop Semester Length Classes Without Appearing on Record |
| September | 8 | Census Day |
| October | 3 | Last Day to Apply for Degree – Certificate |
| November | 8, 9 | Declared Recess |
| November | 10 | Veterans' Day (Holiday) |
| November | 17 | Last Day to Withdraw from Semester Length Classes |
| November | 26 | Flex Day (No Classes) |
| November | 27 | Thanksgiving Day (Holiday) |
| November | 28 – 30 | Declared Recess |
| December | 13 – 19 | Final Examinations (Day and Evening Classes) |
| December | 19 | Day and Evening Classes End |
| December 24 – January 1 | | Winter Recess (Total of Seven District Work Days) |

SPRING SEMESTER 2015 (87 Instructional Days including 5 Final Days, plus 2 Flex Days)

| | | |
|-----------------|-----------|--|
| January | 17, 18 | Declared Recess |
| January | 19 | Martin Luther King Jr. Day (Holiday) |
| January | 20, 21 | Flex Days (No Classes) |
| January | 22 | Day and Evening Classes Begin |
| February | 4 | ... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund |
| February | 4 | Last Day to Add Semester Length Classes |
| February | 13 | Lincoln's Birthday Observed (Holiday) |
| February | 14, 15 | Declared Recess |
| February | 16 | Presidents' Day (Holiday) |
| February | 16 | Last Day to Drop Semester Length Classes Without Appearing on Record |
| February | 17 | Census Day |
| March | 6 | Last Day to Apply for Degree – Certificate |
| March | 22 – 28 | Spring Recess |
| April | 30 | Last Day to Withdraw From Semester Length Classes |
| May | 23, 24 | Declared Recess |
| May | 25 | Memorial Day (Holiday) |
| May 26 – June 1 | | Final Examinations (Day and Evening Classes) |
| June | 1 | Day and Evening Classes End |

TENTATIVE SUMMER SESSION 2015

| | |
|--------------------|---|
| June 15 – July 25 | Six Week Session |
| June 15 – August 1 | Seven Week Session |
| June 15 – August 8 | Eight Week Session |
| July 3 | Independence Day Observed (Holiday) |

2014-2015 ACADEMIC CALENDAR

| FALL 2014 | | | | | | |
|----------------|----|----|----|----|----|----|
| July 2014 | | | | | | |
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| August 2014 | | | | | | |
| S | M | T | W | Th | F | S |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |
| September 2014 | | | | | | |
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| October 2014 | | | | | | |
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| November 2014 | | | | | | |
| S | M | T | W | Th | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |
| December 2014 | | | | | | |
| S | M | T | W | Th | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
| January 2015 | | | | | | |
| S | M | T | W | Th | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| SPRING 2015 | | | | | | |
|---------------|----|----|----|----|----|----|
| February 2015 | | | | | | |
| S | M | T | W | Th | F | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| March 2015 | | | | | | |
| S | M | T | W | Th | F | S |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |
| April 2015 | | | | | | |
| S | M | T | W | Th | F | S |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| May 2015 | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |
| SUMMER 2015 | | | | | | |
| June 2015 | | | | | | |
| S | M | T | W | Th | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| July 2015 | | | | | | |
| S | M | T | W | Th | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| August 2015 | | | | | | |
| S | M | T | W | Th | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| | | |
|---|---|---|
|  HOLIDAY |  FLEX DAY |  FINAL EXAMS DAY/EVENING |
|  CLASSES BEGIN |  DECLARED RECESS | |

BOARD REPORT NO. 13-12-3CA

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2014
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for spring/summer 2014. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

New Programs

Cañada College

None

College of San Mateo

Acting for Commercials
American Sign Language –Beginning II
Animal Oil Painting Comes Alive!
Beading and Jewelry Design for Beginners
Burgundy: Land of the Pinot Noir and Chardonnay
Drawing in Color for Beginners
Effective Presentation, Meeting and Telephone Conference Skills
Exciting Cell Phone Photography
How to Handle Difficult People Successfully
Instant Piano for Hopelessly Busy People
Intermediate Microsoft Word
Marketing Your Books on the Internet
Microsoft Excel for Beginners
Music Reading for Total Beginners
Peninsula Parks & Trail (Lectures)
Spring Fling: Fresh Floral Design
Staging Your Home for Sale
Street Smart Self-Defense
The ABC's of Supervision
The Edible Garden: From Design to Harvest
Ukulele II Review
Valentine's Day Card-Making Blast!
You Can Sew!

Skyline College

None

Off Campus

A Delightful Taste of Southeast Asia (Highlands Recreation Center, San Mateo)
Advanced Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)
Be My Cookie! (Kathy's Kreative Kakes, San Mateo)
Delectable Mediterranean Fare (Highlands Recreation Center, San Mateo)
Peninsula Parks & Trail (Field Trips - Mountain Vistas, Forrest Wanderings)

Emeritus

None

Continuing Programs

Cañada College

Notary Public Workshop and Exam
Passport to Retirement: Your "How to" Guide for Financial Success

College of San Mateo

Advanced Child Visitation Monitor
American Sign Language – Beginning I
An Enchanting Evening with Leonardo da Vinci
Astronomy — Enchanting Spring Skies
Become a Child Visitation Monitor
Become a Mystery Shopper
Beginning Chen Tai Chi and Qigong (2 sessions)
Beginning Microsoft Word
Chinese Brush Painting
Confident Communication Skills
Conversational Japanese
Conversational Mandarin Chinese
Country Line Dance for Beginners
Dog Obedience Classes – All Levels
Easy Pencil Sketching
Enjoying European Wines
Estate Planning 101
Exciting Animation Voiceovers
Fast, Fun French I
Fast, Fun French II
Fencing - Fitness with a Sword (2 sessions)
Financial Strategies for Successful Retirement
Fun with Guitar I
Fun with Guitar II
Getting More From Your Digital Camera
Getting Started in Digital Photography
Graceful Hawaiian Hula I (2 sessions)

Graceful Hawaiian Hula II (2 sessions)
Homebuying 101
How to be Organized at Home and Work
How to Get What You Want with Soft Power
How to Start Your Own Business
Instant Italian!
Instant Italian II!
Intermediate Tai Chi and Applications (2 sessions)
iPhones, iPads, and I'm Lost!©
Landscape Design for Homeowner
Learn to Play Guitar in a Day!
Learn to Sell and Make Money on eBay
Luxurious Creams and Lotions
Magic Flutes, Flute Choir
Motorcycle Safety Training (Ongoing)
Notary Public Workshop and Exam
Passport to Retirement: Your "How to" Guide for Financial Success - Session I
Peninsula Photography Field Trips
Peninsula Symphony
Personal Fitness Trainer Certification
Pharmacy Technician Program
QuickBooks Basics
SAT Preparation
Secrets of a Super Memory
Secrets of Home Interior Decorating I
Secrets of Home Interior Decorating II
Sewing Made Easy – Intermediate
Spanish for Beginners
Spanish - Intermediate
Sports Nutrition Consultant Certification
Start an Auto Wholesale Business: Used Vehicle Dealer Certification
Step-by-Step Make-Up Application
The Art of Sushi-Making
Ukulele - Fun and Easy I
Ukulele - Fun and Easy II
Watercolor Painting

Skyline College

Financial Strategies for Successful Retirement Session I
Speaking Without Words: The Secret Meaning of Body Language

Off Campus

Fabulous Fondant Cake Decorating (Kathy's Kreative Kakes, San Mateo)

Emeritus

Jazz from the Hill (two sessions)

Online Classes**New Classes**

Advanced CSS3 and HTML5
Certificate in Healthy Aging
Food and Customer Service Skills Training
How to Get Started in Game Development
Intermediate Dreamweaver CS6
Introduction to Final Cut Pro X
Introduction to InDesign CS6
Introduction to JavaScript
Introduction to LinkedIn Career Networking
Introduction to Statistics
Optimal Healing Environments
Photoshop Creative Cloud for the Digital Photographer
Retail Customer Service Skills Training
Systems Security Certified Practitioner Training
Using Social Media in Business
Web Design Professional

Continuing Classes

3ds max
A to Z Grant Writing
A Writer's Guide to Descriptive Settings
Accounting Fundamentals I, II
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications
Administrative Assistant Fundamentals
Administrative Dental Assistant
Administrative Medical Specialist with Medical Billing and Coding
Administrative Professional with Microsoft Office
Advanced Coding for the Physician's Office
Advanced Fiction Writing
Advanced Grant Proposal Writing
Advanced Hospital Coding and CCS Prep
Advanced Microsoft Excel 2007, 2010
Advanced PC Security
Advanced Personal Fitness Trainer
Advanced Web Pages
Ajax Programming
An Introduction to Teaching ESL/EFL
Android Application Developer
Assisting Aging Parents
AutoCAD
Become a Physical Therapy Aide
Become a Veterinary Assistant I, II, III
Become an Optical Assistant
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Conversational French

Beginning Writer's Workshop
Biofuel Production Operations
Blogging and Podcasting for Beginners
Breaking Into Sitcom Writing
Building Analyst Quick Start
Building Teams That Work
Business and Marketing Writing
Business Finance for Non-Finance Personnel
Carpentry
Certificate in Complementary and Alternative Medicine
Certificate in End of Life Care
Certificate in Gerontology
Certificate in Growth and Development Through the Lifespan
Certificate in Holistic and Integrative Health
Certificate in Integrative Mental Health
Certificate in Issues in Oxygenation
Certificate in Meditation
Certificate in Pain Assessment and Management
Certificate in Perinatal Issues
Certificate in Spirituality, Health, and Healing
Certified Alternative Dispute Resolution Specialist
Certified Bookkeeper
Certified Global Business Professional
Certified Green Supply Chain Professional
Certified Indoor Air Quality Manager
Certified Mediator
Certified National Pharmaceutical Representative
Certified Personal Trainer
Certified Protection Officer
Certified Residential Interior Designer
Certified Wedding Planner
Chartered Tax Professional
Child Development Associate Training
Cisco® CCNA® Certification Training
Clinical Dental Assistant
CompTIA™ A+ Certification Training
Computer Skills for the Workplace
Conversational Japanese
Creating a Classroom Web Site
Creating a Successful Business Plan
Creating Classroom Centers
Creating jQuery Mobile Websites With Dreamweaver
Creating K-12 Learning Materials
Creating Mobile Apps with HTML5
Creating the Inclusive Classroom: Strategies for Success
Creating Web Pages
Creating WordPress Websites
Designing Effective Websites
Differentiated Instruction in the Classroom
Digital Arts Certificate
Discover Digital Photography
Distribution and Logistics Management

Drawing for the Absolute Beginner
Easy English 1, 2, 3
Effective Business Writing
Effective Selling
Emergency Management Training for First Responders
Employment Law Fundamentals
Empowering Students With Disabilities
Enhancing Language Development in Childhood
Entrepreneurship: Start-Up and Business Owner Management
Event Management and Design
Explore a Career as a Paralegal
Explore a Career as a Pharmacy Technician
Explore a Career as an Administrative Medical Assistant
Explore a Career in a Dental Office
Explore a Career in Medical Coding
Explore a Career in Medical Transcription
Fitness Business Management
Forensic Computer Examiner
Freight Broker/Agent Training
Fundamentals of Supervision and Management
Fundamentals of Technical Writing
Genealogy Basics
Get Assertive!
Get Funny!
Get Grants!
Get Paid to Travel
GMAT Preparation
Grammar for ESL
Grammar Refresher
Grant Writing
Graphic Design with Photoshop
GRE Preparation
Growing Plants for Fun and Profit
Guided Reading and Writing
Handling Medical Emergencies
Help Desk Analyst: Tier 1 Support Specialist
Help for the Helpdesk
High Speed Project Management
HIPAA Compliance
Home Inspection Certificate
Homeschool With Success
How to Make Money From Your Writing
Human Anatomy and Physiology
Human Resources Professional
HVAC Technician
ICD-10 Medical Coding
Individual Excellence
Instant Italian!
Integrating Technology in the Classroom
Intermediate C# Programming
Intermediate CSS3 and XHTML5
Intermediate Dreamweaver CS5

Intermediate Flash CS5
Intermediate InDesign CS5
Intermediate Java Programming
Intermediate Microsoft Access 2007, 2010
Intermediate Microsoft Excel 2007, 2010
Intermediate Microsoft Word 2007, 2010
Intermediate Networking
Intermediate Oracle
Intermediate Photoshop CS4, CS5, CS6
Intermediate PHP and MySQL
Intermediate QuickBooks 2012, 2013
Intermediate SQL
Intermediate Visual Basic
Interpersonal Communication
Introduction to Adobe Acrobat
Introduction to Adobe Edge Animate
Introduction to Ajax Programming
Introduction to Algebra
Introduction to ASP.NET
Introduction to Biology
Introduction to Business Analysis
Introduction to C++ Programming
Introduction to Chemistry
Introduction to Criminal Law
Introduction to Crystal Reports
Introduction to CSS3 and XHTML5
Introduction to Database Development
Introduction to Digital Scrapbooking
Introduction to Dreamweaver CS5
Introduction to Flash CS5
Introduction to Guitar
Introduction to Illustrator
Introduction to InDesign CS4, CS5
Introduction to Interior Design
Introduction to Internet Writing Markets
Introduction to Java Programming
Introduction to Journaling
Introduction to Lightroom 4
Introduction to Linux
Introduction to Microsoft Access 2007, 2010
Introduction to Microsoft Excel 2007, 2010
Introduction to Microsoft Outlook 2007, 2010
Introduction to Microsoft PowerPoint 2007, 2010
Introduction to Microsoft Project 2007, 2010
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Word 2007, 2010
Introduction to Microsoft Word 2011 for Mac
Introduction to Natural Health and Healing
Introduction to Networking
Introduction to Nonprofit Management
Introduction to Oracle
Introduction to PC Security

Introduction to PC Troubleshooting
Introduction to Peachtree Accounting 2012
Introduction to Perl Programming
Introduction to Photoshop CS4, CS5, CS6
Introduction to PHP and MySQL
Introduction to Programming
Introduction to Python 2.5 & 3Programming
Introduction to QuickBooks
Introduction to Ruby Programming
Introduction to Screenwriting
Introduction to SQL
Introduction to Stock Options
Introduction to Visual Basic
Introduction to Windows 7 & 8
iPhone/ iPad (iOS) Application Developer
Keyboarding
Keys to Effective Communication
Keys to Successful Money Management
Leadership
Lean Mastery
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Legal Secretary
Listen to Your Heart, and Success Will Follow
Lose Weight and Keep It Off
LSAT Preparation
Luscious, Low-Fat, Lightning-Quick Meals
Mac, iPhone, and iPad Programming
Management for IT Professionals
Management Training
Managing Life as a Single Parent
Manufacturing Applications
Manufacturing Fundamentals
Marketing Design Certificate
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastering Public Speaking
Mastery of Business Fundamentals
Math Refresher
Medical Billing and Coding
Medical Math
Medical Terminology: A Word Association Approach
Medical Transcription
Merrill Ream Speed Reading
Microsoft Office 2007 Master
Microsoft Office Specialist
Microsoft Outlook
Microsoft PowerPoint
Microsoft Project
Microsoft SharePoint 2010 Certification Training
Microsoft Windows Vista
Microsoft Word

Mobile and Desktop Web Developer
Mobile Web Developer
Multimedia Arts Certificate
Music Made Easy
Mystery Writing
Navigating Divorce
Nonprofit Fundraising Essentials
Non-Profit Management
Nutrition for Optimal Health, Wellness, and Sports
Oil Refinery Operations
Optician Certification Training
Paper Mill Operations
Paralegal
Pay Per Click Marketing
Payroll Practice and Management
Performing Comprehensive Building Assessments
Performing Payroll in QuickBooks
Personal Finance
Personal Fitness Trainer
Photographing Nature with Your Digital Camera
Photographing People With Your Digital Camera
Photoshop CS5 & CS6 for the Digital Photographer
Photoshop Elements
Physical Therapy Aide
Pleasures of Poetry
PMP Certification Prep 1 and 2
Power Plant Operations
Practical Ideas for the Adult ESL/EFL Classroom
Praxis I Preparation
Prepare for the GED Test
Principles of Green Buildings
Professional Bookkeeping with QuickBooks
Professional Interpreter
Professional Sales Skills
Project Management
Protect Your Money, Credit, and Identity
Publish and Sell Your E-Books
Pulp Mill Operations
Purchasing and Supply Chain Management
Purchasing Fundamentals
QuickBooks for Contractors
Ready, Set, Read!
Real Estate Investing
Real Estate Law
Records Management Certificate
Research Methods for Writers
Response to Intervention: Reading Strategies That Work
Resume Writing Workshop
SAT/ACT Preparation
Search Engine Marketing & Optimization
Secrets of Better Photography
Secrets of the Caterer

Senior Certified Sustainability Professional
Singapore Math Strategies
Six Sigma
Skills for Making Great Decisions
Small Business Marketing on a Shoestring
Solar Power Professional
Solving Classroom Discipline Problems
Spanish for Law Enforcement
Spanish for Medical Professionals
Spanish in the Classroom
Speed Spanish I, II, III
Start a Pet Sitting Business
Start and Operate your own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Edible Garden
Start Your Own Gift Basket Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing: Oh, My!
Supply Chain Management Fundamentals
Survival Kit for New Teachers
Teaching Adult Learners
Teaching ESL/EFL Grammar/Reading
Teaching Math: Grades 4-6
Teaching Preschool: A Year of Inspiring Lessons
Teaching Science: Grades 4-6
Teaching Smarter With SMART Boards
Teaching Students With Autism: Strategies for Success
Teaching Students With Learning Disabilities
Technical Writing
The Analysis and Valuation of Stocks
The Classroom Computer
The Craft of Magazine Writing
The Creative Classroom
The Differentiated Instruction and Response to Intervention Connection
The Keys to Effective Editing
Total Quality Fundamentals
Travel Agent Training
Travel Photography for the Digital Photographer
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Human Resources Function
Using the Internet in the Classroom
Veterinary Assistant
Video Game Design and Development
Web 2.0: Blogs, Wikis, and Podcasts
Web Applications Developer
Webmaster
Where Does All My Money Go?
Wind Energy Professional

Wireless Networking
Workers' Compensation
Wow, What a Great Event!
Write and Publish Your Nonfiction Book
Writing and Selling Self-Help Books
Writing Effective Grant Proposals
Writing Essentials
Writing for Children
Writing for ESL

RECOMMENDATION

It is recommended that the Board of Trustees approve the Community Services classes to be offered for spring/summer 2014 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

San Mateo County Community College District

December 11, 2013

BOARD REPORT NO. 13-12-4CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RATIFICATION OF SEPTEMBER AND OCTOBER 2013 DISTRICT WARRANTS

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

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2013
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|----------------------------------|------------|---|--------------|---|
| <u>District Accounts Payable</u> | | | | |
| 034507 | 09/03/13 | U.S. Bank National Association ND, . | 23,779.97 | Districtwide Procurement Card Payment |
| 034614 | 09/05/13 | Computerland | 13,058.81 | Districtwide Computer Purchases |
| 034615 | 09/05/13 | Constellation NewEnergy, Inc. | 22,071.92 | Utilities |
| 034618 | 09/05/13 | SMC College Ed Housing Corp - Canada Vista | 66,822.20 | Cañada Vista Monthly Rent Payment |
| 034619 | 09/05/13 | SMC College Ed Housing Corp - College Vista | 43,115.00 | College Vista Monthly Rent Payment |
| 034621 | 09/05/13 | SMCCCD Bookstore | 22,283.12 | Skyline Printing Services |
| 034622 | 09/05/13 | VALIC Retirement Services Company | 159,923.04 | Tax Shelter Annuities |
| 034738 | 09/10/13 | Associated Std-Skyline | 100,000.00 | Skyline Interbank Transfer |
| 034739 | 09/10/13 | Automatic Door Systems, Inc. | 21,312.00 | CSM Door Repair Services |
| 036856 | 09/19/13 | Computerland | 57,298.64 | Districtwide Computer Purchases |
| 036857 | 09/19/13 | Constellation NewEnergy, Inc. | 18,663.41 | Utilities |
| 036864 | 09/19/13 | Schneider Electric Buildings Americas, Inc. | 10,961.58 | Districtwide Maintenance & Service of Building Management Systems |
| 036865 | 09/19/13 | School Project for Utility Rate Reduction (SPURR) | 29,574.79 | Utilities |
| 036868 | 09/19/13 | SM County Community College District | 21,922.42 | Replenish Flex Spending Account |
| 036870 | 09/19/13 | SMCCCD Bookstore | 31,782.93 | Cañada Special Programs Book Purchase |
| 037173 | 09/26/13 | Bayview Environmental Services | 13,500.00 | CSM Construction Project |
| 037178 | 09/26/13 | Coulter Construction Inc. | 28,816.00 | Cañada & Skyline Construction Projects |
| 037181 | 09/26/13 | Intermountain Electric Company | 15,298.00 | Districtwide Electrical Projects |
| 037182 | 09/26/13 | Netronix Integration, Inc. | 51,102.48 | CSM & Skyline Construction Projects |
| 037183 | 09/26/13 | San Mateo County Schools Insurance Group | 182,788.74 | October 2013 Dental/Vision Premium |
| 037186 | 09/26/13 | Sutro Tower Inc. | 18,617.00 | KCSM TV Broadcast Site Lease at Sutro Tower |
| 461372 | 09/05/13 | Emmett W. MacCorkle Inc. Insurance Services | 254,262.00 | Districtwide Annual Student Athletic Insurance Fees |
| 461379 | 09/05/13 | Friedland, Michael J. | 19,400.00 | Districtwide Painting Projects |
| 461498 | 09/05/13 | American Federation of Teachers | 33,682.73 | Monthly Union Dues |
| 461500 | 09/05/13 | CalPERS | 522,929.73 | Monthly PERS Classic Members Contribution |
| 461501 | 09/05/13 | CalPERS | 16,666.80 | Monthly PERS New Members Contribution |
| 461524 | 09/05/13 | Hartford Life & Accident Insurance Co. | 35,283.71 | Monthly Life Insurance Premiums |
| 461527 | 09/05/13 | Hartford Retirement Plans Service Center | 34,723.87 | Tax Shelter Annuities |
| 461538 | 09/05/13 | San Mateo County Schools Insurance Group | 19,696.29 | September 2013 Vision Premium |
| 461539 | 09/05/13 | San Mateo County Schools Insurance Group | 161,644.64 | September 2013 Dental Premium |
| 461542 | 09/05/13 | SMCCC Foundation | 10,000.00 | CSM Scholarship Fund Donation |
| 461551 | 09/05/13 | Williams, Brodersen & Pritchett, LLP | 26,250.00 | District Legal Settlement Fees |
| 461555 | 09/10/13 | Apple Computer, Inc. | 23,630.87 | Districtwide Computer Purchases |
| 461564 | 09/10/13 | California Industrial Fabrics | 10,667.88 | Districtwide Athletic Fields Project |
| 461573 | 09/10/13 | Dan's Drilling & Fencing | 32,900.00 | Skyline Construction Project |
| 461586 | 09/10/13 | Hatchuel Tabernik and Associates | 18,706.25 | Cañada CalSTEP Grant Consulting Services |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2013
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|--|------------|--|--------------|--|
| 461646 | 09/16/13 | Avid Technology | 18,769.00 | KCSM Fastbreak Priority Support Services |
| 461647 | 09/16/13 | Interstate Grading and Paving Inc. | 17,679.20 | CSM Construction Project |
| 461658 | 09/16/13 | Comm College League/Calif | 28,599.00 | Community College League Annual Membership Dues |
| 461659 | 09/16/13 | Comm College League/Calif | 15,575.00 | Colleges Athletic Association Annual Dues |
| 461669 | 09/16/13 | Ellis & Ellis Sign Systems | 14,061.11 | Cañada Signage Project |
| 461695 | 09/16/13 | Interstate Grading and Paving Inc. | 367,766.85 | CSM Construction Project |
| 461721 | 09/16/13 | Pac Gas & Elec Co | 12,099.39 | Utilities |
| 461734 | 09/16/13 | Reliable Concepts Corporation | 15,000.00 | Skyline Facilities Temporary Work Services |
| 461740 | 09/16/13 | Sedgwick Claims Management Services. Inc. | 22,724.50 | Districtwide Worker's Comp Service Fees |
| 461742 | 09/16/13 | Siemens Enterprise Communications, Inc. | 97,989.39 | Districtwide Phone Support Services |
| 461754 | 09/16/13 | Turf and Industrial Equipment Company | 15,481.10 | Facilities Club Car Purchase |
| 461772 | 09/17/13 | American Seating Company | 135,046.62 | Skyline Theater Seating Replacement |
| 461775 | 09/17/13 | City of San Bruno | 19,590.47 | Utilities |
| 461777 | 09/17/13 | John Deere Company | 19,847.08 | Facilities Equipment Purchase |
| 461878 | 09/19/13 | Apple Computer, Inc. | 25,528.66 | Cañada Lab Computer Purchase |
| 461884 | 09/19/13 | CalPERS | 18,424.32 | Monthly PERS Classic Member Contribution Final Payment |
| 461890 | 09/19/13 | City of Redwood City | 15,746.35 | Utilities |
| 461899 | 09/19/13 | Ellucian Company L.P. | 16,000.00 | ITS Mobile Application Annual Fee |
| 461972 | 09/19/13 | San Francisco State University | 14,801.30 | Cañada CIPAir Grant Services |
| 461993 | 09/19/13 | Xap Corporation | 10,140.00 | Districtwide E-transcript Services |
| 462020 | 09/23/13 | American Asphalt | 95,095.35 | Districtwide Parking Lot Repair Project |
| 462041 | 09/23/13 | Calif Water Service Co | 43,502.89 | Utilities |
| 462049 | 09/23/13 | Employment Development Department | 13,467.90 | Quarterly Unemployment Fees |
| 462055 | 09/23/13 | Hellas Construction, Inc. | 160,283.51 | CSM Athletic Fields Construction Project |
| 462072 | 09/23/13 | Pac Gas & Elec Co | 27,165.50 | Utilities |
| 462074 | 09/23/13 | Pac Gas & Elec Co | 40,611.41 | Utilities |
| 462083 | 09/23/13 | Robert A. Bothman | 11,243.62 | Cañada Construction Project |
| 462093 | 09/23/13 | Verde Design Inc. | 12,113.29 | Districtwide Athletic Fields Construction Project |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> | | | | |
| J1400581 | 09/02/13 | US Treasury - Union Bank | 1,204,902.73 | Federal Tax |
| J1400581 | 09/02/13 | EDD - Union Bank | 221,091.67 | State Tax |
| J1400427 | 09/04/13 | State Teacher Retirement -Defined Benefit | 440,939.18 | STRS Retirement - 95% Defined Benefit |
| J1400561 | 09/12/13 | State Teacher Retirement -Cash Balance | 27,655.92 | STRS Retirement - Cash Balance |
| J1400753 | 09/12/13 | State Teacher Retirement - Defined Benefit | 22,430.74 | STRS Retirement - 5% Defined Benefit Balance |
| J1400582 | 09/16/13 | US Treasury - Union Bank | 91,173.23 | Federal Tax |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 SEPTEMBER 1-30, 2013
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|----------------------------------|------------|-----------------------------|----------------------|-----------------------------------|
| <u>SMCCCD Bookstores</u> | | | | |
| 111735 | 09/10/13 | Cengage Learning | 57,308.57 | Purchase of Inventory |
| 111750 | 09/10/13 | Elsevier Publishing Co. | 14,310.50 | Purchase of inventory |
| 111784 | 09/10/13 | MBS Textbook Exchange | 111,134.52 | Purchase of inventory |
| 111786 | 09/10/13 | McGraw- Hill Companies | 135,693.97 | Purchase of inventory |
| 111789 | 09/10/13 | MPS | 43,294.21 | Purchase of inventory |
| 111796 | 09/10/13 | Nebraska Book Company, Inc. | 34,447.50 | Purchase of inventory |
| 111800 | 09/10/13 | Pearson Education, Inc. | 199,746.56 | Purchase of inventory |
| 111805 | 09/10/13 | ReadyCare/Frio | 10,711.00 | Purchase of inventory |
| 111812 | 09/10/13 | Skyline Bookstore GAP | 22,017.09 | Purchase of inventory |
| 111846 | 09/24/13 | Cengage Learning | 79,681.71 | Purchase of inventory |
| 111867 | 09/24/13 | Elsevier Publishing Co. | 11,939.90 | Purchase of inventory |
| 111886 | 09/24/13 | John Wiley & Sons Inc. | 14,014.00 | Purchase of inventory |
| 111897 | 09/24/13 | MBS Textbook Exchange | 96,029.40 | Purchase of inventory |
| 111899 | 09/24/13 | McGraw- Hill Companies | 47,497.69 | Purchase of inventory |
| 111901 | 09/24/13 | MPS | 18,350.03 | Purchase of inventory |
| 111902 | 09/24/13 | MTC Distributing | 11,771.32 | Purchase of inventory |
| 111907 | 09/24/13 | Nebraska Book Company, Inc. | 17,180.46 | Purchase of inventory |
| 111910 | 09/24/13 | Pearson Education, Inc. | 56,608.07 | Purchase of inventory |
| 111927 | 09/24/13 | SM CC College District | 218,976.22 | Salary and Benefits - August 2013 |
| 111933 | 09/24/13 | SYSCO Food Company of SF | 12,759.64 | Purchase of inventory |
| 111950 | 09/27/13 | Jostens | 20,199.25 | Purchase of inventory |
| 111952 | 09/27/13 | SMCCD | 15,186.02 | Purchase of inventory |
| EFT 33179 | 09/24/13 | Board of Equalization | 157,780.68 | Sales tax Payment |
| Subtotal | | | 6,892,321.41 | 52% |
| Warrants Issued ≤ \$10,000 | | | 6,486,963.42 | 48% |
| Total Non-Salary Warrants Issued | | | <u>13,379,284.83</u> | 100% |

| | | |
|--|--|-----------------------------|
| District Accounts Payable | Ck#461331-462174, Ck#927611-929537 DD34164-37190 | 9,622,770.72 |
| District Payroll | Ck#91993-92702, DD50058655-50060241 | 7,854,011.71 |
| SMCCCD Bookstores | Ck#111724-111952, EFT33179 | <u>1,716,363.82</u> |
| Total Warrants Including Salaries - September 2013 | | <u><u>19,193,146.25</u></u> |

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

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|----------------------------------|------------|---|--------------|---|
| <u>District Accounts Payable</u> | | | | |
| 037323 | 10/01/13 | U.S. Bank National Association ND, . | 276,406.11 | Districtwide Procurement Card Payment |
| 037359 | 10/03/13 | Advance Soil Technology Inc. | 11,067.50 | CSM Geotechnical Inspections |
| 037360 | 10/03/13 | Computerland | 68,968.50 | Districtwide Software Purchase |
| 037361 | 10/03/13 | Constellation NewEnergy, Inc. | 92,143.72 | Utilities |
| 037366 | 10/03/13 | Interline Brands Inc. | 15,917.26 | Facilities Custodial Supplies Purchases |
| 037368 | 10/03/13 | Noll & Tam | 30,291.17 | CSM Architectural Services |
| 037371 | 10/03/13 | SMC College Ed Housing Corp - Canada Vista | 69,377.80 | Cañada Vista Monthly Rent Payment |
| 037372 | 10/03/13 | SMC College Ed Housing Corp - College Vista | 47,900.00 | College Vista Monthly Rent Payment |
| 037374 | 10/03/13 | VALIC Retirement Services Company | 226,187.04 | Tax Shelter Annuities |
| 037541 | 10/10/13 | Netronix Integration, Inc. | 12,296.66 | Districtwide ACAMS Maintenance Services |
| 037545 | 10/10/13 | Swinerton Management & Consulting | 58,995.00 | Program Management Services |
| 037684 | 10/17/13 | Interline Brands Inc. | 10,596.05 | Facilities Custodial Supplies Purchases |
| 037685 | 10/17/13 | Netronix Integration, Inc. | 27,783.40 | Districtwide AED Project |
| 037687 | 10/17/13 | Schneider Electric Buildings Americas, Inc. | 10,961.62 | Districtwide Maintenance & Service of Building Management Systems |
| 037689 | 10/17/13 | SM County Community College District | 27,668.70 | Replenish Flex Spending Account |
| 037829 | 10/24/13 | Computerland | 20,210.16 | Districtwide Computer Purchases |
| 037833 | 10/24/13 | Interline Brands Inc. | 18,545.88 | Facilities Custodial Supplies Purchases |
| 037834 | 10/24/13 | Krueger International | 33,362.64 | Skyline & CSM Furniture Purchase |
| 037837 | 10/24/13 | San Mateo County Schools Insurance Group | 19,938.89 | November 2013 Vision Premium |
| 037838 | 10/24/13 | San Mateo County Schools Insurance Group | 159,381.40 | November 2013 Dental Premium |
| 037839 | 10/24/13 | Shannon - Leigh Associates | 16,373.94 | Districtwide Signage Project |
| 037840 | 10/24/13 | Siemens Industry, Inc. | 52,116.25 | Districtwide Fire Alarm Systems Service Fees |
| 037843 | 10/24/13 | SMCCCD Bookstore | 57,791.26 | Bookstore Supplies & Special Program Book Purchases |
| 037844 | 10/24/13 | SMCCCD Bookstore | 127,285.19 | CSM Computer Purchase & Loan To Own Payments |
| 037845 | 10/24/13 | Sutro Tower Inc. | 18,617.00 | KCSM TV Broadcast Site Lease at Sutro Tower |
| 037846 | 10/24/13 | Swinerton Management & Consulting | 46,554.75 | Program Management Services |
| 037927 | 10/29/13 | U.S. Bank National Association ND, . | 327,595.87 | Districtwide Procurement Card Payment |
| 462175 | 10/03/13 | AEDIS Inc. | 10,653.88 | District Office Restroom Renovation |
| 462176 | 10/03/13 | Ahlborn Fence & Steel, Inc. | 32,130.00 | Districtwide Athletic Fields Construction Project |
| 462185 | 10/03/13 | Arborwell Inc. | 14,407.50 | Cañada Tree Care Services |
| 462186 | 10/03/13 | Atlas/Pellizzari Electric Inc. | 10,545.00 | Skyline Construction Projects |
| 462202 | 10/03/13 | Eternal Construction, Inc. | 11,060.83 | CSM Fence Installation |
| 462211 | 10/03/13 | Goombah's Embroidery | 22,340.49 | Facilities Uniform Purchase |
| 462226 | 10/03/13 | Lincoln Equipment, Inc. | 12,145.82 | CSM Pool Chemicals Purchase |
| 462236 | 10/03/13 | Pac Gas & Elec Co | 26,417.68 | Utilities |
| 462244 | 10/03/13 | PlanetBids, Inc. | 15,250.00 | Districtwide Vendor Management System Purchase |

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

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|--------------|------------|---|--------------|--|
| 462251 | 10/03/13 | San Francisco State University | 49,159.90 | Cañada CalSTEP Grant Services |
| 462259 | 10/03/13 | Strata Information Group | 52,000.00 | Districtwide Professional & Management Services |
| 462279 | 10/03/13 | Xap Corporation | 21,472.00 | Districtwide CCCApply Maintenance Services |
| 462284 | 10/03/13 | American Federation of Teachers | 56,647.68 | Monthly Union Dues |
| 462287 | 10/03/13 | C S E A | 10,010.93 | Monthly Union Dues |
| 462289 | 10/03/13 | CalPERS | 533,409.03 | Monthly PERS Classic Members Contribution |
| 462290 | 10/03/13 | CalPERS | 21,119.39 | Monthly PERS New Members Contribution |
| 462305 | 10/03/13 | Employment Development Department | 10,865.76 | Quarterly Unemployment Fees |
| 462321 | 10/03/13 | Hartford Retirement Plans Service Center | 41,080.15 | Tax Shelter Annuities |
| 462322 | 10/03/13 | Infinity Solutions Forms Handling Service, LLC | 11,227.04 | District Check Sealer Purchase |
| 462327 | 10/03/13 | Public Empl Ret Sys | 1,323,567.56 | Health Insurance Monthly Premium |
| 462345 | 10/10/13 | Apple Computer, Inc. | 29,205.01 | Districtwide Computer Purchases |
| 462365 | 10/10/13 | Dan's Drilling & Fencing | 29,750.00 | Districtwide Athletic Fields Construction Project |
| 462377 | 10/10/13 | HBC Solutions Inc. Division of Gores Broadcasting | 10,186.41 | KCSM System Installation & Training |
| 462386 | 10/10/13 | Kimbia Inc. | 13,141.88 | KCSM Credit Card Processing Fees & Service |
| 462419 | 10/10/13 | Remy Moose Manley, LLP | 24,687.50 | CSM Construction Legal Services |
| 462420 | 10/10/13 | Robert A. Bothman | 31,989.00 | Cañada Construction Project |
| 462454 | 10/10/13 | Associated Std -Canada | 31,027.00 | Cañada Quarterly Student Body & Representation Fees Reimbursement |
| 462455 | 10/10/13 | Associated Std-CSM | 46,425.18 | CSM Quarterly Student Body & Representation Fees Reimbursement |
| 462456 | 10/10/13 | Associated Std-Skyline | 52,349.09 | Skyline Quarterly Student Body & Representation Fees Reimbursement |
| 462462 | 10/10/13 | Hartford Life & Accident Insurance Co. | 36,279.28 | Monthly Life Insurance Premiums |
| 462483 | 10/15/13 | City of San Bruno | 25,651.20 | Utilities |
| 462485 | 10/15/13 | Comm College League/Calif | 13,072.75 | EBSCO Discovery For Cañada Library |
| 462523 | 10/15/13 | SMCCC Foundation | 25,000.00 | Cañada Grant Endowment Matching Contribution |
| 462551 | 10/17/13 | Interstate Grading and Paving Inc. | 31,606.60 | CSM Construction Project |
| 462556 | 10/17/13 | City of Redwood City | 17,801.65 | Utilities |
| 462572 | 10/17/13 | Interstate Grading and Paving Inc. | 600,525.40 | CSM Construction Project |
| 462600 | 10/17/13 | Strata Information Group | 52,000.00 | Districtwide Professional & Management Services |
| 462651 | 10/22/13 | Board of Governors | 11,700.00 | Districtwide Reporting Subscription Annual Fee |
| 462655 | 10/22/13 | Calif Water Service Co | 37,561.43 | Utilities |
| 462659 | 10/22/13 | CSW-Stuber-Stroeh Engineering Group, Inc. | 42,249.50 | Districtwide Infrastructure Digital Mapping Services |
| 462666 | 10/22/13 | Eternal Construction, Inc. | 43,516.28 | CSM Construction Project |
| 462695 | 10/22/13 | OpenDNS Inc. | 60,000.00 | Districtwide Network Computer Protection Services |
| 462698 | 10/22/13 | Pac Gas & Elec Co | 29,115.46 | Utilities |
| 462700 | 10/22/13 | Pac Gas & Elec Co | 41,920.62 | Utilities |
| 462723 | 10/22/13 | ThyssenKrupp Elevator Corporation | 14,250.00 | Districtwide Elevators Maintenance & Repairs Services |
| 462727 | 10/22/13 | Vavrinek, Trine, Day & Co. | 20,000.00 | Districtwide Audit Services |
| 462738 | 10/24/13 | American Asphalt | 10,566.15 | Districtwide Parking Lot Repair Project |

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

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|--|------------|--|--------------|---------------------------------------|
| 462741 | 10/24/13 | Ash Enterprise International, Inc. | 33,450.00 | CSM Equipment Annual Onside Services |
| 462773 | 10/24/13 | Moodlerooms, Inc. | 91,000.00 | eCourses Power Hosting Package |
| 462781 | 10/24/13 | Remy Moose Manley, LLP | 10,585.11 | CSM Construction Legal Services |
| 462794 | 10/24/13 | County of San Mateo | 152,247.68 | CSM Annual Sewer Taxes |
| 462870 | 10/30/13 | Pac Gas & Elec Co | 25,102.68 | Utilities |
| 462874 | 10/30/13 | Public Empl Ret Sys | 1,310,955.10 | Health Insurance Monthly Premium |
| 929766 | 10/08/13 | Pac Gas & Elec Co | 13,338.85 | Utilities |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> | | | | |
| J1400813 | 10/01/13 | US Treasury - Union Bank | 1,522,716.76 | Federal Tax |
| J1400813 | 10/01/13 | EDD - Union Bank | 293,923.05 | State Tax |
| J1400813 | 10/01/13 | EDD - Union Bank | 18,479.89 | State Tax - SDI |
| J1400812 | 10/02/13 | State Teacher Retirement - Defined Benefit | 593,460.57 | STRS Retirement - 95% Defined Benefit |
| J1400954 | 10/10/13 | State Teacher Retirement - Defined Benefit | 31,234.77 | STRS Retirement - 5% Defined Benefit |
| J1400955 | 10/11/13 | State Teacher Retirement - Cash Balance | 69,326.58 | STRS Retirement - Cash Balance |
| J1401149 | 10/18/13 | US Treasury - Union Bank | 62,458.70 | Federal Tax |
| <u>SMCCCD Bookstores</u> | | | | |
| 111963 | 10/09/13 | Cengage Learning | 33,124.92 | Purchase of inventory |
| 111996 | 10/09/13 | MBS Textbook Exchange | 21,048.94 | Purchase of inventory |
| 111997 | 10/09/13 | McGraw-Hill Companies | 23,610.87 | Purchase of inventory |
| 112004 | 10/09/13 | Nebraska Book Company, Inc. | 18,163.79 | Purchase of inventory |
| 112008 | 10/09/13 | Pearson Education, Inc. | 109,379.36 | Purchase of inventory |
| 112011 | 10/09/13 | PEPSI-COLA | 10,897.09 | Purchase of inventory |
| 112048 | 10/31/13 | Crown Catering | 10,843.10 | Purchase of inventory |
| 112070 | 10/31/13 | Ingram-Micro | 10,882.91 | Purchase of inventory |
| 112077 | 10/31/13 | Lippincott Williams & Wilki | 13,171.21 | Purchase of inventory |
| 112094 | 10/31/13 | Patterson Dental Supply | 13,937.59 | Purchase of inventory |
| 112097 | 10/31/13 | Pepsi-Cola | 14,689.79 | Purchase of inventory |
| 112116 | 10/31/13 | SM CC College District | 208,415.75 | Salary and Benefits - September 2013 |
| 112118 | 10/31/13 | Starbucks Coffee Company | 16,302.95 | Purchase of inventory |
| 112122 | 10/31/13 | Sysco Food Company of SF | 14,649.99 | Purchase of inventory |
| 112132 | 10/31/13 | Xerox Corporation | 16,264.44 | Purchase of inventory |
| EFT 103113 | 10/31/13 | Board of Equalization | 47,814.00 | Sales tax payment |

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

| Check Number | Check Date | Vendor Name | Check Amount | Description |
|---------------------------|------------|---|-----------------------------|-------------|
| | | Subtotal | 10,362,898.23 | 81% |
| | | Warrants Issued ≤ \$10,000 | <u>2,471,036.51</u> | <u>19%</u> |
| | | Total Non-Salary Warrants Issued | <u><u>12,833,934.74</u></u> | 100% |
| District Accounts Payable | | Ck#462175-462906, Ck#929538-930077, DD37228-37934 | 9,441,739.56 | |
| District Payroll | | CK#92703-93476, DD50060242-50061887 | 8,845,165.54 | |
| SMCCCD Bookstores | | CK#111953-112133, EFT103113 | <u>782,803.15</u> | |
| | | Total Warrants Including Salaries - October 2013 | <u><u>19,069,708.25</u></u> | |

BOARD REPORT NO. 13-12-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations,
574-6560

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

According to the bylaws of the San Mateo County Colleges Educational Housing Corporation, the District Board of Trustees appoints members of the Housing Corporation Board. The bylaws state that a Director may serve a maximum of two consecutive four (4) year terms. The terms of two Directors – Helen Hausman and Annette Perot – will expire on December 31, 2013.

Since its inception, two sitting Board members have been appointed to the nine-person Housing Corporation Board. Trustee Karen Schwarz was very active during the entitlement and construction phase of the both developments and has indicated a desire to serve again on the Housing Corporation Board.

Annette Perot has served one term as a CSEA representative on the Housing Corporation Board and has indicated a desire to serve a second term.

RECOMMENDATION

It is recommended that the Board appoint Karen Schwarz as a Director of the San Mateo County Colleges Educational Housing Corporation for a four-year term of office beginning January 1, 2014. It is further recommended that the Board reappoint Director Annette Perot to serve a second four-term term beginning January 1, 2014.

BOARD REPORT NO. 13-12-101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Frank Vaskelis, Information Technology Services, 358-6720

**AUTHORITY TO EXECUTE AN AGREEMENT WITH ELLUCIAN
FOR ADMINISTRATIVE INFORMATION SYSTEMS MAINTENANCE SERVICES**

The District licensed the Ellucian (formerly SunGard Higher Education) Banner administrative information systems in October 1990 which included a contract for maintenance, product enhancements and technical support services. These maintenance agreements were renewed in May 1995, again in January 2002, and December 2009.

The District receives enhancements to the Banner products which provide new functionality and improved capabilities when new releases are issued by Ellucian. Product updates are also provided in response to changes in supported Federal and State of California regulations, for example regulatory changes by the Department of Education related to financial aid. The District also has access to technical support resources from Ellucian to assist with the resolution of any problems or defects that are reported. The products that are covered in this maintenance agreement are:

- Banner Finance
- Banner Financial Aid including INAS
- Banner Human Resources
- Banner Student
- Banner Employee Self-Service
- Banner Faculty and Advisor Self-Service
- Banner Students Self-Service
- Banner WebXtender (document imaging)
- Banner Workflow

It is recommended that the District enter into a five-year agreement with Ellucian to provide product updates, enhancements and technical support at an annual cost of \$364,463 plus a 4% escalation cap. The District will save \$379,400 over the term of the agreement by committing to a five year contract period instead of renewing annually with a 10% escalation cap.

This agreement will be effective February 1, 2014 and will continue until January 31, 2019.

RECOMMENDATION

It is recommended that the Board authorize the Chancellor to execute a five-year agreement with Ellucian for administrative information systems maintenance and support services in an amount not to exceed \$364,463 plus applicable taxes for the first year and to be increased by not more than four percent each subsequent year of the contract term.

BOARD REPORT NO. 13-12-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

APPROVAL OF SAN MATEO ATHLETIC CLUB FEE AND PLAN REVISIONS

The San Mateo Athletic Club is proposing a very modest increase in the monthly membership investment for all membership categories except for District faculty and staff, which will be reduced, and students which will remain the same. The proposed rates are attached. The average of the proposed increase is just under 3% for San Mateo County residents and will have a minimal overall impact on a member’s yearly investment. In many membership cases, the increase will be completely negated by referring just one new member and receiving a \$50.00 dues credit for doing so. With more than half of the 4,900 members joining the club on a referral basis, this is a benefit enjoyed by many members.

Increases in a member’s monthly investment for fitness facilities nationwide are traditionally implemented on an annual basis and are designed to address increases in operational costs including supplies, utilities, equipment maintenance and replacement and other vendor services. As a mature club with equipment in service for more than three years, our costs continue to increase in order to keep the equipment in excellent working condition for the academic and member users. The industry standard for increases in membership investment is between 3% and 10% annually and all of the comparable fitness facilities in the area have increased fees. The San Mateo Athletic Club has not increased membership monthly investment since February, 2013. We propose this plan to take effect for all memberships, new and existing, on February 1, 2014.

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

| <u>Site</u> | <u>Single Dues</u> |
|----------------|--------------------|
| Crunch | \$ 39.00-\$59.00* |
| Equinox | \$ 147.00 |
| Peninsula JCC | \$ 109.00 |
| Primetime | \$ 105.00 |
| Planet Granite | \$ 75.00 |
| Peninsula YMCA | \$ 66.00 |

*Depends on package purchased

The proposed single monthly membership investment at SMAC is less than four of the closest facilities for San Mateo County residents, equal at one, and more expensive than another. SMAC offers a family plan with one rate for a household with two adults and two children/dependents living at home between the ages of 15-22. Our family plan offers a significant savings over the clubs that do not offer such a plan. Every member in clubs that do not offer a family plan pays the single dues rate. A family of four would have a monthly membership investment at SMAC of \$126.00 under the proposed plan. That same family of four would have a monthly membership investment of more than \$160.00 per month at Crunch and more than \$500 at Equinox where no family plan exists. Clubs in our area that do offer family rates include: Peninsula JCC at \$224.00 per month, Planet Granite at \$236 per month and Prime Time at \$195.00 per month. We were unable to get information from the Peninsula YMCA on a family plan or if one exists. Even with the modest proposed increase, our rates are an exceptional value for members when compared to similar fitness clubs.

As SMAC continues to be successful, it is our intention to continue proposing reductions in the membership investment for employees of the District. It is our hope that the lower rates and the popular, deeply discounted rates of the non-prime time membership plan approved by the Board last year will further incentivize District employees to make SMAC part of their healthy lifestyle. Student membership investments remain unchanged. The student membership is rather transitory and administrative costs of this membership remain high. The rate for students, however, is still a great value based on our competitive analysis.

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed fee and plan revisions for the San Mateo Athletic Club, to be in effect on February 1, 2014.



Proposed Membership Dues

Investing in your Health also supports education in your community

**SAN MATEO
ATHLETIC CLUB**

AT
COLLEGE OF SAN MATEO
WHERE EDUCATION MEETS FITNESS



| | Existing Monthly Investment | Proposed Monthly Investment | % | Annualized |
|---------------------------|-----------------------------------|-----------------------------------|------|------------|
| Individual | \$72.00 | \$75.00 | 4% | \$36.00 |
| Couple | \$111.00 | \$117.00 | 5% | \$72.00 |
| Family | \$136.00 | \$144.00 | 6% | \$96.00 |
| Community Member** | | | | |
| Individual | \$64.00 | \$66.00 | 3% | \$24.00 |
| Couple | \$102.00 | \$105.00 | 3% | \$36.00 |
| Family | \$122.00 | \$126.00 | 3% | \$48.00 |
| Senior | | | | |
| Individual | \$52.00 | \$54.00 | 3% | \$24.00 |
| Couple | \$82.00 | \$84.00 | 2% | \$24.00 |
| Corporate | | | | |
| Individual | \$53.00 | \$55.00 | 3% | \$24.00 |
| Couple | \$84.00 | \$86.00 | 2% | \$24.00 |
| Family | \$106.00 | \$109.00 | 3% | \$36.00 |
| Faculty/Staff* | | | | |
| Individual | \$40.00 | \$35.00 | -15% | -\$60.00 |
| Couple | \$69.00 | \$60.00 | -15% | -\$108.00 |
| Family | \$89.00 | \$80.00 | -11% | -\$108.00 |
| Student | | | | |
| Individual | \$35.00 | \$35.00 | 0% | |
| Couple | \$56.00 | \$56.00 | 0% | |
| Family | \$76.00 | \$76.00 | 0% | |

***Faculty/Staff – NPT (non prime time)**

| | | |
|------------|----------|-----------------|
| Individual | \$ 20.00 | \$ 17.50 |
| Couple | \$ 35.00 | \$ 30.00 |
| Family | \$ 45.00 | \$ 40.00 |

**This membership option affords a significant reduction in monthly fees by providing club access during non prime time hours. Faculty/Staff would have access
M-F: 5:30am-8:00am and again 2:00pm - Close
Sa/Sun: 2:00pm - Close*

**** Community member defined as one who lives or works in San Mateo County**

Proposed Monthly Investment (Dues) Increase

- Annual Increase in operational expense.
- Industry standard 3-10% annually
- Last dues increase: February 2013

BOARD REPORT NO. 13-12-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**INFORMATION ON THE CALIFORNIA ENVIRONMENTAL QUALITY ACT
(CEQA) REQUIREMENTS**

The Board asked for additional information on California Environmental Quality Act (CEQA) requirements regarding the planned solar array project at Canada College. Specifically, the Board wanted information on when an Environmental Impact Report (EIR) is required for a project versus when an Initial Study/Mitigated Negative Declaration (IS/MND) is sufficient documentation.

Generally, an EIR on a construction project is only required if there is substantial evidence that the project will have unmitigable significant environmental effects. For example, if it is suspected or known that the Mission Blue Butterfly or other protected species is present on a parcel where construction is planned and that the construction will disrupt or destroy the butterfly's habitat, an EIR would be needed to determine if there are any alternatives to the planned construction that would not disrupt the habitat and/or to determine how to mitigate the habitat loss.

The parcel at Canada College that is planned to be used for the solar array is vacant land with no trees or special status plants; the solar array will not create new noise or traffic impacts; and the solar array will not create new significant, adverse visual impacts. In the earliest plans for Canada College, the land was envisioned to be a football field. Dirt from the original construction of the College and from some subsequent construction was dumped on this parcel and, as part of this project, that dirt will be spread out over the parcel and be the base for the solar installation. It is anticipated that this project will be environmentally beneficial overall, in that it will reduce the College's dependence on electricity, reducing pollution in favor of natural abundant, clean energy from the sun. Given that the District is currently unaware of any evidence indicating that the solar array project will have any significant unavoidable impacts, an Initial Study with a Mitigated Negative Declaration is the appropriate environmental review document for this project under CEQA.

Attorney Sabrina Teller will be available by phone to answer Board questions on this matter.

BOARD REPORT NO. 13-12-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Karen D. Powell, Director, Maintenance and Operations, 358-6808

CAÑADA COLLEGE SOLAR PROJECT PLAN UPDATE

The Board of Trustees has maintained a long-standing commitment to sustainability and energy efficiency. This commitment is reflected throughout the Board Goals, and Board Goal #4 articulates the commitment to energy efficient infrastructure and facilities in particular.

In alignment with these goals and priorities, staff is preparing to implement a solar photo voltaic system installation at Cañada College. This project and its location were identified in the 2011 Facility Master Plan.

The installation will be located in the southeast quadrant of the campus, in a valley between the Farm Hill Boulevard campus entrance and the Athletic Fields. This is an optimal location, as it is well oriented for solar insolation and in close proximity to Building 30, the new “power house,” which is the most feasible location for interconnection to the electrical grid.

Timing is also optimal for project implementation, as staff has secured a California Solar Initiative (CSI) incentive in the approximate amount of \$900,000. The final incentive amount will be determined based upon system performance. All CSI program funds have been fully allocated at this time, and it is widely anticipated that the program will not receive future funding at current rates due to the successful establishment of the solar industry in California. Therefore, utility representatives and industry experts have advised staff that if the amount currently reserved is not utilized, future incentive funds will not be available.

Additionally, \$537,000 in Proposition 39 energy efficient project funding has been approved for this project. The enabling legislation funding this program requires project prioritization in the following “loading order:”

1. Energy efficiency projects must be implemented first
2. Demand response and energy management projects
3. Co-generation and renewable energy production projects

The District initiated our Capital Improvement Program (CIP) in 2002 with over \$20M in energy efficiency measures and has continued to prioritize energy efficiency projects over the life of the CIP. The District has also taken a leadership role in demand response, having participated in a pilot program in collaboration with PG&E, Lawrence Berkeley Lab and Schneider Electric, allowing us to allocate our first year of Proposition 39 funding to this renewable energy project. In order to preserve this Proposition 39 funding, the project must be substantially complete by June 30, 2013.

Staff is currently analyzing four proposals from experienced, reputable solar firms. Based on the proposals received, staff is confident that the installation will offset between one-third and one-half of the campus' annual electrical consumption. The solar installation will carry a 25 year warranty, and will continually provide significant economic value over its life.

Staff plans to submit a recommendation to the Board of Trustees at the January 8, 2014 meeting to award a contract to one of the four firms whose proposals are currently under consideration. The recommendation will include a detailed analysis of the generation capacity and economic value of the proposed solution.

San Mateo County Community College District

December 11, 2013

BOARD REPORT NO. 13-12-4C

REVIEW OF/RESPONSE TO ACCJC REPORTS TO THE COLLEGES

There is no printed board report for this agenda item.

San Mateo County Community College District

December 11, 2013

BOARD REPORT NO. 13-12-5C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

FULL ABSORPTION BUDGET

During the adoption of the 2013/14 Final Budget Report, the Board requested that staff prepare a full absorption budget for 2013/14 that could be used when reporting an entire college budget. The following report is for that purpose.

Full Absorption Budget for 13/14

Many times we are asked what it costs to operate one of the colleges. Typically, we have answered with the College's budget, and, if we have been good about specifics, we have also answered that there are costs that are incurred district-wide that are not included in the Colleges' budgets. The following information allocates the Central Services, Facilities and District Office costs to the 3 colleges based on the appropriate metric for that expense.

NOTE: Please be cautioned not to use this information to compare one of the colleges to a single college district, as there are economies of scale in a multi-college district.

| Full Absorption Budget for 13/14 Fund 1 | | | | | | | |
|--|---------------------|---------------------|---------------------|------------------------|---------------------|---------------------|----------------------|
| | Skyline | Cañada | CSM | District Office | Facilities | Central Svcs | Total |
| 13/14 Site Allocations | \$29,083,454 | \$16,490,147 | \$27,813,488 | \$11,071,771 | \$10,008,178 | \$31,935,533 | \$126,402,571 |
| Central Services | \$ 9,710,197 | \$ 6,196,587 | \$ 9,933,110 | \$ 3,288,345 | \$ 2,807,294 | \$(31,935,533) | \$ - |
| Subtotal | \$38,793,651 | \$22,686,734 | \$37,746,598 | \$14,360,116 | \$ 12,815,472 | \$ (0) | \$126,402,571 |
| Facilities Allocation | \$ 4,280,776 | \$ 2,785,302 | \$ 5,552,257 | \$ 197,138 | \$(12,815,472) | | \$ - |
| Subtotal | \$43,074,427 | \$25,472,036 | \$43,298,855 | \$14,557,253 | \$ - | \$ (0) | \$126,402,571 |
| District Office | \$ 5,569,061 | \$ 3,266,400 | \$ 5,721,791 | \$(14,557,253) | | | \$ - |
| Total | \$48,643,488 | \$28,738,436 | \$49,020,646 | \$ 0 | \$ - | \$ (0) | 126,402,571 |
| % of Total funding | 38% | 23% | 39% | | | | |
| FTES Goal for 13/14 | 8,522 | 4,519 | 7,903 | | | | 20,945 |
| % of Total FTES | 41% | 22% | 38% | | | | |
| \$ per FTES | \$ 5,708 | \$ 6,359 | \$ 6,202 | | | | \$ 6,035 |
| \$ before absorption | \$ 3,413 | \$ 3,649 | \$ 3,519 | | | | |
| % of base amt/total | 60% | 57% | 57% | | | | |

| Detail of Allocations | Skyline | Cañada | CSM | District Office | Facilities | Central Svcs | Total |
|------------------------------|-------------------------|---------------|--------------|------------------------|-------------------|---------------------|--------------|
| Central Services: | | | | | | | |
| Utilities | 33% | 22% | 43% | 2% | | | |
| Square footage | 541,325 | 352,215 | 702,110 | 24,929 | | | 1,620,579 |
| | \$ 1,693,179 | \$ 1,101,673 | \$ 2,196,089 | \$ 77,974 | | \$(5,068,914) | |
| Retiree/other benefits | 31% | 15% | 28% | 13% | 14% | | |
| Number of FT employees | 211 | 103 | 196 | 87 | 94 | | 691 |
| | \$ 3,094,741 | \$ 1,509,916 | \$ 2,873,238 | \$ 1,272,141 | \$ 1,378,128 | \$(10,128,165) | |
| Insurance | Based on square footage | | | | | | |
| | \$ 384,857 | \$ 250,408 | \$ 499,167 | \$ 17,723 | | \$(1,152,156) | |
| Managed hiring | based on # of employees | | | | | | |
| | \$ 611,421 | \$ 298,311 | \$ 567,660 | \$ 251,334 | \$ 272,274 | \$(2,001,000) | |
| Salary commitments | based on # of employees | | | | | | |
| | \$ 1,675,893 | \$ 817,664 | \$ 1,555,943 | \$ 688,902 | \$ 746,297 | \$(5,484,698) | |

| Detail of Allocations | Skyline | | Cañada | CSM | District Office | Facilities | Central Svcs |
|---------------------------------|---------------------------|--------------|--------------|----------------|-----------------|----------------|--------------|
| Staff development | based on # of employees | | | | | | |
| | \$ 90,672 | \$ 44,239 | \$ 84,183 | \$ 37,272 | \$ 40,378 | \$ (296,743) | |
| Tele/Hard/Soft Maint | based on # of computers | | | | | | |
| Faculty/Staff | 780 | 885 | 280 | 120 | | | |
| Lab Computers | 929 | 1094 | 870 | 0 | | | |
| Total | 1709 | 1979 | 1150 | 120 | | | |
| Percentage | 34% | 40% | 23% | 2% | | | |
| | \$ 662,890 | \$ 767,619 | \$ 446,064 | \$ 46,546 | | \$ (1,923,119) | |
| Legal/Election | Based on % of budget | | | | | | |
| Percent of budgets | 31% | 17% | 29% | 12% | 11% | | |
| | \$ 266,614 | \$ 151,169 | \$ 254,972 | \$ 101,497 | \$ 91,747 | \$ (866,000) | |
| Formula Adjustment | per college | | | | | | |
| | \$ 338,228 | \$ 563,022 | \$ 623,860 | \$ 306,033 | \$ 29,445 | \$ (1,860,588) | |
| Apprenticeship | | | | | | | |
| Per college | \$ 3,000 | \$ 59,150 | | | | \$ (62,150) | |
| Miscellaneous & MOT | | | | | | | |
| Per college | \$ 188,850 | \$ 243,011 | \$ 164,904 | \$ 220,037 | | \$ (816,802) | |
| Per employee | \$ 80,973 | \$ 39,506 | \$ 75,177 | \$ 33,285 | \$ 36,058 | \$ (265,000) | |
| Per % of budget | \$ 618,877 | \$ 350,900 | \$ 591,853 | \$ 235,600 | \$ 212,968 | \$ (2,010,198) | |
| | | | | | | | |
| District Office: | | | | | | | |
| General Services | based on operating budget | | | | | | |
| | \$ 209,069 | \$ 123,633 | \$ 210,158 | \$ (542,860) | | | |
| EVC/Business Serv/Acctng | based on operating budget | | | | | | |
| | \$ 970,997 | \$ 574,199 | \$ 976,057 | \$ (2,521,253) | | | |
| ITS | based on # of computers | | | | | | |
| Faculty/Staff | 780 | 280 | 885 | | | | |
| Lab Computers | 929 | 870 | 1094 | | | | |
| Total | 1709 | 1150 | 1979 | | | | |
| Percentage | 35% | 24% | 41% | | | | |
| | \$ 1,557,318 | \$ 1,047,932 | \$ 1,803,354 | \$ (4,408,604) | | | |
| HR | based on # of employees | | | | | | |
| | \$ 561,372 | \$ 273,892 | \$ 521,193 | \$ (1,356,457) | | | |
| Chancellor's Office/Found/Board | based on # of employees | | | | | | |
| | \$ 635,301 | \$ 309,962 | \$ 589,830 | \$ (1,535,093) | | | |
| VC Ed Serv | based on # of employees | | | | | | |
| | \$ 279,873 | \$ 136,549 | \$ 259,841 | \$ (676,264) | | | |
| Comm & Govt Rel | based on # of employees | | | | | | |
| | \$ 10,843 | \$ 5,290 | \$ 10,067 | \$ (26,200) | | | |
| Remaining alloc | based on operating budget | | | | | | |
| | \$ 1,344,287 | \$ 794,943 | \$ 1,351,291 | \$ (3,490,522) | | | |

BOARD REPORT NO. 13-12-6C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790
Tom Bauer, Vice Chancellor, Auxiliary Services & Enterprise Operations,
358-6782

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2013-14

The following report covers the period July 1, 2013 through September 30, 2013 for Associated Student Bodies, Bookstores, Cafeterias and San Mateo Athletic Club and Aquatic Center. The District Auxiliary and Commercial Operations, including the three campus bookstores, cafeterias, vending operations and the San Mateo Athletic Club and Aquatic Center at College of San Mateo, are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

ASSOCIATED STUDENTS (Exhibits A, B, C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the first quarter of 2013-14 are listed below:

| Associated Students Income | YTD 9-30-13 | YTD 9-30-12 | \$ Change | %Change |
|-----------------------------------|--------------------|--------------------|------------------|----------------|
| Cañada College ASB | \$ 17,478 | \$ 16,217 | \$ 1,261 | 7.8% |
| College of San Mateo ASB | 28,007 | 19,459 | \$ 8,549 | 43.9% |
| Skyline College ASB | 37,135 | 26,252 | \$ 10,883 | 41.5% |

| Associated Students Expenditures | YTD 9-30-13 | YTD 9-30-12 | \$ Change | %Change |
|---|--------------------|--------------------|------------------|----------------|
| Cañada College ASB | \$ 3,163 | \$ 21,728 | \$ (18,565) | -85.4% |
| College of San Mateo ASB | 18,789 | 15,626 | \$ 3,163 | 20.2% |
| Skyline College ASB | 24,855 | 12,783 | \$ 12,072 | 94.4% |

Activity card sales are the major source of income for the Associated Students. The increase in income this quarter is largely due to recovery of the Lehman Brothers loss from prior years.

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

Both College of San Mateo and Skyline College had increases in program expenses as well as all other operating expenses. Cañada College went the opposite direction; it held less program events this year and has not incurred any conference expenditure.

Below is a comparison of the first quarter Net Income (Loss) from ASB Operations:

| Associated Students Net Income | YTD 9-30-13 | YTD 9-30-12 | \$ Change | %Change |
|---------------------------------------|--------------------|--------------------|------------------|----------------|
| Cañada College ASB | \$ 14,315 | \$ (5,511) | \$ 19,826 | 359.8% |
| College of San Mateo ASB | \$ 9,218 | \$ 3,833 | \$ 5,385 | 140.5% |
| Skyline College ASB | \$ 12,280 | \$ 13,469 | \$ (1,189) | -8.8% |

Please also refer to Exhibits A, B, and C for detail financial information of this period.

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the fiscal year beginning July 1, 2013 through September 30, 2013. It includes summer 2013 and the first half of fall 2013 semester sales.

| Bookstore Sales | YTD 9-30-13 | YTD 9-30-12 | \$ Change | %Change |
|--------------------------------|---------------------|---------------------|---------------------|----------------|
| Regular Merchandise Sales | \$ 2,495,150 | \$ 2,742,569 | \$ (247,419) | -9.0% |
| Computer Products Sales | \$ 41,340 | \$ 48,599 | \$ (7,259) | -14.9% |
| Total Merchandise Sales | \$ 2,536,489 | \$ 2,791,168 | \$ (254,679) | -9.1% |
| Textbook Rental Sales | \$ 190,582 | \$ 157,754 | \$ 32,829 | 20.8% |
| Production Service Income | \$ 107,551 | \$ 99,217 | \$ 8,334 | 8.4% |
| Total Sales | \$ 2,834,623 | \$ 3,048,139 | \$ (213,516) | -7.0% |

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

Comparative figures are shown below:

| Bookstore Recap | YTD 9-30-13 | YTD 9-30-12 | \$ Change | %Change |
|--|---------------------|---------------------|--------------------|----------------|
| Operations | | | | |
| Total Sales | \$ 2,834,623 | \$ 3,048,139 | \$ (213,516) | -7.0% |
| Cost of Goods Sold | \$ 1,687,153 | \$ 1,851,924 | \$ (164,771) | -8.9% |
| Gross Profit from Operations | \$ 1,147,470 | \$ 1,196,215 | \$ (48,744) | -4.1% |
| Total Operating Expenses | \$ 754,659 | \$ 783,938 | \$ (29,278) | -3.7% |
| Net Income/(Loss) from Operations | \$ 392,811 | \$ 412,277 | \$ (19,466) | -4.7% |
| Interest and Other Income | \$ 100,471 | \$ 42,808 | \$ 57,663 | 134.7% |
| Net Income Before Other Expenses | \$ 493,282 | \$ 455,085 | \$ 38,197 | 8.4% |
| District Support | | | | |
| In-Kind Donations Received | \$ 56,992.55 | \$ - | \$ 56,992.55 | 100.0% |
| Admin Salary & Benefits | \$ 23,855.40 | \$ 19,773.50 | \$ 4,081.90 | 20.6% |
| Other Expenses | \$ 30,833.18 | \$ 17,466.48 | \$ 13,366.70 | 76.5% |
| Net Change in Fund Balance | \$ 495,586 | \$ 417,845 | \$ 77,741 | 18.6% |

Textbook sales overall were down Districtwide with total unit sales down by 6% or \$171,902. The increase in textbook rentals continues to be significant with increases year over year. The retail value of the books we rented this fall is \$762,328, **saving** students **\$571,746** this semester alone on textbook purchases. Since the program's inception in 2001, the textbook rental program has saved students in this District **over \$5 million** dollars in textbook costs and has helped to provide access to tens of thousands of students who would not otherwise be able to afford their textbooks.

Particularly noteworthy is the \$56,992 represented as "in-kind donations" received. This represents funds paid to the Bookstores from Pepsi according to the terms of the contract. In addition to the \$30,000 in partnership funds the Bookstore received each year of the contract, Pepsi also pays \$1.50 per case of Pepsi sold by the bookstores and cafeterias. This money will be completely spent down over the course of the academic year supporting the textbook rental fund as well as supporting a variety of activities that support teaching and learning at the Colleges.

Despite the decrease in textbook sales, overall merchandise sales decreased only slightly and the net profit before other expenses over last year is up 8.4% due in large part to the continuing strength of the coffee concessions and convenience stores operating now on all three campuses.

The copy centers operating at College of San Mateo, *Campus Copy & Post*, and at Skyline College, *Skyline Graphic Arts Production*, are continuing to reach out to the Colleges to insource more printing and production work. Due to the hard work and cooperation of a large number of District and College staff, all business cards and stationery for the Colleges and District are now being produced in-house. We expect to continue making gains in this area.

Cost of goods sold decreased this year due to the continued decrease in computer sales, the increase in textbook rentals and the low cost of convenience items that have increased sales significantly. Total direct operating expenses decreased by 3.7% over this same period in 2012-13. Interest and other income increased significantly due to the increased textbook rentals, higher interest rates on our investments, and a one-time receipt of funds from the Lehman Brothers loss we experienced several years ago.

It is expected that this will continue to be a very challenging time for bookstores in California in general as the state of the budget continues to require enrollment reductions at some campuses. This reduction, coupled with the added competition from now numerous outside organizations, particularly in terms of textbook sales, will put added pressure on the bookstores' overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The addition of the coffee concessions and convenience stores, as well as the addition of the copy center at College of San Mateo and the merging of the copy center at Skyline College into the bookstore, are examples of the proactive measures we are taking to insure the financial stability of the bookstore operations in these turbulent economic times. We will continue our commitment to focus all efforts to improve service, offer more used textbooks, continue to grow the rental program, further integrate digital textbooks at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential of all the campus bookstores. In so doing, we will remain well positioned for future growth as we serve the students of the San Mateo Community College District.

CAFETERIAS (Exhibit E)

Beverage, Snack and Food Service Vendors –

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

First quarter comparisons are noted below; this includes commissions from July 2013 through September 2013:

| Cafeteria Recap | YTD 9-30-13 | YTD 9-30-12 | \$ Change | % Change |
|-----------------------------------|--------------------|--------------------|------------------|-----------------|
| Revenues | | | | |
| Food Service Income | \$ 31,430 | \$ 30,117 | \$ 1,313 | 4.4% |
| Vending Income | 11,559 | 13,686 | (2,127) | -15.5% |
| Interest Income | 5,418 | 569 | 4,849 | 851.8% |
| Event Rental | 18,317 | 11,859 | 6,458 | 54.5% |
| Total Revenues | \$ 66,725 | \$ 56,231 | \$ 10,493 | 18.7% |
| Expenditures | \$ 33,851 | \$ 33,684 | \$ 168 | 0.5% |
| Net Change in Fund Balance | \$ 32,873 | \$ 22,548 | \$ 10,325 | 45.8% |

| FOOD SERVICE INCOME | YTD 9-30-13 | YTD 9-30-12 | \$ Change | % Change |
|----------------------------------|--------------------|--------------------|------------------|-----------------|
| PACIFIC DINING | | | | |
| Skyline | \$ 9,621 | \$ 9,307 | \$ 314 | 3.4% |
| Cañada | 5,929 | 5,617 | 312 | 5.6% |
| College of San Mateo | 14,802 | 14,096 | 706 | 5.0% |
| Le Bulldog | 1,079 | 1,096 | -18 | -1.6% |
| Total Food Service Income | \$ 31,430 | \$ 30,117 | \$ 1,313 | 4.4% |

Compared to the first quarter 2012-13, food service income has increased slightly by 4.4% due to a much slower summer session than in the previous year. Event rental fees increased significantly by 54%; these fees collected represent deposits on events that have not happened yet so the resulting increased commissions from Pacific Dining on the food service portion has not been realized. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility at a superior level.

Vending income has decreased by 15.5% compared to last year. With the opening of one new and two renovated dining halls on each campus along with coffee concessions, students congregate in these large gathering spaces where food and beverage services are now open until at least 8 PM. As such, the number of vending machines on each campus has been reduced. Vending income was considerably higher when the campuses were under construction and food services were limited. Vending income is returned to each College Associated Students for use in supporting student activities on each campus.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable Cafeteria fund

not requiring support from the general fund. As part of the enterprise fund, the cafeteria and vending operations and are fully self-supporting. No general fund dollars go to support any enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

SAN MATEO ATHLETIC CLUB AND THE SAN MATEO AQUATIC CENTER (EXHIBIT F)

On April 1, 2010, the District opened a state-of-the art fitness and aquatic center on the campus of College of San Mateo in the newly constructed Health and Wellness Building. This incredible new building provides classrooms and labs for career and technical programs including nursing, dental assisting, cosmetology, health fitness, and dental hygiene (when state funding permits).

The San Mateo Athletic Club is a professionally managed enterprise program sharing the fitness facility with the College of San Mateo. The San Mateo Athletic Club shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor along with four exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool, along with a 25 meter instructional pool for Adaptive Fitness and other group exercise classes. The San Mateo Athletic Club and its members enjoy this multi-use College of San Mateo facility that provides credit classes, non-credit classes, community education and adaptive fitness.

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

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

SMAC engages the community in a way that we as a District have never done before the opening of this enterprise. The interaction between community members and students sharing the same space in pursuit of similar goals has been an invaluable asset for both groups. The engagement of members of the community in life at the College has been equally important. SMAC has attracted many of our neighboring schools to partner with us in the use of the facility.

With much excitement and resulting from significant collaboration, the College of San Mateo academic team and the SMAC team branded the club as a “teaching health club” with our new tag line “**Where Education Meets Fitness**”. This is certainly an innovative concept for a college and a health club. This partnership offers students at College of San Mateo who are pursuing a career in the still growing fitness industry (despite the current economic conditions) to work as interns in SMAC, perform field work and team teach with certified instructors to earn certificates that will qualify them to work in the community as

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

In January 2013, we introduced an additional membership plan available to faculty and staff of the District. This new plan, called the "Non-Prime Time Plan", affords faculty and staff a significant reduction in monthly membership investment by providing club access during non-prime time hours. Faculty and staff opting for this plan enjoy a 50% reduction in monthly membership investment and have access to the club at the following times:

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

For the average faculty and staff member, the plan hours coincide with the hours that many use the facility currently. This attractive new plan is being widely used by new and existing members. The hours of availability are designed to provide access during our slower period during the day. This new plan, approved by the Board of Trustees in December 2012, has been warmly received by staff.

Through September 30, 2013, key accomplishments include:

- 3,650 memberships
- 4,921 members
- Average dues per membership is \$58.45
- 21,300 member visits per month with a peak of nearly 750 visits per day (*summer usage is slower)
- 4,256 course enrolled student visits per month
- 30% of SMAC staff are College students; 50% of the staff have a Bachelor's degree or higher
- 84 group exercise classes per week
- More than 6,500 group exercise attendees per month
- 262 Master Swim program enrollees
- 175+ Bulldog Youth Swim Team members
- Successful pool rental program for local schools and community-based swim programs
- 100% of SMAC staff are AED and CPR certified
- 100% of SMAC staff meet or exceed MediFit/District employment standards and criteria
- High level of customer satisfaction as witnessed by lower than projected levels of membership attrition and high levels of membership referral. More than half of our new members are referral based.

CSM Fitness Center financial summary:

| San Mateo Athletic Club and San Mateo Aquatic Center | YTD 9-30-13 | YTD 9-30-12 | \$ Change | %Change |
|---|---------------------|--------------------|-------------------|----------------|
| Operating Revenues | | | | |
| Registration & Membership | \$ 687,917 | \$ 576,974 | \$ 110,942 | 19.2% |
| Personal Training | 91,494 | 69,305 | 22,189 | 32.0% |
| Aquatics | 188,484 | 149,253 | 39,231 | 26.3% |
| Parking | 18,168 | 16,724 | 1,444 | 8.6% |
| Group Exercise | 16,227 | 9,773 | 6,454 | 66.0% |
| Retail | 5,012 | 5,441 | (429) | -7.9% |
| Other Income | 5,650 | 2,128 | 3,522 | 165.5% |
| Total Operating Revenue | \$ 1,012,950 | \$ 829,598 | \$ 183,353 | 22.1% |
| Operating Expenses | \$ 674,204 | \$ 601,698 | \$ 72,506 | 12.1% |
| Net Operating Income/(Loss) | \$ 338,747 | \$ 227,900 | \$ 110,847 | 48.6% |
| District Support | | | | |
| District Support Income | 17,406 | 18,051 | (645) | -3.6% |
| District Support Expense | 61,079 | 43,562 | 17,517 | 40.2% |
| Net Change in Fund Balance | \$ 295,074 | \$ 202,389 | \$ 92,685 | 45.8% |

The financial performance of SMAC continues to be outstanding this year. Total operating revenue has exceeded expectations and is 22.1% or \$183,353 ahead of last year for a total of \$1,012,950. Our net operating income after expenses is up 48.6% over last year for a total of \$338,747. This unparalleled success is due to the outstanding, highly motivated staff and a simply remarkable facility. Our success in integrating fee based community members with our students has been a win-win for both populations.

SMAC was actually not projected to begin making money until its third year of operation and not break even until the end of the fourth year. Due to the first class facility, as well as the professionally managed operation, we continue to realize membership growth after a full three plus years in operation. As a “mature” club, we do not anticipate that we will be able to continue growing at the same explosive rate due to the size of our facility but we will continue to maximize our membership. In addition, we will continue to explore new partnerships and offer more continuing education programs and certification classes to add to the workforce development part of our mission.

We are very proud of the accomplishments made at SMAC in such a short period of time. We continue to exceed expectations on all levels and will always strive to be the best facility in the Bay Area which offers not only a place to work out, but also a place to teach, learn and develop habits, knowledge, skills and abilities that will benefit all those we serve for a lifetime.

| | <u>Sep 30, 13</u> | <u>Sep 30, 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|-------------------|-------------------|------------------|-----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1000 · CASH AND BANK | 332,767.46 | 394,925.52 | -62,158.06 | -15.74% |
| Total Checking/Savings | 332,767.46 | 394,925.52 | -62,158.06 | -15.74% |
| Accounts Receivable | | | | |
| 1210.5 · ALLOWANCE FOR BAD DEBTS | -12,510.17 | -10,835.02 | -1,675.15 | 15.46% |
| Total Accounts Receivable | -12,510.17 | -10,835.02 | -1,675.15 | 15.46% |
| Other Current Assets | | | | |
| 1210.1 · ACCOUNTS RECEIVABLE CANADA | 69,772.56 | 81,783.48 | -12,010.92 | -14.69% |
| 1220 · EMERGENCY LOANS RECEIVABLE | 4,830.00 | 12,290.41 | -7,460.41 | -60.7% |
| 1310.1 · COUNTY INVESMENT POOL-UNION | 98,031.63 | 0.00 | 98,031.63 | 100.0% |
| 1310.2 · MARK TO MARKET | -228.06 | 0.00 | -228.06 | -100.0% |
| Total Other Current Assets | 172,406.13 | 94,073.89 | 78,332.24 | 83.27% |
| Total Current Assets | 492,663.42 | 478,164.39 | 14,499.03 | 3.03% |
| Fixed Assets | | | | |
| 1500 · FIXED ASSETS | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Fixed Assets | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL ASSETS | <u>492,663.42</u> | <u>478,164.39</u> | <u>14,499.03</u> | <u>3.03%</u> |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Other Current Liabilities | | | | |
| 2020 · EMERGENCY LOANS PAYABLE | 6,662.94 | 8,415.00 | -1,752.06 | -20.82% |
| 2030 · OTHER LOANS PAYABLE | 6,021.01 | 8,030.23 | -2,009.22 | -25.02% |
| 2040 · OTHER FUNDS PAYABLE | 72.00 | 72.00 | 0.00 | 0.0% |
| 2050 · CLUBS | 24,124.69 | 24,601.88 | -477.19 | -1.94% |
| 2060 · TRUSTS | 180,851.10 | 177,734.54 | 3,116.56 | 1.75% |
| Total Other Current Liabilities | 217,731.74 | 218,853.65 | -1,121.91 | -0.51% |
| Total Current Liabilities | 217,731.74 | 218,853.65 | -1,121.91 | -0.51% |
| Total Liabilities | 217,731.74 | 218,853.65 | -1,121.91 | -0.51% |
| Equity | | | | |
| 3010 · Opening Bal Equity | 141,753.44 | 141,753.44 | 0.00 | 0.0% |
| 3020 · Retained Earnings | 118,863.28 | 123,068.18 | -4,204.90 | -3.42% |
| Net Income | 14,314.96 | -5,510.88 | 19,825.84 | -359.76% |
| Total Equity | 274,931.68 | 259,310.74 | 15,620.94 | 6.02% |
| TOTAL LIABILITIES & EQUITY | <u>492,663.42</u> | <u>478,164.39</u> | <u>14,499.03</u> | <u>3.03%</u> |

| | <u>Jul - Sep 13</u> | <u>Jul - Sep 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|-----------------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · INCOME | | | | |
| 4020 · ATM | 88.50 | 90.00 | -1.50 | -1.67% |
| 4050 · MISCELLANEOUS | 124.00 | 17.12 | 106.88 | 624.3% |
| 4080 · STUDENT BODY CARD | 15,352.00 | 16,012.00 | -660.00 | -4.12% |
| 4090 · VENDING-ACTION | 859.36 | 0.00 | 859.36 | 100.0% |
| 4091 · VENDING-PEPSI | 828.55 | 0.00 | 828.55 | 100.0% |
| Total 4000 · INCOME | <u>17,252.41</u> | <u>16,119.12</u> | <u>1,133.29</u> | <u>7.03%</u> |
| Total Income | 17,252.41 | 16,119.12 | 1,133.29 | 7.03% |
| Expense | | | | |
| 5000 · EXPENSES | | | | |
| 5031 · CLUB ASSISTANCE/ICC | 129.72 | 3,443.12 | -3,313.40 | -96.23% |
| 5032 · COLLEGE PROGRAM ASSISTANCE | 75.79 | 500.00 | -424.21 | -84.84% |
| 5033 · CONFERENCE | 0.00 | 4,460.00 | -4,460.00 | -100.0% |
| 5080 · HOSPITALITY | 1.50 | 400.63 | -399.13 | -99.63% |
| 5130 · MISCELLANEOUS | 0.00 | 170.34 | -170.34 | -100.0% |
| 5140 · OFFICE SUPPLIES | 196.16 | 859.46 | -663.30 | -77.18% |
| 5145 · OPERATION | 0.00 | 17.40 | -17.40 | -100.0% |
| 5150 · PROGRAMS | 0.00 | 785.45 | -785.45 | -100.0% |
| 5151 · PUBLICITY | 998.77 | 0.00 | 998.77 | 100.0% |
| 5152 · SPIRIT THURSDAY | 982.59 | 2,144.48 | -1,161.89 | -54.18% |
| 5170 · RECREATION/GAMES | 102.79 | 810.62 | -707.83 | -87.32% |
| 5171 · REPAIR & MAINTENANCE | 64.74 | 164.06 | -99.32 | -60.54% |
| 5182 · STUDENT ACTIVITY CARD | 611.22 | 7,972.46 | -7,361.24 | -92.33% |
| Total 5000 · EXPENSES | <u>3,163.28</u> | <u>21,728.02</u> | <u>-18,564.74</u> | <u>-85.44%</u> |
| Total Expense | <u>3,163.28</u> | <u>21,728.02</u> | <u>-18,564.74</u> | <u>-85.44%</u> |
| Net Ordinary Income | <u>14,089.13</u> | <u>-5,608.90</u> | <u>19,698.03</u> | <u>-351.19%</u> |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 6000 · OTHER INCOMES | | | | |
| 6010 · INTEREST | 225.83 | 98.02 | 127.81 | 130.39% |
| Total 6000 · OTHER INCOMES | <u>225.83</u> | <u>98.02</u> | <u>127.81</u> | <u>130.39%</u> |
| Total Other Income | <u>225.83</u> | <u>98.02</u> | <u>127.81</u> | <u>130.39%</u> |
| Net Other Income | <u>225.83</u> | <u>98.02</u> | <u>127.81</u> | <u>130.39%</u> |
| Net Income | <u><u>14,314.96</u></u> | <u><u>-5,510.88</u></u> | <u><u>19,825.84</u></u> | <u><u>-359.76%</u></u> |

| | <u>Sep 30, 13</u> | <u>Sep 30, 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|--------------------------|--------------------------|------------------------|---------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1000 · CASH AND BANK | 74,846.13 | 51,502.52 | 23,343.61 | 45.33% |
| Total Checking/Savings | <u>74,846.13</u> | <u>51,502.52</u> | <u>23,343.61</u> | <u>45.33%</u> |
| Accounts Receivable | | | | |
| 1210.1 · ACCOUNTS RECEIVABLE | 90,439.46 | 105,346.27 | -14,906.81 | -14.15% |
| 1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF | -1,576.37 | -1,861.51 | 285.14 | -15.32% |
| 1220 · EMERGENCY LOANS RECEIVABLE | 1,380.00 | 2,407.26 | -1,027.26 | -42.67% |
| 1230 · OTHER LOANS RECEIVABLE | 1,732.88 | 1,732.88 | 0.00 | 0.0% |
| Total Accounts Receivable | <u>91,975.97</u> | <u>107,624.90</u> | <u>-15,648.93</u> | <u>-14.54%</u> |
| Other Current Assets | | | | |
| 1310.1 · COUNTY INVESTMENT POOL | 605,612.55 | 608,488.96 | -2,876.41 | -0.47% |
| 1310.2 · INVEST. MARKET TO MARKET ADJ. | -2,159.96 | 2,805.99 | -4,965.95 | -176.98% |
| Total Other Current Assets | <u>603,452.59</u> | <u>611,294.95</u> | <u>-7,842.36</u> | <u>-1.28%</u> |
| Total Current Assets | 770,274.69 | 770,422.37 | -147.68 | -0.02% |
| Fixed Assets | | | | |
| 1500 · FIXED ASSETS | 6,023.62 | 1,061.20 | 4,962.42 | 467.62% |
| Total Fixed Assets | <u>6,023.62</u> | <u>1,061.20</u> | <u>4,962.42</u> | <u>467.62%</u> |
| TOTAL ASSETS | <u><u>776,298.31</u></u> | <u><u>771,483.57</u></u> | <u><u>4,814.74</u></u> | <u><u>0.62%</u></u> |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 2010 · ACCOUNTS PAYABLE | 5,062.47 | 5,210.22 | -147.75 | -2.84% |
| Total Accounts Payable | <u>5,062.47</u> | <u>5,210.22</u> | <u>-147.75</u> | <u>-2.84%</u> |
| Other Current Liabilities | | | | |
| 2020 · EMERGENCY LOAN FUND | 9,898.95 | 9,998.95 | -100.00 | -1.0% |
| 2030 · OTHER LOANS | 6,124.00 | 6,124.00 | 0.00 | 0.0% |
| 2040 · OTHER FUNDS PAYABLE | 3,687.06 | 3,687.06 | 0.00 | 0.0% |
| 2050 · CLUBS | 93,910.54 | 78,296.10 | 15,614.44 | 19.94% |
| 2060 · TRUSTS | 253,731.88 | 274,319.61 | -20,587.73 | -7.51% |
| Total Other Current Liabilities | <u>367,352.43</u> | <u>372,425.72</u> | <u>-5,073.29</u> | <u>-1.36%</u> |
| Total Current Liabilities | <u>372,414.90</u> | <u>377,635.94</u> | <u>-5,221.04</u> | <u>-1.38%</u> |
| Total Liabilities | 372,414.90 | 377,635.94 | -5,221.04 | -1.38% |

| | | | | |
|---------------------------------------|--------------------------|--------------------------|------------------------|---------------------|
| Equity | | | | |
| 3010 - OPENING BALANCE EQUITY | 262,285.95 | 262,285.95 | 0.00 | 0.0% |
| 3020 - RETAINED EARNINGS | 132,379.07 | 127,728.55 | 4,650.52 | 3.64% |
| Net Income | 9,218.39 | 3,833.13 | 5,385.26 | 140.49% |
| Total Equity | <u>403,883.41</u> | <u>393,847.63</u> | <u>10,035.78</u> | <u>2.55%</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>776,298.31</u></u> | <u><u>771,483.57</u></u> | <u><u>4,814.74</u></u> | <u><u>0.62%</u></u> |

| | <u>Jul - Sep 13</u> | <u>Jul - Sep 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|-----------------------------------|---------------------|---------------------|------------------|-----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · INCOME | | | | |
| 4020 · ATM | 172.00 | 209.50 | -37.50 | -17.9% |
| 4080 · STUDENT BODY CARD | 16,984.00 | 18,024.00 | -1,040.00 | -5.77% |
| 4090 · VENDING-ACTION | 836.72 | 0.00 | 836.72 | 100.0% |
| 4091 · VENDING-PEPSI | 558.69 | 0.00 | 558.69 | 100.0% |
| Total 4000 · INCOME | <u>18,551.41</u> | <u>18,233.50</u> | <u>317.91</u> | <u>1.74%</u> |
| Total Income | 18,551.41 | 18,233.50 | 317.91 | 1.74% |
| Expense | | | | |
| 5000 · EXPENSES | | | | |
| 5010 · AWARDS & SCHOLARSHIPS | 0.00 | 40.59 | -40.59 | -100.0% |
| 5020 · BAD DEBTS | -165.53 | -129.71 | -35.82 | 27.62% |
| 5021 · BANK SERVICE CHARGE | 0.00 | 31.00 | -31.00 | -100.0% |
| 5031 · CLUB ASSISTANCE/ICC | 5.46 | 0.00 | 5.46 | 100.0% |
| 5032 · COLLEGE PROGRAM ASSISTANCE | 365.24 | 0.00 | 365.24 | 100.0% |
| 5033 · CONFERENCE | 495.00 | 2,004.27 | -1,509.27 | -75.3% |
| 5040 · DEPRECIATION | 368.79 | 454.80 | -86.01 | -18.91% |
| 5080 · HOSPITALITY | 226.49 | 250.00 | -23.51 | -9.4% |
| 5130 · MISCELLANEOUS | 64.76 | 0.00 | 64.76 | 100.0% |
| 5140 · OFFICE SUPPLIES | 634.46 | 1,166.38 | -531.92 | -45.6% |
| 5145 · OPERATION | 950.91 | 885.32 | 65.59 | 7.41% |
| 5147 · PRINTING | 1,108.22 | 0.00 | 1,108.22 | 100.0% |
| 5150 · PROGRAMS | 4,860.97 | 3,207.33 | 1,653.64 | 51.56% |
| 5151 · PUBLICITY | 1,484.74 | 0.00 | 1,484.74 | 100.0% |
| 5170 · RECREATION/GAMES | 399.53 | 0.00 | 399.53 | 100.0% |
| 5181 · SMALL F.F. & EQUIP | 243.04 | 0.00 | 243.04 | 100.0% |
| 5182 · STUDENT ACTIVITY CARD | 693.53 | 974.75 | -281.22 | -28.85% |
| 5183 · STUDENT ASSISTANT-SALARY | 5,602.00 | 6,662.00 | -1,060.00 | -15.91% |
| 5184 · STUDENT ASSISTANT-BENEFITS | 56.02 | 78.86 | -22.84 | -28.96% |
| Total 5000 · EXPENSES | <u>17,393.63</u> | <u>15,625.59</u> | <u>1,768.04</u> | <u>11.32%</u> |
| Total Expense | <u>17,393.63</u> | <u>15,625.59</u> | <u>1,768.04</u> | <u>11.32%</u> |
| Net Ordinary Income | 1,157.78 | 2,607.91 | -1,450.13 | -55.61% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 6000 · OTHER INCOMES | | | | |
| 6010 · INTEREST | 9,456.02 | 1,225.22 | 8,230.80 | 671.78% |
| Total 6000 · OTHER INCOMES | <u>9,456.02</u> | <u>1,225.22</u> | <u>8,230.80</u> | <u>671.78%</u> |
| Total Other Income | 9,456.02 | 1,225.22 | 8,230.80 | 671.78% |

| | | | | |
|---------------------------------------|------------------------|------------------------|------------------------|-----------------------|
| Other Expense | | | | |
| 7000 - OTHER EXPENSES | | | | |
| 7020 - VENDING INC. EXP TO V.P. TRUST | <u>1,395.41</u> | <u>0.00</u> | <u>1,395.41</u> | <u>100.0%</u> |
| Total 7000 - OTHER EXPENSES | <u>1,395.41</u> | <u>0.00</u> | <u>1,395.41</u> | <u>100.0%</u> |
| | | | | |
| Total Other Expense | <u>1,395.41</u> | <u>0.00</u> | <u>1,395.41</u> | <u>100.0%</u> |
| Net Other Income | <u>8,060.61</u> | <u>1,225.22</u> | <u>6,835.39</u> | <u>557.89%</u> |
| Net Income | <u><u>9,218.39</u></u> | <u><u>3,833.13</u></u> | <u><u>5,385.26</u></u> | <u><u>140.49%</u></u> |

| | <u>Sep 30, 13</u> | <u>Sep 30, 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|----------------------------|----------------------------|--------------------------|---------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1000 - CASH AND BANK | 97,450.43 | 46,540.53 | 50,909.90 | 109.39% |
| Total Checking/Savings | <u>97,450.43</u> | <u>46,540.53</u> | <u>50,909.90</u> | <u>109.39%</u> |
| Accounts Receivable | | | | |
| 1210.2 - ALLOWANCE FOR BAD DEBTS | -3,977.14 | -3,977.14 | 0.00 | 0.0% |
| 1220 - EMERGENCY LOANS RECEIVABLE | -153.00 | -153.00 | 0.00 | 0.0% |
| Total Accounts Receivable | <u>-4,130.14</u> | <u>-4,130.14</u> | <u>0.00</u> | <u>0.0%</u> |
| Other Current Assets | | | | |
| 1210.1 - ACCOUNT RECEIVABLE SKYLINE | 141,053.14 | 151,005.35 | -9,952.21 | -6.59% |
| 1310 - COUNTY INVESTMENT CONTROL | 816,474.26 | 880,371.38 | -63,897.12 | -7.26% |
| 1310.2 - MARK TO MARKET | -2,977.52 | 3,196.41 | -6,173.93 | -193.15% |
| Total Other Current Assets | <u>954,549.88</u> | <u>1,034,573.14</u> | <u>-80,023.26</u> | <u>-7.74%</u> |
| Total Current Assets | <u>1,047,870.17</u> | <u>1,076,983.53</u> | <u>-29,113.36</u> | <u>-2.7%</u> |
| Fixed Assets | | | | |
| 1500 - FIXED ASSETS | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Fixed Assets | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.0%</u> |
| TOTAL ASSETS | <u>1,047,870.17</u> | <u>1,076,983.53</u> | <u>-29,113.36</u> | <u>-2.7%</u> |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 2010 - ACCOUNTS PAYABLE | 0.00 | 1,099.28 | -1,099.28 | -100.0% |
| Total Accounts Payable | <u>0.00</u> | <u>1,099.28</u> | <u>-1,099.28</u> | <u>-100.0%</u> |
| Other Current Liabilities | | | | |
| 2030 - OTHER LOANS PAYABLE | 0.00 | 3,182.66 | -3,182.66 | -100.0% |
| 2050 - CLUBS | 101,004.75 | 150,331.61 | -49,326.86 | -32.81% |
| 2060 - TRUSTS | 341,056.96 | 332,260.65 | 8,796.31 | 2.65% |
| Total Other Current Liabilities | <u>442,061.71</u> | <u>485,774.92</u> | <u>-43,713.21</u> | <u>-9.0%</u> |
| Total Current Liabilities | <u>442,061.71</u> | <u>486,874.20</u> | <u>-44,812.49</u> | <u>-9.2%</u> |
| Total Liabilities | <u>442,061.71</u> | <u>486,874.20</u> | <u>-44,812.49</u> | <u>-9.2%</u> |
| Equity | | | | |
| 3010 - Opening Bal Equity | 339,659.55 | 339,659.55 | 0.00 | 0.0% |
| 3020 - Retained Earnings | 253,869.01 | 236,980.55 | 16,888.46 | 7.13% |
| Net Income | 12,279.90 | 13,469.23 | -1,189.33 | -8.83% |
| Total Equity | <u>605,808.46</u> | <u>590,109.33</u> | <u>15,699.13</u> | <u>2.66%</u> |
| TOTAL LIABILITIES & EQUITY | <u>1,047,870.17</u> | <u>1,076,983.53</u> | <u>-29,113.36</u> | <u>-2.7%</u> |

| | <u>Jul - Sep 13</u> | <u>Jul - Sep 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|---------------------------------------|-------------------------|-------------------------|-------------------------|----------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · INCOME | | | | |
| 4010 · ASB GENERAL | -741.42 | 0.00 | -741.42 | -100.0% |
| 4065 · RETURNED CHECK FEE - UNION BAN | 40.00 | 60.00 | -20.00 | -33.33% |
| 4070 · SPACE RENTAL-VENDOR | 810.00 | 440.50 | 369.50 | 83.88% |
| 4080 · STUDENT BODY CARD | 24,960.00 | 20,848.00 | 4,112.00 | 19.72% |
| 4090 · VENDING-NORTH COUNTY | 2,066.15 | 1,853.65 | 212.50 | 11.46% |
| 4091 · VENDING-PEPSI | 1,677.81 | 1,507.20 | 170.61 | 11.32% |
| Total 4000 · INCOME | <u>28,812.54</u> | <u>24,709.35</u> | <u>4,103.19</u> | <u>16.61%</u> |
| Total Income | <u>28,812.54</u> | <u>24,709.35</u> | <u>4,103.19</u> | <u>16.61%</u> |
| Expense | | | | |
| 5000 · EXPENSES | | | | |
| 5032 · COLLEGE PROGRAM ASSISTANCE | 500.00 | 0.00 | 500.00 | 100.0% |
| 5033 · CONFERENCE/RETREAT/TRAINING | 1,174.75 | 2,544.97 | -1,370.22 | -53.84% |
| 5140 · OFFICE SUPPLIES | 1,476.50 | 734.75 | 741.75 | 100.95% |
| 5150 · PROGRAMS | 17,448.66 | 5,381.45 | 12,067.21 | 224.24% |
| 5151 · PUBLICITY | 0.00 | 97.43 | -97.43 | -100.0% |
| 5183 · STUDENT ASSISTANT-SALARY | 4,213.00 | 3,959.25 | 253.75 | 6.41% |
| 5184 · STUDENT ASSISTANT-BENEFITS | 42.13 | 65.14 | -23.01 | -35.32% |
| Total 5000 · EXPENSES | <u>24,855.04</u> | <u>12,782.99</u> | <u>12,072.05</u> | <u>94.44%</u> |
| Total Expense | <u>24,855.04</u> | <u>12,782.99</u> | <u>12,072.05</u> | <u>94.44%</u> |
| Net Ordinary Income | <u>3,957.50</u> | <u>11,926.36</u> | <u>-7,968.86</u> | <u>-66.82%</u> |
| Other Income/Expense | | | | |
| Other Income | | | | |
| 6000 · OTHER INCOMES | | | | |
| 6010 · INTEREST | 8,322.40 | 1,542.87 | 6,779.53 | 439.41% |
| Total 6000 · OTHER INCOMES | <u>8,322.40</u> | <u>1,542.87</u> | <u>6,779.53</u> | <u>439.41%</u> |
| Total Other Income | <u>8,322.40</u> | <u>1,542.87</u> | <u>6,779.53</u> | <u>439.41%</u> |
| Net Other Income | <u>8,322.40</u> | <u>1,542.87</u> | <u>6,779.53</u> | <u>439.41%</u> |
| Net Income | <u><u>12,279.90</u></u> | <u><u>13,469.23</u></u> | <u><u>-1,189.33</u></u> | <u><u>-8.83%</u></u> |

SMCCCD - Bookstores Operation
 Consolidated Balance Sheet
 As of September 30, 2013

| | 9/30/2013 | | 9/30/2012 | | Difference | |
|--|------------------------|-----------------|------------------------|-----------------|----------------------|---------------|
| Assets | | | | | | |
| Cash | \$ 42,584.66 | 0.50% | \$ 50,121.29 | 0.60% | \$ (7,536.63) | -15.04% |
| Investments | 5,354,187.62 | 62.58% | 5,346,465.95 | 63.89% | 7,721.67 | 0.14% |
| Receivables | 357,369.45 | 4.18% | 238,410.57 | 2.85% | 118,958.88 | 0.499 |
| Inventories & Prepaid Items | 2,772,529.20 | 32.40% | 2,646,419.36 | 31.63% | 126,109.84 | 4.77% |
| Fixed Assets & Accum Depreciation | 29,363.71 | 0.34% | 86,547.85 | 1.03% | (57,184.14) | -66.07% |
| Total Assets | \$ 8,556,034.64 | 100.00% | \$ 8,367,965.02 | 100.00% | \$ 188,069.62 | 2.25% |
| Liabilities | | | | | | |
| Current Liabilities | \$ 713,568.92 | 87.95% | \$ 721,903.91 | 88.38% | \$ (8,334.99) | -1.15% |
| Salaries & Benefits Payable | - | 0% | - | 0% | - | 0% |
| Other Current Liabilities | 97,763.98 | 12.05% | 94,942.29 | 11.62% | 2,821.69 | 0.0297 |
| Total Liabilities | \$ 811,332.90 | 100.00% | \$ 816,846.20 | 100.00% | \$ (5,513.30) | 0.0067 |
| Equity | | | | | | |
| Contributed Capital | \$ - | 0.00% | \$ - | 0.00% | \$ - | 0.00% |
| Retained Earnings | 7,249,115.40 | 100.00% | 7,133,273.48 | 100.00% | 115,841.92 | 1.62% |
| Prior Years Adjustment | - | 0.00% | - | 0.00% | - | 0.00% |
| Total Equity | \$ 7,249,115.40 | 100.00% | \$ 7,133,273.48 | 100.00% | \$ 115,841.92 | 1.62% |
| Year to Date Net Profit (Loss) | \$ 495,586.34 | 5.79% | \$ 417,845.34 | 4.99% | \$ 77,741.00 | 18.61% |
| Total Liabilities & Fund Equity | \$ 8,556,034.64 | 100.00-% | \$ 8,367,965.02 | 100.00-% | \$ 188,069.62 | 2.25% |

SMCCCD - Bookstores Operation
YTD Summary Income Statement
For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|--|----------------------|----------------|------------------------|----------------|-----------------------|---------------|
| Income | | | | | | |
| Gross Sales | \$ 2,644,040.82 | 100.00% | \$ 2,890,385.03 | 100.00% | \$ (246,344.21) | -8.52% |
| Cost of Sales | (1,687,152.64) | -63.81% | (1,851,924.01) | -64.07% | 164,771.37 | 8.90% |
| Gross Margin | \$ 956,888.18 | 36.19% | \$ 1,038,461.02 | 35.93% | \$ (81,572.84) | -7.86% |
| Operating Expenses | | | | | | |
| Salaries & Benefits | \$ 538,372.24 | 71.34% | \$ 564,060.89 | 71.95% | \$ (25,688.65) | -4.55% |
| Other Inventory Expenses | 121,728.15 | 16.13% | 122,017.94 | 15.56% | (289.79) | -0.24% |
| Other Service Expenses | 7,434.96 | 0.99% | 4,156.71 | 0.53% | 3,278.25 | 78.87% |
| Travel & Mileage Expenses | 585.97 | 0.08% | - | 0.00% | 585.97 | 100.00% |
| Dues & Membership | 3,645.50 | 0.48% | 2,900.00 | 0.37% | 745.50 | 25.71% |
| Insurance Expense | 1,800.00 | 0.24% | 1,800.00 | 0.23% | - | 0.00% |
| Utilities | 8,650.73 | 1.15% | 8,661.26 | 1.10% | (10.53) | -0.12% |
| Equipment Maintenance & Rental | 9,133.28 | 1.21% | 3,990.57 | 0.51% | 5,142.71 | 128.87% |
| Legal, Audit & Bad Debt Expenses | 3,146.88 | 0.42% | 572.20 | 0.07% | 2,574.68 | 449.96% |
| Other Operating Expenses | 60,161.63 | 7.97% | 75,777.96 | 9.67% | (15,616.33) | -20.61% |
| Total Operating Expenses | \$ 754,659.34 | 28.54% | \$ 783,937.53 | 27.12% | \$ (29,278.19) | -3.73% |
| Other Income | \$ 291,053.53 | 100.00% | \$ 200,561.83 | 100.00% | \$ 90,491.70 | 45.12% |
| Total Other Income | \$ 291,053.53 | 11.01% | \$ 200,561.83 | 6.94% | \$ 90,491.70 | 45.12% |
| Net Operation Profit / (Loss) | \$ 493,282.37 | 18.66% | \$ 455,085.32 | 15.74% | \$ 38,197.05 | 8.39% |
| Non Operational Income/Expenses | | | | | | |
| Non Operational Income | | | | | | |
| In-Kind Donation Received | \$ 56,992.55 | 0.00% | \$ - | 0.00% | \$ 56,992.55 | 100.00% |
| Non Operational Expense | | | | | | |
| Salaries - Dist Admin | \$ 14,569.28 | 13.05% | \$ 14,694.48 | 39.46% | (125.20) | -0.85% |
| Salaries - Dist Supervisor | 4,148.58 | 3.71% | 170.27 | 0.46% | 3,978.31 | 999.99% |

SMCCCD - Bookstores Operation
 YTD Summary Income Statement
 For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|--|----------------------|---------------|----------------------|---------------|-----------------------|-----------------|
| Salaries - Dist Student | - | 0.00% | - | 0.00% | - | 0.00% |
| Benefits - All Dist Staff | 5,137.54 | 4.60% | 4,908.75 | 13.18% | 228.79 | 4.66% |
| Rent Expense | 16,890.00 | 15.12% | 16,890.00 | 45.35% | - | 0.00% |
| Donations | 13,943.18 | 12.48% | 576.48 | 1.55% | 13,366.70 | 999.99% |
| Depreciation Expense - Rental Text | - | 0.00% | - | 0.00% | - | 0.00% |
| Total Non Operational Income/Expenses | \$ (2,303.97) | -0.09% | \$ 37,239.98 | 1.29% | \$ (39,543.95) | -106.19% |
| Year to Date Net Profit (Loss) | \$ 495,586.34 | 18.74% | \$ 417,845.34 | 14.46% | \$ 77,741.00 | 18.61% |

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|---------------------------------|--------------------------|--------------|--------------------------|--------------|------------------------|---------------|
| Gross Sales | | | | | | |
| Income - Books | \$ 1,899,067.04 | 0.00% | \$ 2,166,047.14 | 0.00% | \$ (266,980.10) | -12.33% |
| Income - Supplies | 167,342.05 | 0.00% | 182,650.04 | 0.00% | (15,307.99) | -8.38% |
| Income - Food & Beverages | 385,945.00 | 0.00% | 353,206.11 | 0.00% | 32,738.89 | 9.27% |
| Income - Electronics | 41,339.86 | 0.00% | 48,599.30 | 0.00% | (7,259.44) | -14.94% |
| Income - Gifts | 37,971.00 | 0.00% | 37,653.85 | 0.00% | 317.15 | 0.84% |
| Income - Sundries | 3,586.08 | 0.00% | 4,360.34 | 0.00% | (774.26) | -17.76% |
| Income - Production Services | 107,551.44 | 0.00% | 99,217.13 | 0.00% | 8,334.31 | 8.40% |
| Sales Over/Short Adjustment | 1,238.35 | 0.00% | (1,348.88) | 0.00% | 2,587.23 | 191.81% |
| Total Gross Sales | \$ 2,644,040.82 | 0.00% | \$ 2,890,385.03 | 0.00% | \$ (246,344.21) | -8.52% |
| Cost of Goods Sold | | | | | | |
| COGS - Books | \$ (1,289,024.57) | 0.00% | \$ (1,459,944.10) | 0.00% | \$ 170,919.53 | 11.71% |
| COGS - Supplies | (98,337.96) | 0.00% | (107,441.87) | 0.00% | 9,103.91 | 8.47% |
| COGS - Food & Beverages | (201,316.90) | 0.00% | (186,391.24) | 0.00% | (14,925.66) | -8.01% |
| COGS - Electronics | (32,925.34) | 0.00% | (39,075.60) | 0.00% | 6,150.26 | 15.74% |
| COGS - Gifts | (19,584.00) | 0.00% | (21,845.27) | 0.00% | 2,261.27 | 10.35% |
| COGS - Sundries | (2,027.11) | 0.00% | (2,324.23) | 0.00% | 297.12 | 12.78% |
| COGS - Production Services | (43,936.76) | 0.00% | (34,901.70) | 0.00% | (9,035.06) | -25.89% |
| Total Cost of Goods Sold | \$ (1,687,152.64) | 0.00% | \$ (1,851,924.01) | 0.00% | \$ 164,771.37 | 8.90% |
| Gross Profit | \$ 956,888.18 | 0.00% | \$ 1,038,461.02 | 0.00% | \$ (81,572.84) | -7.86% |
| Operating Expenses | | | | | | |
| Salaries & Benefits | | | | | | |
| Salaries - Administrative | \$ 16,131.86 | 0.00% | \$ 21,322.50 | 0.00% | \$ (5,190.64) | -24.34% |
| Salaries - Supervisor | 69,990.00 | 0.00% | 67,253.84 | 0.00% | 2,736.16 | 4.07% |
| Salaries - Classified | 190,290.57 | 0.00% | 193,504.61 | 0.00% | (3,214.04) | -1.66% |
| Salaries - Students | 137,031.78 | 0.00% | 141,182.39 | 0.00% | (4,150.61) | -2.94% |
| Salaries - Shrt Term Hourly | 18,115.81 | 0.00% | 13,532.68 | 0.00% | 4,583.13 | 33.87% |

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|---------------------------------------|----------------------|--------------|----------------------|--------------|-----------------------|---------------|
| Accrued Vacation Exp-Supervisor | - | 0.00% | 6,054.72 | 0.00% | (6,054.72) | -100.00% |
| Accrued Vacation Exp-Classified | - | 0.00% | - | 0.00% | - | 0.00% |
| Benefits - All Stores | 106,812.22 | 0.00% | 121,210.15 | 0.00% | (14,397.93) | -11.88% |
| Total Salary & Benefits | \$ 538,372.24 | 0.00% | \$ 564,060.89 | 0.00% | \$ (25,688.65) | -4.55% |
| Other Inventory Expenses | | | | | | |
| Freight In | \$ 77,661.59 | 0.00% | \$ 69,438.58 | 0.00% | \$ 8,223.01 | 11.84% |
| Service Fees Expense | 2,975.65 | 0.00% | 2,689.61 | 0.00% | 286.04 | 10.63% |
| CRV Tax Paid | 2,172.98 | 0.00% | 1,990.35 | 0.00% | 182.63 | 9.18% |
| Buyback Expense | - | 0.00% | - | 0.00% | - | 0.00% |
| Invoice Balancing Over/Short | (15.64) | 0.00% | (59.20) | 0.00% | 43.56 | 73.58% |
| Restocking Fees | 796.71 | 0.00% | 209.55 | 0.00% | 587.16 | 280.20% |
| Imprint Fees | 11,708.86 | 0.00% | 18,831.73 | 0.00% | (7,122.87) | -37.82% |
| Shrinkage Expense | 26,428.00 | 0.00% | 28,917.32 | 0.00% | (2,489.32) | -8.61% |
| Total Other Inventory Expenses | \$ 121,728.15 | 0.00% | \$ 122,017.94 | 0.00% | \$ (289.79) | -0.24% |
| Other Service Expenses | | | | | | |
| Computer System Support - Software | \$ 3,074.33 | 0.00% | \$ - | 0.00% | \$ 3,074.33 | 100.00% |
| Computer System Support - Hardware | - | 0.00% | - | 0.00% | - | 0.00% |
| Training Fees | - | 0.00% | - | 0.00% | - | 0.00% |
| Contract Personnel | - | 0.00% | - | 0.00% | - | 0.00% |
| Armored Car Service | 4,360.63 | 0.00% | 4,156.71 | 0.00% | 203.92 | 4.91% |
| Security System Service | - | 0.00% | - | 0.00% | - | 0.00% |
| Total Other Service Expenses | \$ 7,434.96 | 0.00% | \$ 4,156.71 | 0.00% | \$ 3,278.25 | 78.87% |
| Travel & Mileage Expenses | | | | | | |
| Conference Expense | \$ 485.57 | 0.00% | \$ - | 0.00% | \$ 485.57 | 100.00% |
| Conference Fees Out of State | - | 0.00% | - | 0.00% | - | 0.00% |
| Travel Expenses | - | 0.00% | - | 0.00% | - | 0.00% |

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|---|--------------------|--------------|--------------------|--------------|--------------------|----------------|
| Mileage | 100.40 | 0.00% | - | 0.00% | 100.40 | 100.00% |
| Total Travel & Mileage Expenses | \$ 585.97 | 0.00% | \$ - | 0.00% | \$ 585.97 | 100.00% |
| Dues & Membership Expenses | | | | | | |
| Dues & Membership | \$ 3,645.50 | 0.00% | \$ 2,900.00 | 0.00% | \$ 745.50 | 25.71% |
| Total Dues & Membership | \$ 3,645.50 | 0.00% | \$ 2,900.00 | 0.00% | \$ 745.50 | 25.71% |
| Insurance Expense | | | | | | |
| Insurance Expense | \$ 1,800.00 | 0.00% | \$ 1,800.00 | 0.00% | \$ - | 0.00% |
| Total Insurance Expense | \$ 1,800.00 | 0.00% | \$ 1,800.00 | 0.00% | \$ - | 0.00% |
| Utilities | | | | | | |
| Utilities - Gas | \$ 444.85 | 0.00% | 653.97 | 0.00% | \$ (209.12) | -31.98% |
| Utilities - Electric | 4,407.88 | 0.00% | 5,604.79 | 0.00% | (1,196.91) | 21.36% |
| Utilities - Water | 2,207.63 | 0.00% | 1,419.91 | 0.00% | 787.72 | 55.48% |
| Utilities - Phone | - | 0.00% | - | 0.00% | - | 0.00% |
| Utilities - Garbage | 1,590.37 | 0.00% | 982.59 | 0.00% | 607.78 | 61.85% |
| Total Utilities | \$ 8,650.73 | 0.00% | \$ 8,661.26 | 0.00% | \$ (10.53) | -0.12% |
| Equipment Maintenance & Rental | | | | | | |
| Equipment - Non Inventory | \$ 1,336.08 | 0.00% | - | 0.00% | \$ 1,336.08 | 100.00% |
| Repairs & Maint Contract Equip | 3,863.71 | 0.00% | 755.23 | 0.00% | 3,108.48 | 411.59% |
| Contract Misc Services | 3,933.49 | 0.00% | 3,235.34 | 0.00% | 698.15 | 21.58% |
| Total Equipment Maintenance & Rental | \$ 9,133.28 | 0.00% | \$ 3,990.57 | 0.00% | \$ 5,142.71 | 128.87% |
| Legal, Audit & Bad Debt Expense | | | | | | |
| Audits | \$ - | 0.00% | \$ - | 0.00% | \$ - | 0.00% |

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|--|----------------------|--------------|----------------------|--------------|-----------------------|----------------|
| Bad Debt - Customer | - | 0.00% | - | 0.00% | - | 0.00% |
| Bad Debt - Vendor | 3,146.88 | 0.00% | 572.20 | 0.00% | 2,574.68 | 449.96% |
| Total Legal, Audit & Bad Debt Expense | \$ 3,146.88 | 0.00% | \$ 572.20 | 0.00% | \$ 2,574.68 | 449.96% |
| Other Operating Expenses | | | | | | |
| Depreciation | \$ 5,115.00 | 0.00% | \$ 21,000.00 | 0.00% | \$ (15,885.00) | -75.64% |
| Fixed Asset Disposal | - | 0.00% | - | 0.00% | - | 0.00% |
| Postage | - | 0.00% | - | 0.00% | - | 0.00% |
| Store & Office Use Supplies | 12,786.56 | 0.00% | 6,740.50 | 0.00% | 6,046.06 | 89.70% |
| Advertising | 5.45 | 0.00% | 429.00 | 0.00% | (423.55) | -98.73% |
| Credit Card Commissions | 40,325.21 | 0.00% | 44,872.44 | 0.00% | (4,547.23) | 10.13% |
| Bank Charges - Returned Checks | - | 0.00% | - | 0.00% | - | 0.00% |
| Bank Charges - Other | 1,750.04 | 0.00% | 2,514.77 | 0.00% | (764.73) | -30.41% |
| Miscellaneous Expenses | 179.37 | 0.00% | 221.25 | 0.00% | (41.88) | -18.93% |
| Other Operating Expenses | - | 0.00% | - | 0.00% | - | 0.00% |
| Total Other Operating Expenses | \$ 60,161.63 | 0.00% | \$ 75,777.96 | 0.00% | \$ (15,616.33) | -20.61% |
| Total Operating Expenses | \$ 754,659.34 | 0.00% | \$ 783,937.53 | 0.00% | \$ (29,278.19) | -3.73% |
| Other Income | | | | | | |
| Interest Income | \$ 64,880.01 | 0.00% | \$ 9,307.78 | 0.00% | \$ 55,572.23 | 597.05% |
| Commission Income | 2,931.11 | 0.00% | 1,790.41 | 0.00% | 1,140.70 | 63.71% |
| Miscellaneous Income | 11,638.97 | 0.00% | 4,866.84 | 0.00% | 6,772.13 | 139.15% |
| Catalog Income | 134.00 | 0.00% | 223.00 | 0.00% | (89.00) | -39.91% |
| Shipping & Postage Income | 6,646.78 | 0.00% | 6,616.26 | 0.00% | 30.52 | 0.46% |
| Stamp Income | 262.41 | 0.00% | 135.92 | 0.00% | 126.49 | 93.06% |
| Ticket Sales Income | (1,116.00) | 0.00% | - | 0.00% | (1,116.00) | 100.00% |
| LTO Interest Income | 692.84 | 0.00% | 1,189.90 | 0.00% | (497.06) | -41.77% |
| Calif Recycle Fee Collected | - | 0.00% | - | 0.00% | - | 0.00% |
| NG Check Fee Collected | 20.00 | 0.00% | 80.00 | 0.00% | (60.00) | -75.00% |

SMCCCD - Bookstores Operation
 YTD Detail Income Statement
 For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|--|----------------------|--------------|----------------------|--------------|---------------------|---------------|
| NG Check Collection | - | 0.00% | - | 0.00% | - | 0.00% |
| Late Rental Return Fee | 8,005.12 | 0.00% | 15,899.13 | 0.00% | (7,894.01) | -49.65% |
| Photocopy Fee | 52.09 | 0.00% | 57.29 | 0.00% | (5.20) | -9.08% |
| Textbook Re-wrap Fee | 80.25 | 0.00% | 80.00 | 0.00% | 0.25 | 0.31% |
| Return Restocking Fee | 5,667.66 | 0.00% | 1,609.18 | 0.00% | 4,058.48 | 252.21% |
| VA Handling Fee | 18.98 | 0.00% | 24.85 | 0.00% | (5.87) | -23.62% |
| Textbook Rental Fee | 150,095.18 | 0.00% | 116,918.17 | 0.00% | 33,177.01 | 28.38% |
| First Five Rental Fee | 40,486.93 | 0.00% | 40,835.37 | 0.00% | (348.44) | -0.85% |
| Supplies Rental Fee (Funded) | (20.00) | 0.00% | - | 0.00% | (20.00) | 100.00% |
| Supplies Rental Fee (Store) | - | 0.00% | - | 0.00% | - | 0.00% |
| Computer Rental Fee | - | 0.00% | - | 0.00% | - | 0.00% |
| Grad Announcement Fee | - | 0.00% | - | 0.00% | - | 0.00% |
| Notary Fee | - | 0.00% | - | 0.00% | - | 0.00% |
| Grad Rental Income | - | 0.00% | - | 0.00% | - | 0.00% |
| Closeout Books | 30.16 | 0.00% | 226.46 | 0.00% | (196.30) | -86.68% |
| Fax Fee Income | 8.00 | 0.00% | 84.60 | 0.00% | (76.60) | -90.54% |
| Consignment Sales | - | 0.00% | - | 0.00% | - | 0.00% |
| Vendor Discounts | 539.04 | 0.00% | 616.67 | 0.00% | (77.63) | -12.59% |
| Total Other Income | \$ 291,053.53 | 0.00% | \$ 200,561.83 | 0.00% | \$ 90,491.70 | 45.12% |
| Net Operation Profit (Loss) | \$ 493,282.37 | 0.00% | \$ 455,085.32 | 0.00% | \$ 38,197.05 | 8.39% |
| Non Operational Income/Expenses | | | | | | |
| Non Operational Income | | | | | | |
| In-Kind Donation Received | \$ 56,992.55 | 0.00% | \$ - | 0.00% | \$ 56,992.55 | 100.00% |
| Non Operational Expenses | | | | | | |
| Salaries - District Admin | \$ 14,569.28 | 0.00% | \$ 14,694.48 | 0.00% | \$ (125.20) | -0.85% |
| Salaries - Dist Supervisor | 4,148.58 | 0.00% | 170.27 | 0.00% | 3,978.31 | 999.99% |
| Salaries - Dist Students | - | 0.00% | - | 0.00% | - | 0.00% |
| Benefits - All Dist Staff | 5,137.54 | 0.00% | 4,908.75 | 0.00% | 228.79 | 4.66% |
| Rent Expense | 16,890.00 | 0.00% | 16,890.00 | 0.00% | - | 0.00% |

SMCCCD - Bookstores Operation
 YTD Detail Income Statement
 For Period Ending September 30, 2013

| | YTD 09-30-13 | | YTD 09-30-12 | | Difference | |
|--|----------------------|--------------|----------------------|--------------|-----------------------|-----------------|
| Donations | 13,943.18 | 0.00% | 576.48 | 0.00% | 13,366.70 | 999.99% |
| Investments - FMV Adjustment | - | 0.00% | - | 0.00% | - | 0.00% |
| Total Non Operational Income/Expenses | \$ (2,303.97) | 0.00% | \$ 37,239.98 | 0.00% | \$ (39,543.95) | -106.19% |
| Year to Date Net Profit (Loss) | \$ 495,586.34 | 0.00% | \$ 417,845.34 | 0.00% | \$ 77,741.00 | 18.61% |

DISTRICT CAFETERIAS
 Balance Sheet Prev Year Comparison
 As of September 30, 2013

| | <u>Jun 30, 13</u> | <u>Jun 30, 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|-----------------------|-----------------------|----------------------|-------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1100 · CASH & INVESTMENTS | | | | |
| 1112 · INVESTMENTS | | | | |
| 1112.10 · CASH IN COUNTY | 340,605 | 304,828 | 35,777 | 11.74% |
| 1112.11 · LAIF | 861 | 859 | 2 | 0.28% |
| 1112.12 · MORGAN STANLEY | 36,574 | 33,008 | 3,566 | 100.0% |
| 1112.21 · MARK TO MARKET ADJ | -4,250 | 1,292 | -5,542 | -429.1% |
| Total 1112 · INVESTMENTS | <u>373,789</u> | <u>339,987</u> | <u>33,803</u> | <u>9.94%</u> |
| Total 1100 · CASH & INVESTMENTS | <u>373,789</u> | <u>339,987</u> | <u>33,803</u> | <u>9.94%</u> |
| Total Checking/Savings | 373,789 | 339,987 | 33,803 | 9.94% |
| Accounts Receivable | | | | |
| 1200 · ACCOUNTS RECEIVABLE | | | | |
| 1211 · MISC RECEIVABLE | 23,874 | 22,387 | 1,487 | 7% |
| Total 1200 · ACCOUNTS RECEIVABLE | <u>23,874</u> | <u>22,387</u> | <u>1,487</u> | <u>7%</u> |
| Total Accounts Receivable | <u>23,874</u> | <u>22,387</u> | <u>1,487</u> | <u>7%</u> |
| Total Current Assets | 397,664 | 362,374 | 35,290 | 10% |
| Fixed Assets | | | | |
| 1400 · FURNITURE, EQUIPMENT & FIXTURES | | | | |
| 1410 · FURN., FIXTURE & EQUIP | 0 | 17,342 | -17,342 | -100% |
| 1415 · ACCUMULATED DEPRECIATION | 0 | -17,342 | 17,342 | 100% |
| Total 1400 · FURNITURE, EQUIPMENT & FIXTURES | <u>0</u> | <u>0</u> | <u>0</u> | <u>0%</u> |
| Total Fixed Assets | <u>0</u> | <u>0</u> | <u>0</u> | <u>0%</u> |
| TOTAL ASSETS | <u><u>397,664</u></u> | <u><u>362,374</u></u> | <u><u>35,290</u></u> | <u><u>10%</u></u> |

DISTRICT CAFETERIAS
 Balance Sheet Prev Year Comparison
 As of September 30, 2013

| | <u>Jun 30, 13</u> | <u>Jun 30, 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|---------------------------------------|-----------------------|-----------------------|----------------------|-------------------|
| ASSETS | | | | |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 2116 - SMCCCD PAYABLE | 6,702 | -2,653 | 9,355 | -353% |
| 2126 - MISC PAYABLE | 4,713 | 5,105 | -391 | -8% |
| Total Accounts Payable | <u>11,415</u> | <u>2,452</u> | <u>8,963</u> | <u>366%</u> |
| Total Current Liabilities | <u>11,415</u> | <u>2,452</u> | <u>8,963</u> | <u>366%</u> |
| Total Liabilities | 11,415 | 2,452 | 8,963 | 366% |
| Equity | | | | |
| 3900 - Retained Earnings | 353,375 | 337,374 | 16,001 | 5% |
| Net Income | 32,873 | 22,548 | 10,325 | 46% |
| Total Equity | <u>386,248</u> | <u>359,922</u> | <u>26,326</u> | <u>7%</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>397,664</u></u> | <u><u>362,374</u></u> | <u><u>35,290</u></u> | <u><u>10%</u></u> |

DISTRICT CAFETERIAS

**Profit & Loss Prev Year Comparison-Summary Statement
July through September 2013**

| | <u>July '13 - Sept 13</u> | <u>July '12 - Sept 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|---------------------------|---------------------------|---------------------|-----------------|
| Income | | | | |
| 5100 · VENDING INCOME | \$ 11,558.95 | \$ 13,686.13 | \$ (2,127.18) | -15.54% |
| 5200 · FOOD SERVICE INCOME | \$ 31,430.42 | \$ 30,117.04 | 1,313.38 | 4.36% |
| 5310 · INTEREST INCOME | \$ 5,418.46 | \$ 569.31 | 4,849.15 | 851.76% |
| 5400 · EVENT RENTAL | \$ 18,316.72 | \$ 11,858.94 | 6,457.78 | 54.46% |
| Total Income | \$ 66,724.55 | \$ 56,231.42 | \$ 10,493.13 | 18.66% |
| Expense | | | | |
| 5500 · COLLEGE SUPPORT | \$ 11,559.25 | \$ 13,686.13 | \$ (2,126.88) | -15.54% |
| 6000 · SALARIES | \$ 11,229.16 | \$ 9,423.58 | 1,805.58 | 19.16% |
| 6210 · BENEFITS | \$ 1,962.27 | \$ 2,310.99 | -348.72 | -15.09% |
| 6700 · CONTRACTED SERVICES | \$ 8,536.10 | \$ 7,255.23 | 1,280.87 | 17.65% |
| 6800 · DEPRECIATION EXPENSE | \$ - | \$ - | 0.00 | 0.0% |
| 6899 · Other Operating Expenses | \$ 564.50 | \$ 1,007.62 | -443.12 | -43.98% |
| Total Expense | \$ 33,851.28 | \$ 33,683.55 | \$ 167.73 | 0.5% |
| Net Income | \$ 32,873.27 | \$ 22,547.87 | \$ 10,325.40 | 45.79% |

Profit & Loss Prev Year Comparison-Detail Statement
July through September 2013

| | <u>July '13 - Sept 13</u> | <u>July '12 - Sept 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|---------------------------|---------------------------|----------------------|-----------------|
| Income | | | | |
| 5100 · VENDING INCOME | | | | |
| 5100.6 · VENDING INCOME - ACTION VENDING | | | | |
| 5100.61 · VENDING INCOME - N COUNTY - FOOD | \$ - | \$ - | \$ - | 0.0% |
| 5100.62 · VENDING INCOME - COMPASS - FOOD | \$ 6,888.95 | \$ 7,902.50 | \$ (1,013.55) | -12.83% |
| Total 5100.6 · VENDING INCOME - N COUNTY | <u>\$ 6,888.95</u> | <u>\$ 7,902.50</u> | <u>\$ (1,013.55)</u> | <u>-12.83%</u> |
| 5100.7 · VENDING INCOME - PEPSI | | | | |
| 5100.70 · VENDING COMM CLEARING - PEPSI | \$ 117.80 | \$ 72.87 | \$ 44.93 | 61.66% |
| 5100.72 · SKY - VENDING INC - PEPSI - BEV | 1,479.69 | \$ 3,549.02 | (2,069.33) | -58.31% |
| 5100.73 · CAN - VENDING INC - PEPSI - BEV | 1,215.57 | \$ 177.64 | 1,037.93 | 584.29% |
| 5100.74 · CSM - VENDING INC - PEPSI - BEV | 1,856.94 | \$ 1,984.10 | (127.16) | -6.41% |
| 5100.79 · SPECIAL INCOME - PEPSI | - | \$ - | - | 0.0% |
| Total 5100.7 · VENDING INCOME - PEPSI | <u>\$ 4,670.00</u> | <u>\$ 5,783.63</u> | <u>\$ (1,113.63)</u> | <u>-19.26%</u> |
| Total 5100 · VENDING INCOME | <u>\$ 11,558.95</u> | <u>\$ 13,686.13</u> | <u>\$ (2,127.18)</u> | <u>-15.54%</u> |
| 5200 · FOOD SERVICE INCOME | | | | |
| 5205 · FOOD SERVICE - KJ'S CAFE | | | | |
| 5205.2 · FOOD SERVICE - EL CAPITAN - SKY | \$ - | \$ - | \$ - | 0.0% |
| 5205.4 · FOOD SERVICE - DRIP COFFEE CSM | - | \$ - | - | 0.0% |
| Total 5205 · FOOD SERVICE - KJ'S CAFE | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>0.0%</u> |
| 5206 · FOOD SERVICE - PACIFIC DINING Special Incom | \$ (4,500.00) | \$ 500.00 | \$ (5,000.00) | |
| 5206.2 · Pacific Dining - Skyline | \$ 9,621.11 | \$ 9,307.31 | \$ 313.80 | 3.37% |

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison-Detail Statement
July through September 2013

| | July '13 - Sept 13 | July '12 - Sept 12 | \$ Change | % Change |
|---|---------------------------|---------------------------|---------------------|-----------------|
| 5206.3 · Pacific Dining - Canada | 5,929.08 | \$ 5,617.23 | 311.85 | 5.55% |
| 5206.4 · Pacific Dining - CSM | 19,301.71 | \$ 13,596.18 | 5,705.53 | 41.96% |
| 5206.4K · Pacific Dining - CSM Kiosk | 1,078.52 | \$ 1,096.32 | (17.80) | -1.62% |
| 5206 · FOOD SERVICE OTHERS | - | \$ - | - | 0.0% |
| Total 5206 · FOOD SERVICE - PACIFIC DINING | \$ 31,430.42 | \$ 30,117.04 | \$ 1,313.38 | 4.36% |
| Total 5200 · FOOD SERVICE INCOME | \$ 31,430.42 | \$ 30,117.04 | \$ 1,313.38 | 4.36% |
| 5310 · INTEREST INCOME | \$ 5,418.46 | \$ 569.31 | \$ 4,849.15 | 851.76% |
| 5400 · EVENT RENTAL | \$ 18,316.72 | \$ 11,858.94 | \$ 6,457.78 | 54.46% |
| Total Income | \$ 66,724.55 | \$ 56,231.42 | \$ 10,493.13 | 18.66% |
| Expense | | | | |
| 5500 · COLLEGE SUPPORT | | | | |
| 5500.12 · COLLEGE SUPPORT - SKY - COMPASS | \$ 2,708.33 | \$ 3,348.07 | \$ (639.74) | -19.11% |
| 5500.13 · COLLEGE SUPPORT - CAN - COMPASS | \$ 1,422.82 | \$ 1,414.38 | 8.44 | 0.6% |
| 5500.14 · COLLEGE SUPPORT - CSM - COMPASS | \$ 2,758.10 | \$ 3,140.05 | (381.95) | -12.16% |
| 5500.15 · COLLEGE SUPPORT | \$ - | \$ - | - | 0.0% |
| 5500.16 · COLLEGE SUPPORT - SKY - N VENDING | \$ - | \$ - | - | 0.0% |
| 5500.17 · COLLEGE SUPPORT - CAN - N VENDING | \$ - | \$ - | - | 0.0% |
| 5500.18 · COLLEGE SUPPORT - CSM - N VENDING | \$ - | \$ - | - | 0.0% |
| 5500.21 · COLLEGE SUPPORT - PEPSI | \$ 117.80 | \$ 72.87 | 44.93 | 61.66% |
| 5500.22 · COLLEGE SUPPORT - SKY - PEPSI | \$ 1,479.69 | \$ 3,549.02 | (2,069.33) | -58.31% |
| 5500.23 · COLLEGE SUPPORT - CAN - PEPSI | \$ 1,215.57 | \$ 177.64 | 1,037.93 | 584.29% |
| 5500.24 · COLLEGE SUPPORT - CSM - PEPSI | \$ 1,856.94 | \$ 1,984.10 | (127.16) | -6.41% |

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison-Detail Statement
July through September 2013

| | <u>July '13 - Sept 13</u> | <u>July '12 - Sept 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|---------------------------|---------------------------|----------------------|-----------------|
| 5500.44 · COLLEGE SUPPORT-CSM-DRIP COFFEE | \$ - | \$ - | - | 0.0% |
| 5500 · COLLEGE SUPPORT - Other | \$ - | \$ - | - | 0.0% |
| Total 5500 · COLLEGE SUPPORT | \$ 11,559.25 | \$ 13,686.13 | \$ (2,126.88) | -15.54% |
| 6000 · SALARIES | | | | |
| 6110 · REGULAR SALARIES | | | | |
| 6111 · MANAGEMENT SALARY | \$ 11,229.16 | \$ 9,423.58 | \$ 1,805.58 | 19.16% |
| 6115 · CLERICAL O/T SALARIES | - | - | - | 0.0% |
| Total 6110 · REGULAR SALARIES | \$ 11,229.16 | \$ 9,423.58 | \$ 1,805.58 | 19.16% |
| Total 6000 · SALARIES | \$ 11,229.16 | \$ 9,423.58 | \$ 1,805.58 | 19.16% |
| 6210 · BENEFITS | | | | |
| 6210.5 · BENEFITS | | | | |
| 6212 · BENEFITS | \$ 1,962.27 | \$ 2,310.99 | \$ (348.72) | -15.09% |
| Total 6210.5 · BENEFITS | 1,962.27 | 2,310.99 | (348.72) | -15.09% |
| Total 6210 · BENEFITS | \$ 1,962.27 | \$ 2,310.99 | \$ (348.72) | -15.09% |
| 6700 · CONTRACTED SERVICES | - | - | | |
| 6710 · SERVICE CONTRACT & REPAIRS | | | | |
| 6711 · SERVICE CONTRACT | | | | |
| 6711.2 · SKYLINE SERVICE CONTRACT | \$ - | \$ 775.89 | \$ (775.89) | -100.0% |
| 6711.3 · CANADA SERVICE CONTRACT | 157.59 | \$ 280.34 | (122.75) | -43.79% |
| 6711.4 · CSM SERVICE CONTRACT | 2,665.28 | \$ - | 2,665.28 | 100.0% |
| Total 6711 · SERVICE CONTRACT | \$ 2,822.87 | \$ 1,056.23 | \$ 1,766.64 | 167.26% |

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison-Detail Statement
July through September 2013

| | <u>July '13 - Sept 13</u> | <u>July '12 - Sept 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|--|---------------------------|---------------------------|--------------------|-----------------|
| 6712 · REPAIR AND MAINTENANCE | | | | |
| 6712.2 · SKYLINE REPAIR & MAINTENANCE | \$ - | \$ - | \$ - | 0.0% |
| 6712.3 · CANADA REPAIR & MAINTENANCE | - | - | - | 0.0% |
| 6712.4 · CSM REPAIR & MAINTENANCE | - | - | - | 0.0% |
| Total 6712 · REPAIR AND MAINTENANCE | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>0.0%</u> |
| 6713 . Audit Fees | | | | 0.0% |
| 6713.2 . Skyline | \$ - | \$ - | \$ - | 0.0% |
| Total 6713 . AUDIT FEES | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>0.0%</u> |
| 6714 · UTILITY | | | | |
| 6714.2 · UTILITY-SKYLINE | \$ 1,632.04 | \$ 1,743.74 | \$ (111.70) | -6.41% |
| 6714.3 · UTILITY-CANADA | 1,106.35 | \$ 1,208.36 | (102.01) | -8.44% |
| 6714.4 · UTILITY-CSM | 2,534.00 | \$ 2,612.60 | (78.60) | -3.01% |
| Total 6714 · UTILITY | <u>\$ 5,272.39</u> | <u>\$ 5,564.70</u> | <u>\$ (292.31)</u> | <u>-5.25%</u> |
| Total 6710 · SERVICE CONTRACT & REPAIRS | <u>\$ 8,095.26</u> | <u>\$ 6,620.93</u> | <u>\$ 1,474.33</u> | <u>22.27%</u> |
| 6750 · OTHER CONTRACT SERVICES | | | | |
| 6751 · CONTRACTED MISC. SERVICE | | | | |
| 6751.2 · CONT MISC SER-SKYLINE | \$ - | \$ 80.74 | \$ (80.74) | -100.0% |
| 6751.3 · CONT MISC SER-CANADA | - | \$ 80.73 | (80.73) | -100.0% |
| 6751.4 · CONT MISC SER-CSM | \$ 255.34 | \$ 96.01 | 159.33 | 165.95% |
| Total 6751 · CONTRACTED MISC. SERVICE | <u>\$ 255.34</u> | <u>\$ 257.48</u> | <u>\$ (2.14)</u> | <u>-0.83%</u> |
| 6750 · OTHER CONTRACT SERVICES - Other | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>0.0%</u> |

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison-Detail Statement
July through September 2013

| | <u>July '13 - Sept 13</u> | <u>July '12 - Sept 12</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|---------------------------|---------------------------|------------------|-----------------|
| Total 6750 · OTHER CONTRACT SERVICES | \$ 255.34 | \$ 257.48 | \$ (2.14) | -0.83% |
| 6760 · EQUIP. & FACILITY REFURBISHMENT | | | | |
| 6761 · EQUIPMENT REFURBISHMENT | | | | |
| 6761.2 · EQUIP. REFURBISHMENT-SKYLINE | \$ - | \$ - | \$ - | 0.0% |
| 6761.3 · EQUIP. REFURBISHMENT-CANADA | - | - | - | 0.0% |
| Total 6761 · EQUIPMENT REFURBISHMENT | \$ - | \$ - | \$ - | 0.0% |
| 6763 · SUPPLIES REFURBISHMENT | \$ 35.50 | \$ 226.82 | | |
| 6763.2 · SUPPLIES REFURBISHMENT-SKYLINE | - | - | - | 0.0% |
| 6763.4 · SUPPLIES REFURBISHMENT-CSM | - | - | - | 0.0% |
| Total 6763 · SUPPLIES REFURBISHMENT | \$ 35.50 | \$ 226.82 | \$ (191.32) | -84.35% |
| Total 6760 · EQUIP. & FACILITY REFURBISHMENT | \$ 35.50 | \$ 226.82 | \$ (191.32) | -84.35% |
| 6770 · EQUIPMENT-NON INVENTORY | \$ 150.00 | \$ 150.00 | \$ - | 0.0% |
| 6771.2 · EQUIP-NON INVENTORY/SKYLINE | - | - | - | 0.0% |
| 6771.3 · EQUIP-NON INVENTORY/CANADA | - | - | - | 0.0% |
| 6771.4 · EQUIP-NON INVENTORY/CSM | - | - | - | 0.0% |
| Total 6770 · EQUIPMENT-NON INVENTORY | \$ 150.00 | \$ 150.00 | \$ - | 0.0% |

SMCCCD - Auxiliary Services
 CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
 Balance Sheet
 As of September 30, 2013

| | <u>09/30/2013</u> | <u>9/30/2012</u> | <u>\$ Change</u> | <u>% Change</u> |
|-------------------------------------|---------------------|---------------------|-------------------|-----------------|
| Assets | | | | |
| Current Assets | | | | |
| Cash | | | | |
| Bank of America-Checking | \$ 403,545 | \$ 277,297 | \$ 126,248 | 45.5% |
| Cash on hand | 200 | 200 | - | 0.0% |
| Investment | | | | |
| Cash in County | 1,036,807 | 1,393,597 | (356,791) | -25.6% |
| Certificate of Deposits | 1,000,000 | - | 1,000,000 | 100.0% |
| Unrealized Gain | (4,359) | 4,119 | (8,477) | -205.8% |
| Total Cash | \$ 2,436,193 | \$ 1,675,213 | \$ 760,980 | 45.4% |
| Accounts Receivable | | | | |
| Accounts Receivable | \$ 122,514 | \$ 73,041 | \$ 49,474 | 67.7% |
| Interest Receivable | 1,806 | 3,019 | (1,213) | -40.2% |
| Total Accounts Receivable | \$ 124,320 | \$ 76,060 | \$ 48,260 | 63.5% |
| Inventory | | | | |
| ProShop Inventory | 7,068 | 7,539 | (471) | -6.2% |
| Total Inventory | \$ 7,068 | \$ 7,539 | \$ (471) | -6.2% |
| Total Current Assets | \$ 2,567,582 | \$ 1,758,812 | \$ 808,770 | 46.0% |
| Fixed Assets | | | | |
| Computer Equipment | \$ - | \$ - | \$ - | 0.0% |
| Accumulated Depreciation - Equip | - | - | - | 0.0% |
| Total Fixed Assets | \$ - | \$ - | \$ - | 0.0% |
| Total Assets | \$ 2,567,582 | \$ 1,758,812 | \$ 808,770 | 46.0% |
| Liabilities and Fund Balance | | | | |
| Current Liabilities | | | | |
| Accounts Payable | \$ 138,683 | \$ 120,638 | \$ 18,045 | 15% |
| Sales Tax Payable | 1,487 | 147 | 1,340 | 910% |
| Unapplied payments (annual dues) | 3,225 | - | 3,225 | 100% |
| Deferred Incomes | | | | |
| Deferred dues | 256,399 | 220,434 | 35,964 | 16% |

SMCCCD - Auxiliary Services
 CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
 Balance Sheet
 As of September 30, 2013

| | <u>09/30/2013</u> | <u>9/30/2012</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|---------------------|---------------------|-------------------|-----------------|
| Deferred parking | 6,990 | 6,222 | 768 | 12% |
| Deferred PT | 32,903 | 28,836 | 4,068 | 14% |
| Deferred Master Swim | 5,220 | 4,740 | 480 | 10% |
| Deferred Rev-Retail Sales | - | 9 | (9) | -100% |
| Total Deferred Incomes | \$ 301,512 | \$ 260,241 | \$ 41,271 | 16% |
| Gift Certificates | 1,371 | 1,173 | 198 | 17% |
| Referral Credit | 9,447 | 2,824 | 6,623 | 0% |
| Total Current Liabilities | \$ 455,725 | \$ 385,023 | \$ 70,702 | 18% |
| Other Liabilities | | | | |
| Loan from District | \$ 1,000,000 | \$ 1,000,000 | \$ - | 0% |
| Total Liabilities | \$ 1,455,725 | \$ 1,385,023 | \$ 70,702 | 5% |
| Fund Balance | | | | |
| Beginning Balance | \$ 816,784 | \$ 171,400 | \$ 645,384 | 377% |
| Profit/(Loss) for the period/year | 295,074 | 202,389 | 92,685 | 46% |
| Balance carry forward | \$ 1,111,857 | \$ 373,789 | \$ 738,068 | 197% |
| Total Liabilities and Fund Balance | \$ 2,567,582 | \$ 1,758,812 | \$ 808,770 | 46% |

SMCCCD - Auxiliary Services
 CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
 Statement of Revenue and Expenses
 For Quarter Ended September 30, 2013

| | <u>Qtr ended</u> <u>09/30/2013</u> | <u>Qtr ended</u> <u>09/30/2012</u> | <u>\$ Change</u> | <u>% Change</u> |
|-----------------------------------|---------------------------------------|---------------------------------------|-------------------|-----------------|
| Revenue | | | | |
| Registrations | \$ 43,088 | \$ 32,680 | \$ 10,408 | 31.8% |
| Member Dues | 637,606 | \$ 537,412 | 100,194 | 18.6% |
| Day Pass | 7,223 | \$ 6,883 | 340 | 4.9% |
| Parking | 18,168 | \$ 16,724 | 1,444 | 8.6% |
| Replacement Card Fee | 1,525 | \$ 418 | 1,108 | 265.3% |
| Personal Training | 91,494 | \$ 69,305 | 22,189 | 32.0% |
| Group Exercise | 16,227 | \$ 9,773 | 6,454 | 66.0% |
| Aquatics | 188,484 | \$ 149,253 | 39,231 | 26.3% |
| Retail | 5,012 | \$ 5,441 | (429) | -7.9% |
| Decline Fees | 2,354 | \$ 1,710 | 644 | 37.7% |
| Special Programs | 1,771 | - | 1,771 | 100.0% |
| Total Revenues | \$ 1,012,950 | \$ 829,598 | \$ 183,353 | 22.1% |
| Operating Expenses | | | | |
| Aquatics Supplies | \$ 11,896 | \$ 17,022 | \$ (5,125) | -30.1% |
| Bank Fees and Credit Card Fee | 24,535 | 19,962 | 4,574 | 22.9% |
| Charitable Contributions | 100 | - | 100 | 100.0% |
| Collection Fees | 107 | - | 107 | 100.0% |
| Direct Marketing | - | - | - | 0.0% |
| Insurance | 8,435 | 7,810 | 625 | 8.0% |
| Incentive Fee Current Year | - | - | - | 0.0% |
| Janitorial Maintenance/Pool | 25,340 | 19,049 | 6,292 | 33.0% |
| Locker Room Supplies | 11,577 | 10,390 | 1,187 | 11.4% |
| Maintenance & Repairs Expense | 1,806 | 2,057 | (251) | -12.2% |
| Marketing Design/Management | 7,372 | 9,409 | (2,037) | -21.7% |
| MediFit Management Fee | 28,941 | 27,563 | 1,378 | 5.0% |
| MediFit Management Fee-Additional | - | - | - | 0.0% |
| Miscellaneous | 7,940 | 4,859 | 3,081 | 63.4% |
| Non-capitalized Equipment | - | - | - | 0.0% |
| Office Supplies | 5,115 | 8,354 | (3,239) | -38.8% |
| Payroll | 428,774 | 375,362 | 53,412 | 14.2% |
| Payroll Taxes & Benefits | 102,906 | 90,087 | 12,819 | 14.2% |

SMCCCD - Auxiliary Services
 CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
 Statement of Revenue and Expenses
 For Quarter Ended September 30, 2013

| | <u>Qtr ended</u> <u>09/30/2013</u> | <u>Qtr ended</u> <u>09/30/2012</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|---------------------------------------|---------------------------------------|-------------------|-----------------|
| Revenue | | | | |
| Printing | 846 | - | 846 | 100.0% |
| Pro Shop COGS | 2,901 | 2,850 | 50 | 1.8% |
| Software License fees | 1,628 | 1,827 | (200) | -10.9% |
| Telephone & Pager | 109 | - | 109 | 100.0% |
| Towel, Laundry and Cleaning | 3,810 | 2,943 | 867 | 29.5% |
| Uniforms | 65 | 2,155 | (2,090) | -97.0% |
| Total Operating Expenses | \$ 674,204 | \$ 601,698 | \$ 72,506 | 12.1% |
| Income/(Loss) from Operation before District Support | \$ 338,747 | \$ 227,900 | \$ 110,847 | 48.6% |
| District Support | | | | |
| District Support Income | | | | |
| Interest Income - County Investment | 1,806 | 2,451 | (645) | -26.3% |
| Operating Expenses charge back to District | 15,600 | 15,600 | - | 0.0% |
| Total District Support Income | \$ 17,406 | \$ 18,051 | \$ (645) | -3.6% |
| District Support Expense | | | | |
| Administrator Salary and Benefits | \$ 35,379 | \$ 25,583 | \$ 9,796 | 38.3% |
| Clerical Support Salary and Benefits | 8,474 | 8,085 | 389 | 4.8% |
| Donation | 1,000 | - | 1,000 | 100.0% |
| Equipment Use Fee | 3,000 | 3,000 | - | 0.0% |
| Miscellaneous Expenses | 5,138 | 400 | 4,738 | 1184.4% |
| Pool Maintenance | 8,089 | 6,494 | 1,595 | 24.6% |
| Unrealized Gain/Loss - County Investment | - | - | - | 0.0% |
| Total District Support Expense | \$ 61,079 | \$ 43,562 | \$ 17,517 | 40.2% |
| Net Income/(Loss) | \$ 295,074 | \$ 202,389 | \$ 92,685 | 45.8% |

BOARD REPORT NO. 13-12-7C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2013

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending September 30, 2013, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on November 15, 2013.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending September 30, 2012 and September 30, 2013.

| | <u>Amount</u> | | <u>Difference</u> | |
|-----------------------------|----------------------|----------------------|-------------------|-------------------|
| | <u>09/30/12</u> | <u>09/30/13</u> | <u>Amount</u> | <u>Percentage</u> |
| <u>INCOME:</u> | | | | |
| State Aid | \$ 262,808 | 2,695,019 | 2,432,211 | 925.47 |
| Enrollment Fees | 5,987,270 | 5,365,159 | (622,111) | (10.39) |
| Non-Resident Tuition | 1,296,858 | 1,646,722 | 349,864 | 26.98 |
| Property Tax | 84,384 | 694,600 | 610,216 | 723.14 |
| Interfund Transfer | 0 | 0 | 0 | N/A |
| Other Income | 899,049 | 2,522,418 | 1,623,369 | 180.57 |
| Total Income | \$ 8,530,369 | \$ 12,923,917 | 4,393,548 | 51.50 |
| % of Budget | 7.40% | 9.92% | | |
| <u>Expenses:</u> | | | | |
| Academic Salaries | \$ 9,048,580 | \$ 9,184,405 | 135,825 | 1.50 |
| Classified Salaries | 5,968,282 | 6,357,255 | 388,973 | 6.52 |
| Administrative Salaries | 1,653,194 | 1,816,159 | 162,964 | 9.86 |
| Fringe Benefits | 7,432,695 | 5,929,105 | (1,503,590) | (20.23) |
| Supplies & Materials | 566,164 | 571,503 | 5,339 | 0.94 |
| Operating Expenses | 2,910,360 | 3,166,401 | 256,041 | 8.80 |
| Capital Outlay | 30,434 | 5,539 | (24,895) | (81.80) |
| Transfer Accounts | - | 36 | 36 | N/A |
| Bills & Salaries | \$ 27,609,710 | \$ 27,030,403 | (579,307) | (2.10) |
| % of Budget | 21.40% | 18.83% | | |

Total General Fund Income increased by 51.50% over last year, mainly due to the State Proposition 30 revenue, RDA asset liquidation and Lehman Brothers loss distributions. Bills and salaries decreased by 2.10% because the internal benefit rates were lowered for 2013-14 compared to 2012-13.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing the same period for 2012-2013 and 2013-2014, are listed below:

| Restricted General and Other Funds | | | | |
|---|-----------------|-----------------|-------------------|-------------------|
| | Amount | | Difference | |
| Summary: | 09/30/12 | 09/30/13 | Amount | Percentage |
| Income | 14,160,683 | 26,536,715 | 12,376,032 | 87.40 |
| Bills & Salaries | 40,837,180 | 51,204,556 | 10,367,376 | 25.39 |

Revenue and expenditures from Other Funds increased due to an increase in reimbursement from the County for G.O. Bond construction and payment of major Bond Projects.

REPORT ON INVESTMENTS: As of September 30, 2013, the District has a deposit of \$41,508,086 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and Money Market Account with local banks. The average yields on LAIF, County Pool, Money Market Account and Oil Well Bond Account with local banks were 0.26%, 0.79%, 0.9% and 0.05%, respectively. These deposits consisted of the following sources:

| Investment Type | LAIF Investment | County Pool Investment | Money Market, CD Investment | Speccial Deposit Bond | Total Investment |
|---------------------------|----------------------------|-----------------------------------|--|----------------------------------|-----------------------------|
| Unrestricted General Fund | \$ 88,921 | \$ - | \$ 23,729,168 | \$ - | \$ 23,818,089 |
| Capital Outlay Fund | | | | 5,000 | 5,000 |
| Agency Fund | 54,255 | 7,790,544 | 9,840,198 | - | 17,684,997 |
| Total Investment | \$ 143,176 | \$ 7,790,544 | \$ 33,569,366 | \$ 5,000 | \$ 41,508,086 |

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2013-2014

District: (370) SAN MATEO

Quarter Ended: (Q1) Sep 30, 2013

| Line | Description | As of June 30 for the fiscal year specified | | | |
|--|---|---|--------------------|--------------------|---------------------|
| | | Actual 2010-11 | Actual 2011-12 | Actual 2012-13 | Projected 2013-2014 |
| I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: | | | | | |
| A. | Revenues: | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 118,163,257 | 110,904,919 | 127,520,416 | 130,320,000 |
| A.2 | Other Financing Sources (Object 8900) | 328,985 | 2,755,621 | 4,968,388 | 67,809 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 118,492,242 | 113,660,540 | 132,488,804 | 130,387,809 |
| B. | Expenditures: | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 102,184,745 | 107,863,652 | 115,718,817 | 127,709,578 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 11,659,746 | 6,820,939 | 16,667,798 | 2,672,000 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 113,844,491 | 114,684,591 | 132,386,615 | 130,381,578 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | 4,647,751 | -1,024,051 | 102,189 | 6,231 |
| D. | Fund Balance, Beginning | 15,977,880 | 20,625,631 | 19,601,580 | 19,703,769 |
| D.1 | Prior Year Adjustments + (-) | 0 | 0 | 0 | 0 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 15,977,880 | 20,625,631 | 19,601,580 | 19,703,769 |
| E. | Fund Balance, Ending (C. + D.2) | 20,625,631 | 19,601,580 | 19,703,769 | 19,710,000 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 18.1% | 17.1% | 14.9% | 15.1% |

II. Annualized Attendance FTES:

| | | | | | |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 21,713 | 19,530 | 19,614 | 20,214 |
|-----|---|--------|--------|--------|--------|

III. Total General Fund Cash Balance (Unrestricted and Restricted)

| | Description | As of the specified quarter ended for each fiscal year | | | |
|-----|--------------------------------|--|-------------------|-------------------|-------------------|
| | | 2010-11 | 2011-12 | 2012-13 | 2013-2014 |
| H.1 | Cash, excluding borrowed funds | | 3,082,558 | 3,790,705 | 5,946,886 |
| H.2 | Cash, borrowed funds only | | 19,945,000 | 23,960,000 | 20,000,000 |
| H.3 | Total Cash (H.1+ H.2) | 16,577,525 | 23,027,558 | 27,750,705 | 25,946,886 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|-------------------------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| I. Revenues: | | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 130,299,013 | 130,310,472 | 12,856,109 | 9.9% |
| I.2 | Other Financing Sources (Object 8900) | 0 | 67,809 | 67,809 | 100% |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 130,299,013 | 130,378,281 | 12,923,918 | 9.9% |
| J. Expenditures: | | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 140,810,195 | 140,889,463 | 27,030,367 | 19.2% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 2,672,634 | 2,672,634 | 36 | 0% |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 143,482,829 | 143,562,097 | 27,030,403 | 18.8% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | -13,183,816 | -13,183,816 | -14,106,485 | |
| L. | Adjusted Fund Balance, Beginning | 19,703,769 | 19,703,769 | 19,703,769 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 6,519,953 | 6,519,953 | 5,597,284 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 4.5% | 4.5% | | |

V. Has the district settled any employee contracts during this quarter? **NO**

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

| Contract Period Settled (Specify) | Management | Academic | | Classified |
|-----------------------------------|------------|-----------|-----------|------------|
| | | Permanent | Temporary | |
| | | | | |

| YYYY-YY | Total Cost Increase | % * |
|--------------|---------------------|-----|---------------------|-----|---------------------|-----|---------------------|-----|
| a. SALARIES: | | | | | | | | |
| Year 1: | | | | | | | | |
| Year 2: | | | | | | | | |
| Year 3: | | | | | | | | |
| b. BENEFITS: | | | | | | | | |
| Year 1: | | | | | | | | |
| Year 2: | | | | | | | | |
| Year 3: | | | | | | | | |

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? NO
This year? NO
Next year? NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING September 30, 2013

| | <u>GENERAL FUND</u> | <u>Payroll Fund</u> | <u>GENERAL RESTRICTED FUND</u> | <u>INSURANCE & Debt Services FUND</u> | <u>CAPITAL OUTLAY FUND</u> | <u>CHILD CARE FUND</u> | <u>STUDENT AID FUND</u> | <u>POST- RETIREMENT RESERVES</u> |
|--|-------------------------|-------------------------|--|---|------------------------------------|----------------------------|---------------------------------|--|
| Beg. Cash Balance in County Treasury | 12,333,650.44 | 7,023,606.86 | 15,128,634.48 | 37,562,640.67 | 113,112,537.86 | 2,768,372.05 | 42,316.50 | - |
| Cash inflow from operations: | | | | | | | | |
| Year-to-date Income | 12,923,917.67 | | 4,682,532.49 | 491,046.94 | 11,916,395.64 | 323,781.42 | 7,751,637.67 | 1,371,321.39 |
| Accounts Receivable | 5,205,351.00 | 1,522.81 | 1,239,998.20 | 35,234.63 | 2,644,378.63 | 6,982.19 | 424,122.10 | 147,235.19 |
| Deferred Income | (8,489,062.79) | - | (1,111,754.88) | - | (97,587.00) | (26,396.10) | (142,617.00) | (1,843.64) |
| Cash awaiting for deposit | 606,632.69 | | | | | | | |
| Total Income | 22,580,489.01 | 7,025,129.67 | 19,939,410.29 | 38,088,922.24 | 127,575,725.13 | 3,072,739.56 | 8,075,459.27 | 1,516,712.94 |
| Cash outflow for operations: | | | | | | | | |
| Year to date expenditure | 27,030,402.98 | | 4,450,667.82 | 23,928,554.29 | 8,805,986.11 | 2,269,196.93 | 8,750,150.86 | 3,000,000.00 |
| Advances / Prepaid | 29,266.30 | | 4,725.10 | - | - | | - | |
| Account Payable | 2,994,759.23 | (353,319.99) | 323,955.56 | 982.99 | 2,036,951.01 | 304,789.48 | 109,750.67 | - |
| Cash Balance From Operations | (7,473,939.50) | 7,378,449.66 | 15,160,061.81 | 14,159,384.96 | 116,732,788.01 | 498,753.15 | (784,442.26) | (1,483,287.06) |
| Other Cash inflow | | | | | | | | |
| Medical Flex Plan / Revolv. Fund | | | | | | | | |
| TRANS | 20,000,000.00 | | | | | | | |
| Trusts (JPA & 3CBG) | | | | | | | | |
| Beg. Investment Balance | | | | | | | | |
| LAIF Balance | 88,810.08 | | | | | | | 54,187.08 |
| County Pool Balance | - | | | | | | | 9,357,241.28 |
| Special Bond | | | | - | 984.51 | | | - |
| C.O.P. & Others | 14,611,593.52 | | | 197.80 | 5,000.00 | | | 9,756,855.64 |
| Total Beg. Balance | 14,700,403.60 | | | 197.80 | 5,984.51 | | | 19,168,284.00 |
| Y.T.D. Investment Balance | | | | | | | | |
| LAIF Balance | 88,921.49 | | | | | | | 54,255.05 |
| County Pool Balance | - | | | | | | | 7,790,544.24 |
| Special Bond | | | | - | 984.51 | | | - |
| C.O.P./Bank CD | 23,729,168.27 | | | 197.80 | 5,000.00 | | | 9,840,197.65 |
| Y.T.D. Balance | 23,818,089.76 | | | 197.80 | 5,984.51 | | | 17,684,996.94 |
| Net Cash changes from Investment | (9,117,686.16) | | | - | - | | | 1,483,287.06 |
| Net changes from unrealized gain / (loss) | - | | | | | | | |
| Cash Balance in County Treasury | 3,408,374.34 | 7,378,449.66 | 15,160,061.81 | 14,159,384.96 | 116,732,788.01 | 498,753.15 | (784,442.26) | (0.00) |
| Net Cash (Excluding TRANS & Trusts) | (16,591,625.66) | 7,378,449.66 | 15,160,061.81 | 14,159,384.96 | 116,732,788.01 | 498,753.15 | (784,442.26) | (0.00) |

MINUTES

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

December 6, 2012

The meeting was called to order at 8:02 p.m. by President Mandelkern

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

Approval of Minutes of the December 14, 2011 meeting

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

Naming of Officers for 2013

President Mandelkern said that in accordance with the bylaws of the Financing Corporation, the officers for 2013 will be:

President – Board of Trustees President Helen Hausman
Vice President – District Chancellor Ron Galatolo
Secretary – Board of Trustees Vice President-Clerk Karen Schwarz
Treasurer – District Executive Vice Chancellor Kathy Blackwood

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

President Hausman announced that the next scheduled meeting of the Financing Corporation will be held on December 11, 2013.

It was moved by Director Miljanich and seconded by Director Mandelkern to adjourn the meeting. The meeting was adjourned at 8:05 p.m.

Submitted by

Karen Schwarz
Secretary

NAMING OF OFFICERS

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

According to the Bylaws of the San Mateo County Community College District Financing Corporation, the officers are as follows:

1. President: San Mateo County Community College District (SMCCCD) Board of Trustees President
2. Vice President: Chancellor of the SMCCCD
3. Secretary: SMCCCD Board of Trustees Vice President-Clerk
4. Treasurer: SMCCCD Executive Vice Chancellor

In accordance with the Bylaws, upon the retirement of President Hausman on May 1, 2013, SMCCCD Board of Trustees President Schwarz became President of the Financing Corporation. Likewise, Trustee Miljanich became Secretary of the Financing Corporation upon her appointment as SMCCCD Board of Trustees Vice President on June 17, 2013.

The officers for 2014 will be determined upon the reorganization of the Board of Trustees at the December 11, 2013 meeting.