

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 26, 2014
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

14-2-1 [Minutes of the Regular Meeting of January 22, 2014](#)

14-2-2 [Minutes of the Annual Board Retreat of February 1, 2014](#)

STATEMENTS FROM EXECUTIVES

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

14-2-1B [Recognition by the Board of Trustees of District and College Classified Employees of the Year and Selection of Nomination to be Forwarded to the State Chancellor's Office](#)

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

14-2-9C [Cañada College: A2B – Associate to Bachelor Degree Program: Working to Improve Transfer](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 14-2-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)
- 14-2-2A [Approval of Revision to Miscellaneous Pay Rates Salary Schedule](#)

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.

- 14-2-1CA [Ratification of November and December 2013 District Warrants](#)
- 14-2-2CA [Adoption of Resolution No. 14-2 to Update Signature Authorization for Associated Students \(Associated Student Body\) Bank Accounts at Cañada College, College of San Mateo and Skyline College](#)
- 14-2-3CA [Approval of Curricular Additions – Cañada College and Skyline College](#)
- 14-2-4CA [Approval of the Use of the West Contra Costa Unified School District Contract with Enterprise Fleet Management for the Lease of District Fleet Vehicles](#)
- 14-2-5CA [Approval of Appointment to the San Mateo County Colleges Educational Housing Corporation Board](#)
- 14-2-6CA [Approval for Categorical Funding Transfers](#)

Other Recommendations

- 14-2-2B [Appointment of Representative to the San Mateo County School Boards Association](#)
- 14-2-100B [Acceptance of 2013-14 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments for the Period Ending December 31, 2013](#)
- 14-2-101B [Approval of Contract for Districtwide Baseball Field Replacement](#)
- 14-2-102B [Decision on Renewal of Measure G Parcel Tax](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Administrative Appointment, Reappointment, Assignment and Reassignment: **Skyline College** – Director of Workforce Development, Instruction; Dean of Global Learning Initiative Division, Global Learning Initiative

B. Public Employment: **Cañada College** – Learning Center Manager, Instruction; **College of San Mateo** – Nursing Instructor, Math/Science; **Skyline College** – Program Services Coordinator, Enrollment Services/Veterans; Career Resources/Counseling Aide, Counseling Services; **District Office** – Supervisor of Custodial & Grounds, Facilities; Custodian (Day Shift), Facilities – 2 positions; Custodian (Weekend/Swing Shift), Facilities – 2 positions; Custodian (Swing Shift), Facilities

C. Public Employee Discipline, Dismissal, Release

2. Conference with Legal Counsel – Potential Litigation – One Case

3. Public Employee Performance Evaluation – Chancellor

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
January 22, 2014, San Mateo, CA**

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

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

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

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said that in order to accommodate the auditor, it was requested that items 14-1-103B through 14-1-106B be placed first on the agenda. There were no objections from the Board.

RECEIPT AND ACCEPTANCE OF THE 2012-13 DISTRICT AUDIT REPORT (14-1-103B)

It was moved by Trustee Holober and seconded by Student Trustee Latt to approve the audit as presented. Auditor Terri Montgomery of Vavrinek, Trine, Day & Co., LLP, said the audit covers the period through June 30, 2013. She said the auditor issued an unqualified opinion that the District's financials are fairly stated. There were no proposed audit adjustments and no findings. There were two comments and suggestions regarding arranged hours and positive attendance and weekly contact hours.

Ms. Montgomery said there was a new accounting standard this year, GASB Statement No. 62, which involves capitalizing a portion of the interest on bonds as part of historical costs. Accordingly, management looked at interest paid over time and estimated how much of that was related to particular construction projects, resulting in a restatement of past years in the amount of \$38 million. After this discussion, the motion carried, all members voting "Aye."

RECEIPT AND ACCEPTANCE OF THE 2012-13 KCSM AUDIT REPORT (14-1-104B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the audit as presented. Ms. Montgomery said the auditor issued an unqualified opinion for both KCSM-FM and KCSM-TV that the financial statements are fairly stated. The TV and FM reports are provided separately as required by the Corporation for Public Broadcasting and grants. In response to a question from Trustee Mandelkern, Executive Vice Chancellor Blackwood said there were no payments from LocusPoint Networks during this audit period; payments will be included in the audit next year. After this discussion, the motion carried, all members voting "Aye."

RECEIPT AND ACCEPTANCE OF THE 2012-13 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS (14-1-105B)

It was moved by Trustee Holober and seconded by Vice President Miljanich to approve the audits as presented. Ms. Montgomery said the auditor issued an unqualified opinion that the financial statements are fairly stated. There were no findings or adjustments. Ms. Montgomery said the Performance Audit is required to verify that expenditures were made for authorized bond projects as approved by voters. The conclusion was that expenditures were made for authorized bond projects. After this discussion, the motion carried, all members voting "Aye."

RECEIPT AND ACCEPTANCE OF THE 2012-13 RETIREMENT FUTURIS PUBLIC ENTITY INVESTMENT TRUST AUDIT REPORT (14-1-106B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to accept the audit report as presented. Ms. Montgomery said the purpose of the audit is to verify the financial statements in the trust only. She said it is the unqualified opinion of the auditors that the financial statements are fairly stated. Trustee Holober asked if the Board of Trustees is in charge of this fund or if the Retirement Board of Authority should receive the audit report. Executive Vice Chancellor Blackwood said the Retirement Board of Authority also receives the report. Chancellor Galatolo said he believes it is a good idea to ask for approval by the Board of Trustees as well. Trustee Mohr asked if funds that are invested in the County are included; Executive Vice Chancellor Blackwood said they are not. Trustee Mandelkern commended the trust management for their progress in addressing unfunded liability. After this discussion, the motion carried, all members present voting "Aye."

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the study session of January 8, 2014. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said the Governor's proposed budget provides an 11% increase for community colleges. He said that, although the District lost the Friends of the College of San Mateo Gardens case at the Appellate Court level, the California Supreme Court has agreed to hear the case.

Skyline College President Stanback Stroud said the recent X-Treme Saturday was a successful event; she thanked Trustee Mohr for his presence. At the final 2013 meeting of the Skyline College Academic Senate, Vice President of Instruction Sarah Perkins was honored for her creativity, innovations and new initiatives. President Stanback Stroud welcomed Skyline College's new Dean of Counseling, Maria Angélica Garcia. Students in the Skyline College Enactus Club participated in a competition for social entrepreneurs as part of a business course. A mother and son team, Amy and Judah Darwin, won a \$1,000 prize for their project, The Torch Fund. The goal of their project is to provide opportunity for victims of human trafficking by providing private education.

College of San Mateo President Claire said a recording from last summer's Jazz on the Hill is being distributed to Board members. He acknowledged Vice Chancellor Tom Bauer for sponsorship of the event by the San Mateo Athletic Club. Classified staff members Deborah Laulusa and Finausina Tovo coordinated an event at which Pacific Islander students at the College were invited to hear from Pacific Islander leaders in the community, including a San Mateo police officer and successful business leaders and athletes. President Claire said Julian Edelman, former football player at College of San Mateo, has had a breakout year with the New England Patriots and is now an unrestricted free agent. University of Alabama head football coach, Nick Saban, was on campus today to sign a player and offer a full scholarship. Chancellor Galatolo added that former College of San Mateo baseball player Scott Feldman has signed a three-year deal with the Houston Astros for a reported \$30 million.

Cañada College President Buckley said he and a number of staff of the Math Jam Program attended a Board of Governors meeting in Sacramento on January 14, at which the program received the Exemplary Program Award from the Academic Senate for California Community Colleges. The College received a plaque and a \$4,000 cash award. Cañada College Professors Ronda Chaney, Sarah Harmon and Doug Hirzel have received the prestigious John and Susanne Roueche Excellence Award from the League for Innovation in the Community College. They were chairs of the Cañada College accreditation self study team. President Buckley said enrollment is down slightly at this time but headcount is remaining the same. Math/Science/Technology is now the largest division on campus for the first time, due partly to the emphasis on STEM programs and programs such as Math Jam.

Deputy Chancellor Keller said the majority of the Governor's proposed 11% increase for community colleges will go to categorical programs; the District receives a portion of these funds even though it is now community-supported.

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 (14-1-2A)**

President Schwarz said there is a request to remove the position of Visual Communications Coordinator at Cañada College from consideration. It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the actions in the amended report. The motion carried, all members voting "Aye."

APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (14-1-3A)

It was moved by Trustee Holoher and seconded by Student Trustee Latt to approve the revisions as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Schwarz said the Consent Agenda consists of Board Reports 14-1-1CA through 14-1-9CA. Trustee Holober asked that item 14-2-9CA be removed from the Consent Agenda for discussion. It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve items 14-2-1CA through 14-2-8CA. The motion carried, all members voting "Aye."

APPROVAL OF DISTRICT ORGANIZATIONAL MEMBERSHIPS, 2013-14 (14-2-9CA)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the memberships as listed in the report. Trustee Holober said the list is impressive and he hopes that the District is participating in the various organizations, such as the Chamber of Commerce. Chancellor Galatolo said he sits on the Board of the Redwood City/San Mateo County Chamber and President Claire is involved in the San Mateo Chamber. He said many District professionals are involved in other associations. Trustee Mandelkern asked if the policy allows the Board to review memberships or if any renew automatically. Executive Vice Chancellor Blackwood said no memberships renew automatically; they are reviewed and must be renewed each year. After this discussion, the motion carried, all members voting "Aye."

Other Recommendations

NOMINATIONS FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD, 2014 (14-1-1B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to discuss and approve any nominations. President Schwarz asked if there were nominations. There were none.

BOARD MEMBER COMPENSATION (13-1-106B)

President Schwarz said that according to law, the Board is allowed to adopt a 5% increase in compensation on an annual basis. She said the Board approved a 5% increase last year and did not take an increase for the previous four years. It was moved by Vice President Miljanich and seconded by Trustee Holober to adopt a 5% increase.

Trustee Mandelkern asked what the average compensation increase was for faculty, staff and administrators this year. Chancellor Galatolo said it will not be known until June 30 because it is tied to the change in assessed valuation. Vice Chancellor Harry Joel said the increase for last year was 2.81%. Trustee Mandelkern said he believes it would be fair and equitable for the Board to accept the same percentage. He said that would send an important signal that the Board does not expect a higher increase than other employees.

Trustee Holober said that the 5% increase would be approximately \$2,000 for the entire Board. He said that the Board may have made errors when they voted in previous years to forego an increase; they are now digging out of a hole compared to other employees. He said that in the future, the Board might want to investigate whether there is a way to accept an increase but not implement it. For consideration tonight, Trustee Holober said that step and column increases for other employees are included in the budget as well as COLA increases. Therefore, he believes that a 5% increase would put Board members in line with the average employee. Trustee Holober also noted that for several years – from the 1980's into the 2000's – trustees' stipends were frozen at the state level and some members of the current Board were affected.

Trustee Mandelkern suggested that the Board consider an increase in June or July rather than January so that the increase for other employees can be included in the discussion. Trustee Mohr said he does not see merit in comparing increases for the Board with those for other employees because the roles and responsibilities are totally different. He said that any increase should be looked at as a way to cover expenses such as mileage, attendance at events, etc.

President Schwarz said the law allows the Board to accept a 5% increase to the very small stipend provided to Board members and she is in favor of accepting it.

Trustee Mandelkern said he agrees that the rationale for serving on the Board is different; it is to further the success of the institution and see students do well. He said that he does not question the commitment of his colleagues, but he will not vote in favor of an increase.

After this discussion, the motion to approve a 5% increase carried, with Trustee Mandelkern voting "No" and the remainder of Board members voting "Aye."

INFORMATION REPORTS

2014 CONTRACTOR PREQUALIFICATION UPDATE (14-1-2C)

President Schwarz said the Board appreciates the information provided in the report. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, acknowledged Sue Harrison, Yanely Pulido, Jessica Pulido and Ludmila Prisecar for their work in preparing the report.

REVIEW AND DISCUSSION OF AGENDA FOR BOARD RETREAT OF FEBRUARY 1, 2014 (14-1-3C)

President Schwarz said a proposed retreat agenda was included in the packet; it is a draft for Board members to discuss and amend if desired. Trustee Holober said he would like to discuss lifelong learning or enrichment programs that were eliminated or reduced during funding shortfalls. Chancellor Galatolo said this will be part of the discussion on revised core values which is on the agenda. It is also integral to the initial discussion of proposed Board goals.

Trustee Mohr said he would like to examine data on student success and completion as part of the Board goals. Chancellor Galatolo said that the state measures success in a traditional manner; however, he believes the Board should measure how students are doing with regard to their personal goals in coming to the District. He said there are different issues in each district and different community needs. Trustee Mohr said he also would like to discuss how the District is reaching out to and engaging the more vulnerable members of the community. Chancellor Galatolo said this is integrated into the proposed revised core values and goals. He added that the proposed core values and proposed goals are documents that the Board will review and revise as they see fit.

Trustee Mandelkern said that, in relation to the item on future funding needs, he would like to know how the remaining balance of bond funds has been allocated. He also would like to solicit Board members' suggestions for study session topics for 2014. He said he would be interested in discussing career counseling/outplacement and the District's position vis-à-vis for-profit colleges. Chancellor Galatolo said this item will be added to the agenda. He said staff maintains a list of potential study session topics suggested by Board members. The list will be brought to the retreat for Board member input and prioritization.

Trustee Mandelkern said he believes the retreat agenda is Board-driven and he asked if the item on the proposed new project at Cañada College was suggested by a Board member. He said this item seems like a topic of general interest to be brought to a regular meeting. He said the purpose of the retreat should be to address strategic matters that span across the year. Chancellor Galatolo said this particular item is connected to the item on future funding needs; if the Board likes the idea of the project, it needs to discuss potential resources to make it a possibility. He said the District is looking at ways to generate revenue, as the San Mateo Athletic Club (SMAC) does. The Cañada College project could be self-supporting and, therefore, is different than other needs. Trustee Mohr said SMAC is an asset to people in the community and the Board should think about offering the same asset to others. He said he believes it is appropriate to examine the potential at the retreat. Trustee Holober said a discussion should include an assessment of the market and what might be done differently than was done at SMAC. Chancellor Galatolo said the market has been assessed and there is greater interest in the Cañada College area than there was in the area served by SMAC. He said a preliminary design is based on lessons learned from SMAC. He said the purpose in bringing preliminary drawings is to obtain direction from the Board about whether to do further investigation and address the item further in the future if directed to do so. President Schwarz said this project is a new idea and could be discussed at a separate time; however, she understands that it fits into the discussion of future funding needs and it might be appropriate to consider at the retreat so that the Board can provide direction.

Regarding the agenda being Board-driven, Chancellor Galatolo said he believes it is appropriate for staff to bring items of interest to the retreat that are timely and important. Vice President Miljanich said similar items have been brought to retreats in the past. She said she believes it is appropriate for the Chancellor to bring ideas that the Board may want to consider. Trustee Mohr said he believes the retreat should allow exploration of ideas based on the experiences of Board members and District constituencies. He said the retreat provides an opportunity to examine new visions or the extension or different stage of an existing vision. He said some of the time will be spent brainstorming and he believes that nothing should be placed outside the box; otherwise, the Board will not be thinking about all of the possibilities that the District has at its disposal.

Vice President Miljanich suggested that the discussion of the Brown Act could require less time than allocated, with a focus on specific questions from the Board. Chancellor Galatolo asked Board members to submit questions which he will forward to Attorney Greg Dannis who is making the presentation.

COMMUNICATIONS

President Schwarz said she received a thank you card from Zhengping Zhang, a student intern in the General Accounting Department at the District Office. Ms. Zhang reported that the internship program has enabled her gain invaluable experience. President Schwarz said she will respond to Ms. Zhang.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Latt said the Associated Students at the Colleges have held or will soon hold retreats to set goals. They have also been busy planning welcome week activities.

Trustee Mohr said X-Treme Saturday at Skyline College was enjoyable and he commended Dean Garcia and staff. He said he was impressed with the outstanding way in which counselors interacted with students. Trustee Mohr recognized College of San Mateo English Professor Katie Bliss for initiating a transition program for young people in Juvenile Hall, providing systematic and ongoing support from faculty and staff to help them stay on target and succeed in college. He also recognized the Center for Innovation and Excellence in Teaching and Learning (CIETL) at Cañada College. He said staff development is very important and this program is flourishing. Trustee Mohr said he would enjoy spending time on the campuses and would appreciate hearing about events and activities.

Trustee Mandelkern said he was at College of San Mateo and was pleased to see that the electric charging stations were fully occupied. He thanked President Claire for hosting him for a walk around campus and lunch. Trustee Mandelkern suggested that Foundation staff be reminded to approach alumni such as Julian Edelman and Scott Feldman who gained from being in the District.

Trustee Holober said legislation is pending regarding for-profit college loan defaults. He said this information is important for prospective students to know and he will bring more information if the Board is interested. Board members expressed interest in receiving additional information.

President Schwarz said she and Vice President Miljanich are the official representatives of the Board to the Foundation. She said Trustee Mohr graciously offered to step aside as a Foundation Board member in order to comply with Brown Act requirements. President Schwarz asked if there is interest in preparing an RFP for auditors. Executive Vice Chancellor Blackwood said an RFP is always released when a contract is expiring.

President Schwarz asked that this meeting be adjourned in memory of Lakas Parreñas Shimizu, an eight-year-old boy who passed away recently. Lakas lived in Hillsborough with his parents and brother. He was enrolled in the swim lesson program at SMAC which he enjoyed very much. Because of this connection, his family held a memorial service in the College Center at College of San Mateo. The family expressed thanks for the use of facility.

RECESS TO CLOSED SESSION

President Schwarz announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A, 1B and 1C on the printed agenda and (2) hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda.

The Board recessed to Closed Session at 8:00 p.m. and reconvened to Open Session at 9:30 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 4-0-1 (one abstention) to approve item 1A(1). The Board voted 5-0 to approve all other items listed as 1A, 1B and 1C.

ADJOURNMENT

It was moved by Trustee Holober and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:35 p.m. in memory of Lakas Parreñas Shimizu.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 26, 2014 meeting.

Patricia Miljanich, Vice President-Clerk

**Minutes of the Annual Retreat of the Board of Trustees
San Mateo County Community College District
February 1, 2014, Redwood City, CA**

The meeting was called to order at 9:10 a.m.

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

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

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

BUDGET UPDATE (14-2-1C)

Executive Vice Chancellor Blackwood distributed handouts related to her presentation on the budget; copies are attached to the official minutes of record. Her report included a review of the Governor's proposed budget and how it will affect the District. She stated that although the District has achieved community-supported status, it will receive funds for the Student Success and Support Program (SSSP), funds for Proposition 39 projects, and funds for scheduled maintenance and instructional equipment. Overall, the District would receive more than \$3 million in new categorical or restricted money for next year; however, there is a significant match requirement for these funds, with amounts varying by category.

Executive Vice Chancellor Blackwood discussed the three-year assumptions for the District. Regarding enrollment projections, she said that up to now, the direction from the Board has been to keep enrollment at or near the state-funded cap; staff is seeking direction about whether this will continue to be a goal and whether there are now other considerations. Property taxes are projected to increase by 4.0% to 4.4% per year. The "Excess Property Tax" projection (total revenues received from property taxes and student fees) will be determined based on enrollment projections and property tax projections. When this figure is determined, the Board can discuss all available resources, including an increase in SSSP funds and RDA funds, while accounting for the loss of Measure G funds. Executive Vice Chancellor Blackwood said it is important to keep in mind that existing compensation agreements require that a percentage of property tax increases will go to compensation schedules.

Executive Vice Chancellor Blackwood discussed enrollment projections based on the state-funded cap. There was extensive Board discussion about whether the state's 3% enrollment growth figure is appropriate for the District to follow. Areas of discussion included load and productivity; relationship to hiring of faculty; awareness of the possibility of reverting to revenue limit status; identifying and serving local community needs; maintaining efficiencies made during budget cuts and continuing to make adjustments when needed; and how to reach populations that traditionally have been underserved. It was noted that many of these issues will be discussed later under the items on Revised Core Values and Principles and Board Goals. Executive Vice Chancellor Blackwood said discussions should also include supplemental instruction, BA degrees, hybrid/community education classes, learning communities, and professional development. The Board briefly discussed professional development at the Colleges and requested that this be a topic at a future study session.

Executive Vice Chancellor Blackwood said property tax projections include RDA money. There was a substantial amount of one-time monies in 2012-13 and there will be more one-time payments as RDAs begin to sell off some of their assets; however, these payments are not included in the projections because the amounts and timing are not known. Revenue limit projections are based on the concept of the District achieving the highest possible state revenue limit. If this occurs, the District's excess property tax will range from \$13 to \$17 million in 2016-17, placing it very solidly into community-supported status.

Executive Vice Chancellor Blackwood said that as of last June, the Measure A fund balance was \$32 million. During the first six months of this year, \$3.6 million was spent and, as of December 31, another \$6 million was encumbered. An additional \$26 million is budgeted for projects but is not yet under contract, leaving a balance of \$2.3 million.

DISCUSSION OF REVISED CORE VALUES AND PRINCIPLES DOCUMENT (14-2-2C)

Chancellor Galatolo said the document maintains a focus on transfer education, career/technical training, and basic skills; however, there is an additional focus on restoration of contract education, not-for-credit and community education programs. The document also addresses more specific areas, such as: seeking out and serving underserved populations within the community; continuing efforts to expand online learning; concurrent enrollment programs; Middle college; international education; and unique programs that serve broad community needs. Chancellor Galatolo said staff is seeking clear direction from the Board about whether the focus should be on protecting the FTES base or on looking more at increasing efficiency and increasing the impact of the District.

Extensive Board discussion followed, including discussion of:

- Balance between single-minded focus on FTES and other considerations; being mindful of possibility of reverting to revenue limit status.
- Focus on success and completion and how to define and measure them; looking at how students in the District achieve their specific goals rather than using the state's method of measuring success.
- Continued focus on academic excellence, student equity and access.
- Focus on identifying and reaching underserved populations with the community, including foster youth, those in the criminal justice system, and students who do nothing after high school; how to address the needs of the whole student without duplicating responsibilities of other agencies; make sure that no populations are stigmatized.
- Utilizing community education programs to address the broader needs of the community; consider hybrid classes for low-enrolled courses.
- Connecting students with business opportunities in the community.
- Consideration of incentives to faculty as part of maintaining a competitive advantage; importance of full-time faculty.
- Minimizing contracting out of community college jobs.

The Board agreed that the Statement of Core Values should be a high-level, broad statement of values and should not be confused with goals. It was agreed that the financial details included in the Preamble should be removed and replaced by a more general statement about the change in the District's financial situation. The Board offered suggestions for changes or additions to specific sections. These suggestions, along with general suggestions made during the discussion, will be incorporated into a revised document. Board members may also send suggestions to Barbara Christensen. The revised document will be brought to a Board meeting for further discussion.

PROPOSED NEW PROJECT: CAÑADA COLLEGE ATHLETIC COMPLEX AND FITNESS CENTER (14-2-3C)

Chancellor Galatolo said the San Mateo Athletic Center (SMAC) has exceeded expectations and currently has more than 5,000 members. In looking at capacities countywide, interesting data has been gathered regarding the areas around Cañada College and Skyline College. Vice Chancellor Tom Bauer said he and SMAC General Manager Diana Thomas work with Dave Cameron of Club Management Concepts, a company which does demographic surveys. Based on the surveys, Mr. Cameron reports that the five mile radius around Redwood City is currently dramatically underserved by the commercial club market and the level of competition is extraordinarily low. He also refers to the increasing demand for quality, educationally-based fitness. The report suggests that a facility based at Cañada College could have a membership of 4,620 within three to four years. With this membership, a club could generate a surplus in excess of \$1 million per year. Chancellor Galatolo said that with these analytics and the conceptual drawings provided in the board packet, the next step is to seek direction from the Board about they wish to pursue this possibility.

There was extensive Board discussion, which included the following items:

- Based on the success of SMAC, this is a concept that is worth considering; it would provide a service to the South County community and generate income.
- More information was requested, including background data and market studies, as well as satisfaction surveys and retention at SMAC.
- Reason for choosing to construct a new facility at Cañada College vs. Skyline College, and how it fits in with College needs and priorities.
- How SMAC is doing with regard to employment opportunities for District bargaining unit members; economic feasibility of weaning the facility away from contract employees.
- Being mindful that a fitness facility must be an education facility before it is a community-based facility; need more information about educational opportunities that would be offered.
- Construction costs and where funding would come from; discussion of possible COP.

BROWN ACT (14-2-5C)

Greg Dannis, attorney with the law firm Dannis Woliver Kelley, presented a review of the Brown Act. He answered questions from Board members, particularly relating to closed session requirements.

FUTURE FUNDING NEEDS (14-2-4C)

Chancellor Galatolo briefly discussed future funding needs at the District and three Colleges. The Board then discussed whether to seek extension of the Measure G parcel tax and the possibility of a future general obligation bond measure. It was agreed that the issue of the parcel tax extension will be discussed further at the regular meeting of the Board on February 26.

STUDY SESSION TOPICS (14-2-6C)

As mentioned previously, it was requested that professional development be added as a study session topic. Board members also suggested that some proposed study session topics could be presented as information reports at regular meetings. In addition, it was suggested that study sessions could be added in months in which only one Board meeting is scheduled.

UPDATE ON BOARD GOALS FOR 2013-14 (14-2-7C)

The Board briefly reviewed the progress on the 2013-14 goals as shown on the board report included in the board packet. Chancellor Galatolo noted that each of the twelve goals has been addressed in an in-depth manner.

INITIAL DISCUSSION OF PROPOSED BOARD GOALS FOR 2014-15 (14-2-8C)

Board members requested the following revisions to the proposed goals:

- Move goal #4 regarding student success to immediately follow goal #1. Within this goal, add program enhancements to enhance student success.
- Delete the reference to “no or low cost programs” in goal #2 until there is a clearer understanding of what these might be.
- Add language to goal #5 to note that fees from international students provide the ability to expand course offerings to local students.
- In goal #7, change “monitor state legislation” to “monitor and where necessary influence state legislation.”
- Reinsert goal #12 from the 2013-14 goals, regarding local relationships.
- Add a goal dealing with hiring policies.

ADJUORNMENT

The meeting was adjourned by consensus at 2:30 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the February 26, 2014 meeting.

Patricia Miljanich, Vice President-Clerk

President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



Guest Lecturer M.K. Asante presented by CIPHER
Photo Credit Raul Guerra

SKYLINE COLLEGE BOARD REPORT

FEBRUARY 26, 2014

SKYLINE COLLEGE RECEIVES FULL ACCREDITATION!

Skyline College put its best foot forward over the past two years to engage in an extensive self evaluation. That evaluation was followed up with a visit by an external evaluation team who looked at how well Skyline College meets the standards set forth by the Accrediting Commission for Community and Junior Colleges (ACCJC). The team filed a report with the Commission who then met in January to consider the status of the college. Skyline College received both commendations and recommendations.

The team commended the college on:

- The morale and enthusiasm which is “palpable and infectious.”
- Our commitment to learning and the civility and respect they had the opportunity to observe.
- The students first environment and our shared vision of social justice, integrity, diversity and access.
- Its spirit of innovation, creativity – noting such programs as SparkPoint, CTTL, Learning Communities, Boot-Up for New Faculty amongst many. The entire campus, administration, faculty, staff, and student leadership were all commended for our compassion and sincere valuing of the diverse life experiences at our college. The team chair also took a moment to recognize the leadership of the president, “Dr. Regina Stanback Stroud, for her visionary leadership.This is a fabulous, fabulous college and a great part is due to your visionary leadership.

The Commission made the following college and district recommendations, of which Skyline College is required to provide a follow up report to the commission.

College Recommendation 1

In order to meet the Standard and ensure quality instructions, the team recommends that the College adhere to its systematic and regularly scheduled process of performance evaluations for all adjunct faculty members (Standard III.A.1.b.).

College Recommendation 2

In order to improve and increase effectiveness, the team recommends that the College complete a systematic review of its integrated planning and resource allocation cycle, in its entirety as a holistic process, and to do so in a purposeful and well documented manner to promote transparency and sustainability (Standard I.B, I.B.6, I.B.7).

College Recommendation 3

In order to improve quality instruction, the team recommends that the College adhere to its policy ensuring that all Distance Education courses are effectively facilitating student learning by providing continuous, regular and substantive faculty interaction with students (Standards IIA.1.b, IIA.2, IIA.2.a, IIA.2.e.).

District Recommendation 1

In order to increase effectiveness, the District and Colleges should broadly communicate the modification of the evaluation process for faculty and others directly responsible for student progress, which includes student learning outcomes, and ensure the process is fully implemented. (III.A.1.c)

District Recommendation 2

In order to improve institutional effectiveness, the Board of Trustees should develop goals for increasing its professional development and orientation of new Trustees. (IV.B.1.f)

District Recommendation 3

In order to improve institutional effectiveness, the District should establish a regular cycle for the evaluation of its services and provide documentation regarding the outcomes of the evaluations. (IV.B.3.b, IV.B.3.g)

As the president of the college, I would like to take a point of personal privilege and thank all of the faculty, staff, students and community members who dedicate their life's work to serving the Skyline College community. You all are amazing and I am quite humbled to have the honor of working with you for this college, for these students and for our community.

Thanks are in order starting with the Board of Trustees and Chancellor Ron Galatolo, all of whom provide the visionary leadership and stewardship that makes it possible for Skyline College to do so well. And thanks to the Accreditation Co-Chairs, Donna Bestock and Christine Roumbanis who led the way to an exceptionally well executed process. Thanks to Dennis Wolbers and Christine Themoleas for managing the evidence for the self-evaluation. Thanks to Nancy Kaplan-Biegel for editing and essentially, perfecting the report. Thanks to the accreditation steering committee for their leadership in the writing process. Thanks to Dr. Gina Rosabal who provided consultation and writing expertise to help us amass an impressive set of integrated plans and manuals that is more impressive than we could have imagined. Thanks to Kayla Razavi, ASSC President, Leigh Anne Shaw, Academic Senate President and Linda Allen, Classified Senate President for their leadership and support in responding to the standards, ushering the various plans through the processes and calling on the faculty, staff and students to be engaged. Thanks to the faculty, staff, students and district staff on the standard committees. Thanks to Chancellor Galatolo, Deputy Chancellor Jim Keller, Vice Chancellor Tom Bauer, Vice Chancellor Harry Joel, Vice Chancellor Jose Nuñez, Vice Chancellor Jing Luan, Vice Chancellor Kathy Blackwood, Chief Information Technology Officer Frank Vaskelis, Director Barbara Christensen, and the entire District team for the unconditional

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support and engagement we received during this process and always. Thanks to Katie Beverly, the staff in the Skyline College Reprographics Department, Kevin Chak and the staff in the Bookstore for the production of a beautiful set of documents and for being at the ready to do whatever was necessary to have a successful visit. Finally, thanks to Dr. Sarah Perkins for her leadership and guidance as the Accreditation Liaison Officer and to the staff in the Office of Instruction and the Instructional Leadership Team for putting forth stellar work before and during the visit. During the visit, Theresa Tentes was stellar in managing all of the logistics and ensuring that team had appropriate accommodations.

I want to add my thanks to all of the third floor staff in the President's suite for their tireless work to support the team, the administration, faculty and staff and the process. Thanks to Rick McMahon, Hector and all of the Pacific Dining staff for the exceptional job you did in serving our guest. Three community members, Michele Enriquez-Da Silva, Jessica Evans and Carolyn Livengood took the time to meet with the team and really made a clear impression of commitment to and support for the college. "I love this college" is the way Carolyn Livengood closed her statement. The Food Service staff, Public safety, Information Technology staff, the faculty and Jim Petromilli and the staff of the Center for Teaching and Learning, Facilities and grounds crew helped us show our best face.

The visiting team made complementary statements about the website during the entire visit. Thanks to Cherie Colin, Liz Gaudet, and the Marketing, Communications, Public Relations department for the great work to give us a great website and for helping us put forth a coherent and professional image for Skyline College (and yes, Keisha Ford provided an impressive tour for the team). The Planning, Research and Institutional Effectiveness faculty and staff, Dr. David Ulate, Katie Galvin, Karen Wong and Anjelica Gacutan were outstanding in ensuring all of the plans, data, manuals/handbooks were at the ready. Thanks to Dr. Joi Blake and the Student Services Leadership Team, you really helped us shine. Team members commented on the great work being done in student services. Vice President Eloisa Briones and the administrative services staff impressed the team members with the comprehensive and transparent budget processes. Finally, the faculty, staff and student leadership did a superb job of showing just how collegially we work together to serve our students and community. The team chair indicated that we have a true jewel of the community college system.....yes, that confirms it....like most jewels, Skyline College really does shine!

Article by Dr. Regina Stanback Stroud.

COLLEGE BOARD WESTERN REGIONAL FORUM CONFERENCE



Dr. John Mosby attended the College Board Western Regional Forum Conference from January 29 – February 1. In addition, Dr. Mosby facilitated the first ever College Board workshop centered solely on community college students. The workshop, titled "Transitioning from a Community College to a Four-

Year Institution: What Works and What Doesn't?" This session looked at the transfer admission and transition experience from a student perspective. Student panelists provided insight on the practices and policies that enhance, or sometimes hinder, successful transitions for transfer students.

At the end of the conference, Dr. Mosby was nominated and accepted the opportunity to Chair the Guidance and Admission Assembly Committee for the Western Region of the College Board, representing educators from the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming. This is the first time that an educator from the Community College system will serve in this role.

Article by Dr. Joi Blake. Photo by Keisha Ford.

M.K. ASANTE GOES "BUCK" AT SKYLINE COLLEGE



"The world is a university." This was one of many insightful quotes, author and filmmaker, M.K. Asante, shared with Skyline College students and faculty on Tuesday, February 7, 2014. Fitted in his Sixers hat, jeans, and Timberlands, M.K. Asante mesmerized a full house with his own personal

experiences through literature from his new memoir titled "Buck". His ability to weave both academia and street knowledge really resonated with the audience making it a very meaningful experience for everyone.

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M.K. Asante, who is also a tenured professor at Morgan State University, explained that his intent of sharing his life story was to empower others about the importance of reading and writing, learning about different cultures, and being open-minded. The event kicked off African-American History Month with tremendous energy, highlighting the shared triumphs and struggles that many students really related to.

M.K. Asante was one of the guest presenters sponsored by the Center for Innovative Practices through Hip Hop Education and Research also known as the CIPHER. CIPHER aims to provide students with educational and career opportunities through the new CIPHER Hip Hop Learning Community (which starts in Fall 2014), Urban Music Academy, and the Youth Entrepreneurship Program. In addition, CIPHER provides professional development and enrichment opportunities for faculty to learn about the various Hip Hop pedagogies utilized in classrooms and programs.



M.K. Asante further validated the importance of meeting students where they are at and recognizing that students come to us with a breadth of knowledge and personal experiences that defines them. He states that, “The more we know about our students, the more they

will believe that they can succeed.” That day, he connected.

The event concluded with a book signing of his memoir, “Buck”, as Maya Angelou described as “a story of surviving and thriving with passion, compassion, wit, and style.” His books are still available for sale at the Skyline College Bookstore.

For more information about M.K. Asante, please visit his site at www.mkasante.com. The live stream video is available at www.skylinecollege.edu/cipher/events.

If you’re interested in the work of CIPHER, please email Nate Nevado at nevadon@smccd.edu.

Article by Nate Nevado. Photo by Raul Guerra and Twitter.

COACH NOMICOS REACHES 300-WIN MILESTONE



Amid a flurry of Bay Area rains, Skyline College endured a wet weekend in its scheduled three-game series against the College of the Redwoods Corsairs. Saturday play was ultimately rained out before the two teams were able to squeeze in a twin bill Sunday. When it was all said and done, Skyline College Trojans swept the doubleheader to notch its first two wins of the season, downing

the Corsairs in the opener 9-8 in 10 innings, then triumphing 12-1 in a rain-shortened seven-inning nightcap.

The wins mark career victories No. 299 and No. 300 for Nomicos, who started coaching at Skyline College in 2000. He is the fifth baseball coach in the history of the college and the winningest to date. Previous Skyline College Head Baseball coaches were Bill Harron, Terry Christman, Mike Givens, and Ken Bowman. With these victories, Nomicos is now second in career victories by a Skyline College coach only trailing Pete Pontac, the former legendary Hall of Fame Men’s Basketball Coach.

Article by Alexandria Hatzistratis.

CRLA CERTIFICATION AWARDED TO THE LEARNING CENTER



The Skyline College Learning Center has long been a hub for developing future educators. Current faculty in several departments around campus got their start as peer tutors in The Learning Center before

completing undergraduate and graduate degrees.

Effective December 1, 2013 The Learning Center’s tutor training program became certified by the College Reading and Learning Association (CRLA) through its international tutor training program certification process, as a Level I and Level II certified program. Level I (Certified Tutor) is awarded to tutors upon completion of the LSKL 110 Tutor Training course offered each fall and spring. Level II (Advanced Certified Tutor) is awarded to tutors after they have completed additional hours of supervised

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tutoring and training; each level additionally requires regular evaluations by faculty and The Learning Center staff.

Skyline College tutors are now being recognized professionally for the great work they do each semester. This certification helps The Learning Center attract and retain quality tutors, helps tutors demonstrate their professionalism for employment and four-year transfer purposes, and demonstrates the credibility of the program to the Skyline College community.

Article and photo by David Reed.

A MIDDLE COLLEGE IS COMING TO SKYLINE COLLEGE



Keeping a 2012-2017 Strategic Plan promise to strengthen community connections, Skyline College will open its doors starting the 2015-2016 academic year to a Middle College for high school students from the Jefferson Union High School and the San Mateo Union High School districts. The Middle College will allow concurrently enrolled high school students to explore their career technology education aspirations, earn a high school diploma and simultaneously earn college units toward a certificate and/or an associate degree and/or toward being able to transfer to four-year university.

Raymond Jones, Ph.D. has been appointed as the Interim Director to plan, develop and implement this innovative educational option for high school students who are capable and independent learners but whose needs are not being met in the traditional high school environment. The Middle College is a bold, creative and innovative educational enterprise for keeping Skyline College's commitment to empowering and transforming a global community of learners to achieve.

Article by Dr. Raymond Jones.

TRANSPORTATION: SUSTAINABLE SOLUTIONS TO GET TO AND FROM CAMPUS



Spectacularly situated above the Pacific Ocean, the Skyline College campus can be a little challenging to get to. When community leaders and members of the Skyline College campus community convened for the President's Council Success Summit in

September 2013, "Transportation - The Last Mile" was one of the discussion themes.

Skyline College however is more than a mile from key transit hubs. San Bruno and South San Francisco BART stations are four miles away, and Daly City and Millbrae BART stations are a distant seven miles.

The President's Council, taking the input of the Success Summit attendees who voted with "clicker technology" to focus attention on this problem, has developed a plan to move forward a new initiative on transportation. The project goal is to identify and create sustainable opportunities for students, faculty and staff to conveniently and economically travel from public transit stations (or other locations) to the campus.

Richard Hsu, Skyline College's Sustainability Coordinator and members of the Sustainability Ambassador's Network, have met with Greg Cochran and Cindy Abbott, representing the President's Council, and John Ford and Brenda Valencia of the Peninsula Traffic Congestion Relief Alliance (Commute.org) to kick off the project. A survey developed in collaboration with the Planning, Research, and Institutional Effectiveness (PRIE) office and members of the working group, will find out how people currently travel to campus and to assess their needs. It is anticipated the data collection will take place in February, with results of the survey available by April.

Concurrently, the President's Council is working with regional transit organizations to learn about opportunities that include technical assistance for planning and funding sources, carpool and other commuter options. Updates on this initiative will be provided every few months.

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FINANCIAL AID OFFICE PRESENTS AT CASH FOR COLLEGE EVENTS



Skyline College's Financial Aid Office presents at Cash for College workshops at several local high schools in both San Mateo and San Francisco County. The Cash for College events are to assist low-income students and their families to

complete the Free Application for Federal Student Aid (FAFSA) and Cal Grant GPA Verification forms required for Cal Grants. These workshops were held during January and February 2014 at different high schools and community sites throughout Daly City, South San Francisco and San Francisco.

In addition to information about the FAFSA and Cal Grant, additional topics included information about in state tuition assistance for AB 540 eligible students, the California Dream Act application and the Middle Class Scholarship.

"The financial aid application process is often an overwhelming experience for our low-income families," said, Jocelyn Vila, Program Services Coordinator for the Financial Aid Office. "By providing these free workshops, we can educate students and their parents about the availability of opportunities and options for financial support towards pursuing their college education."

High school seniors who attend one of these Cash for College workshops can qualify for a \$1,000 scholarship by submitting their FAFSA, Cal Grant GPA form and an exit survey by the March 2, 2014 Cal Grant deadline.

Article and photo by Jocelyn Vila.

WIT PRESENTED TO AMERICAN ASSOCIATION OF UNIVERSITY WOMEN



Lori Slicton, Coordinator of the Women in Transition (WIT) Program and Professor of Anthropology, was the guest speaker for the American Association of University Women (AAUW), North Peninsula Chapter's Annual Dinner. The AAUW members were keenly interested to learn more about the

Women in Transition Program and the experiences of returning female students. Held at the Basque Cultural Center on January 21, 2014, Professor Slicton passionately described to the AAUW the diverse strengths and needs of returning women students, many of whom have led very complicated lives. While there are not any "typical" returning students, many have encountered similar obstacles to acquiring a higher education such as domestic violence or trauma, homelessness, unemployment and general poverty. Many WIT students also qualify for accommodations through the Disability Resource Center. Having said this, some returning students already hold academic degrees. Through the Women's Resource Center, WIT students are also very generous with each other and work as excellent peer advocates and assist each other when in need. Re-entry students, Melody Glines and Shawn Kayln Edwards also spoke about how they have benefitted from the WIT Program. The WIT program provides a unique and vital function for our college by empowering students to be strong self-advocates, clarify their academic goals and to aim VERY high! Thanks to wonderful volunteers and a supportive work environment, the Women in Transition Program continues to grow. The AAUW membership responded very enthusiastically and are excited to work more closely with the Women in Transition Program.

Article by Lori Slicton. Photo by Shawn Kayln Edwards.

SAN TO ENGAGE STUDENTS IN CAMPUS SUSTAINABILITY



The Sustainability Ambassador Network (SAN) met on Tuesday, January 28th to explore campus outreach strategies and improve student engagement in campus sustainability. Ideas discussed included campus-wide essay/

photo/design contests, infographic flyers, and student speaker groups.

SAN also welcomed two special guests from San Francisco State University: Guy Dalpe, Managing Director of the Cesar Chavez Student Center, and Sharon Daraphonhdeth, Sustainability Strategist and cofounder of the SFSU Student Sustainability Coalition. Sharon presented on several successful sustainability initiatives at SFSU, including campus-wide composting, a bike barn and workshop series, and the Fossil Free campaign to divest from fossil fuel companies.

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The Sustainability Ambassador Network is a forum for students, faculty and staff to address sustainability at Skyline College. The mission of the Sustainability Ambassador Network is to inform, collaborate, and inspire action for sustainable change on campus.

Article by Richard Hsu. Photo by Dr. Sarah F. Perkins.

MENTORSHIP PROGRAM KICK-OFF!



The African Diaspora Program at Skyline College has officially launched its mentorship project for young women: Education Across the Miles.

On January 30, 2014, a group of Skyline College students (mentors) participated in a video conference with a group of high school students (mentees) in Liberia. This videoconference is the first of many meetings between the two groups of young women. During this introductory session, both groups learned about each other and their cultural customs and backgrounds.



The goal of Education Across the Miles is to expose Skyline College students to mentorship opportunities and provide them with tools to serve as mentors to the young women in Liberia.

At the same time, Education Across the Miles seeks to provide both educational and financial assistance via scholarships to young women in Liberia that aspire to graduate high school and pursue higher education.

This program is a part of an on-going partnership with the SF Links, Inc., Grand Bassa Community College in Liberia and the Liberian Senate, the Center for International Trade Development and the African Diaspora Program at Skyline College.

Seven members of the International Trade and Services (ITS) Facet of SF Links agreed to contribute a \$200 scholarship for each of the seven Liberian high school girls. The ITS Facet's contribution will allow Skyline College student mentors and Liberian young women to engage in a cross cultural exchange where both parties will have the opportunity to teach, inspire, and learn about each other. The Skyline College students will be able to learn and apply their mentorship skills, network with their Liberian peers, and gain a better global awareness and general understanding of the African Diaspora.

Article by Pcyeta Stroud. Photo by Noelle Encina.

Events

DR. SHAKTI BUTLER, SOCIAL JUSTICE EXPERT TO SPEAK ON FLEX DAY



Deepening the National Conversation on Race with:

Dr. Shakti Butler
Cracking the Codes

Wednesday, March 5, 2014
1:00 p.m. - 3:30 p.m.
Building 6, Fireside Dining Room

Race, more than any other demographic factor, determines levels of individual educational achievement, health and life expectancy, possibility of incarceration, and wealth in the U.S.

The conversation on race is shallow and remains focused on individuals. It stops us from talking. It freezes our capacity to connect and act across crucial racial divides. If not interrupted, it is a system that is endlessly self-perpetuating.

What if we deepen the conversation?

A Cracking the Codes film/dialogue event sets the stage for transformation in classrooms, conference rooms and communities by unpacking the system of racial inequity and enabling people to—finally—talk about it. Talking about race opens the way for institutional change. Authentic dialogue is a critical component of any equity effort.

Thousands are talking with Cracking the Codes. This year over 10,000 people in communities and on campuses nationwide have participated in a live Cracking the Codes event with World Trust facilitators.

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Shakti Butler, PhD., is Founder and President of World Trust Educational Services. She is also the producer/director of World Trust films. Dr. Butler shares her holistic framework for conveying the interconnection between internal and external/structural components of racial inequity, and revealing how self-perpetuating systems reinforce disparities in institutions. This framing, along with the use of Butler's films, set the context for constructive conversation.

Contact: Nina L. Floro, 650-738-4414 / floro@smccd.edu

Article by Nina Floro.

WOW! VOICES NOW

Women on Writing A Morning of Readings and Refreshments

Saturday, March 15, 2014
9:30 a.m. to 12:15 p.m.

Student & Community Center,
Building 6, Room 6202

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

Featured Readings:

Kirstin Valdez Quade

Stanford University Creative Writing Program
Author of fiction in *The New Yorker*, *Narrative*, *Guernica*,
The Best American Short Stories 2013, and elsewhere.

Caroline Goodwin

Poet Laureate of San Mateo County California College of the
Arts MFA Program Stanford University Writer's Studio
Author of *Trapline* and *Kodiak Herbal*.

For more information, contact Kathleen McClung at
mcllungk@smccd.edu.

14TH ANNUAL PRESIDENT'S BREAKFAST

March 27, 2014

PRESIDENT'S BREAKFAST

Dr. Regina Stanback Stroud

President, Skyline College

Cordially invites you to join the

Skyline College President's Council for the

14th Annual President's Breakfast

Thursday, March 27, 2014

7:00 a.m. Networking Opportunity

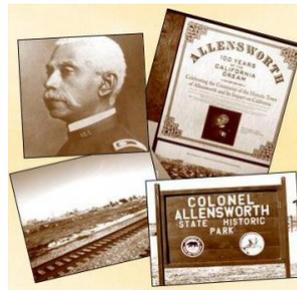
7:30-8:30 a.m. Complimentary Breakfast

South San Francisco Conference Center

255 South Airport Boulevard
South San Francisco, California 94080

Please RSVP to (650) 738-4325 by March 10, 2014

ALLENSWORTH EXHIBIT EXTENDED!



Come and visit the Skyline College Library to experience the inspiring Allensworth exhibit. The historic town of Allensworth tells a story of the all-black settlement in California's Central Valley. The exhibit is a great representation of self-determination for all Californians in the areas of education and economic

development. The exhibit at Skyline College is a collaborative effort between the Bay Area CITD, the African Diaspora Program at Skyline College and the African American Museum & Library of Oakland.

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The Allensworth Exhibit is open to the entire campus as well as the general public on the following days:

Monday through Thursday: 8:00 a.m. until 9:00 p.m.

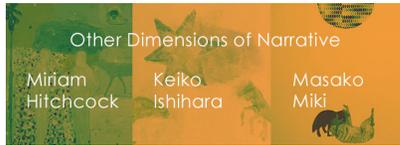
Friday: 8:00 a.m. until 2:00 p.m.

Saturday: 10:00 a.m. until 2:00 p.m.

If you would like to bring your class on a guided tour of the exhibit, or for more information on the African Diaspora Program please contact, Pcyeta Stroud at stroudp@smccd.edu.

Article written by Pcyeta Stroud. Flyers by Elizabeth Tablan.

ART GALLERY EXHIBITION 2/3 - 3/7



Join us for an exciting new exhibition in the Art Gallery
Now – March 7th!

Other Dimensions of Narrative

Group exhibition at the Skyline College Art Gallery

Featuring works by Miriam Hitchcock, Keiko Ishihara, and Masako Miki.

Check the Gallery website for hours and more information:
<http://www.smccd.edu/accounts/skygallery>

Achieve!



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ February 26, 2014

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CSM Alum Wins Grammy



Photo credit: Albany Democrat-herald

The Pacific Mambo Orchestra, co-founded by former CSM student **Christian Tumalan** (pictured at right), won a Grammy Award for Best Tropical Latin Band for its self-titled debut album. The San Francisco-based Latin big band beat out some heavyweight music industry nominees including Marc Anthony and Carlos Vives. Tumalan, a classical and jazz-trained pianist originally from Mexico, also directs the rhythm section of the group. The 19-piece band, which plays salsa, mambo, cha cha and bolero, came together in San Francisco in 2010. With support of fans on a 2012 Kickstarter campaign, the band was able to fund the creation of the award-winning album. The Pacific Mambo Orchestra was one of the headline groups to play at the 2013 Jazz on the Hill concert held at CSM. While taking classes at CSM, Tumalan played in the college's Monday evening repertory jazz ensemble band. He is also a piano teacher at Woodland School in Portola Valley.

Legendary Coach Visits Top Recruit at CSM



Photo courtesy of Tim Tulloch

Nick Saban, head football coach for the Alabama Crimson Tide, flew his private jet to personally visit with top recruit **Dominick Jackson** and CSM's football coaching staff. Jackson, a 6-foot-6, 310-pound offensive tackle for the Bulldogs, has experience at multiple positions and is expected to be a contender for a starting job with the Tide. Jackson was the focus of an intense recruiting battle that included 10 other universities: Arizona State, Florida, Kansas, Missouri, Oregon, Texas A&M, Texas Tech, UCLA, USC and Washington. The Crimson Tide has won three of the last five national titles.

Baseball Program Hosts Inspirational Wheelchair Hiker

As part of its ongoing Successful Speaker Series, CSM's baseball program hosted **Bob Coomber**, a nationally acclaimed motivational speaker and disabled outdoorsman who has logged more than 20,000 miles hiking in his wheelchair. Coomber, regarded as America's premier wheelchair hiker, got his nickname "Four Wheel Bob," because he was regularly spotted pushing his wheelchair up mountains, down rocky gorges and along dusty trails in out-of-the-way places. He has been on virtually every hiking trail in the Bay Area, and last year he became the first wheelchair hiker to reach the summit of 14,246-foot White Mountain in the eastern Sierra, the third-tallest peak in California. During his visit with CSM student athletes on January 23, he shared plans for what he called, "the hike of his life"—either the ascent of 19,000 Mount Kilimanjaro in Africa or 22,841-foot Cerro Aconcagua in South America (if he achieves it, he will be the first person to climb either mountain in a wheelchair). According to Coach **Doug Williams**, "The players were very influenced by Bob's story which acknowledges a new reality and encourages taking responsibility for getting your

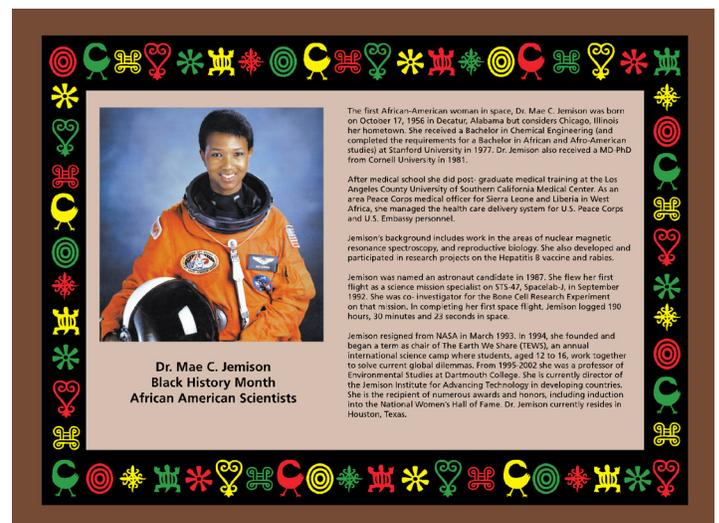
own life going. Students were impressed with his relentlessness, ability to take on challenges and overall outlook on life. We have adopted a phrase "Four Wheel Bob," and use it with any player who is feeling demoralized or needs some motivation."



Photo courtesy of Brett Thomas

Celebrating Black History Month

CSM is in the midst of celebrating Black History Month with a series of events taking place throughout the campus – documentaries, film series, presentations, performances and displays. Events included an African American-inspired fashion show; a tribute to the blues; a presentation by Dr. Teceta Tormal on "Racism and Immigration and their Effects on Psychological Health, Black History Month Jeopardy Challenge;" a performance of traditional African and African American children's songs' and Karamu, the traditional celebratory feast and closing ceremony. Black History Month events are sponsored by CSM Cares, ASCSM, IDAG, EOPS, Multicultural Center, Pacific Dining and CSM Bookstore.



Poster graphic courtesy of Jennifer Taylor-Mendoza

Makerspace News

CSM's Library has been awarded a \$15,000 grant by the Pacific Library Partnership to help support its makerspace projects and support development of a tool-lending library. When established, the tool-lending library will enable students and faculty to check out tools to use on campus and home projects. Launched in 2012, Makerspace has sponsored dozens of "maker" workshops covering a broad spectrum of projects. These free, drop-in crafting and tinkering workshops emphasize hands-on projects and skill-sharing in electronics, crafts and media, to name a few. Initial funding for this project was made possible by a grant from the President's Innovation Fund.



Photo source: CSM Library website

While this innovative project was initiated by the Library, Director of Library Services **Lorrita Ford** believes that credit for the success of CSM Makerspace Incubation Project goes to the collaborative efforts, talent and generosity of several faculty, students, and classified staff in the CSM community. Key library staff include librarians **Katherine Becvar**, **Stephanie Alexander**, **Lia Thomas** and library support specialists **Bryan Gerbig** and **Martha Menendez**. Others that have provided enthusiastic support include the Engineering Club, and its president, **Chris Gervang** and faculty advisor **Laura Demsetz**; faculty members **Tania Beliz**, **Beth Todd**, **Autumn Newman**, **Mohsen Janatpour**, **Jeff Flowers**, **Theresa Martin**, and **Darryl Stanford**; and students **Silvia Ballaron**, **Grace Nolan**, **Gonzalo Rapadas**, **Dee Dee Lee**, **Cecelia Anderson** and **Patricia Brown** and **Bill Callahan**.

Lunar New Year Festivities

On February 11 and 13, the ASCSM Cultural Awareness Board, International Students Club, and Chinese Students Association rang in the Year of the Horse by celebrating the Lunar New Year at CSM. Students distributed traditional red envelopes for luck, led demonstrations on constructing paper lanterns, and handed out traditional food including tong yuan, zongzh, and dumplings. In addition, students performed a traditional lion dance at the event and, later in the afternoon, at the CSM Child Development Center for the children and their families, who were holding their own Lunar New Year celebration. (Article contributed by *Fauzi Hamadeh*)



Photo courtesy of Patty Kwok

Kudos

~ Professor of Film **David Laderman** has a newly published book, *Sampling Media*, which he co-edited with Laurel Westrup. *Sampling Media* is an anthology of essays that explores the extensive array of cultural practices associated with sampling and remixing across audio-visual media. Laderman and Westrup wrote the introduction and afterward with essays contributed by authors from around the world. It is published by Oxford University Press and will be released in March 2014.

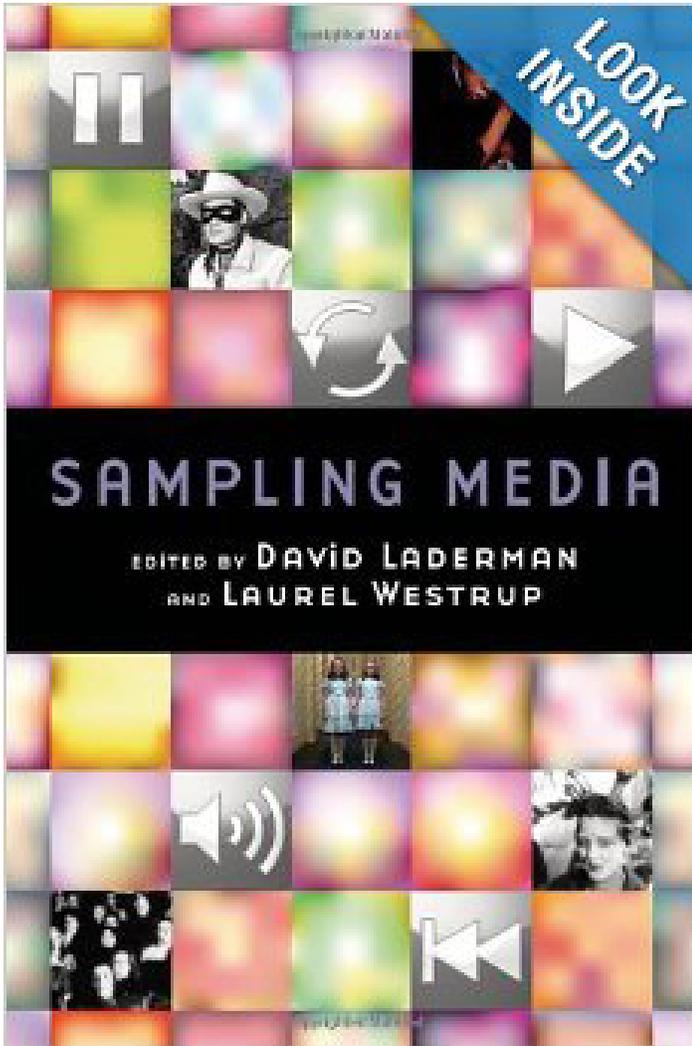


Image source: David Laderman/Laurel Westrup/Oxford University Press

~ On January 27, Dean of Kinesiology/athletics/Dance **Andreas Wolf** served as a workshop panelist at the American Kinesiology Association's National Conference. Wolf and other panelists participated in the session, "Approaches to Delivering Online Programs," which addressed current online degree programs, barrier and facilitators to their implementation and the delivery of online physical activity classes. CSM currently offers two activity courses online: Track and Trail Aerobics and Weight Training.

~ CSM defensive back **Deshane Hines** has committed to play football for Utah State University in fall 2014. Hines was an underexposed player at American High School in Fremont which was one of his reasons for attending community college. At CSM, he matured as a player as he achieved a 47-tackle freshman season followed by a 40-tackle sophomore campaign. He was so effective that opponents literally stopped throwing to his side of the field.

~ The Bulldogs' Assistant Baseball Coach **Brett Thomas** has been named the new manager of the Okotoks Dawgs, a team that is part of the Western Major Baseball League. (Okotoks is located in the province of Alberta, Canada.) Thomas will be able to continue his duties at CSM when the Dawgs' season ends in August.



Photo courtesy of CSM Baseball



Photo courtesy of IGV Atajar

~ Professor Emeritus of History **Michael Svanevik** will be a guest lecturer on April 29 at Burlingame's Kohl Mansion's as part of the mansion's 100-year anniversary celebration. He will be discussing the history of the mansion.

UPCOMING EVENTS

Free Income Tax Preparation (VITA)

Every Saturday, through March 29, 9 am – 1 pm CSM
South Hall Building 14, Room 104

Flex Day Training Opportunities for Faculty and Staff, March 5

Creating a Supportive Campus for LGBT Students
9:30–11 am, College Heights Conference Room

QPR is CPR for Suicide: Learn how to help a suicidal student • 1 pm, City View A Conference Room

MANA Movement Conference

March 14, 8:30 am – 3 pm, College Center; and March 15, all day, football field.

This two-day conference is designed for youth in the Polynesian community. The first day, Mana Conference: Education Polynesia is devoted to creating awareness of higher education opportunities for 11 and 12 grade students. CSM will provide resources that will bridge the gap: a financial aid workshop, career center presentation, “walk-through” of the admissions process, transfer information and a workshop called, “Creating a College Culture within Polynesia.” The day will also include a special presentation to assist student athletes prepare for college. The second day is open to all high school students and their families and focuses on encouraging fitness and wellness. Workshops will be held on the football field that feature Zumba,

hot hula, yoga, and stress-free exercises. The event is co-sponsored by CSM (DIAG and Polynesian Club) and the Peninsula Conflict Resolution Center (PCRC). Planning committee members from CSM include **Henry Villareal, Fi Tovo, Deborah Laulusa** and from the PCRC: **Keisarina Hofoka, Brittany Tonga** and **Malissa Netane**.

Youth Mental Health First Aid Training

March 15, 8:30 am – 5pm, College Heights Conference Room

CSM Symphonic Band Concert

Featuring Serra High School Symphonic Band
March 12, 7:30–9 pm, CSM Theatre

Jazz Ensembles Concert

With guest artist Gregory Yasinitsky
March 17, 7:30–9:30 pm, CSM Theatre

Forum Music Festivals

March 22, 8 am – 2 pm, CSM Theatre

Get Linked Job Fair

March 25, 9:30 am – 1 pm, College Center

Reading Apprenticeship Workshop

Mar 25, 1–2 pm, Learning Center
Increase student success in college-level reading comprehension.

Student Success Story: Chris Seminoff B.S., Simon Fraser University, British Columbia

Chris Seminoff, a 2007 graduate of Aragon High School, says that choosing to attend CSM was an easy decision. “I wanted to continue to play football but I also wanted to get a good education. Living in the community, I knew that CSM had a strong athletic program and reputation as one of the best community colleges in the state for academics.”

At CSM, Chris realized that he was treated as more than just an athlete. “My coaches were excellent. They emphasized the need to work hard on the field and in the classroom. Their consistent message was to improve and exert more effort as an athlete and as a student.” His coaches’ advice made an impact; Chris sought out resources that could boost his grades and improve his chances of earning an athletic/academic scholarship. Although his English class required only an hour of lab time each week, Chris spent more than the minimum time in the Writing Lab which he says helped him to improve and fine-tune his writing. “The environment at CSM felt very much like a university in many ways.”

Chris was among the first group of athletes to benefit from CSM’s newly renovated athletic facilities, including the football stadium and team house. He offers his view of the new amenities, “I was impressed with what CSM had to offer athletes. The college has NFL-style lockers, state of the art equipment, and a turf field that overlooks the Bay Area. It’s no wonder CSM has become one of the most desirable community college destinations for high school recruits and NCAA Division 1 scouts.”

As cornerback for the Bulldogs, Chris was part of CSM’s 2009 football team that won the NorCal Championship and finished fourth in the nation. He received athletics scholarship offers to several universities in the U.S. and eventually chose Simon Fraser University (SFU) in Burnaby, British Columbia, a Division 2 school in the NCAA. From his visit to SFU, Chris liked the campus because of its academic prestige, diverse international student population and a community very similar to the Bay Area. Although he missed home, it helped to have a football team of “brothers” who he could lean on and soon formed strong bonds with his teammates. After two years, Chris earned his BS degree in physical geography. “I am so thankful I had the opportunity

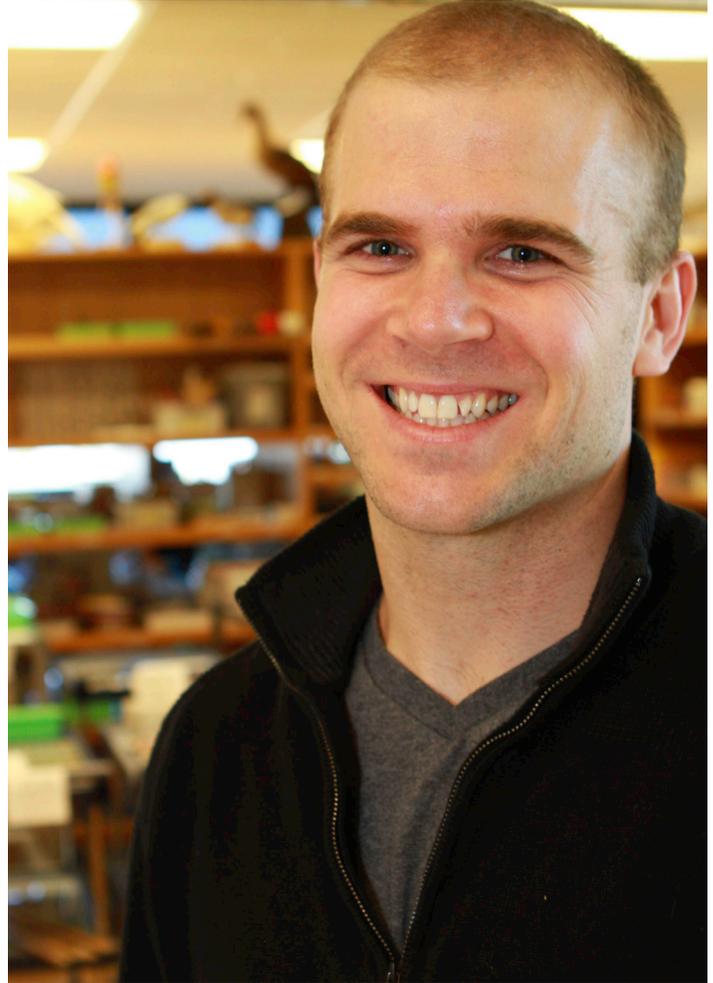


Photo by Alexis Madayag

to transfer to SFU and CSM made it possible. If I hadn’t attended CSM, I never would have considered SFU and I would have missed out on a great college experience.”

“I tell other students don’t sell community college short. Especially at CSM; it opened doors for me, I built relationships with my coaches, teammates and staff members, and I completed my general education requirements without having to be fully committed to a major. I consider CSM part of my family—once a Bulldog, always a Bulldog!”

Cañada College Report to the SMCCCD Board of Trustees



February 26, 2014

College Receives Letter Reaffirming Accreditation



The college received a letter on Friday, Feb. 7 from the Accrediting Commission for Community and Junior Colleges (ACCJC) that Cañada’s accreditation status had been full reaffirmed. “This was welcome news after a long self review process and the visit of our peer Visiting Team in October,” said President Larry Buckley. “In addition to those steps, in December, we also submitted a response to the Team’s Initial Report, and I personally testified before the Commission in Sacramento in January.” President Buckley commended Vice President of Student Services Robin Richards, who served as the Accreditation Liaison Officer for the college, and the Faculty Co-chairs, Doug Hirzel and Sarah Harmon, for their work. “Their work bordered on heroic as we drafted volume after volume, drawing together the myriad voices of our college community into a singularly directed voice,” he said. “When the Visiting Team arrived, our

college was fully prepared to put its best foot forward.” The Visiting Team did have concerns about the currency of the Course Outlines of Record at the college but those were updated over the Winter Holiday break, President Buckley said.

STEM Students Attend Stanford Pre-Health Conference



Members of the Pre-Health Society gathered on Feb. 8 for the short trip to Stanford University to attend this year’s SUMMA Pre-Health Conference sponsored by the Stanford School of Medicine. The Stanford University Minority Medical Alliance (SUMMA) student organization hosts one of the largest pre-medical conferences on the west coast, typically drawing approximately 500 attendees each year. The goal of the conference is to increase diversity in the health professions to better care for underserved communities. “This was a

fabulous opportunity for our students,” said Cathy Lipe, Director of the Math, Engineering, Science Achievement Program. The theme for this year’s conference was “Occupy Medicine.”

Paul Roscelli Named Phi Theta Kappa Faculty Scholar



Professor Paul Roscelli has been named a Phi Theta Kappa Faculty Scholar for the eighth time in his career. He is one of 26 community college instructors selected from among nearly 3,000 chapter advisors to serve as Phi Theta Kappa's 2014 Faculty Scholars. Roscelli participate in the annual Faculty Scholar Conference in the British Virgin Islands, Jan. 29 through Feb. 2. During the Conference, the Scholars will prepared to serve as facilitators during Phi Theta Kappa's Honors Institute, to be held June 16-21, at Washington University in St. Louis. They will lead groups of 15-20 honor

students in seminar discussions of the issues presented by experts on the topic throughout the week. The Scholars will attend Part II of the Faculty Scholar Conference prior to the Honors Institute, June 14-16, at Washington University. "The Faculty Scholar Conference is recognized internationally as one of the finest professional development programs available for community college faculty members," said Phi Theta Kappa Executive Director and CEO Dr. Rod Risley. "Intense training is provided by nationally recognized scholars to prepare the Faculty Scholars to serve as facilitators for the Honors Institute, which is attended by approximately 500 Phi Theta Kappa members and chapter advisors from around the world and praised as 'the crown jewel of honors programming experiences.' " Beta Zeta Nu is Cañada College's chapter of Phi Theta Kappa, the international honor society for two-year colleges. Over the past decade, the chapter has been honored as one of the premier chapters in the country. In 2013, it was recognized at the honor society's international convention as one of the organization's most distinguished chapters and was named the Most Distinguished Chapter in the Nevada-California Region and the sixth most distinguished chapter out of 1300 chapters internationally.

Baseball Team Expects to Compete for Conference Title



The Colts entered the season expecting to compete for a Coast-Pacific Conference title and, so far, those championship expectations appear realistic. Cañada is 6-2 after playing a difficult early-season schedule that has included games against Laney (7-2 record) and Allan Hancock (8-1). The team has been strong defensively and has a powerful offense but is still searching for the right mix on the mound. "We have solid pitching, but we're not overpowering," said Head Coach Tony Lucca. "I

believe this is one of the best defensive teams I've had at Cañada." Sophomore Sam Alton has started two games, won them both, and allowed just three runs over 10 innings (2.70 ERA). Sophomore Tyler Rios has been strong in relief, striking out six batters over five innings while allowing just two earned runs. At the plate, outfielder Maurice Fuller is hitting .462 and has scored eight runs. He also has five stolen bases. "We have some quality hitters with power, speed, and the ability to run the bases," Lucca said. "Our team chemistry is outstanding. I genuinely believe these kids enjoy playing the game together. I expect good things this season."

Sarahi Espinosa Uses Web Coding Skills to Tell Immigration Story



Cañada College student and East Palo Alto resident Sarahi Espinosa is using her computer coding skills to build websites illustrating how America’s broken immigration system keeps her, and others, separated from their families. Espinosa has been separated from her family in Mexico since she was 16. That’s when her mother and father, who had brought her to California when she was four, decided to return to their home country while she stayed to graduate from high school. Since then, her father has passed away while her mother’s

petition to reenter the U.S. has been stuck in legal limbo for years. Her activism led to Espinosa being named a recipient of *El Mensajero’s Mujeres Destacadas Award* for extraordinary women making a difference in their community; landed her an invitation to a hackathon for DREAMers at **LinkedIn** headquarters where she met face-to-face with **Facebook** founder Mark Zuckerberg (photographed with Sarahi); and has startup companies calling to ask if she would be willing to sit on their boards. “It’s been an amazing couple of months,” said the 23-year-old broadcast journalism major. It started in November when Espinoza was one of just 20 students nationally chosen to participate in a hackathon organized by FWD.us, an organization promoting policies to keep the United States and its citizens competitive in a global economy—including comprehensive immigration reform and education reform. Espinosa was chosen for the hackathon based on her website, www.sarahi.tv which helps low-income students pursue their college education. She can relate to such students because it’s also her story. When she graduated from North Hollywood High School, she was recruited to attend UCLA but, because of her immigration status, couldn’t fill out the FAFSA. “I was told financial aid is for residents and citizens,” she said. She moved to East Palo Alto to live with a sister and eventually found Cañada. Now, she is thriving academically and helping shed light on the country’s broken immigration system.

Super Bowl Bash Draws 40 Faculty and Staff to Cañada Vista



Despite the fact that the San Francisco 49ers weren’t playing in this year’s Super Bowl, a large crowd still showed up at Cañada Vista for the first annual President’s Super Bowl Blowout Bash. “The food was great and the company was even better,” said President Larry Buckley. “Seahawk fans seemed to enjoy themselves immensely. Bronco fans got quieter and quieter as the game dragged on ... only to reveal themselves as 49er fans!” President Buckley said the event was a great opportunity for co-workers to socialize outside of work.

New Exhibition, “64/72”, Runs Through March 6



The Cañada College Art Gallery presents “64/72”, a large scale vinyl mural installation by the artistic duo t.w.five, Brazilian artist, Paula Pereira, and Swedish artist, Pernilla Andersson. The exhibit runs through Thursday, March 6. While exploring their cultural sensibilities, t.w.five creates new ideas, thoughts and dialogues resulting in massively sized vinyl installations challenging the viewer to question his perception of reality. Each vinyl art piece of a recognizable subject matter such as transportation, gadgets or text, is painstakingly cut and pieces layered onto vinyl boards or directly

onto windows, walls, ceilings and floors. As expressed by the artist duo, “Our work most often investigates the experience of culture shock and the impact of technology on relationships by using images that appear very graphic from a distance but are abstract and complex up close.” Pereira and Andersson have exhibited in galleries locally as well as internationally and occasionally in unexpected outdoor spaces.

Former Middle College Student Now Working in Graphic Design



Landing a job as a graphic designer takes hard work, determination, and creativity, lessons Sarah Wiener learned as a Cañada College student. Wiener was recently hired at Triple Tree, a San Francisco company specializing in socially and environmentally friendly custom-branded merchandise. The company started making products for schools and sports teams in 2010 and has now grown to serve other sustainable-minded businesses. Wiener said her official job title is project manager/graphic designer but, in

practice, this means she wears many different hats. “I assemble presentations for clients to give them ideas for potential products, write invoices for clients and purchase orders for vendors, and help clients optimize existing artwork for printing,” she said. Wiener said students in creative fields such as graphic design need to learn skills such as time management and how to follow guidelines, both of which are emphasized in the Cañada College Multimedia Art & Technology Program. “To make art for a living, you can’t simply wait until you’re inspired to get it done – your deadline may be long past by then and you definitely won’t get paid. Similarly, your art director won’t be pleased if you’re in a blue period but they asked you for red, or if you like circles better than squares. Instructors at Cañada make sure you’re as prepared as possible to be a professional by setting students up for success.” Paul Naas, Professor and Program Coordinator for the Multimedia Art and Technology Program at Cañada, said Wiener was the type of student professors love to have in class. “She was focused, driven, determined to learn all she could, using the critique and feedback she received to improve the quality of her work,” he said. “She took full advantage of the opportunities the department offers, both in the classes she took, the chance to help out other students as a lab assistant, and the advice and suggestions of the faculty. We’re sorry to see her go, but thrilled that she’s landed a job that fits her skills so well.”

BOARD REPORT NO. 14-2-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RECOGNITION BY THE BOARD OF TRUSTEES OF DISTRICT AND COLLEGE
CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION
TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE**

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

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

At the February 26, 2014 Board meeting, the San Mateo County Community College District Board of Trustees will honor each of the classified employees nominated by the Colleges and the District Office. The Board will also announce which nominee's information will be forwarded to the State Chancellor's Office.

San Mateo County Community College District

February 26, 2014

BOARD REPORT NO. 14-2-9C

**CAÑADA COLLEGE: A2B – ASSOCIATE TO BACHELOR DEGREE PROGRAM:
WORKING TO IMPROVE TRANSFER**

There is no printed board report for this agenda item.

BOARD REPORT 14-2-1A

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

District Office

David Jorgensen Systems Administrator ITS

Reassigned through the hiring process from a IT Support Technician III position (Grade 34A of Salary Schedule 60) into this full-time, 12-month position at Grade 210S of Classified Professional Salary Schedule 40, effective February 1, 2014, replacing Adam West who resigned.

B. TRANSFER

Cañada College

Brandon Price Planning & Research Analyst Planning/Research/IE

Reassigned from the same level position (Grade 195S of Salary Schedule 40) in the Science & Technology Division at Cañada College into this full-time, 12-month position, effective February 1, 2014. The change in staff allocation was Board approved on January 22, 2014.

C. PROFESSIONAL DEVELOPMENT LEAVE

College of San Mateo

Mikel Schmidt Professor, Kinesiology Kinesiology/Athletics/Dance

Recommend approval of a professional development leave for the Spring 2014 semester, with required leave compensation, benefits, and obligations pursuant to the Professional Development Committee and collective bargaining agreement.

D. LEAVE OF ABSENCE**Skyline College****Kathleen Galvin**

Planning & Research Analyst

Planning, Research & IE

Recommend approval of a family medical leave of absence without pay with benefits, effective January 2, 2014 through March 3, 2014.

E. CHANGE IN STAFF ALLOCATION**Cañada College**

1. Recommend a change in staff allocation to add one full-time Visual Communications Coordinator position (Grade 30 of Classified Salary Schedule 60) in the Office of Instruction. The change in staff allocation is needed for the production of campus publications.

2. Recommend correction to a previously approved change in staff allocation (September 25, 2013) as follows: Recommend creation of a new temporary classified supervisory (exempt) classification titled "Director of Grants and Resource Development" at Grade 193E of the Academic/Classified Supervisory Salary Schedule (35), effective September 16, 2013. In addition, recommend a temporary change in staff allocation to add one full-time, 12-month temporary Director of Grants and Resources Development position in the Office of Research, Planning, & Institutional Effectiveness, effective September 26, 2013. Also recommend the reclassification of Lucy Carter from Director of Center for International & University Studies, into this temporary position, effective September 26, 2013.

Districtwide

3. Recommend creation of a new classified position classification titled, "Cosmetology Office Assistant" at Grade 18 of the Classified Salary Schedule (60), effective January 1, 2014. Also recommend reclassification of two Skyline College Office Assistant I positions (2C0064 and 2C0141) and one College of San Mateo Office Assistant II position (4C0115) to the Cosmetology Office Assistant classification, effective January 1, 2014. Accordingly, recommend that Lygia Isaacs from Skyline College and Rafael Delgado from College of San Mateo be reassigned to this new classification, effective January 1, 2014.

Skyline College

4. Recommend creation of a new academic administrative classification titled, "Dean of Global Learning Initiative" at Grade AD of the Management Salary Schedule (20), effective February 1, 2014. Also recommend a change in staff allocation to add one full-time Dean of Global Learning Initiative position in the new Global Learning Initiative Division, effective February 1, 2014.

5. Recommend a change in staff allocation to add one full-time, 12-month Division Assistant position at Grade 24 of Classified Salary Schedule (60) in the new Global Learning Initiative Division at Skyline College, effective February 27, 2014. The new position will provide support to the Dean of the Global Learning Initiative Division.

6. Recommend a change in staff allocation to add one full-time, 12-month Director of Special International Programs position at Grade 192E of the Classified/Academic Exempt Supervisory Salary Schedule (35) in the new Global Learning Initiative Division, effective February 27, 2014.

7. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of Classified Salary Schedule 60 in the new Global Learning Initiative Division, effective February 27, 2014. The new position will support International Admissions & Records.

8. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of Classified Salary Schedule 60 in the Language Arts/Learning Resources Division, effective February 27, 2014. This new position will provide support for the supplemental instruction program.
9. Recommend creation of a new academic supervisory classification titled, “Director of Student Development” at Grade 192E of the Academic/Classified Supervisory Salary Schedule (35), effective February 27, 2014. Also recommend a change in staff allocation to add one full-time Director of Student Development position in Student Services, effective February 27, 2014.

District Office

10. Recommend a change in salary level of the Senior Programmer I classification to Grade 210S (from 200S) of the Classified Professional Salary Schedule (40), effective February 1, 2014. Accordingly recommend an increase in placement for the incumbents, Renee Cowing and Suneetha Pasumarthi, effective February 1, 2014.
11. Recommend a change in salary level of the Senior Programmer II classification to Grade 220S (from 210S) of the Classified Professional Salary Schedule (40), effective February 1, 2014. Accordingly recommend an increase in placement for the incumbents, Shell Chen, Barbara Dedo, and Elaine Lau, effective February 1, 2014.
12. Recommend a change in salary level of the Systems Administrator classification to Grade 210S (from 200S) of the Classified Professional Salary Schedule (40), effective February 1, 2014. Accordingly recommend an increase in placement for the incumbent, Michael McColgan, effective February 1, 2014.
13. Recommend a change in salary level of the Senior Database Administrator classification to Grade 220S (from 210S) of the Classified Professional Salary Schedule (40), effective February 1, 2014. Accordingly recommend an increase in placement for the incumbent, Ted Nguyen, effective February 1, 2014.
14. Recommend a change in salary level of the Director of Web Services classification to a new Grade 225S (from 220S) of the Classified Professional Salary Schedule (40), effective February 1, 2014. Accordingly recommend an increase in placement for the incumbent, Jasmine Witham, effective February 1, 2014.
15. Recommend a reclassification of Supervisor of Operations and Production Services classification to “Manager of Production Services & IT Support” at a new level Grade 210S (from 200S) of the Classified Professional Salary Schedule (40), effective February 1, 2014. In addition, recommend the reclassification of Joyce Feimer from Supervisor of Operations and Production Services into this new position, effective February 1, 2014.

F. 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>
CSM	Academic Support & Learning Technologies/ Learning Center	1	2/27/2014	5/30/2014	Instructional Aide II: Provide assistance to students in the Learning Center with supervision of student assistants and tutorial assistance.
Skyline	Enrollment Services/ Health Services	1	3/3/2014	6/30/2014	College Physician: Provide medical advice and treatment in the College Health Center.

BOARD REPORT NO. 14-2-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

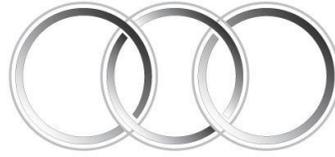
PREPARED BY: Harry W. Joel, Vice-Chancellor, Human Resources and Employee Relations,
358-6767

APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE

The Miscellaneous Pay Rates Salary Schedule was originally established by the Board of Trustees in 1989 (Board Report No. 89-7-3A) for selected services not covered by other District salary schedules. The classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects. The pay rate for College Physician is in need of adjustment as the rate is no longer competitive.

RECOMMENDATION

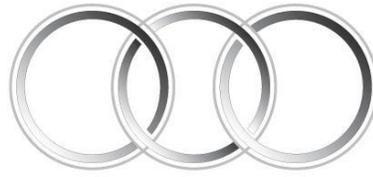
It is recommended that the Miscellaneous Pay Rates Salary Schedule be revised effective March 1, 2014 to include two rates of \$110 and \$125 for the College Physician position (previously one rate of \$110 per hour) as indicated on the attached pay schedule.



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Revised March 1, 2014)

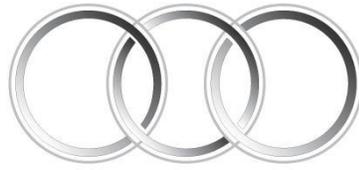
CLASSIFICATION	HOURLY PAY RATES
<p>KCSM Projects Leader Under direction of General Manager or other management staff, directs and coordinates contracts, technical requirements, compliance with Federal Communications Commission regulations, studio scheduling and other strategic planning and logistics for special station projects and productions.</p>	\$60.00 Flat Rate
<p>KCSM Production Operator Operates cameras; adjusts camera angles and apertures; makes minor repairs to equipment and supplies; serves as studio mixer; operates teleprompters.</p>	\$35.00 – \$40.00 - \$45.00
<p>KCSM Floor Director Works with producer and other directors to set up, monitor and adjust camera angles, cues, lighting and sound performance quality; supervises scripts, placement and performance of on-air talent.</p>	\$30.00 – \$35.00 – \$40.00
<p>KCSM Video Shader Operates cameras to monitor color and level of consistency throughout various programs.</p>	\$30.00 – \$35.00 – \$40.00
<p>KCSM Video Mixer Sets up production video consoles pursuant to producer/director requests. Serves as interface between producer/directors and crews.</p>	\$35.00 – \$40.00 – \$45.00
<p>Lifeguard Monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>	\$8.50 – \$9.00 – \$9.50
<p>Senior Lifeguard Trains and directs the work of Lifeguards; monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>	\$10.50 – \$11.00 – \$11.50



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

MISCELLANEOUS PAY RATES SALARY SCHEDULE (continued)
(Revised March 1, 2014)

CLASSIFICATION	HOURLY PAY RATES
<p>College Physician Plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organizations and other groups as assigned.</p>	<p>\$110 – \$125</p>
<p>Assistant Coach Provide support for coaching in a specific sport; supervise practices, assist at games.</p>	<p>Up to \$20,000 per season.</p>
<p>EMT I Proctor Assists instructors in the various classes and schedules assignments to part-time instructors, which can result in work assignments varying from one to several class sessions per semester.</p>	<p>\$25.00 Flat Rate</p>
<p>Health Educator Assist in organizing and delivering health education programs and services to students. Provide proactive health information on an as-needed basis.</p>	<p>\$27.00 Flat Rate</p>
<p>Accompanist Play piano to assist in voice classes and for choral groups.</p>	<p>\$50.00 – \$75.00</p>
<p>Fashion Design Program Assistant Makes minor repairs to sewing machines, provides department tours, designs program websites, creates brochures and flyers to advertise classes and events, speaks at career days, plans for events, and manages supplies and equipment for the Fashion Design program.</p>	<p>\$16.19 – \$16.98 – \$17.80</p>



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Revised March 1, 2014)

EMPLOYMENT REGULATIONS

Individuals who are employed in classifications listed on the Miscellaneous Pay Rates Salary Schedule are not a part of the classified service, are at-will employees, subject to unemployment insurance regulations, and are employed pursuant to California Education Code Section 88003.

The “Miscellaneous Pay Rates” classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

SALARY STEP PLACEMENT

The initial placement of individuals at one of three steps within a pay range, as well as their subsequent movement to a higher step within the range dependent upon relevant training and previous applicable work experience, and is at the discretion of hiring manager.

Individuals who are employed in any of the listed classifications are paid via timesheet, and are subject to payment at time and a half of the hourly rate for hours in excess of the regular District work day or work week.

EQUAL EMPLOYMENT OPPORTUNITY

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who present the rich diversity of cultures, language groups and abilities in its surrounding communities.

San Mateo County Community College District

February 26, 2014

BOARD REPORT NO. 14-2-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

RATIFICATION OF NOVEMBER AND DECEMBER 2013 DISTRICT WARRANTS

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

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 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>		
037972	11/04/13	Romero-Arias, Debora A.	10,200.00	CSM Interpreting Services
037977	11/04/13	Constellation NewEnergy, Inc.	91,654.40	Utilities
037984	11/04/13	School Project for Utility Rate Reduction (SPURR)	59,349.21	Utilities
037987	11/04/13	SMC College Ed Housing Corp - Canada Vista	72,635.00	Cañada Vista Monthly Rent Payment
037988	11/04/13	SMC College Ed Housing Corp - College Vista	49,250.00	College Vista Monthly Rent Payment
037992	11/04/13	VALIC Retirement Services Company	232,264.04	Tax Shelter Annuities
038150	11/14/13	Casey Printing, Inc.	16,884.86	CSM Schedules Printing Services
038151	11/14/13	Computerland	41,840.55	Districtwide Computer Purchase
038155	11/14/13	Interline Brands Inc.	13,595.16	Facilities Custodial Supplies Purchases
038262	11/21/13	Constellation NewEnergy, Inc.	36,826.84	Utilities
038263	11/21/13	Coulter Construction Inc.	17,177.00	CSM & Skyline Construction Projects
038268	11/21/13	Krueger International	16,422.72	Cañada Furniture Purchase
038270	11/21/13	Netronix Integration, Inc.	10,064.33	Districtwide ACAMS Maintenance Services & CSM Installation Services
038274	11/21/13	Schneider Electric Buildings Americas, Inc.	22,405.16	Districtwide Maintenance & Service of Building Management Systems
038275	11/21/13	Shannon - Leigh Associates	18,553.80	Districtwide Signage Projects
038277	11/21/13	Sutro Tower Inc.	18,617.00	KCSM TV Broadcast Site Lease at Sutro Tower
038356	11/26/13	U.S. Bank National Association ND, .	314,130.12	Districtwide Procurement Card Payment
038362	11/26/13	San Mateo County Schools Insurance Group	181,588.06	Dental & Vision Premium Payments
462922	11/04/13	Atlas/Pellizzari Electric Inc.	11,492.00	CSM & District Office Electrical Projects
462938	11/04/13	Graybar Electric Co.	10,432.18	CSM Electrical Project
462940	11/04/13	HI-Pod, Inc.	12,102.63	Districtwide Athletic Field Equipment
462947	11/04/13	Pac Gas & Elec Co	12,340.13	Utilities
462953	11/04/13	Robert A. Bothman	247,360.00	Districtwide Construction Projects
462956	11/04/13	Sedgwick Claims Management Services. Inc.	22,724.50	Districtwide Annual Workers' Comp Insurance
462968	11/04/13	American Federation of Teachers	63,232.22	Monthly Union Dues
462970	11/04/13	C S E A	12,358.98	Monthly Union Dues
462972	11/04/13	CalPERS	22,654.27	Monthly PERS New Members Contribution
462973	11/04/13	CalPERS	550,956.41	Monthly PERS Classic Members Contribution
462991	11/04/13	Hartford Life & Accident Insurance Co.	37,340.68	Monthly Life Insurance Premiums
462992	11/04/13	Hartford Retirement Plans Service Center	46,495.15	Tax Shelter Annuities
463014	11/07/13	Allana Buick & Bers, Inc.	31,440.95	Cañada Design Services
463024	11/07/13	AvePoint, Inc.	11,500.00	ITS SharePoint Software Migration Services
463033	11/07/13	City of Redwood City	14,301.01	Utilities
463035	11/07/13	City of San Bruno	18,424.53	Utilities
463037	11/07/13	CSW-Stuber-Stroeh Engineering Group, Inc.	49,900.00	Districtwide Water Management Plan Services
463058	11/07/13	Oracle America, Inc.	12,466.99	Districtwide Software Update License & Support Services

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

Check Number	Check Date	Vendor Name	Check Amount	Description
463066	11/07/13	San Francisco State University	15,234.02	Cañada CalSTEP Grant Services
463075	11/07/13	Toyota Material Handling	15,295.00	CSM Electric Cart Purchase
463076	11/07/13	Vox Network Solutions	17,346.19	Districtwide ITS Equipment and Services
463092	11/07/13	Seabury and Smith, Inc.	17,967.00	Districtwide Annual Student Professional Insurance
463114	11/14/13	Core Power Services, Inc.	12,476.71	CSM Controlled Power Unit Replacement
463134	11/14/13	Knorr Systems, Inc.	31,608.90	CSM Quarterly Pool Maintenance Services and Equipment Purchase
463176	11/14/13	County of San Mateo	12,284.60	Districtwide Monthly Parking Income Allocation
463191	11/14/13	Reliable Concepts Corporation	14,400.00	Skyline Facilities Temporary Work Services
463207	11/21/13	Aplegen, Inc.	10,339.21	CSM Equipment Purchase
463215	11/21/13	Interstate Grading and Paving Inc.	12,398.25	CSM Construction Project
463216	11/21/13	Bayside Heating & Air Conditioning	12,818.61	Skyline HVAC Services
463218	11/21/13	Bigbreak, LLC	11,460.60	Skyline CDC Food Services
463231	11/21/13	Ellis & Ellis Sign Systems	26,296.75	Cañada Signage Services
463249	11/21/13	Interstate Grading and Paving Inc.	235,566.75	CSM Construction Project
463257	11/21/13	Lathrop Construction Associates, Inc.	84,171.81	Cañada Construction Project
463280	11/21/13	Pac Gas & Elec Co	27,872.16	Utilities
463282	11/21/13	Pac Gas & Elec Co	22,235.03	Utilities
463283	11/21/13	Pac Gas & Elec Co	39,255.82	Utilities
463297	11/21/13	Robert A. Bothman	132,366.14	Districtwide Construction Projects
463299	11/21/13	Rosendin Electric, Inc.	10,140.00	CSM Electrical Project
463307	11/21/13	SVM, LP	12,530.00	CSM EOPS Students Prepaid Gas Cards Purchase
463326	11/21/13	Wulfsberg Reese Colvig&Firstman	12,266.10	Districtwide Construction Related Legal Services
463329	11/21/13	Calif Water Service Co	32,008.94	Utilities
463338	11/21/13	Employment Development Department	30,677.55	Quarterly Unemployment Fees
463358	11/21/13	South Bay Ford, Inc.	24,651.73	Skyline Mailroom Vehicle Purchase
463359	11/21/13	South Bay Ford, Inc.	24,651.73	Cañada Mailroom Vehicle Purchase
463386	11/26/13	CalPERS	598,538.80	Monthly PERS Classic Members Contribution
463387	11/26/13	CalPERS	26,606.31	Monthly PERS New Members Contribution
463399	11/26/13	EBSCO	12,134.23	Skyline Library Subscription Purchase
463427	11/26/13	Peninsula Library System	32,272.16	Skyline Technology Consulting Services
463439	11/26/13	Strata Information Group	52,000.00	Districtwide Professional & Management Services
463448	11/26/13	VKK Signmakers Inc.	26,368.51	Cañada Signage Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1401291	11/01/13	US Treasury - Union Bank	1,650,704.02	Federal Tax
J1401291	11/01/13	EDD - Union Bank	326,745.41	State Tax

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

Check Number	Check Date	Vendor Name	Check Amount	Description
J1401291	11/01/13	EDD - Union Bank	22,694.93	State Tax -SDI
J1401293	11/01/13	State Teacher Retirement - Defined Benefit	650,374.06	STRS Retirement - Defined Benefit 95%
J1401693	11/07/13	State Teacher Retirement - Defined Benefit	33,760.19	STRS Retirement - Defined Benefit Balance
J1401691	11/08/13	State Teacher Retirement - Cash Balance	79,854.74	STRS Retirement - Cash Balance
J1401676	11/20/13	US Treasury - Union Bank	77,957.93	Federal Tax
J1401762	11/29/13	US Treasury - Union Bank	1,698,293.78	Federal Tax
J1401762	11/29/13	EDD - Union Bank	343,612.64	State Tax
J1401762	11/29/13	EDD - Union Bank	17,893.78	State Tax - SDI
<u>SMCCCD Bookstores</u>				
112174	11/22/13	SMCCD	66,490.38	Purchase of Inventory
112199	11/26/13	SMCC College District	194,882.20	Salaries & Benefits - October 2013
112202	11/26/13	SYSCO Food Company of SF	13,717.47	Purchase of Inventory
EFT86129	11/22/13	Board of Equalization	13,066.20	Sales Tax October 2013
Subtotal			9,247,268.22	87%
Warrants Issued ≤ \$10,000			1,354,103.73	13%
Total Non-Salary Warrants Issued			<u>10,601,371.95</u>	100%
District Accounts Payable	Ck#462907-463452, #930078-930289, DD37965-38362		5,308,432.03	
District Payroll	CK#93477-94265, DD50061888-50063576		11,157,387.61	
SMCCCD Bookstores	Ck#112134-112203, EFT86129		381,660.10	
Total Warrants Including Salaries - November 2013			<u>16,847,479.74</u>	

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

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>District Accounts Payable</u>		
038394	12/02/13	Casey Printing, Inc.	31,425.93	Cañada & Skyline Schedule Printing Services
038395	12/02/13	Constellation NewEnergy, Inc.	48,383.68	Utilities
038403	12/02/13	SMC College Ed Housing Corp - Canada Vista	71,781.24	Cañada Vista Monthly Rent Payment
038404	12/02/13	SMC College Ed Housing Corp - College Vista	49,950.00	College Vista Monthly Rent Payment
038408	12/02/13	Swinerton Management & Consulting	82,336.50	Program Management Services
038409	12/02/13	VALIC Retirement Services Company	239,008.04	Tax Shelter Annuities
038462	12/05/13	Associated Std-CSM	75,000.00	CSM Interbank Transfer
038463	12/05/13	Associated Std-Skyline	100,000.00	Skyline Interbank Transfer
038464	12/05/13	Casey Printing, Inc.	30,757.71	Skyline Schedule Printing Services
038465	12/05/13	Computerland	109,685.40	Districtwide Computer Purchase
038940	12/06/13	SM County Community College District	10,147.94	Replenish Flex Spending Account
039014	12/12/13	Advance Soil Technology Inc.	25,842.50	Districtwide Geotechnical Inspections
039015	12/12/13	CIS, Inc	15,980.00	CSM DSA Inspection Services
039023	12/12/13	Intermountain Electric Company	14,979.87	CSM Exterior Electrical Services
039026	12/12/13	Noll & Tam	70,147.10	CSM Architectural Services
039028	12/12/13	SM County Community College District	28,548.46	Flex Spending Account Reimbursement
039031	12/12/13	SMCCCD Bookstore	10,869.27	Skyline Bookstore Supplies Purchases
039147	12/19/13	Computerland	43,743.65	Districtwide Computer Purchase
039148	12/19/13	Constellation NewEnergy, Inc.	71,887.00	Utilities
039153	12/19/13	Sino-US Education Consulting Limited to Beijing	15,072.61	International Student Recruitment Services & Fairs Registration Fees
039155	12/19/13	Krueger International	11,993.12	Cañada Furniture Purchase
039159	12/19/13	Schneider Electric Buildings Americas, Inc.	11,202.58	Districtwide Maintenance & Service of Building Management Systems
039160	12/19/13	SMC College Ed Housing Corp - Canada Vista	71,735.00	Cañada Vista Monthly Rent Payment
039161	12/19/13	SMC College Ed Housing Corp - College Vista	48,200.00	College Vista Monthly Rent Payment
039165	12/19/13	SMCCCD Bookstore	12,902.07	Cañada Special Programs Books Purchase
039166	12/19/13	SMCCCD Bookstore	29,967.79	Bookstore Supplies & Special Program Books Purchases
039167	12/19/13	SMCCCD Bookstore	47,975.02	Bookstore Supplies & Special Program Books Purchases
039169	12/19/13	Swinerton Management & Consulting	73,294.88	Program Management Services
039171	12/19/13	VALIC Retirement Services Company	238,093.72	Tax Shelter Annuities
463464	12/02/13	Bayside Heating & Air Conditioning	34,441.00	Skyline HVAC Repair Services
463470	12/02/13	County of San Mateo	28,276.38	Districtwide Legal Consulting Services
463473	12/02/13	Eternal Construction, Inc.	38,186.66	Skyline Construction Project
463474	12/02/13	FieldTurf USA	145,217.05	Skyline Athletic Fields Construction Project
463485	12/02/13	Pac Gas & Elec Co	10,097.25	Utilities
463487	12/02/13	Remy Moose Manley, LLP	13,937.50	CSM Construction Legal Services
463505	12/02/13	American Federation of Teachers	58,639.40	Monthly Union Dues

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

Check Number	Check Date	Vendor Name	Check Amount	Description
463506	12/02/13	C S E A	12,625.62	Monthly Union Dues
463527	12/02/13	Hartford Retirement Plans Service Center	58,289.15	Tax Shelter Annuities
463535	12/02/13	Public Empl Ret Sys	1,305,320.68	Health Insurance Monthly Premium
463574	12/05/13	City of San Bruno	21,568.12	Utilities
463614	12/05/13	One World Communications, Inc.	12,735.77	Marketing Services for International Education
463616	12/05/13	Pape Machinery	108,885.28	Facilities Equipment Purchase
463625	12/05/13	Strata Information Group	52,000.00	Districtwide Professional & Management Services
463635	12/05/13	Vavrinek, Trine, Day & Co.	18,300.00	Districtwide Audit Services
464110	12/12/13	Interstate Grading and Paving Inc.	24,016.10	CSM Construction Project
464126	12/12/13	CDW-G	39,830.60	Districtwide ITS Equipment Purchase
464131	12/12/13	City of Redwood City	12,583.84	Utilities
464136	12/12/13	Condensed Curriculum International, Inc.	20,279.20	Community Education Lecture Services
464155	12/12/13	Hellas Construction, Inc.	10,000.00	Cañada & Skyline Soccer Field Soil Testing
464163	12/12/13	Industrial Employers/Distributors Assoc.	10,806.12	Monthly Labor Relations Service Fees
464164	12/12/13	Interstate Grading and Paving Inc.	456,305.90	CSM Construction Project
464166	12/12/13	Knorr Systems, Inc.	10,865.70	CSM Pool Maintenance & Equipment Purchase
464171	12/12/13	Lathrop Construction Associates, Inc.	61,865.57	Cañada Construction Project
464187	12/12/13	Newcomb Anderson McCormick, Inc.	29,710.80	Cañada Engineering Services
464215	12/12/13	Sowiski, Mona C.	15,000.00	Skyline Professional Development & Leadership Services
464247	12/12/13	Comm College League/Calif	25,533.00	Skyline Library Subscription Services
464257	12/12/13	Hartford Life & Accident Insurance Co.	37,398.22	Monthly Life Insurance Premiums
464279	12/12/13	State of California, Department of Industrial Relations	16,322.94	Districtwide Workers' Comp Assessment Annual Dues
464284	12/12/13	Western Roofing Service	294,550.47	CSM Roof Replacement Services
464289	12/19/13	Allana Buick & Bers, Inc.	21,598.73	CSM & Cañada Design Services
464309	12/19/13	Comp View, Inc.	15,334.74	Cañada Equipment Purchase
464316	12/19/13	Ellucian Company L.P.	350,445.00	Districtwide Annual Banner Support Services
464331	12/19/13	Hellas Construction, Inc.	450,035.90	Cañada Athletic Fields Construction Project
464332	12/19/13	Hellas Construction, Inc.	444,668.40	Skyline Athletic Fields Construction Project
464335	12/19/13	IntelliResponse Systems Inc.	60,000.00	Districtwide ITS Annual Hosting & Maintenance Services
464358	12/19/13	OMG Center for Collaborative Learning	20,200.00	Skyline Grant Project Management Services
464360	12/19/13	Pac Gas & Elec Co	22,221.87	Utilities
464362	12/19/13	Pac Gas & Elec Co	16,347.24	Utilities
464363	12/19/13	Pac Gas & Elec Co	31,563.06	Utilities
464402	12/19/13	American Federation of Teachers	50,264.42	Monthly Union Dues
464408	12/19/13	C S E A	12,679.10	Monthly Union Dues
464441	12/19/13	Hartford Retirement Plans Service Center	52,239.15	Tax Shelter Annuities
464462	12/19/13	Hellas Construction, Inc.	23,686.10	Cañada Athletic Fields Construction Project
464463	12/19/13	Hellas Construction, Inc.	23,403.60	Skyline Athletic Fields Construction Project

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

Check Number	Check Date	Vendor Name	Check Amount	Description
464475	12/19/13	U.S. Postal Services	11,314.37	CSM Postage Purchase
464486	12/19/13	Wesco Graphics, Inc.	19,346.56	Community Education Printing Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1401885	12/04/13	State Teacher Retirement - Defined Benefit	634,295.29	STRS Retirement - Defined Benefit 95%
J1401956	12/11/13	State Teacher Retirement - Cash Balance	64,638.66	STRS Retirement - Cash Balance
J1402098	12/13/13	State Teacher Retirement - Defined Benefit	33,609.69	STRS Retirement Defined Benefit Balance
J1402037	12/18/13	US Treasury - Union Bank	59,965.65	Federal Tax
J1402065	12/19/13	EDD - Union Bank	292,646.07	State Tax
J1402065	12/19/13	EDD - Union Bank	12,771.54	State Tax - SDI
J1402065	12/19/13	US Treasury - Union Bank	1,472,657.42	Federal Tax
J1402184	12/20/13	State Teacher Retirement - Defined Benefit	570,142.82	STRS Retirement - Defined Benefit 95%
J1402183	12/248/13	State Teacher Retirement - Cash Balance	47,520.72	STRS Retirement -Cash Balance
Subtotal			9,488,095.50	85%
Warrants Issued ≤ \$10,000			1,731,420.53	15%
Total Non-Salary Warrants Issued			<u>11,219,516.03</u>	100%
District Accounts Payable	Ck#463453-464486, Ck#930290-930437, DD38387-39175)		7,966,178.47	
District Payroll	CK#94266-95080, DD50063577-50065283		8,697,244.71	
SMCCCD Bookstores	Ck#112204-112230, EFT02026		34,305.45	
Total Warrants Including Salaries - December 2013			<u>16,697,728.63</u>	

San Mateo County Community College District

February 26, 2014

BOARD REPORT NO. 14-2-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

ADOPTION OF RESOLUTION NO. 14-2 TO UPDATE SIGNATURE AUTHORIZATION FOR ASSOCIATED STUDENTS (ASSOCIATED STUDENT BODY) BANK ACCOUNTS AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

In order to accurately reflect signature authorization for the Associated Students bank accounts, it is necessary to update the list of administrators at each College who are given authorization to sign checks.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Resolution No. 14-2 updating authorization for Associated Students bank accounts at Cañada College, College of San Mateo and Skyline College.

**RESOLUTION NO. 14-2
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION TO UPDATE SIGNATURE AUTHORIZATION FOR
ASSOCIATED STUDENTS (ASSOCIATED STUDENT BODY) BANK ACCOUNTS
AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

WHEREAS, there is a need in the San Mateo County Community College District to update signatures for the Associated Students (Associated Student Body) bank accounts in which are deposited receipts of the San Mateo County Community College District;

NOW, THEREFORE, BE IT RESOLVED that signature authorization for the Associated Students (Associated Student Body) bank accounts be given to the following administrators:

1. Cañada College:
 - President
 - Vice President of Instruction
 - Vice President of Student Services
 - Dean of Business, Design and Workforce
 - Dean of Humanities and Social Sciences
 - Dean of Counseling
 - Dean of Science and Technology
 - Director of Disabled Students Programs and Services

2. College of San Mateo:
 - President
 - Vice President of Student Services
 - Vice President of Administrative Services
 - Dean of Counseling
 - Dean of Enrollment Services
 - Dean of Institutional Planning and Research

3. Skyline College:
 - President
 - Vice President of Instruction
 - Vice President of Student Services
 - Vice President, Administrative Services
 - Dean of Business, Education and Professional Programs
 - Dean of Language Arts
 - Dean of Science, Math and Technology
 - Dean of Kinesiology, Athletics and Dance
 - Dean of Social Science and Creative Arts
 - Dean of Counseling
 - Dean of Enrollment Services

REGULARLY PASSED AND ADOPTED this 26th day of February 2014.

Ayes:

Noes:

Abstentions:

Attest: _____
Patricia Miljanich, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 14-2-3CA

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

**CURRICULAR ADDITIONS
CAÑADA COLLEGE AND SKYLINE COLLEGE**

The addition of 45 courses, the reactivation of four courses, and the addition of two departments to the College catalogs are proposed by Cañada College and Skyline College at this time. Additionally, 58 courses are proposed to be offered in the distance education mode. The addition of one Associate Degree, two Associate Degrees for Transfer, and seven Certificates of Achievement are also proposed.

Each of the proposed courses and programs has been reviewed by the appropriate Division Dean and approved by the College Curriculum 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 and program has substance and integrity in relation to its discipline and that it fills a clear student need not being served by existing program offerings.

RECOMMENDATION

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

San Mateo County Community College District

February 26, 2014

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

CHEMISTRY

114 SURVEY OF CHEMISTRY AND PHYSICS (4.0) (day or evening)

Justification: This is a general education course designed for non-science majors; fulfills a lab science requirement for transfer and associate degree. This course is also a general education requirement that meets the needs of the Elementary Teacher Education for Transfer AA-T Degree.

Prerequisite: MATH 110 or MATH 111 and MATH 112, or equivalent measure that indicate proficiency in Elementary Algebra.

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

Description: Equivalent to PHYS 114. A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the General Education level. A general discussion of the scientific method and techniques are followed by physics, chemistry, and integrated topics. The laboratory portion covers a hands-on exploration of phenomena discussed in lecture. The physics component of the course discusses motion, force, energy, electricity and magnetism, waves and light. The chemistry component of the course focuses on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules are presented. Students also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet.

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

EDUCATION

200 INTRODUCTION TO CLASSROOM TEACHING (3.0) (day or evening; and/or distance education)

Justification: EDUC 200 is the foundational course for the proposed ADT Elementary Teacher Education. The ADT is a diverse, multi-disciplinary degree that includes just this one course that has as its primary focus, teaching in an elementary setting. An orientation to the field and opportunity to practice in an elementary classroom is an essential component of the course. Development of the ADT Elementary

Teacher Education was recommended by the ECE/CD District Advisory Committee, and has been approved and taught at Skyline College as a part of their new ADT Elementary Teacher Education.

Prerequisite: None.

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

Description: A survey of the teaching profession including: pedagogical methods; theories of learning; planning, delivering and assessing instruction; classroom management, professional and ethical considerations; diversity; and standards for the teaching profession. A total of 48 hours of fieldwork in an approved school is required.

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

GEOLOGY

121 EARTH SCIENCE (4.0) (day or evening)

Justification: This is a general education course designed for non-science majors; fulfills a lab science requirement for transfer and associate degree. This course is also a general education requirement that meets the needs of the Elementary Teacher Education for Transfer AA-T Degree.

Prerequisite: None.

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

Description: An interdisciplinary study of the planet Earth, stressing the interconnectedness of Earth systems. Topics include Earth materials, geologic processes and landforms, atmosphere processes, the hydrosphere, ocean characteristics and processes, Earth/Sun relationships, and the Solar System. A fieldtrip may be required.

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

PHYSICS

114 SURVEY OF CHEMISTRY AND PHYSICS (4.0) (day or evening)

Justification: This is a general education course designed for non-science majors; fulfills a lab science requirement for transfer and associate degree. This course is also a general education requirement that meets the needs of the Elementary Teacher Education for Transfer AA-T Degree.

Prerequisite: MATH 110 or MATH 111 and MATH 112, or equivalent measure that indicate proficiency in Elementary Algebra.

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

Description: Equivalent to CHEM 114. A conceptual survey of physical science (physics and chemistry) intended for non-science majors at the General Education level. A general discussion of the scientific method and techniques are followed by physics, chemistry, and integrated topics. The laboratory portion covers a hands-on exploration of phenomena discussed in lecture. The physics component of the course discusses motion, force, energy, electricity and magnetism, waves and light. The chemistry component of

the course focuses on chemicals and reactions common in everyday life. Concepts relating to the nature and interactions of atoms, ions, and molecules are presented. Students also learn to use and evaluate information presented on product labels, in advertisement, and available through the internet.

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

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE

ACCOUNTING

- 100 Accounting Procedures
- 180 Payroll and Business Taxes

BUSINESS

- 180 Marketing

CAREER AND PERSONAL DEVELOPMENT

- 300 Introduction to Scholarships

COMPUTER BUSINESS OFFICE TECHNOLOGY

- 480 Internet - A Communication Tool

EDUCATION

- 200 Introduction to Classroom Teaching

ENVIRONMENTAL SCIENCE

- 115 Environmental Science

GEOGRAPHY

- 110 Cultural Geography
- 150 World Regional Geography

GEOLOGY

- 100 Introduction to Geology
- 101 Geology Laboratory

MATHEMATICS

- 150 Mathematics for Elementary School Teachers

POLITICAL SCIENCE

- 103 Critical Thinking about World Politics
- 150 Introduction to Political Theory

PSYCHOLOGY

- 300 Social Psychology
- 340 Introduction to Human Sexuality

THEATRE ARTS

- 140 Introduction to the Theatre
- 150 Script Analysis
- 410 Abnormal Psychology

PROPOSED CURRICULAR REACTIVATIONS – CAÑADA COLLEGE**MATHEMATICS**

- 150 Mathematics for Elementary School Teachers

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

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

EDUCATION

Elementary Teacher Education – Associate in Arts Degree for Transfer – 48 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

THEATRE ARTS

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

San Mateo County Community College District

February 26, 2014

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

APPROVED BY: Jacqueline Escobar, Curriculum Committee Co-Chair
Skyline College

Nick Kapp, Curriculum Committee Co-Chair
Skyline College

Leigh Anne Shaw, Academic Senate President
Skyline College

Regina Stanback Stroud, President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ART

239 PRINTMAKING II: MONOTYPE, MONOPRINT AND MIXED MEDIA (3.0) (day or evening)

Justification: This course will add depth to student Art program experience and will better prepare students for transfer at the junior level for work at UC or CSU.

Prerequisite: ART 234, or equivalent.

Recommended Preparation: None.

Description: Advanced practice in monotype, monoprint, and mixed media print processes.

Classification: AA/AS Degree; CSU transferable.

430 INTRODUCTION TO DIGITAL ART (3.0) (day or evening)

Justification: This course provides the basic foundation, knowledge, and skills necessary for student success in the field of digital art. It ensures currency of the Art program and art major, by coupling the use technology with art.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Explores creative uses of digital technologies, and introduces digital art from historical and contemporary perspectives. Learn a range of skills and software used in the creation and editing of digital

artworks for print, web, and multimedia. This entry-level course is a prerequisite for all other Digital Arts courses.

Classification: AA/AS Degree; CSU transferable.

431 RASTER IMAGE DESIGN I (3.0) (day or evening)

Justification: This course is an essential part of the digital arts curriculum and will be able to be integrated into several future certificates. It ensures currency of the Art program and art major, by coupling the use of technology with art. It is a foundation course for students entering the career fields of digital image design for both print and web.

Prerequisite: ART 430, or equivalent.

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

Description: A digital art course using creative assignments to study specific concepts as well as encouraging creative exploration of the topic and software. Students develop creative digital images using digital manipulation and image correction software like Adobe Photoshop.

Classification: AA/AS Degree; CSU transferable.

435 VECTOR IMAGE DESIGN I (3.0) (day or evening)

Justification: This course is an essential part of the digital arts curriculum and will be able to be integrated into several future certificates. It ensures currency of the Art program and art major, by coupling the use of technology with art. It is a foundation course for students entering the career fields of digital image design for both print and web.

Prerequisite: ART 430, or equivalent.

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

Description: Skills for creating digital vector graphics. Course will utilize the industry standard vector-based illustration software to create vector graphics for use in art, design, digital publishing, and web.

Classification: AA/AS Degree; CSU transferable.

440 INTRODUCTION TO WEB DESIGN (3.0) (day or evening)

Justification: This course is an essential part of the digital arts curriculum and will be able to be integrated into several future certificates. It ensures currency of the Art program and art major, by coupling the use technology with art. It is a foundation course for students entering the career fields of web design, user interface design, user experience design, information architecture, and will also allow our art students to represent themselves on the web.

Prerequisite: ART 430, or equivalent.

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

Description: An introduction to creating web sites and web graphics using popular industry-standard authoring tools and design software. The course introduces the basics of layout for visual communication by integrating design concepts with technical execution in a web environment.

Classification: AA/AS Degree; CSU transferable.

441 INTERMEDIATE WEB DESIGN (3.0) (day or evening)

Justification: This course is intended to further the exploration of web design through intermediate web concepts and processes. Students will be learning essential intermediate level skills in web design and implementation of web technologies. These skills will enable the students to further their exploration of the web as an art form, career path, and for professional development.

Prerequisite: ART 440, or equivalent.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Exploration of intermediate design processes for the web with an emphasis on visual design and web technologies. Various industry standard software applications and web technologies are employed to create original graphics, control layout and type, process images, and publish professional websites. Topics may include in-depth discussions on the design strategies used for combining text, images, animation, video, audio, and third party API's to create compelling visual experiences for web users.

Classification: AA/AS Degree; CSU transferable.

ENERGY SYSTEMS TECHNOLOGY MANAGEMENT

450 FUNDAMENTALS OF CONSTRUCTION MANAGEMENT (3.0) (day or evening)

Justification: The Business and Energy Systems Technology Management departments have developed complementary introductory curriculum in construction management to broaden the BUS. and ESTM curriculum. This course can bridge to nearby programs at City College of San Francisco, Laney College and Cabrillo College.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 811, or equivalent.

Description: Introductory survey of basic concepts in construction management including, industry overview; construction phases; project participant roles; estimation; bidding and contracts; licensing and legal issues; construction documents and office procedures; insurance and financing; construction accounting; project scheduling; project controls; construction project management software; safety concerns and issues; leadership and supervisory/employee relationships. Also listed as MGMT 450.

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

HOSPITALITY AND TOURISM MANAGEMENT

101 INTRODUCTION TO HOSPITALITY AND TOURISM MANAGEMENT (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

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

Description: An exploration of career options and operations in the field of hospitality and tourism management. An overview of the trends and developments in hospitality, international tourism, global travel, and foodservice establishments, with a focus on customer service, cultural/economic trends, and the various career opportunities that exist.

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

108 TECHNOLOGY ESSENTIALS IN HOSPITALITY (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

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

Description: Understand technology systems used in hospitality and tourism businesses. A focus on emerging use of smart technologies, including iPads in the guest rooms, Web 2.0, and new hotel and restaurant information systems. Hands-on learning opportunities with the use of "Delphi" simulations, a software technology most often used in sales, catering and convention services departments.

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

120 SANITATION PRACTICES IN THE HOSPITALITY INDUSTRY (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

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

Description: Sanitation practices as they affect the individual and hospitality operations. Students will use materials from the Educational Foundation of the National Restaurant Association to complete the ServSafe Certification.

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

124 EXCELLENCE IN GUEST SERVICE (0.5) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

Recommended Preparation: None.

Description: In this short course students will prepare to take the Certified Guest Service Professional (GSP) exam awarded through the American Hotel and Lodging Association. This course focuses on quality customer service: what it is and how to deliver it, in a hospitality business, benefits of high quality customer service, skills to engage the guest, effective strategies for handling dissatisfied customers and service recovery techniques.

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

125 RESTAURANT AND BANQUET OPERATIONS (1.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

Recommended Preparation: None.

Description: Preparation for entry-level positions in restaurant and hospitality banquet operations. Course covers front of the house service for all types of foodservice operations, such as Banquet Server and Restaurant Server. Includes preparation to take the ServSafe Responsible Alcohol Certification and the Food Handler Certification Exam.

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

140 INTRODUCTION TO MEETING, EVENT AND CONFERENCE MANAGEMENT (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

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

Description: An introduction to a specialized area of study in hospitality and tourism, focusing on meetings, conference and event planning. Includes the fundamental elements and best practices for planning, producing, and evaluating successful meetings, conventions, and conferences.

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

164 LEGAL ASPECTS OF HOSPITALITY AND TOURISM (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

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

Description: Provides a working knowledge of laws and regulations applicable to the hospitality and tourism industry. Examination of government regulation of the hospitality industry, along with rights, obligations and liabilities of hospitality businesses.

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

230 HOTEL AND RESORT MANAGEMENT (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

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

Description: An introduction to the operational systems/departments and components of a hotel-resort facility, which include front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resources management and information systems.

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

231 FOOD, BEVERAGE, AND LABOR COST CONTROLS (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

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

Description: The necessary knowledge and skills required to manage and make intelligent business decisions within a food and beverage operation or department, with a focus on standards determination; variable, semi-variable and fixed costs; the operating budget; income and cost control; and menu pricing.

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

665 SELECTED TOPICS IN HOSPITALITY AND TOURISM (0.5-2.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to offer unique or specialized hospitality and tourism topics of contemporary student interest. Students will learn from and work closely with hospitality and tourism industry experts and apply this newly acquired knowledge to their coursework in the Hospitality & Tourism Management program.

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

672 HOSPITALITY AND TOURISM INTERNSHIP (3.0) (day or evening)

Justification: This CTE course is a component of the new Hospitality and Tourism Management program being created through the Deputy Sector Navigator “Learn and Earn” grant.

Prerequisite: None.

Recommended Preparation: None.

Description: Practical and hands-on learning experience in hotel/lodging, foodservice and hospitality & tourism business. Individually designed for students to acquire "real world" learning opportunities and gain additional knowledge in the hospitality and tourism industry.

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

MANAGEMENT

450 FUNDAMENTALS OF CONSTRUCTION MANAGEMENT (3.0) (day or evening)

Justification: The Business and Energy Systems Technology Management departments have developed complementary introductory curriculum in construction management to broaden the BUS. and ESTM curriculum. This course can bridge to nearby programs at City College of San Francisco, Laney College and Cabrillo College.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and completion of MATH 811, or equivalent.

Description: Introductory survey of basic concepts in construction management including, industry overview; construction phases; project participant roles; estimation; bidding and contracts; licensing and legal issues; construction documents and office procedures; insurance and financing; construction accounting; project scheduling; project controls; construction project management software; safety concerns and issues; leadership and supervisory/employee relationships. Also listed as ESTM 450.

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

MEDICAL ASSISTING

400 PATIENT AND HEALTH CARE CONCERNS (3.0) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: An introduction to patient care; job responsibility and role within the health care team. The student will complete discussions of ethical and legal issues that involve allied health care employees; in addition to discussing aging, death and dying, and information technologies.

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

405 INTRODUCTION TO ELECTRONIC RECORDS AND INFORMATION SYSTEMS (3.0)
(day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: Students will develop skills and knowledge for processing, communicating, and examining electronic health records, billing and health information within various health organizations using an integrated computerized health information system. Topics include: functional electronic health record systems, data entry, billing/coding/reimbursement procedures, scheduling appointments, report generation and composing and examining/editing medical documents.

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

410 INTRODUCTION TO PHARMACOLOGY (2.0) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

Recommended Preparation: Completion of MATH 110, or MATH 111 and MATH 112, or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.

Description: Designed for allied health professionals. Includes recognition and identification of commonly used drugs; classification of drugs according to action; modes of administration of drugs; and care and storage of drugs according to regulations of the Food and Drug Administration (FDA).

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

415 LAW AND ETHICS FOR ALLIED HEALTH PROFESSIONALS (2.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: Legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bio-ethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services for the allied health professional.

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

420 MEDICAL ANATOMY AND PATHOPHYSIOLOGY (3.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: A comprehensive overview of anatomic function and the cause, transmission, symptoms and prevention of the twenty most common communicable and non-communicable diseases. Student will increase their awareness of common diseases in the healthcare industry.

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

430 INTRODUCTION TO MEDICAL INSURANCE BILLING (3.0) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: A comprehensive overview of reimbursement methodologies and the processes within the healthcare industry. Various types of reimbursement processes including managed care organizations (MCO), healthcare maintenance organizations (HMO), and preferred provider organizations (PPO), as well as worker's compensation (WC). Attention will be given to provider and payer sponsored systems.

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

438 MEDICAL INSURANCE BILLING CLERKSHIP (2.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: ACTG 100, MEDA 415, MEDA 430, MEDA 450, and MEDA 455, or equivalent.

Recommended Preparation: None.

Description: Introductory training in a clinic, office, or hospital setting; students will perform the duties and functions of a medical biller under the supervision of an experienced Medical Biller.

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

440 INTRODUCTION TO MEDICAL EDITING (3.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: Intensive training in medical editing that includes doctor-dictated history and physicals, surgical reports, operative procedures, x-ray, pathology, and nuclear medicine reports.

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

448 MEDICAL EDITING CLERKSHIP (2.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: MEDA 405 and MEDA 440, or equivalent.

Recommended Preparation: None.

Description: Introductory training in a clinic, office, or hospital setting. Students will perform the duties and functions of a medical editor under the supervision of a certified coder, medical editor, or equivalent.

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

450 INTRODUCTION TO CPT (CURRENT PROCEDURAL TERMINOLOGY) CODING
(2.0) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: Overview of Current Procedural Terminology (CPT) coding that encompasses evaluation management, surgical, and primary care procedures performed in a medical office and emphasizes correct reimbursement procedures consistent with ICD codes.

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

452 CURRENT PROCEDURAL TERMINOLOGY (CPT) CODING II (2.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: An in depth use of CPT coding focusing within clinical facilities. This course includes hospital inpatient, surgical, and diagnostic procedures to accurately achieve maximum reimbursement with the coordination of ICD codes.

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

455 INTRODUCTION TO INTERNATIONAL STATISTICAL CLASSIFICATION OF DISEASES (ICD) CODING (3.0) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: BCM. 200, MEDA 420 and MEDA 484, or equivalent.

Recommended Preparation: None.

Description: Focus on a national classification of coding that encompasses diseases, ailments, injuries, and disorders for all the major and minor body systems. This course includes, but is not limited to, hospital inpatient, outpatient and ambulatory care coding emphasizing specific and correct procedures to accurately achieve maximum reimbursement.

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

457 INTERNATIONAL STATISTICAL CLASSIFICATION OF DISEASES (ICD) CODING II (3.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: MEDA 410 and MEDA 455, or equivalent.

Recommended Preparation: None.

Description: An advanced course covering the medical necessity, coding issues for specific body systems and general conditions. Student will apply fundamentals of ICD and CPT previously learned. Coding application will be achieved through medical records, case studies, and scenarios.

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

458 MEDICAL CODING CLERKSHIP (2.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: MEDA 405, MEDA 452 and MEDA 457, or equivalent.

Recommended Preparation: None.

Description: Introductory training in a clinic, office, or hospital setting. Students will perform the duties and functions of a medical coder under the supervision of a certified coder or Registered Health Information Technologist, or equivalent.

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

460 INTRODUCTION TO ADMINISTRATIVE MEDICAL ASSISTING (3.0) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: An introductory course designed to provide students with an overview of medical office procedures. Students will learn how to prioritize patient and office situations; receive, register and schedule patients; organize and sustain medical records, medical billing, health insurance, business operations, human resource functions, and financial management.

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

462 ADMINISTRATIVE MEDICAL ASSISTING II (3.5) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: MEDA 460, or equivalent.

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

Description: An intermediate/advanced course designed to provide students with practical understanding and application in supporting medical office administration. Students will practice managing patients in emergency situations; receive, register and scheduling patients; organizing and sustaining medical records, medical billing, health insurance, business operations, human resource functions, and financial management.

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

468 ADMINISTRATIVE MEDICAL ASSISTING CLERKSHIP (2.0) (day or evening)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: ACTG 100, MEDA 415, MEDA 450, MEDA 455 and MEDA 462, or equivalent.

Recommended Preparation: None.

Description: Introductory training in a clinic, office or hospital setting. Students will perform the duties and functions of an Administrative Medical Assistant under the supervision an experienced Medical Office Manager.

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

484 MEDICAL TERMINOLOGY (3.0) (day or evening; and/or distance education)

Justification: This CTE course is applicable to the Medical Assisting degree and certificate programs.

Prerequisite: None.

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

Description: Designed to give students a basic background in medical terminology as used by medical transcriptionists, court reporters, law related occupations, and allied health occupations. The prefixes, roots, and suffixes of commonly used medical words are presented. Proper names of anatomical structures and their relationship to each other are covered by body system. Also listed as HSCI 484.

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

PARALEGAL STUDIES

275 CONSTITUTIONAL LAW, CIVIL RIGHTS, AND CIVIL LIBERTIES (3.0) (day or evening;
and/or distance education)

Justification: This transferable course provides an elective for Paralegal Studies students working toward an Associate Degree or certificate.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100, or equivalent.

Description: Focus on the Constitution as the basis for individual civil liberties in the United States. Students will investigate legal controversies related to current and past struggles for equal rights and justice.

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

290 COMMUNITY LEGAL SERVICES CLINIC (3.0) (day or evening; and/or distance education)

Justification: This innovative course meets two important needs: (1) to provide paralegal students with the opportunity to gain practical legal experience and (2) to provide free legal services to our community. Via a combination of classroom instruction and clinic based learning, students will gain a unique understanding of the legal issues facing the under-resourced and develop legal strategies for addressing those issues. No other course in the SMCCCD currently offers this combination of service learning and legal instruction.

Prerequisite: LEGL 240, or LEGL 245, and/or LEGL 250.

Recommended Preparation: None.

Description: Builds legal skills and knowledge via an innovative combination of classroom instruction and meaningful community service. Under the close supervision of a licensed attorney, paralegal students will work collaboratively with colleagues and clients to address legal problems while serving the community.

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

354 CIVIL LITIGATION II (3.0) (day or evening; and/or distance education)

Justification: At present the Paralegal Studies curriculum contains one course addressing the key topic of civil litigation, Civil and Administrative Process. This is inadequate in terms of instruction time to address such a complex topic. By changing the curriculum to include Civil Litigation I and Civil Litigation II, the Paralegal Studies department will provide students with more meaningful opportunities to learn about and practice the key skills involved in civil litigation. The proposed course adds much needed instructional time for students to gain hands-on experience. Ultimately, the proposed course will better prepare students to enter the job market upon graduation.

Prerequisite: LEGL 252, or equivalent.

Recommended Preparation: None.

Description: Key topics in civil litigation, with a specific focus on discovery, trial and appeals. Students will learn litigation skills, such as conducting discovery, filing motions, and providing litigation support.

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

430 LAW OFFICE TECHNOLOGY (3.0) (day or evening; and/or distance education)

Justification: Lawyers, paralegals and other legal professionals are using technology now more than ever before. The advisory committee for the paralegal department listed technological know-how as a key area for legal support professionals. Instruction in law office technologies is needed to help students prepare for careers as legal professionals. At present, no course is offered at Skyline in law office technology. This course will be part of a series of courses for paralegal students, the goal of which will be to develop technological competency and job readiness.

Prerequisite: LEGL 245, or equivalent.

Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent; and BCM. 104, or equivalent.

Description: Hands-on instruction in technologies designed for use by legal professionals. Special emphasis is given to relevant technological skills for paralegals and legal support staff.

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

PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – SKYLINE COLLEGE**ACCOUNTING**

144 QuickBooks: Set-Up and Service Business

145 QuickBooks: Payroll and Merchandising Business

ART

680SB Arts of Africa and the African Diaspora

BUSINESS COMPUTER SYSTEMS AND MANAGEMENT

- 104 Introduction to Computers with Windows I
- 105 Introduction to Computers with Windows II
- 402 HTML & Web Authoring Applications

COSMETOLOGY

- 880SC Advanced Esthetic Training

EARLY CHILDHOOD EDUCATION

- 211 Early Childhood Education Curriculum

EDUCATION

- 200 Introduction to Classroom Teaching

GEOGRAPHY

- 150 World Regional Geography

GEOLOGY

- 100 Survey of Geology

HEALTH SCIENCE

- 100 General Health Science
- 130 Human Sexuality

MEDICAL ASSISTING

- 400 Patient and Health Care Concerns
- 410 Introduction to Pharmacology
- 430 Introduction to Medical Insurance Billing
- 450 Introduction to CPT (Current Procedural Terminology) Coding
- 455 Introduction to ICD-9 Coding
- 460 Introduction to Administrative Medical Assisting
- 462 Administrative Medical Assisting II
- 484 Medical Terminology

MUSIC

250 World Music

OCEANOGRAPHY

100 Survey of Oceanography

PARALEGAL STUDIES

240 Introduction to Law
 245 Paralegal Profession
 252 Principles of Civil and Administrative Process
 260 Advanced Legal Research and Writing
 275 Constitutional Law, Civil Rights, and Civil Liberties
 290 Community Legal Services Clinic
 354 Civil Litigation II
 430 Law Office Technology

PHYSICS

105 Conceptual Physics
 210 General Physics I
 220 General Physics II
 250 Physics with Calculus I
 260 Physics with Calculus II
 270 Physics with Calculus III

WELLNESS

765 Everyday Uses of Herbs
 770 Aromatherapy for Wellness

PROPOSED CURRICULAR REACTIVATIONS – SKYLINE COLLEGE**KINESIOLOGY – TEAM SPORTS**

194 Women's Basketball Theory, Defense
 197 Men's Soccer Theory, Offense
 199 Women's Soccer Theory, Offense

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to offer an Associate Degree and/or Certificate of Achievement (12 units or more), in the following programs:

MEDICAL ASSISTING

Administrative Medical Assisting – A.S. Degree (28.5-31.5 units in the major area + General Education and other requirements for the Associate Degree)

Administrative Medical Assisting – Certificate of Achievement (28.5-31.5 units)

Medical Coding – Certificate of Achievement (27-30 units)

Medical Editing – Certificate of Achievement (23-26 units)

Medical Insurance Billing – Certificate of Achievement (25-28 units)

Medical Office Receptionist – Certificate of Achievement (16 units)

MUSIC

Urban Music Academy – Certificate of Achievement (18 units)

SPANISH

Spanish – Certificate of Achievement (12-21 units)

PROPOSED DEPARTMENT ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to add the following departments:

HOSPITALITY AND TOURISM MANAGEMENT (HTM.)

The awarding of the Deputy Sector Navigator “Learn and Earn” Grant to Skyline College has provided the college with an exciting opportunity and the resources to build a successful program in Hospitality and Tourism Management. The addition of this department and a transfer program will enable the college to deliver education and training opportunities for students that will prepare them for viable careers in Hospitality and Tourism. In turn, it will provide a pipeline of qualified candidates to meet the projected job growth in this sector. In California alone, there is a projected increase of 53% in the number of jobs in the Hospitality/Leisure, Lodging, and Food Service Industry (2010-2020).

MEDICAL ASSISTING (MEDA)

The move of Medical Assisting curriculum from the Business, Education, and Professional Programs Division to the Science, Mathematics, Technology Division better reflects the focus of the department and provides Medical Administrative Assisting, Medical Editing, Medical Coding, and Medical Billing with a unique identity. This department designator aligns with what Cañada College is currently using for their Medical Assisting department.

BOARD REPORT NO. 14-2-4CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Sue Harrison, Interim Director of General Services, 358-6879

APPROVAL OF THE USE OF THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT CONTRACT WITH ENTERPRISE FLEET MANAGEMENT FOR THE LEASE OF DISTRICT FLEET VEHICLES

In June, 2012 West Contra Costa Unified School District (WCCUSD) awarded Request for Proposal (RFP 112-03) for Vehicle Fleet Management Services to Enterprise Fleet Management. This was a public, competitive bid process, and pursuant to Public Contract Code §20652, the RFP provided that any or all public agencies, public and private school districts, and public and private colleges or universities in California would be able to purchase (or “Piggyback”) from this contract. The District seeks Board approval to use the WCCUSD contract with Enterprise Fleet Management to utilize the leasing and vehicle management services provided.

Over the next five years, the District anticipates the need to replace multiple fleet vehicles, including trucks, vans and sedans used by Facilities, Public Safety, College Athletics, Mail Services, ITS, Auxiliary Services and others. The District desires to utilize the most efficient and cost effective method to procure these vehicles. Enterprise Fleet Management provides vehicle leasing at government pricing, a vehicle maintenance program and vehicle surplus services. The open-ended leases include no mileage charges or excessive wear and tear charges. As the vehicles age they can be purchased outright by the district or sold by Enterprise through their marketing channels with proceeds coming back to the District or applied to a new replacement vehicle.

RECOMMENDATION

It is recommended that the Board of Trustees approve use of the West Contra Costa Unified School District contract, where appropriate, for the lease of District Fleet Vehicles through June, 2017.

BOARD REPORT NO. 14-2-5CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF APPOINTMENT TO THE SAN MATEO
COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION BOARD**

An amendment to the Bylaws of the San Mateo County Colleges Educational Housing Corporation was approved by the Board of Trustees of the College District on January 27, 2010. Included in the amendment was the provision that one Director be recommended for membership by the Academic Senate of the District. Professor Huy Tran has been serving on the Board since April 2010 and chooses not to renew his membership on the Board.

The Academic Senate has recommended the appointment of Skyline Professor Kathryn (Kate) Browne to serve as a Director on the Corporation Board. Professor Browne is currently Vice President of the Academic Senate at Skyline College and lives at Cañada Vista.

RECOMMENDATION

It is recommended that the Board of Trustees approve appointment of Professor Kathryn Browne to the San Mateo County Colleges Educational Housing Corporation Board.

BOARD REPORT NO. 14-2-6CA

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

APPROVAL FOR CATEGORICAL FUNDING TRANSFERS

The 2013-14 state budget provides for the flexibility of categorical funds for the 2013-14 budget year, providing that certain categorical funds may be used for the purposes of any other categorical program. Before exercising this flexibility, districts are required to discuss the redirection of funds at a regularly scheduled public meeting and take testimony from the public. The following changes are brought forward for the public meeting and Board approval. Due to the legislation allowing districts to be deemed fully compliant with state regulations in any program that has transferred funds in or out of it, the District is transferring at least \$1 out of and into each program. Staff recommends approval of these transfers.

Program	Transfer To	Amount
Equal Employment/Staff Diversity	P/T Faculty Compensation	\$8,540
Transfer/Articulation	P/T Faculty Office Hours	\$1
PT Faculty Office Hours	P/T Faculty Compensation	\$1
PT Faculty Compensation	P/T Health Insurance	\$1
PT Faculty Health Insurance	Transfer/Articulation	\$1

RECOMMENDATION

It is recommended that the Board of Trustees approve transferring funds between the specified categorical funds.

BOARD REPORT NO. 14-2-2B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPOINTMENT OF REPRESENTATIVE TO THE SAN MATEO COUNTY
SCHOOL BOARDS ASSOCIATION (SMCSBA)**

A San Mateo County Community College District representative sits on the Board of the SMCSBA. Currently, President Karen Schwarz serves as the representative. The SMCSBA Secretary has requested that she be notified whether President Schwarz will continue to serve or whether another Board member will be nominated.

RECOMMENDATION

It is recommended that the Board nominate and approve a Board member to serve as representative to the San Mateo County School Boards Association.

BOARD REPORT NO. 14-2-100B

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

**ACCEPTANCE OF 2013-14 MID-YEAR BUDGET REPORT AND APPROVAL
OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS
FOR THE PERIOD ENDING DECEMBER 31, 2013**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2013. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students, Bookstore, Cafeteria, San Mateo Athletic Club), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative materials outlining the fiscal activities of the District during the first half of 2013-14, as well as 2014-15 State budget projections and preliminary District budget planning. Also included are year-to-date budget tables for each of the District's funds and locations and supplemental information relating to the budget.

RECOMMENDATION

It is recommended that the Board accept the Mid-Year Budget Report and approve budgetary transfers and income adjustments for the period ending December 31, 2013, as outlined in the attached report on pages 7-8.

San Mateo County Community College District

2013-14 Mid-Year Budget Report

College of San Mateo

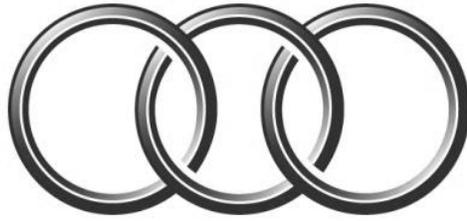


Cañada College

District Office



Skyline College



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

2013-14
Mid-Year Budget
Report

Board of Trustees

Karen Schwarz, *President*
Patricia Miljanich, *Vice-President-Clerk*
Richard Holober
Dave Mandelkern
Thomas Mohr
David Latt, *Student Trustee, 2013-14*

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

Acknowledgements:

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

San Mateo County Community College District 2013-14 Mid-Year Budget Report

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2013-14 Mid-Year Budget Summary

This Mid-Year report provides information about the status of the District's Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's January budget proposal for fiscal year 2014-15.

Governor Brown presented his proposed budget package for fiscal year 2014-15 on January 9th, one day earlier than planned. The budget proposal projects \$106.1 billion in new revenues plus \$4.2 in carryover funds and a \$106.8 billion spending plan. The State has made significant fiscal progress over the last two years. National and local economic growth, combined with numerous cuts statewide, has finally produced a modest budget surplus. After several years of deficits, California appears to be headed towards a brighter financial future.

The Department of Finance (DOF) identified strong performance in the stock market as the main reason for the unexpected new revenues. The Legislative Analyst Office (LAO) added that the improvement in the economy has been facilitated by California's continuing economic recovery, soaring stock market, increased revenues from Proposition 30 and legislative decisions to limit spending commitments. The LAO further agrees with the budget proposal's components that supports education. The DOF and LAO are not far apart in their revenue projections, with the DOF forecasting \$118 billion by 2017-18 and the LAO estimating that number to be \$119.6 billion.

Reactions to the Governor's proposal have been generally positive. Legislators and education stakeholders commented that the budget shows the Governor's commitment to rebuild and invest in education.¹ As part of this commitment, the Governor proposed to pay off outstanding deferrals owed to K-14 by 2016.

The Governor does not propose to raise student fees, nor does he propose to fund FTES on completion or to require all students seeking fee waivers to complete a Free Application for Federal Student Aid (FAFSA). He further states his intent to devise a plan in the 2015-16 fiscal year that will resolve the California State Teachers' Retirement System (CalSTRS) growing unfunded liability—currently valued at \$80 billion.

The following major highlights pertain to California Community Colleges (CCCs) for 2014-15 as summarized by State Vice Chancellor Dan Troy:

- \$155.2 million to fund a 3% restoration of access. The budget proposes that the Board of Governors adopt a formula for local growth allocations that gives priority to districts “identified as having the greatest unmet need in adequately serving their community’s higher educational needs.” The budget summary states that all districts will be eligible for expanded access and that districts will eventually be restored to pre-recession levels.
- \$48.5 million to fund a statutory COLA of 0.86%.
- \$200 million to support student success programs and strengthen support for underrepresented students. This includes \$100 million for the Student Success and Support Program and \$100 million to close gaps in access and achievement for underrepresented students groups, as identified in Student Equity Plans.
- \$175 million to be evenly split between deferred maintenance and instructional equipment.
- \$235.6 million in the budget year funding to pay down deferrals. Combined with \$356.8 million proposed in one-time funds for this purpose, this would completely eliminate the system’s inter-year deferrals.
- \$39 million in funds owing to Proposition 39 to address energy efficiency projects and workforce development.
- \$2.5 million is provided to provide local technical assistance to support implementation of effective practices in all districts, with priority placed on underperforming districts. Additionally, the Chancellor’s

¹ The Annual ACCCA & ACBO Budget Workshop handbook on the Governor's 2014-15 Proposed Budget, pages 11-12

Office will receive \$1.1 million and will add 9 new positions to aid this effort by developing indicators of student success and to monitor performance.

- \$50 million in one-time funding (non-Proposition 98) is proposed for incentive awards that recognize models of innovation in higher education that increase the number of students earning bachelor's degrees, increase the number of bachelor's degrees earned within four years, and ease transfer within the state's education system.
- Flexibility - The Governor proposes to allow districts to reallocate up to 25% of funds from select categorical programs to other federal, state, or local programs to meet the needs of underrepresented student groups as identified in Student Equity Plans.
- RDAs - The Governor proposes to improve the stability of the base apportionment by moving up the deadline for determining the amount of backfill funding necessary to resolve shortfalls stemming from RDA funds. This should help to resolve deficits prior to the end of the fiscal year rather than after the fact. The Governor proposes to initiate this change in the current year, and he provides \$38.4 million for 2013-14 and \$35.6 million for 2014-15 to account for the shift.
- Apportionment stabilization - Proposition 30 requires that each district receive at least \$100 per FTES from the Education Protection Account created by the ballot initiative. This resulted in additional unfunded obligations to districts that would not have otherwise received state General Fund dollars. The administration proposes to fund these obligations not only for 2014-15 and subsequent years, but also to backfill obligations from 2012-13 and 2013-14. The Governor attempts to further stabilize the base apportionment by estimating local obligations for FTES stability and restoration costs provided in statute. Broadly, these changes are intended to mitigate structural deficits that have plagued the system in recent years.
- Adult Education - The Governor reiterates his commitment to provide funding in the 2015-16 budget to implement the plans being developed by regional adult education consortia.

State News

State Controller John Chiang reported that revenues are ahead of estimates for the first half of the fiscal year as consumer confidence rises and the economy surges.

The job market is also improving as the State's unemployment rate fell more than 1% from 9.8% at the end of 2012 compared to 8.5% in 2013 as noted by the Department of Finance (DOF). However, it remains higher than the national average by 1.5% and is not expected to drop below 7% until 2016.²

A report by real estate firm Pacific Union states that the Bay Area continues to lead California's economic recovery, with the lowest unemployment rates in the State in November and strong economic growth in San Francisco and the Silicon Valley. Economist and Director of the Center for Continuing Study of the California Economy, Stephen Levy, said Southern California led the State in job gains in November and is now second only to the Bay Area in economic growth.³ Levy further notes that the tech centers around coastal areas that include Silicon Valley, San Francisco and Orange County have the largest sustained growth.



² School Services Community College Update, January 10, 2014.

³<http://blog.pacunion.com/bay-area-unemployment-continues-falling-lowest-in-state-in-november/>

The Governor promised to work with schools to reach agreement in finding a long-term solution to CalSTRS' unfunded retirement liability although there was no funding proposal for the budget year. According to estimates, the retirement system would run out of money in 30 years if a solution is not found. The retirement system is seeking \$4.5 billion annually to be fully funded. A report from CalSTRS in February 2013 provided options to solve the shortfall that would require increased contributions from the State, employers, and employees. The current State contribution is 5.291%, employers contribute 8.25% and members contribute 8%. The budget proposal warns school districts to prepare for increases to the contribution rate beginning fiscal year 2015-16.

Proposition 98

For 2014-15, the budget projects that the Proposition 98 minimum guarantee will grow to \$56.2 billion and will be determined by Test 3, which increases the guarantee based on the change in per-capita general fund revenues. This is a \$2.7 billion increase from the forecasted amount of \$54.5 billion in 2013-14 coming from projected base State revenue as well as a Proposition 98 share of the temporary tax increase (Proposition 30).

The Proposition 98 proposal contains a reasonable mix of ongoing and one-time spending that includes the payment of deferrals totaling \$6.2 billion to schools by the end of 2014-15. Deferral payments to community colleges include \$194 million in 2012-13, \$163 million in 2013-14 and \$236 million in 2014-15, totaling \$592 million. It also proposes to pay wall of debt obligations by the end of 2017-18 that includes \$4.5 billion in unpaid mandate claims, \$462 million for the Emergency Repair Program (ERP), and \$410 million for Quality Education Investment Act (QEIA).

Redevelopment

For 2014-15, the District is projecting approximately \$3 million in ongoing funds. As in the previous two years, there will most likely be additional one-time funds in 2014-15 as redevelopment agencies (RDAs) sell their property assets. It is difficult to predict at this time how much that would be.

Community and District Status

As a "community funded" entity, the District is supported by local property taxes and student fees and receives no State apportionment. As such, the District consults with the County Controller's office on a regular basis to project the District's property tax revenue. The District continues to receive funding for State categorical programs as well as federal financial aid for students.

The District's fiscal condition continues to be stable and secure with strong leadership provided by the Board of Trustees along with fiscal stewardship from District and College staff. The General Fund reserve levels are maintained and are more than adequate to meet unexpected challenges and emergencies. Based on calculations, the District expects to remain community supported in the foreseeable future.

Accreditation

All of our three Colleges (Cañada College, College of San Mateo and Skyline College) currently remain accredited. In October 2013, visiting teams from various colleges around the State were on-site to conduct interviews at each College and the District Office. During the visit, the teams met with various staff and College groups to verify the contents of the self-study reports in addressing the accreditation standards.

Prior to action by the Accrediting Commission for Community and Junior Colleges (ACCJC), the visiting team prepared a report of their findings to the accreditation commission regarding consistency with the standards on areas for improvement and recommendations for the Colleges. In November, the Colleges and District Office received external evaluation reports from the visiting teams allowing the Colleges to correct "errors of fact" and note any documented changes made to a program or programs at the conclusion of the team visits. The Colleges' and District responses were submitted to the commission in December.

On February 7th, the ACCJC sent letters to the College Presidents reaffirming full accreditation of all of our Colleges—Cañada College, College of San Mateo and Skyline College. This is welcome news and cause for celebration for the entire District community. It is a testament to the collective and collaborative efforts as well as commitment of many dedicated SMCCCD faculty, staff and students.

The Colleges are required to complete follow up reports to be submitted by October 2014 and fully resolve any noted deficiencies by the time the midterm reports are due in October 2015. The next accreditation visit is scheduled for fall 2019.

District Enrollment

Following is enrollment data provided by the Office of the Vice Chancellor of Educational Services and Planning for spring 2014. The numbers detailing headcount and enrollment are useful but should not be used to project funding as current funding is primarily based on property taxes. The headcount data reflects the total number of students in attendance regardless of units taken. Enrollment data is the total number of enrollments in each class.

End of First Day of Classes

Overview	Cañada		CSM		Skyline		SMCCCD	
	Count	Change	Count	Change	Count	Change	Count	Change
Course Enrollments	14,575	-2.7%	22,942	-0.6%	24,228	1.2%	61,745	-0.4%
College Headcounts	6,300	-1.0%	9,004	-0.7%	9,473	1.2%	24,777	-0.1%
FTES*	1,742	-3.2%	3,069	-3.9%	3,170	-0.3%	7,980	-2.3%
Load**	433	-1.1%	484	-6.5%	503	-4.4%	479	-4.3%
Sub-Populations	Count	Change	Count	Change	Count	Change	Count	Change
First-Time	161	-2.4%	264	1.9%	217	11.3%	642	3.7%
First-Time Transfer	343	-5.8%	523	-6.4%	516	6.2%	1,382	-1.9%
Returning	394	-9.2%	504	-13.0%	503	-16.7%	1,401	-13.4%
Returning Transfer	334	14.4%	407	0.7%	428	21.3%	1,169	11.4%
Concurrent K-12	203	-37.7%	200	4.2%	215	-7.7%	618	-17.7%
Continuing	4,865	1.7%	7,106	0.4%	7,594	1.4%	19,565	1.1%
Internet Enrollments	2,046	35.7%	2,919	1.3%	2,581	0.1%	7,546	8.3%

Source: Hyperion Enrollment Static Reports

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

For Concurrent Enrollment, please use data in Student Type as identified in the DESR-Official Census Report, not data in Educational Level per ITS/DSSWAG. Note: Change refers to the difference in percentages from a comparable day a year ago.

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

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

***WSCH: Weekly Student Contact Hours

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

SMCCCD 2013-14 and 2014-15 Budget Planning

The Board of Trustees approved the 2014-15 Budget and Planning Calendar in January 2014 (see Pages 90-92). The District Committee on Budget and Finance reviews preliminary income assumptions and expenditure plans for 2014-15. For the last couple of years, the Committee has been discussing ways to improve the current resource allocation model. A major goal for the committee is to keep the basic framework of the existing model and modify it to address the District’s community supported status aligned with the Board’s core values and principles.

Cash Flow and Tax Revenue Anticipation Notes (TRANS)

The District now receives its main source of funds from property taxes which are distributed by the County in December and April. Having most cash inflows in the sixth and tenth month of the fiscal year puts a significant strain on the District's cash reserves because of cash requirements for payroll and other demands on a regular, monthly basis. As a result, the District must either maintain higher cash balances of its own through reserves and ending budget balances and/or engage in short-term borrowing through Tax Revenue Anticipation Notes (TRANS). In prior years, the District has issued up to \$30 million in TRANS to cover the District’s needs.

Increased Costs

Annual movements on the salary schedule for all employees generally add a 1% cost to the budget. Increased expenditures for employee benefits will be included in the 2014-15 expenditure plans as budget planning begins. Health care premiums increased for most plans on January 1, 2014. Depending on the increases, some employees switched to more affordable medical plans. HMO plans increased at an average of 7.58%, while PPO plans increased an average of 1.94% with an overall increase of 4.76% for all plans. There are no changes to Delta Dental or VSP (vision care) which remain at the same level as last year. Delta Care (PMI) increased 4%.

According to the School Services of California dashboard, the Public Employees Retirement System (PERS) employer contribution rate for 2014-15 is projected to be 11.442%, which remains the same as the current 2013-14 rate. The PERS Board adopts an official rate at their Board meeting in May. Based on preliminary estimates, the District is preparing for the proposed increased cost of more than 13% in 2015-16. The State Teachers Retirement System (STRS) Defined Benefit rate has remained at 8.25% for many years. Unlike PERS, whose Board authorizes contribution rates, the STRS contribution rate is codified by statute and any increase requires legislative action. Any legislative solution to the STRS unfunded liability will result in an increase to employer rates.

In early fall 2013, the District reached multi-year settlements with all bargaining units for modest cost of living increases through 2015-16.

District Committee on Budget and Finance members for 2013-14:	
Kathy Blackwood	District Executive Vice Chancellor
Eloisa Briones	Skyline Budget Office
Raymond Chow	District Chief Financial Officer
Laura Demsetz	CSM Academic Senate
Doug Hirzel	Cañada Academic Senate
Robert Hood	Cañada Classified
Maggie Ko	CSM Classified
Barbara Lamson	Skyline Classified
Vickie Nunes	Cañada Budget Office
Jan Roecks	CSM Budget Office
Masao Suzuki	Skyline AFT
Linda Whitten	Skyline Academic Senate
Jozsef Veres	Cañada AFSCME
Student representatives from each College	

2013-14 Mid-Year Budget Status

Revenues

The District’s revenue received to date is \$73,595,503 or 56.48% of the total revenue budget. Non-resident tuition fees far exceed the projected budget and partial State lottery has been received and was posted in January.

Unrestricted General Fund Revenue	2013-14 Budget	12/31/2013 Actuals	% of Total Budget
PropTaxes and RDA	\$115,673,179	\$65,179,117	56.35%
Proposition 30 (EPA)	3,896,442	2,932,223	75.25%
Lottery	2,400,000	0	0%
State PT Faculty Compensation	631,390	328,323	52.00%
Apprenticeship	62,150	32,318	52.00%
Non Resident Tuition	2,474,413	2,963,101	119.75%
Interest Income	1,200,000	720,370	60.03%
Miscellaneous	3,961,439	1,440,051	36.35%
Total Projected Revenue	\$130,299,013	\$73,595,503	56.48%

Expenditures

The District’s expenditures to date are \$58,054,817 or 41.22% of the total expenditure budget.

Unrestricted General Fund Expenses	2013-14 Budget	12/31/2013 Actuals	% of Total Budget
Cañada College	\$18,571,203	\$8,652,012	46.59%
College of San Mateo	30,952,070	15,663,072	50.60%
Skyline College	31,541,061	15,591,974	49.43%
District Office/Facilities	21,070,300	10,278,561	48.78%
Central Services	38,715,562	7,869,198	20.33%
Total Expense Budget	\$140,850,196	\$58,054,817	41.22%

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2013 as well as comparisons to three previous years. Note that, in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites at the end of the fiscal year. In addition, the District has a 5% contingency reserve of more than \$5 million which is reflected in the fund balance.

Transfer of Funds

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

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

General Fund (Unrestricted) – Fund 1

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

1000	Academic Salaries	\$ 73,300
2000	Classified Salaries	(681,431)
3000	Employee Benefits	123,883
4000	Supplies and Materials	(61,608)
5000	Operating Expenses	1,174,316
6000	Capital Outlay	<u>92,210</u>
Total		\$720,670

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

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

8100	Federal Revenues	\$ -0-
8800	State/Local Revenues	127,736
8900	Other Sources	<u>592,934</u>
Total		\$720,670

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

General Fund (Restricted) – Fund 3

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

1000	Academic Salaries	\$(18,706)
2000	Classified Salaries	280,792
3000	Employee Benefits	31,272
4000	Supplies and Materials	(131,816)
5000	Operating Expenses	972,547
6000	Capital Outlay	97,013
7000	Other Outgo	<u>52,497</u>
Total		\$1,283,599

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

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

8100	Federal Revenues	\$ 16,014
8600	State Revenues	904,883
8800	Local Revenues	361,801
8900	Other Sources	<u>900</u>
Total		\$1,283,599

Capital Outlay Projects Fund – Fund 4

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

2000	Classified Salaries	\$328,439
3000	Employee Benefits	(6,747)
4000	Supplies and Materials	12,838,017
5000	Operating Expenses	(45,885)
6000	Capital Outlay	(7,711,503)
7000	Other Outgo	<u>6,597,108</u>
Total		\$11,999,429

Changes in the expenditure budget relate to the redefinition of various projects, realignment within account classifications and transfers to the Colleges for instructional equipment and one-time fund reserves.

Capital Outlay Projects Fund – Fund 4

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

8600	State Revenues	\$212,542
8800	Local Revenues	5,826,106
8900	Other Sources	<u>5,960,781</u>
Total		\$11,999,429

Revenue increased as a result of the Lehman recovery, Zurich settlement and miscellaneous sale proceeds.

Child Development Fund – Fund 6

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

1000	Certificated Salaries	\$ 39,678
2000	Classified Salaries	\$ 13,571
3000	Employee Benefits	<u>15,529</u>
Total		68,778

There were adjustments to personnel at Skyline and CSM during the first half of the year.

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

8900	Other Sources	<u>\$ 68,778</u>
Total		68,778

Measure G (San Mateo Parcel Tax) – Fund 6

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

1000	Certificated Salaries	\$ 28,700
2000	Classified Salaries	112,517
3000	Employee Benefits	(3,620)
4000	Supplies and Materials	98,772
5000	Operating Expenses	<u>(236,369)</u>
Total		\$ -0-

Changes in expenditure budgets are a result of realignment in classifications within the Colleges based on spending plans as of December 2013.

Trust Fund (Student Aid) – Fund 7

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

7500	Scholarships	\$76,250
7600	Payments to Students	<u>23,514</u>
Total		\$99,764

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

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

8900	Other Sources	<u>99,764</u>
Total		\$99,764

Self Insurance Fund (Fund 2)

The Self Insurance Fund (Page 42) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$576,055 include salary costs and insurance premiums, and transfers into the fund are from Workers' Compensation benefits.

Debt Service Fund (Fund 25)

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

Restricted General Fund (Fund 3)

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

Health Services Fund

Mid-year Health Services fee revenue decreased from \$949,331 in 2012-13 to \$939,362 in 2013-14. The \$9,969 decrease can be attributed to lower enrollment. There has been no increase to the current fee of \$19 per semester and \$16 for summer school since Fall 2012.

Parking Fund

Mid-year parking fee revenue increased slightly from \$1,060,721 in 2012-13 to \$1,138,987 in 2013-14 partially due to the fee increase in Spring 2013.

The parking fee for a full semester remains at \$50 which is the maximum amount permitted by the Education Code. The summer session parking fee is \$25. The two-term Fall/Spring semester parking permit remains at \$90. In accordance with State law, students eligible for a Board of Governor's Grant that waive their enrollment fees pay \$30 per semester for a parking permit.

Capital Projects Fund (Fund 4)



The Capital Projects Fund is a restricted fund and reflects estimated year-end data and funding carryover for projects approved but not completed in prior years. A project list can be found on Pages 54-55. Project expenditures as of December 31 were \$8,646,532.

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

Capital Improvement Program

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

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

Compilations of site-specific activities, which have recently been completed or are currently in design, pre-construction, or construction, are listed below. Construction dates listed reflect currently planned schedules as of January/February 2014, but are subject to change.



Completed Projects – The following projects were completed in 2013:

- Light Pole Banner and Signage
- Tennis Court and Parking Lot Renovation
- Exterior Wayfinding Signage
- Building 9 Administration Records and Trio Reconfiguration
- Building 3/17 Access Security Upgrades
- Soccer Field Upgrade

Active Construction Projects – The following projects are under construction:

- Building 5/6 Classroom Wireless Access Point Enhancements
 - Anticipated Completion date: Summer 2014
- Building 5/6/8/9 Water Intrusion
 - Anticipated Completion date: Spring 2014
- Solar Photovoltaic System Installation
 - Anticipated Completion date: Summer 2014
- Building 3 Theater Carpet Replacement
 - Anticipated Completion date: Summer 2014
- Baseball Field Upgrade
 - Anticipated Completion date: Summer 2014

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

- Building 3 House Lighting
 - Anticipated Completion date: Summer 2014
- Parking Lot and Roadway Light Upgrade (LED)
 - Anticipated Completion date: Summer 2014

- New Team House for Baseball and Soccer
 - Anticipated Completion date: Summer 2014
- Building 1 Kinesiology (Programming Phase)
 - Anticipated Completion date: Spring 2014
- Math and Science (Programming Phase)
 - Anticipated Completion date: Spring 2014

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

- Building 13 Multiple Program Instructional Center (FPP)

College of San Mateo

Completed Projects – The following projects were completed in 2013:

- Building 5 and 8 Locker Room Renovation
- Building 12 Roofing
- Football Field Upgrade
- Light Pole Banner and Signage
- Exterior Wayfinding Signage

Active Construction Projects – The following projects are under construction:

- North Gateway Project, Phase 2: Demolition of Buildings 21-29, Landscape and Hardscape
 - Anticipated Completion date: Summer 2014
- Building 19 Hazardous Materials Abatement
 - Anticipated Completion date: Spring 2014
- Beethoven Lot and Building 5 Wellness Center Path of Travel
 - Anticipated Completion date: Spring 2014
- Building 10 Exterior Stair
 - Anticipated Completion date: Spring 2014
- Diagonal Path Extension
 - Anticipated Completion date: Spring 2014
- East Perimeter Road Sidewalk Addition
 - Anticipated Completion date: Spring 2014
- Baseball Field Upgrades
 - Anticipated Completion date: Summer 2014
- Building 9 Exterior Light Fixture Replacement
 - Anticipated Completion date: Summer 2014

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

- Building 9 Library Carpet replacement
 - Anticipated Completion date: Summer 2014
- Parking Lot and Street Light Upgrade (LED)

- Anticipated Completion date: Summer 2014
- Edison Parking Lot
 - Scheduled to Commence: Pending Legal Appeal
- Building 3 House Lighting
 - Anticipated Completion date: Summer 2014

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

- Building 19 Emerging Technology Center (FPP)



Completed Projects – The following projects were completed in 2013:

- Building 5 Disabled Student Programs and Services (DSPS) Relocation
- Building 5 Library Carpet Replacement
- Building 6 Servery Remodel and Floor Upgrade
- Building 6 Public Area Enhancements
- Building 19 Pacific Heights Environmental Science Lab Remodel
- Track Resurfacing
- Lower Soccer Field Replacement
- Light Pole Banner and Signage
- Exterior Wayfinding Signage
- Building 14 Child Development Center Security and ECE Improvement

Active Construction Projects – The following projects are under construction:

- Upper Soccer Field Upgrade
 - Anticipated Completion date: Spring 2014
- Baseball Field Upgrade
 - Anticipated Completion date: Summer 2014

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

- New Building Creative Arts/Fine Arts (Programming Phase)
 - Anticipated Completion date: Spring 2014

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

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



Districtwide Completed Construction Projects – The following projects were completed in 2013:

- Districtwide Automated External Defibrillator (AED) Deployment
- Districtwide Electric Vehicle Charging Stations
- Districtwide Infrastructure Analysis and Survey



Districtwide Active Projects: The following projects are under construction:

- Districtwide Utility Consumption Measurement & Verification
 - Anticipated Completion date: Summer 2014
- District Office Parking Lot Soil Investigation and Improvements
 - Anticipated Completion date: Spring 2014
- Districtwide Standards Upgrades
 - Anticipated Completion date: Summer 2014

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

- Districtwide Monitoring Based Commissioning (MBCx) Energy Efficiency Improvements
 - Anticipated Completion date: Spring 2014
- District Office Restroom Remodel
 - Anticipated Completion date: Summer 2014

Enterprise/Auxiliary Fund (Fund 5)

Bookstores

The following report covers the period July 1, 2013 through December 31, 2013 for the District Auxiliary Services. The District Auxiliary and Commercial Operations, including the three campus Bookstores, cafeterias, vending operations and the San Mateo Athletic Club (SMAC) at the College of San Mateo, are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

Bookstore Sales	2013-14	2012-13	\$ Change	% Change
Regular Merchandise Sales	\$ 3,121,124	\$ 3,292,935	\$ (171,811)	-5.2%
Computer Products Sales	\$ 70,713	\$ 86,587	\$ (15,873)	-18.3%
Total Merchandise Sales	\$ 3,191,837	\$ 3,379,522	\$ (187,684)	-5.6%
Textbook Rental Income	\$ 198,976	\$ 160,337	\$ 38,639	24.1%
Production Service Income	\$ 194,936	\$ 147,437	\$ 47,499	32.2%
Total Sales	\$ 3,585,750	\$ 3,687,295	\$ (101,546)	-2.8%

Regular merchandise sales have decreased slightly this year compared to last year as textbook sales continue to struggle. Textbook sales continue to decrease over last year due to a number of factors including the decline in enrollment, increased use of on-line alternatives and outside competition. Another factor affecting textbook sales is textbook rentals. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would on the sale of a new book on the rental of any book. Textbook rental fee revenue increased 24% this fall over last fall as the program continues to grow and is operational at all three Colleges with continuing support from each College administration.

Although textbook sales continue to decline, increases in textbook rentals at all three campuses continue. Through December 2013, the textbooks rented to students represent a savings to students of **\$596,928** if the students had to purchase the same textbooks new. The textbook rental program has clearly benefitted students by providing access to course materials that are affordable. Since Fall 2005, the textbook rental program has saved students in the District more than **\$6.5 million dollars** in course materials costs.

Districtwide, textbook sales are down over \$347,242 this year compared to last year, reflecting a 9% decrease. The coffee and convenience departments at each Bookstore continue to help offset the sales losses in the textbook department. Through the end of December, sales of coffee, snack and convenience items at the three Bookstores stand at \$985,475 compared with \$736,278 in 2012-13 and \$504,835 in 2011-12. Sales in this category are expected to approach \$2 million this year with continued steady growth.

The Skyline Graphic Arts Department and Campus Copy and Post at CSM continue to grow. Sales have increased 32% this year over last year. The team continues to reach out to departments on each campus to draw business to the copy centers for copying that is currently being done off campus.



Comparative figures are shown below:

Bookstore Recap	2013-14	2012-13	\$ Change	%Change
Operations				
Merchandise Sales	3,191,837	3,379,522	(187,684)	-5.6%
Textbook Rental Income	198,976	160,337	38,639	24.1%
Production Service Income	194,936	147,437	47,499	32.2%
Cost of Goods Sold	2,148,638	2,243,409	(94,771)	-4.2%
Gross Profit from Operations	1,437,112	1,443,886	(6,775)	-0.5%
Total Operating Expenses	1,390,633	1,435,418	(44,785)	-3.1%
Net Income/(Loss) from Operations	46,479	8,468	38,010	448.9%
Interest and Other Income	113,204	84,195	29,009	34.5%
Net Income Before Other Expenses	159,683	92,663	67,019	72.3%
District Support				
In-Kind Donations Received	53,325	30,500	22,825	74.8%
Admin Salary & Benefits	47,427	40,189	7,238	18.0%
Other Expenses	51,020	35,963	15,057	41.9%
Net Change in Fund Balance	114,561	47,011	67,549	143.7%

Cost of goods sold decreased slightly this year with excellent results posted from our mid-year inventory conducted at all three Bookstores at the end of October. Total direct operating expenses also decreased slightly this year over last year. The receipt of our annual contract payment from Pepsi is \$53,325 and includes a fixed contract payment and a \$1.00 per case payment for every case of product sold in the Bookstores and dining halls. This money will be used to support college programs this academic year as well as fund additional titles added to the textbook rental program and is spent down over the course of the academic year. Interest income is up over last year with the collection of another payment from the Lehman Brothers settlement in which the Bookstores suffered a significant loss along with the rest of the District. Other expenses under “District Support” represent donations made to groups at each of the three Colleges as well as the Bookstores’ investment in adding textbooks to the textbook rental program.

The added competition from numerous outside organizations, particularly of textbook sales, will continue to place pressure on the Bookstores’ overall financial performance. Any decline in enrollment will also have a negative impact on sales. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success.

Cafeterias

Beverage, Snack and Food Service Vendors –

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

Pacific Dining has provided top quality service to the District. They continue to both meet and in many cases exceed expectations as our food service professionals.

Second quarter comparisons are noted below:

Cafeteria Recap	2013-14	2012-13	\$ Change	% Change
Revenues				
Food Service Income	\$ 74,680	\$ 64,066	\$ 10,614	16.6%
Vending Income	29,714	33,255	(3,541)	-10.6%
Interest Income	6,105	2,269	3,836	169.1%
Event Rental	37,937	23,445	14,492	61.8%
Other Income	-	-	-	0.0%
Total Revenues	\$ 148,437	\$ 123,035	\$ 25,402	20.6%
Expenditures	\$ 88,815	\$ 86,301	\$ 2,513	2.9%
Net Change in Fund Balance	\$ 59,622	\$ 36,733	\$ 22,889	62.3%

Compared to the second quarter 2012-13, food service income has increased substantially by 16.6%. Vending income has decreased by 10.6% compared to last year due in part to the loss of some enrollment, particularly in the summer but also because of a trend toward healthier choices that draw students away from vending machines. According to the sales representative from Pepsi, this is a trend across the country. Overall expenditures have increased slightly this year and will continue to do so as we augment the maintenance of the facilities to ensure they remain in the best condition for all guests. Event rental income has increased by 61.8% as we continue to host outside events. Event rental fees help support the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility at a superior level.

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

San Mateo Athletic Club and the San Mateo Aquatic Center

The addition of the Health and Wellness Building at College of San Mateo has afforded the District a number of educational and financial opportunities and has enabled us to serve the community in a completely different way. 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.

Through December 31, 2013, key accomplishments include:

- **Memberships: 3,750**
- **Members: 5,008**
- Group Exercise classes: average 83 classes per week
- Group Exercise attendance average: 16 per class
- Member visits average: 21,246 per month
- 30% of SMAC staff are College students; 50% of the staff have a Bachelor’s degree or higher
- 265+ 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

San Mateo Athletic Club financial summary:

San Mateo Athletic Club and Aquatic Center	2013-14	2012-13	\$ Change	% Change
Operating Revenues				
Registration & Membership	\$ 1,384,647	\$ 1,174,734	\$ 209,913	17.9%
Personal Training	194,464	149,755	44,709	29.9%
Aquatics	292,954	239,193	53,761	22.5%
Parking	37,319	34,099	3,220	9.4%
Group Exercise	28,191	20,755	7,436	35.8%
Retail	8,996	8,467	529	6.2%
Other Income	10,461	4,438	6,023	135.7%
Total Operating Revenue	\$ 1,957,032	\$ 1,631,440	\$ 325,592	20.0%
Operating Expenses	\$ 1,348,020	\$ 1,197,723	\$ 150,297	12.5%
Net Operating Income/(Loss)	\$ 609,012	\$ 433,718	\$ 175,294	40.4%
District Support				
District Support Income	35,048	36,671	(1,623)	-4.4%
District Support Expense	119,343	89,895	29,448	32.8%
Net Change in Fund Balance	\$ 524,717	\$ 380,494	\$ 144,224	37.9%

In addition to outstanding financial results, **SMAC has surpassed 5,000 members as of December 31, 2013.** The initial proforma forecasted membership reaching 2,500 members in five years but that projection has more than doubled in four years. Total operating revenue continues to exceed both budget and the initial proforma expectations and is 20% or \$325,592 ahead of last year with increases in every area of the operation.

Net operating income is 40% ahead of last year at this time. After the allocation of income and expenses, the total operational surplus is \$524,717 representing a 37.9% increase over last year.

Exploring new partnerships and offering continuing education programs and certification classes add to the workforce development part of our mission.



As a “teaching health club,” students at CSM who are pursuing a career in the growing fitness industry work as interns at 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.

CSM and SMAC are successfully addressing the District’s strategy to make the entire Health and Wellness building a premier Career-Technical Education facility in the County.

Child Development Fund (Fund 60)

The Child Development Fund (Pages 70-72) is a special revenue fund that is used to account for the activities of on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children. As directed by the Board of Trustees, program deficits up to \$200,000 per site in this fund are now transferred from redevelopment funds.

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

CSM's Child Development Center was awarded a third year grant of \$10,500 from the Sequoia Healthcare District to continue the development of an innovative health and nutrition education program for preschool children and their parents. The goal of the program continues to be the promotion of healthy lifestyles and the prevention of childhood obesity.

Measure G/San Mateo County Parcel Tax (Fund 61)

The San Mateo Parcel Tax expires on June 30, 2014. The District is estimating approximately \$7 million by the end of the fiscal year and has received \$3,541,780 by December 31, 2013. The Colleges were allocated \$2.3 million each according to the spending plans submitted at the beginning of 2013-14 (Pages 73-77).

Trust Fund/Student Financial Aid (Fund 7)

Awards for Fall 2013 are reflected in this report and total \$10,457,317, a decrease of \$343,494 over the same period last year. The decrease is due to the decrease in the number of students receiving Federal awards even though the maximum Federal Pell award increased to \$5,645 from \$5,550 in the previous year. Additional Fall 2013 awards, along with those for Spring 2014, will be processed during the second half of the year. The Student Financial Aid Fund can be found on Pages 80-83.

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

Retirement Reserve Fund (Fund 8)

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

The District has established a Government Accounting Standards Board (GASB 45) trust for future other post-employment (OPEB) benefits. The most recent actuarial study determined the actuarial value of plan assets as of January 31, 2013 was \$34,870,628. The fund is projected to have a balance of \$35 million at the end of the current fiscal year ending June 30, 2014.

The Retirement Reserve Fund can be found on Page 86.

Associated Students

The following report covers the period July 1, 2013 through December 31, 2013 for the Associated Student Bodies.

Total income and expenditures for the Associated Student Body (ASB) at each College for the second quarter of 2013-14 and 2012-13 are listed below:

ASB Total Income	2013-14	2012-13	\$ Change	%Change
Cañada College ASB	\$ 55,162	\$ 54,735	\$ 427	0.78%
College of San Mateo ASB	\$ 90,879	\$ 85,103	\$ 5,776	6.79%
Skyline College ASB	\$ 93,279	\$ 94,105	\$ (826)	-0.88%

ASB Total Expenditures	2013-14	2012-13	\$ Change	%Change
Cañada College ASB	\$ 23,402	\$ 44,291	\$ (20,890)	-47.16%
College of San Mateo ASB	\$ 62,485	\$ 63,471	\$ (986)	-1.55%
Skyline College ASB	\$ 86,075	\$ 51,968	\$ 34,107	65.63%

Activity card sales are the major source of income for the Associated Students. Activity card sales at College of San Mateo have slightly decreased compared to same period last year which could be due to lower enrollment and in part to the implementation of District policy requiring students to have a zero balance. Increase in total income of 6.79% for CSM is largely due to recovery of Lehman Brothers loss received during August 2013.

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

Cañada College and CSM have had significant decrease in program as well as most other operating expenses.

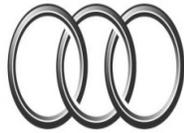
Skyline College went the opposite direction and reported a 65.63% total increase in expenditure highlighted by program assistance payments in current year amounted to \$16,250 and also an increase of \$6,768 in student assistant salaries.

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

ASB Net Income	2013-14	2012-13	\$ Change	%Change
Cañada College ASB	\$ 31,760	\$ 10,443	\$ 21,317	204.12%
College of San Mateo ASB	\$ 28,394	\$ 21,632	\$ 6,762	31.26%
Skyline College ASB	\$ 7,203	\$ 42,137	\$ (34,934)	-82.90%

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

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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Budget Tables

Page 23 – SMCCCD Funds Chart

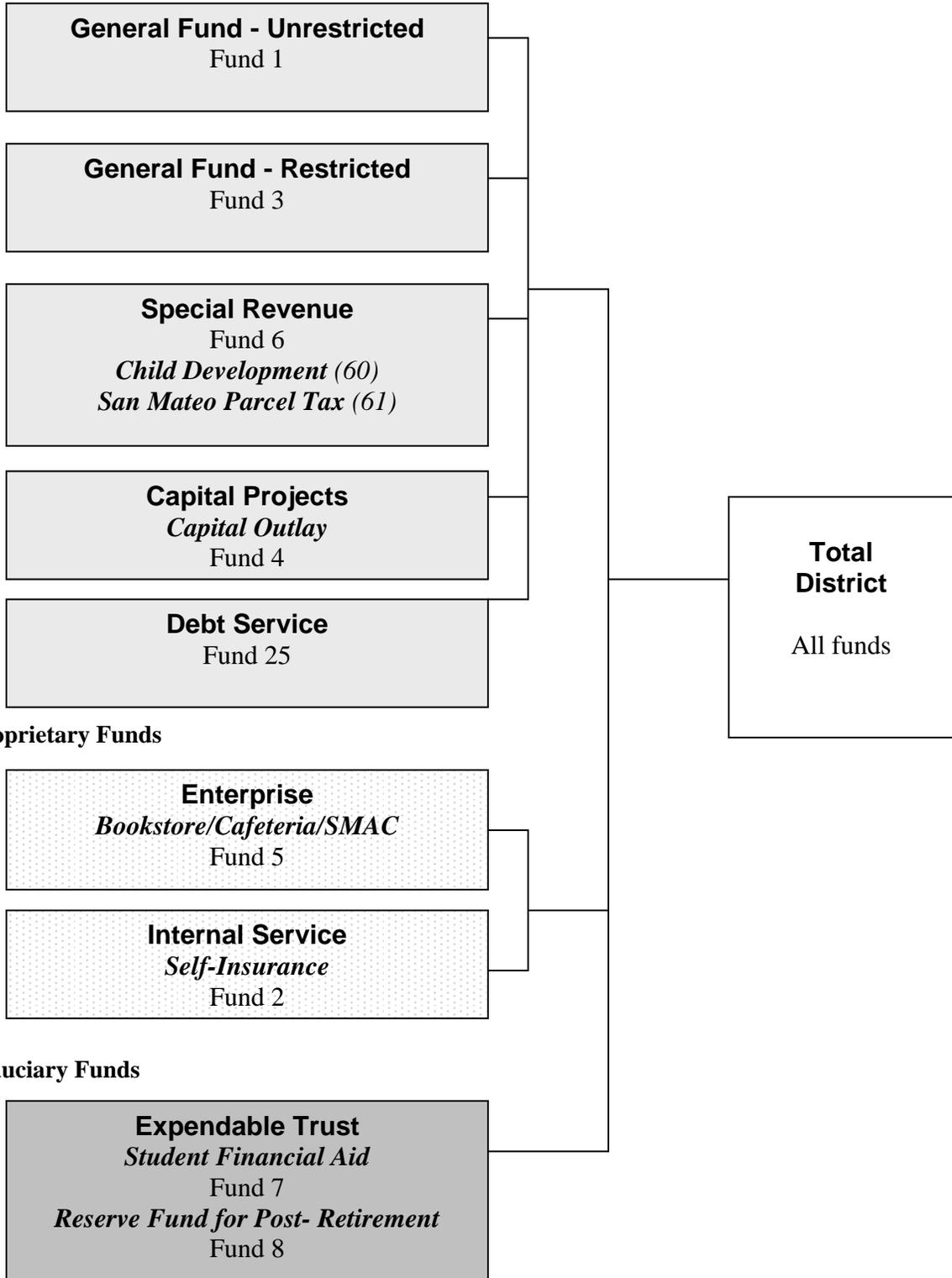
Page 24 – 2013-14 Adoption Budget

Page 26 – 2013-14 Mid-Year Actuals

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San Mateo County Community College District Funds

Governmental Funds



San Mateo County Community College District
2013-2014
Final Budget - All Funds



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

Revenue

1	Federal Revenue	0	6,137,566	196,913	0	0	0
2	State Revenue	8,220,621	9,110,715	281,966	0	5,034,872	178,440
3	Local Revenue	122,078,392	8,009,881	420,830	7,000,000	3,669,500	30,316,200
4	Total Revenue	130,299,013	23,258,162	899,709	7,000,000	8,704,372	30,494,640

Expenses

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	51,614,095	4,047,184	195,468	4,207,823	0	0
7	Classified Salaries	29,266,729	8,274,213	583,522	1,092,951	436,000	0
8	Employee Benefits	30,597,790	3,648,017	276,962	706,277	160,000	0
9	Materials & Supplies	8,151,174	3,621,370	92,873	1,052,437	2,000,000	0
10	Operating Expenses	21,021,959	4,592,260	8,678	1,470,534	2,900,000	0
11	Capital Outlay	198,449	169,037	0	0	7,079,000	0
12	Total Expenses	140,850,196	24,352,081	1,157,502	8,530,022	12,575,000	0

Transfers & Other

13	Transfers In	0	1,743,579	257,794	0	0	0
14	Other Sources	0	0	0	0	0	0
15	Transfers out	(3,683,349)	(150,000)	0	0	(1,430,024)	0
16	Contingency/Deficit	1,045,717	0	0	0	0	0
17	Other Out Go	0	(734,047)	0	0	0	(30,427,901)
18	Total Transfers/Other	(2,637,632)	859,532	257,794	0	(1,430,024)	(30,427,901)

Fund Balance

19	Net Change in Fund Balance	(13,188,815)	(234,387)	0	(1,530,022)	(5,300,652)	66,739
20	Beginning Balance, July 1	19,703,765	13,899,288	0	2,451,911	113,255,731	26,472,081
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	Net Fund Balance, 6/30	6,514,950	13,664,902	0	921,889	107,955,079	26,538,820

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

**San Mateo County Community College District
2013-2014
Final Budget - All Funds**

Proprietary Funds				Fiduciary Funds			Total District All Funds	
Enterprise Funds			Internal Service	Expendable Trusts				
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve			
0	0	0	0	21,693,224	0	28,027,703	1	
0	0	0	0	683,000	0	23,509,614	2	
8,850,000	221,000	3,080,000	0	660,000	93,586	184,399,389	3	
8,850,000	221,000	3,080,000	0	23,036,224	93,586	235,936,706	4	
5,300,000	0	0	0	0	0	5,300,000	5	
0	0	0	0	0	0	60,064,570	6	
1,820,000	36,000	1,540,000	154,326	0	0	43,203,741	7	
520,000	9,500	368,500	73,730	0	0	36,360,776	8	
50,000	50,000	0	10,000	0	0	15,027,854	9	
827,700	74,500	687,500	500,000	0	5,000	32,088,131	10	
0	0	0	0	0	0	7,446,486	11	
8,517,700	170,000	2,596,000	738,056	0	5,000	199,491,558	12	
0	0	0	940,000	0	3,322,000	6,263,373	13	
0	0	77,000	0	0	0	77,000	14	
0	0	0	0	0	(1,000,000)	(6,263,373)	15	
0	0	0	0	0	0	1,045,717	16	
0	0	(200,000)	0	(23,036,224)	(10,000,000)	(64,398,172)	17	
0	0	(123,000)	940,000	(23,036,224)	(7,678,000)	(63,275,455)	18	
332,300	51,000	361,000	201,944	0	(7,589,414)	(26,830,307)	19	
7,249,115	353,375	816,784	9,018,291	206,796	19,983,830	213,410,967	20	
0	0	0	0	0	0	0	21	
7,581,415	404,375	1,177,784	9,220,235	206,796	12,394,416	186,580,660	22	

San Mateo County Community College District
2013-2014
Second Quarter Actuals - All Funds



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

Revenue

1	Federal Revenue	0	2,201,917	87,035	0	0	0
2	State Revenue	3,855,962	3,045,998	123,648	0	821,684	26,280
3	Local Revenue	69,161,211	3,648,992	228,165	3,541,780	6,527,516	16,416,047
4	Total Revenue	73,017,173	8,896,908	438,848	3,541,780	7,349,200	16,442,327

Expenses

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	23,333,500	1,982,876	101,165	3,789,912	0	0
7	Classified Salaries	14,372,166	4,006,187	340,271	513,968	341,350	0
8	Employee Benefits	13,276,246	1,565,893	135,292	455,645	98,045	0
9	Materials & Supplies	1,309,815	404,417	46,876	32,667	1,017,708	0
10	Operating Expenses	6,284,257	1,196,373	983	48,460	1,855,392	0
11	Capital Outlay	116,268	126,750	0	0	5,334,036	0
12	Total Expenses	58,692,252	9,282,497	624,587	4,840,651	8,646,532	0

Transfers & Other

13	Transfers In	578,330	1,054,467	191,754	0	5,950,000	0
14	Other Sources	0	900	0	0	26,279	0
15	Transfers out	(1,054,467)	(99,764)	0	0	(6,720,084)	0
16	Contingency	0	0	0	0	0	0
17	Other Out Go	(3,888)	(168,698)	0	0	0	(23,513,832)
18	Total Transfers/Other	(480,025)	786,905	191,754	0	(743,805)	(23,513,832)

Fund Balance

19	Net Change in Fund Balance	13,844,895	401,316	6,015	(1,298,871)	(2,041,136)	(7,071,505)
20	Beginning Balance, 7/1/13	19,703,765	13,899,288	0	2,451,911	113,255,732	26,472,081
21	Adjustments to Beginning Balance	0	0	0	0	0	0
22	Net Fund Balance, 12/31/13	33,548,660	14,300,604	6,015	1,153,040	111,214,596	19,400,576

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

**San Mateo County Community College District
2013-2014
Second Quarter Actuals- All Funds**

Proprietary Funds				Fiduciary Funds			
Enterprise Funds			Internal Service	Expendable Trusts			
Bookstore	Cafeteria	San Mateo Athletic Club	Self-Insurance	Trust Fund (Student Aid)	Retirement Reserve	Total District All Funds	
0	0	0	0	9,304,205	0	11,593,157	1
0	0	0	0	421,464	0	8,295,036	2
3,752,278	148,437	1,957,032	0	655,228	128,910	106,165,597	3
3,752,278	148,437	1,957,032	0	10,380,897	128,910	126,053,790	4
2,148,638	0	0	0	0	0	2,148,638	5
0	0	0	0	0	0	29,207,453	6
893,229	23,403	833,921	71,413	0	0	21,395,908	7
208,880	3,988	200,141	29,718	0	0	15,973,847	8
26,492	31,709	0	0	0	0	2,869,685	9
360,478	29,715	313,958	474,924	0	5,000	10,569,541	10
0	0	0	0	0	0	5,577,054	11
3,637,717	88,815	1,348,020	576,055	0	5,000	87,742,126	12
0	0	0	0	99,764	0	7,874,316	13
0	0	35,048	485,714	0	656,641	1,204,582	14
0	0	0	0	0	0	(7,874,315)	15
0	0	0	0	0	0	0	16
0	0	(119,343)	0	(10,457,311)	(5,000,000)	(39,263,072)	17
0	0	(84,295)	485,714	(10,357,547)	(4,343,359)	(38,058,489)	18
114,561	59,622	524,717	(90,341)	23,350	(4,219,449)	253,174	19
7,249,115	353,375	816,784	9,018,291	206,796	19,983,830	213,410,968	20
0	0	0	0	0	0	0	21
7,363,676	412,997	1,341,501	8,927,950	230,146	15,764,381	213,664,142	22

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Unrestricted General Fund (Fund 1)

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

Proposition 30 (EPA) funds are included as part of Fund 1. The site allocation budgets are shown in detail following the General Fund pages in this section.

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 1) - Cañada College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actuals To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	1,969,880	2,250,502	2,645,817	3,038,275	3,054,112	2,529,460	83%	3
4 Total Revenue	\$1,969,880	\$2,250,502	\$2,645,817	\$3,038,275	\$3,054,112	\$2,529,460	83%	4
Expenses								
5 Certificated Salaries	\$4,597,862	4,743,977	5,097,398	\$10,231,886	\$10,701,046	4,820,750	45%	5
6 Classified Salaries	1,648,118	1,757,387	1,850,921	3,810,611	3,951,833	1,822,866	46%	6
7 Employee Benefits	1,668,063	1,769,637	2,078,904	3,667,159	3,779,991	1,686,000	45%	7
8 Materials & Supplies	73,726	87,600	96,929	449,211	449,283	84,544	19%	8
9 Operating Expenses	194,308	252,489	289,644	347,135	1,082,511	234,118	22%	9
10 Capital Outlay	635	3,149	3,237	65,200	65,200	3,725	6%	10
11 Total Expenses	\$8,182,712	\$8,614,238	\$9,417,033	\$18,571,203	\$20,029,864	\$8,652,003	43%	11
Transfers & Other								
12 Transfers In	\$0	0	0	\$0	\$0	0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(20,000)	0	0	0	0	(9)	0%	16
17 Total Transfers/Other	(\$20,000)	\$0	\$0	\$0	\$0	(\$9)	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$6,232,832)	(\$6,363,736)	(\$6,771,216)	(\$15,532,928)	(\$16,975,753)	(\$6,122,552)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$6,232,832)	(\$6,363,736)	(\$6,771,216)	(\$15,532,928)	(\$16,975,753)	(\$6,122,552)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 1) - College of San Mateo



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,822,452	4,510,305	5,375,331	5,638,303	5,660,823	5,725,665	101%	3
4 Total Revenue	\$3,822,452	\$4,510,305	\$5,375,331	\$5,638,303	\$5,660,823	\$5,725,665	101%	4
Expenses								
5 Certificated Salaries	\$9,413,916	\$9,079,206	\$8,865,828	\$17,176,712	\$18,123,461	\$9,115,187	50%	5
6 Classified Salaries	2,275,192	2,387,205	2,756,822	5,781,787	\$6,065,714	2,933,029	48%	6
7 Employee Benefits	3,096,178	3,019,666	3,537,557	6,073,667	\$6,270,984	2,930,076	47%	7
8 Materials & Supplies	113,785	142,388	162,351	973,397	\$1,017,447	179,433	18%	8
9 Operating Expenses	372,945	458,402	443,775	926,508	\$1,681,956	471,170	28%	9
10 Capital Outlay	0	0	2,811	20,000	\$53,330	34,177	64%	10
11 Total Expenses	\$15,272,016	\$15,086,868	\$15,769,144	\$30,952,070	\$33,212,891	\$15,663,072	47%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$53,330	\$53,330	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$53,330	\$53,330	100%	17
Fund Balance								
18 Net Change in Fund Balance	(\$11,449,564)	(\$10,576,562)	(\$10,393,813)	(\$25,313,767)	(\$27,498,738)	(\$9,884,076)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$11,449,564)	(\$10,576,562)	(\$10,393,813)	(\$25,313,767)	(\$27,498,738)	(\$9,884,076)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 1) - Skyline College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,033,330	3,909,276	4,420,397	4,793,559	4,892,873	4,360,398	89%	3
4 Total Revenue	\$3,033,330	\$3,909,276	\$4,420,397	\$4,793,559	\$4,892,873	\$4,360,398	89%	4
Expenses								
5 Certificated Salaries	\$8,207,931	\$8,321,636	\$8,615,992	\$17,418,507	\$18,284,234	\$9,080,146	50%	5
6 Classified Salaries	2,073,799	2,182,736	2,375,711	5,491,769	5,737,645	2,896,085	50%	6
7 Employee Benefits	2,479,405	2,536,320	3,037,327	6,041,413	6,242,163	2,745,695	44%	7
8 Materials & Supplies	144,598	177,812	381,591	813,512	1,449,116	406,826	28%	8
9 Operating Expenses	361,219	379,348	449,718	1,691,039	2,554,548	447,593	18%	9
10 Capital Outlay	15,165	4,521	3,744	84,822	80,742	11,750	15%	10
11 Total Expenses	\$13,282,117	\$13,602,373	\$14,864,083	\$31,541,062	\$34,348,449	\$15,588,095	45%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$500,000	\$500,000	0%	12
13 Other Sources	0	0	0	0	\$0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	1,045,717	1,045,717	0	0%	15
16 Other Out Go	(10,000)	0	0	0	0	(3,879)	0%	16
17 Total Transfers/Other	(\$10,000)	\$0	\$0	\$1,045,717	\$1,045,717	\$496,121	47%	17
Fund Balance								
18 Net Change in Fund Balance	(\$10,258,787)	(\$9,693,097)	(\$10,443,686)	(\$27,793,220)	(\$30,501,293)	(\$10,731,576)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$10,258,787)	(\$9,693,097)	(\$10,443,686)	(\$27,793,219)	(\$30,501,293)	(\$10,731,576)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 1) - District Office

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	2,928	17,750	27,287	0	1,866	32,689	1752%	3
4 Total Revenue	\$2,928	\$17,750	\$27,287	\$0	\$1,866	\$32,689	1752%	4
Expenses								
5 Certificated Salaries	\$261,956	\$272,436	\$297,320	\$565,583	\$580,835	\$309,509	53%	5
6 Classified Salaries	4,590,616	5,256,955	5,490,639	11,995,001	12,365,611	6,170,640	50%	6
7 Employee Benefits	2,001,209	2,091,899	2,516,744	4,987,356	5,141,777	2,410,492	47%	7
8 Materials & Supplies	498,669	554,879	417,678	930,927	924,627	565,512	61%	8
9 Operating Expenses	669,062	802,030	866,279	2,569,034	2,517,200	807,261	32%	9
10 Capital Outlay	4,031	23,573	27,501	22,400	22,400	15,147	68%	10
11 Total Expenses	\$8,025,543	\$9,001,773	\$9,616,161	\$21,070,300	\$21,552,450	\$10,278,561	48%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$8,022,615)	(\$8,984,023)	(\$9,588,874)	(\$21,070,300)	(\$21,550,584)	(\$10,245,872)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$8,022,615)	(\$8,984,023)	(\$9,588,874)	(\$21,070,300)	(\$21,550,584)	(\$10,245,872)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 1) - Central Services*

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	32,156,793	18,751,946	1,397,166	8,220,621	8,220,621	3,855,962	47%	2
3 Local Revenue	8,704,853	(453,303)	53,611,679	108,608,255	108,609,393	56,512,998	52%	3
4 Total Revenue	\$40,861,646	\$18,298,643	\$55,008,845	\$116,828,876	\$116,830,014	\$60,368,960	52%	4
Expenses								
5 Certificated Salaries	\$180,615	\$32,295	\$82,409	\$6,221,408	\$4,028,324	\$7,908	0%	5
6 Classified Salaries	260,531	374,153	387,593	2,187,561	1,205,714	549,545	46%	6
7 Employee Benefits	3,953,903	4,403,836	5,348,206	9,828,195	9,595,600	3,503,983	37%	7
8 Materials & Supplies	16,378	10,750	33,118	4,984,128	4,236,494	73,500	2%	8
9 Operating Expenses	3,554,738	3,457,829	3,575,339	15,488,243	14,256,393	4,324,116	30%	9
10 Capital Outlay	0	0	0	6,027	68,987	51,468	75%	10
11 Total Expenses	\$7,966,165	\$8,278,864	\$9,426,665	\$38,715,560	\$33,391,512	\$8,510,521	25%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$700,000	\$25,000	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(275,203)	(181,033)	0	(3,683,349)	(3,392,382)	(1,054,467)	31%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	(\$275,203)	(\$181,033)	\$0	(\$3,683,349)	(\$2,692,382)	(\$1,029,467)	38%	17
Fund Balance								
18 Net Change in Fund Balance	\$32,620,278	\$9,838,746	\$45,582,180	\$74,429,967	\$80,746,119	\$50,828,972		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$32,620,278	\$9,838,746	\$45,582,180	\$74,429,967	\$80,746,119	\$50,828,972		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 1) - Total District

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	32,156,793	18,751,946	1,397,166	8,220,621	8,220,621	3,855,962	47%	2
3 Local Revenue	17,533,443	10,234,530	66,080,511	122,078,392	122,219,066	69,161,211	57%	3
4 Total Revenue	\$49,690,236	\$28,986,476	\$67,477,677	\$130,299,013	\$130,439,687	\$73,017,173	56%	4
Expenses								
5 Certificated Salaries	\$22,662,279	\$22,449,549	\$22,958,947	\$51,614,095	\$51,717,900	\$23,333,500	45%	5
6 Classified Salaries	10,848,255	11,958,437	12,861,686	29,266,729	29,326,518	14,372,166	49%	6
7 Employee Benefits	13,198,758	13,821,357	16,518,738	30,597,790	31,030,514	13,276,246	43%	7
8 Materials & Supplies	847,156	973,429	1,091,667	8,151,174	8,076,966	1,309,815	16%	8
9 Operating Expenses	5,152,273	5,350,098	5,624,755	21,021,958	22,092,608	6,284,257	28%	9
10 Capital Outlay	19,831	31,244	37,293	198,449	290,659	116,268	40%	10
11 Total Expenses	\$52,728,552	\$54,584,115	\$59,093,086	\$140,850,194	\$142,535,165	\$58,692,252	41%	11

Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$1,253,330	\$578,330	46%	12
13 Other Sources	0	20	0	0	0	0	0%	13
14 Transfers out	(275,203)	(181,033)	0	(3,683,349)	(3,392,382)	(1,054,467)	31%	14
15 Contingency	0	0	0	1,045,717	1,045,717	0	0%	15
16 Other Out Go	(30,000)	0	0	0	0	(3,888)	0%	16
17 Total Transfers/Other	(\$305,203)	(\$181,013)	\$0	(\$2,637,632)	(\$1,093,335)	(\$480,025)	44%	17
Fund Balance								
18 Net Change in Fund Balance	(3,343,519)	(\$25,778,652)	\$8,384,591	(\$13,188,813)	(\$13,188,814)	\$13,844,895		18
19 Beginning Balance, July 1	15,977,878	20,625,630	19,601,578	19,703,765	19,703,765	19,703,765		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$12,634,359	(\$5,153,022)	\$27,986,169	\$6,514,952	\$6,514,951	\$33,548,660		21

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

****The total expense amount shown includes Prop 30 (EPA) funds which is broken down by site on the following pages.****

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 11002) - Cañada College
Proposition 30 (EPA)



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actuals To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	684,695	684,695	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$684,695	\$684,695	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	0	0	\$564,261	\$564,261	188,900	33%	5
6 Classified Salaries	0	0	0	24,983	24,983	0	0%	6
7 Employee Benefits	0	0	0	95,451	95,451	38,127	40%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$684,695	\$684,695	\$227,027	33%	11
Transfers & Other								
12 Transfers In	\$0	0	0	\$0	\$0	0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$0	\$0	\$0	\$0	\$0	(\$227,027)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$0	\$0	\$0	\$0	\$0	(\$227,027)		21

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

**San Mateo County Community College District
2013-2014 Mid-Year Report**

***Unrestricted General Fund (Fund 11002) - College of San Mateo
Proposition 30 (EPA)***



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	1,174,049	1,174,049	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$1,174,049	\$1,174,049	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$956,436	\$956,436	\$159,209	17%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	169,696	\$169,696	44,723	26%	7
8 Materials & Supplies	0	0	0	47,917	\$47,917	0	0%	8
9 Operating Expenses	0	0	0	0	\$0	0	0%	9
10 Capital Outlay	0	0	0	0	\$0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$1,174,049	\$1,174,049	\$203,932	17%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$0	\$0	\$0	\$0	\$0	(\$203,932)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$0	\$0	\$0	\$0	\$0	(\$203,932)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 11002) - Skyline College
Proposition 30 (EPA)



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	1,177,934	1,177,934	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$1,177,934	\$1,177,934	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$911,588	\$911,588	\$326,883	36%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	266,346	266,346	91,666	34%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$1,177,934	\$1,177,934	\$418,549	36%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	\$0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$0	\$0	\$0	\$0	\$0	(\$418,549)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$0	\$0	\$0	\$0	\$0	(\$418,549)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 11002) - District Office/Central Services
Proposition 30 (EPA)

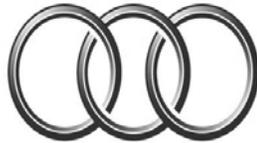
	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	859,764	859,764	2,932,223	341%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$859,764	\$859,764	\$2,932,223	341%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$84,000	\$84,000	\$0	0%	5
6 Classified Salaries	0	0	0	125,000	172,000	48,285	28%	6
7 Employee Benefits	0	0	0	14,000	49,000	0	0%	7
8 Materials & Supplies	0	0	0	231,073	231,073	17,491	8%	8
9 Operating Expenses	0	0	0	405,691	323,691	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$859,764	\$859,764	\$65,776	8%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	\$0	\$0	\$0	\$0	\$0	\$2,866,447		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$0	\$0	\$0	\$0	\$0	\$2,866,447		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Unrestricted General Fund (Fund 11002) - Total District
Proposition 30 (EPA)

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	3,896,442	3,896,442	2,932,223	75%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$3,896,442	\$3,896,442	\$2,932,223	75%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$2,516,285	\$2,516,285	\$674,993	27%	5
6 Classified Salaries	0	0	0	149,983	196,983	48,285	25%	6
7 Employee Benefits	0	0	0	545,493	580,493	174,516	30%	7
8 Materials & Supplies	0	0	0	278,990	278,990	17,491	6%	8
9 Operating Expenses	0	0	0	405,691	323,691	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$3,896,442	\$3,896,442	\$915,284	23%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	0	\$0	\$0	\$0	\$0	\$2,016,939		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$0	\$0	\$0	\$0	\$0	\$2,016,939		21

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



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Internal Service Fund (Fund 2)

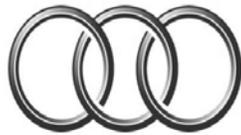
*This fund is used to account for the financing of tangible goods provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The **Self-Insurance Fund** is the fund designated to account for revenue and expense of the District's self-insurance programs, including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

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

San Mateo County Community College District
2013-2014 Mid-Year Budget
Internal Service - Self-Insurance Fund (Fund 2) - Total District



	1st Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	0	0	\$0	0%	5
6 Classified Salaries	19,630	45,534	70,802	\$154,326	\$154,326	71,413	46%	6
7 Employee Benefits	10,425	19,280	33,262	73,730	73,730	29,718	40%	7
8 Materials & Supplies	0	0	0	10,000	10,000	0	0%	8
9 Operating Expenses	443,915	528,811	418,597	500,000	500,000	474,924	95%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$473,971	\$593,626	\$522,661	\$738,056	\$738,056	\$576,055	78%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	838,358	888,540	468,719	940,000	940,000	485,714	52%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$838,358	\$888,540	\$468,719	\$940,000	\$940,000	\$485,714	52%	17
Fund Balance								
18 Net Change in Fund Balance	\$364,387	\$294,914	(\$53,942)	\$201,944	\$201,944	(\$90,341)		18
19 Beginning Balance, July 1	7,504,143	8,629,439	8,772,642	9,018,291	9,018,291	9,018,291		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$7,868,530	\$8,924,353	\$8,718,700	\$9,220,235	\$9,220,235	\$8,927,950		21



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Debt Service Fund (Fund 25)

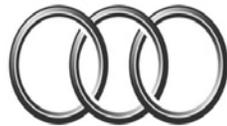
The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.

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

San Mateo County Community College District
2013-2014 Mid-Year Budget
Internal Service - Debt Service Fund (Fund 25) - Total District



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	69,187	54,469	26,560	178,440	178,440	26,280	0%	2
3 Local Revenue	14,442,309	14,803,924	15,123,322	30,316,200	30,316,200	16,416,047	54%	3
4 Total Revenue	\$14,511,496	\$14,858,393	\$15,149,882	\$30,494,640	\$30,494,640	\$16,442,327	54%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(18,896,191)	(20,452,800)	(20,295,887)	(30,427,901)	(30,427,901)	(23,513,832)	77%	16
17 Total Transfers/Other	(\$18,896,191)	(\$20,452,800)	(\$20,295,887)	(\$30,427,901)	(\$30,427,901)	(\$23,513,832)	77%	17
Fund Balance								
18 Net Change in Fund Balance	(\$4,384,695)	(\$5,594,407)	(\$5,146,005)	\$66,739	\$66,739	(\$7,071,505)		18
19 Beginning Balance, July 1	20,213,255	22,040,501	23,632,459	26,472,081	26,472,081	26,472,081		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$15,828,560	\$16,446,094	\$18,486,454	\$26,538,820	\$26,538,820	\$19,400,576		21



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Restricted General Fund (Fund 3)

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

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

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

San Mateo County Community College District

2013-14 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS

July 1, 2013 - December 31, 2013

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30038	Child Dev Consrtn Fed/St Yosemite	Federal		12,500	12,500		25,000
30114	Small Bus Dev Ctr - HSUSPF	Federal	(36,563)				(36,563)
31002	DSP&S	State	124,343	12,074	3,021		139,438
31003	EOP&S	State	1,484	1,241	1,307		4,032
31009	Matriculation	State	227,673	171,662	264,804		664,139
31012	Foster Care Education	State		(4,481)			(4,481)
31031	CalWORKs	State	16,275	19,722	42,449		78,446
31033	TANF	Federal	(328)	(175)	803		300
31069	Lottery -- Prop 20 -- Instr Matrls	State	217,299	132,202	246,137	(493,850)	101,788
31134	FHDA CCD - DSN Energy	State			14,200		14,200
32080	The Grove Foundation-CAN CBET	Local		27,500			27,500
32081	SMCGS Grant - Canada Coll Library	Local		2,000			2,000
32082	Silicon Valley Com Fdtn	Local			40,000		40,000
32083	United Way of the Bay Area	Local			100,000		100,000
35001	Miscellaneous Donations	Local	10,686	367	766		11,818
35014	Expand Your Horizons	Local			2,127		2,127
35023	KCSM FM	Local	900				900
35035	KCSM Jazz on the Hill	Local	65,500				65,500
35045	Financial Aid Admin Cost Allowance - Pr	Local	735	440	880		2,055
38001	Contract Education - Energy Certification	Local			2,270		2,270
38183	Butte-Glenn CACC Covered CA	Local			68,531		68,531
Total 2013-2014 Fund 3 Budget Revenue Adjustments			<u>628,003</u>	<u>375,052</u>	<u>799,795</u>	<u>(493,850)</u>	<u>1,309,000</u>



San Mateo County Community College District
2013-2014 Mid-Year Report
Restricted General Fund (Fund 3) - Cañada College

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$1,003,064	\$945,299	\$1,182,749	\$4,408,923	\$4,421,248	\$1,348,568	31%	1
2 State Revenue	707,320	704,015	774,653	2,051,523	2,383,943	760,224	32%	2
3 Local Revenue	617,476	544,639	515,546	822,399	852,706	475,845	56%	3
4 Total Revenue	\$2,327,860	\$2,193,953	\$2,472,947	\$7,282,845	\$7,657,897	\$2,584,637	34%	4
Expenses								
5 Certificated Salaries	\$551,265	\$507,717	\$571,126	\$1,512,673	\$1,458,970	\$565,127	39%	5
6 Classified Salaries	725,806	629,292	776,060	2,050,295	2,215,029	936,329	42%	6
7 Employee Benefits	337,801	278,700	373,391	999,557	980,150	376,447	38%	7
8 Materials & Supplies	111,374	156,641	122,742	1,057,021	1,045,353	99,411	10%	8
9 Operating Expenses	214,936	289,029	303,570	1,215,462	1,444,368	348,395	24%	9
10 Capital Outlay	3,686	8,677	13,434	27,629	62,381	43,577	70%	10
11 Total Expenses	\$1,944,867	\$1,870,056	\$2,160,322	\$6,862,637	\$7,206,250	\$2,369,286	33%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$6,662	6,662	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(76,480)	(161,250)	(107,752)	(135,000)	(179,810)	(112,110)	62%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(120,856)	(134,090)	(102,312)	(291,870)	(278,498)	(56,903)	20%	16
17 Total Transfers/Other	(\$197,336)	(\$295,340)	(\$210,064)	(\$420,208)	(\$451,646)	(\$169,013)	37%	17
Fund Balance								
18 Net Change in Fund Balance	\$185,656	\$28,557	\$102,561	\$0	\$0	\$46,338		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$185,656	\$28,557	\$102,561	\$0	\$0	\$46,338		21

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



San Mateo County Community College District
2013-2014 Mid-Year Report
Restricted General Fund (Fund 3) - College of San Mateo

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$169,239	\$144,868	\$180,712	\$389,249	\$352,358	\$170,131	48%	1
2 State Revenue	822,381	1,107,519	871,553	2,855,032	3,442,106	983,025	29%	2
3 Local Revenue	2,000,603	1,711,938	1,102,188	2,948,734	3,025,655	1,280,991	42%	3
4 Total Revenue	\$2,992,223	\$2,964,324	\$2,154,452	\$6,193,015	\$6,820,118	\$2,434,147	36%	4
Expenses								
5 Certificated Salaries	\$521,234	\$443,315	\$413,237	\$939,550	\$918,939	\$531,375	58%	5
6 Classified Salaries	1,391,205	1,415,546	1,303,848	2,751,955	2,810,865	1,310,932	47%	6
7 Employee Benefits	597,535	560,483	576,767	1,155,843	1,152,686	477,613	41%	7
8 Materials & Supplies	225,295	305,583	155,748	856,384	975,311	146,738	15%	8
9 Operating Expenses	632,785	544,183	491,929	1,310,143	1,716,694	503,553	29%	9
10 Capital Outlay	8,334	79,209	24,157	142,290	207,893	78,770	38%	10
11 Total Expenses	\$3,376,388	\$3,348,318	\$2,965,686	\$7,156,165	\$7,782,388	\$3,048,982	39%	11
Transfers & Other								
12 Transfers In	\$0	\$62,500	\$0	\$1,050,000	\$1,050,000	\$675,000	64%	12
13 Other Sources	0	0	0	0	900	900	100%	13
14 Transfers out	(800)	0	0	25,000	25,000	67,500	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(33,859)	(53,208)	(48,960)	(111,850)	(113,630)	(58,939)	52%	16
17 Total Transfers/Other	(\$34,659)	\$9,292	(\$48,960)	\$963,150	\$962,270	\$684,461	71%	17
Fund Balance								
18 Net Change in Fund Balance	(\$418,824)	(\$374,702)	(\$860,194)	\$0	\$0	\$69,626		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$418,824)	(\$374,702)	(\$860,194)	\$0	\$0	\$69,626		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Restricted General Fund (Fund 3) - Skyline College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$1,138,801	\$848,622	\$899,473	\$1,339,394	\$1,445,376	\$683,219	47%	1
2 State Revenue	1,184,466	1,491,273	1,301,524	3,683,809	4,163,049	1,270,031	31%	2
3 Local Revenue	646,484	591,032	764,735	1,129,809	1,344,382	710,299	53%	3
4 Total Revenue	\$2,969,751	\$2,930,927	\$2,965,732	\$6,153,013	\$6,952,807	\$2,663,548	38%	4
Expenses								
5 Certificated Salaries	\$1,018,785	\$1,005,117	\$1,040,286	\$1,594,961	\$1,660,709	\$886,373	53%	5
6 Classified Salaries	617,322	774,005	816,583	1,455,719	1,544,341	833,330	54%	6
7 Employee Benefits	384,938	400,609	476,426	797,052	850,893	387,473	46%	7
8 Materials & Supplies	92,628	91,188	71,891	905,387	1,169,616	112,200	10%	8
9 Operating Expenses	481,096	421,745	283,216	1,023,630	1,364,432	216,775	16%	9
10 Capital Outlay	159	195	103	5,936	2,594	4,403	170%	10
11 Total Expenses	\$2,594,927	\$2,692,858	\$2,688,505	\$5,782,685	\$6,592,585	\$2,440,554	37%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(2,970)	(16,892)	(51,102)	(40,000)	(95,154)	(55,154)	58%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(107,756)	(100,730)	(71,788)	(330,328)	(265,068)	(52,856)	20%	16
17 Total Transfers/Other	(\$110,726)	(\$117,622)	(\$122,890)	(\$370,328)	(\$360,222)	(\$108,010)	30%	17
Fund Balance								
18 Net Change in Fund Balance	\$264,098	\$120,448	\$154,337	\$0	\$0	\$114,984		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$264,098	\$120,448	\$154,337	\$0	\$0	\$114,984		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Restricted General Fund (Fund 3) - District Office

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$1,574	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	246,629	177,941	178,250	520,351	26,501	32,717	123%	2
3 Local Revenue	930,367	1,439,501	1,248,467	3,108,938	3,108,938	1,181,858	38%	3
4 Total Revenue	\$1,178,570	\$1,617,442	\$1,426,717	\$3,629,289	\$3,135,439	\$1,214,575	39%	4
Expenses								
5 Certificated Salaries	\$1,455	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	995,183	1,053,069	1,031,793	2,016,244	2,016,244	925,596	46%	6
7 Employee Benefits	388,030	390,088	419,021	695,565	695,565	324,359	47%	7
8 Materials & Supplies	167,762	189,524	56,247	802,579	308,729	46,068	15%	8
9 Operating Expenses	73,650	(39,984)	34,557	1,043,025	1,043,025	127,650	12%	9
10 Capital Outlay	0	0	13,540	(6,818)	(6,818)	0	0%	10
11 Total Expenses	\$1,626,079	\$1,592,697	\$1,555,157	\$4,550,594	\$4,056,744	\$1,423,674	35%	11
Transfers & Other								
12 Transfers In	135,173	0	0	\$686,917	\$686,917	379,467	0%	12
13 Other Sources	\$0	\$0	\$0	0	0	\$0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$135,173	\$0	\$0	\$686,917	\$686,917	\$379,467	55%	17
Fund Balance								
18 Net Change in Fund Balance	(\$312,337)	\$24,745	(\$128,441)	(\$234,388)	(\$234,388)	\$170,368		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$312,337)	\$24,745	(\$128,441)	(\$234,388)	(\$234,388)	\$170,368		21

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

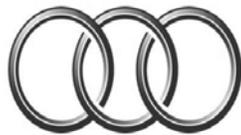
San Mateo County Community College District
2013-2014 Mid-Year Report
Restricted General Fund (Fund 3) - Total District



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$2,312,678	\$1,938,789	\$2,262,933	\$6,137,566	\$6,218,982	\$2,201,917	35%	1
2 State Revenue	2,960,796	3,480,749	3,125,980	9,110,715	10,015,598	3,045,998	30%	2
3 Local Revenue	4,194,929	4,287,109	3,630,935	8,009,880	8,331,681	3,648,992	44%	3
4 Total Revenue	\$9,468,403	\$9,706,647	\$9,019,848	\$23,258,162	\$24,566,261	\$8,896,908	36%	4
Expenses								
5 Certificated Salaries	\$2,092,737	\$1,956,149	\$2,024,649	\$4,047,184	\$4,038,618	\$1,982,876	49%	5
6 Classified Salaries	3,729,516	3,871,912	3,928,283	8,274,213	8,586,479	4,006,187	47%	6
7 Employee Benefits	1,708,303	1,629,880	1,845,605	3,648,017	3,679,294	1,565,893	43%	7
8 Materials & Supplies	597,059	742,935	406,628	3,621,370	3,499,009	404,417	12%	8
9 Operating Expenses	1,402,466	1,214,973	1,113,271	4,592,260	5,568,519	1,196,373	21%	9
10 Capital Outlay	12,179	88,081	51,234	169,037	266,050	126,750	48%	10
11 Total Expenses	\$9,542,261	\$9,503,929	\$9,369,670	\$24,352,081	\$25,637,969	\$9,282,497	36%	11
Transfers & Other								
12 Transfers In	\$135,173	\$62,500	\$0	\$1,743,579	\$1,743,579	\$1,054,467	60%	12
13 Other Sources	0	0	0	0	900	900	100%	13
14 Transfers out	(80,250)	(178,142)	(158,854)	(150,000)	(249,964)	(99,764)	40%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(262,471)	(288,027)	(223,061)	(734,047)	(657,197)	(168,698)	26%	16
17 Total Transfers/Other	(\$207,548)	(\$403,669)	(\$381,914)	\$859,532	\$837,318	\$786,905	94%	17
Fund Balance								
18 Net Change in Fund Balance	(\$281,406)	(\$200,952)	(\$731,736)	(\$234,388)	(\$234,388)	\$401,316		18
19 Beginning Balance, July 1	4,946,405	6,801,874	13,495,708	13,899,288	13,899,288	13,899,288		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$4,664,999	\$6,600,922	\$12,763,972	\$13,664,900	\$13,664,900	\$14,300,604		21

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

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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Capital Projects Fund (Fund 4)

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

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

**2013-2014 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2013**

LOCATION	PROJECT NAME	FUND NUMBER	2013-14 BUDGET	EXPENDITURE YTD	ENCUMBRANCE	AVAILABLE BALANCE *
CAÑADA	CAN Classroom Modifications	42304	0.00	31,986.56	0.00	(31,986.56)
CAÑADA	CAN Tennis Court Repairs	42306	21,809.15	7,712.17	9,988.00	4,108.98
CAÑADA	CAN Carpet Replacement	43337	22,500.00	0.00	0.00	22,500.00
CAÑADA	CAN Theater Lighting Replacement	43338	50,000.00	0.00	0.00	50,000.00
CAÑADA	Science Lab Upgrade	44329	14,282.47	0.00	0.00	14,282.47
CAÑADA	Arts Project	44343	7,459.46	0.00	0.00	7,459.46
CAÑADA	CAN Solar Photovoltaic System	44345	2,788,421.00	65,553.80	92,459.20	2,630,408.00
CAÑADA	CAN Bldgs 5 /6 Modernization	47304	19,925.96	0.00	19,925.96	0.00
CAÑADA	CAN 12kv Electrical Systems Upgrade	47310	14,272.69	7,886.27	6,386.42	0.00
CAÑADA	CAN Dining Room Renovation	47315	6,353.29	0.00	6,353.29	0.00
CAÑADA	CAN Small Projects	47323	383,645.92	138,289.52	2,846.97	242,509.43
CAÑADA	CAN Emergency Building Repairs	47324	259,299.25	90,043.91	12,468.82	156,786.52
CAÑADA	CAN Instructional Equipment	47330	640,408.70	129,707.24	129,001.76	381,699.70
CAÑADA	CAN Lot 4 Fire Lanes	47332	4,239.00	1,755.00	2,484.00	0.00
CAÑADA	CAN Bldg 1 Gym Bleacher	47333	8,750.73	3,148.00	5,315.00	287.73
CAÑADA	CAN Light Pole Banners and Signs	47335	153,833.88	61,464.62	14,413.34	77,955.92
CAÑADA	CAN Bldg 9 A&R FA TRIO Recon	47338	32,934.66	29,887.90	3,196.76	(150.00)
CAÑADA	Faculty/Staff Housing-Cañada Site	48310	517,490.95	0.00	0.00	517,490.95
CAÑADA	CAN Instructional Equipment	43383	800,000.00	4,867.68	0.00	795,132.32
CAÑADA	CAN Parking Lot LED Project	41320	375,287.50	12,960.00	4,897.50	357,430.00
CAÑADA	CAN Water Instrusion Repairs	47339	246,222.12	243,046.89	26,261.74	(23,086.51)
CAÑADA	CAN Bldg 3/17 Access Security Upgrades	47340	120,000.00	0.00	75,320.52	44,679.48
CAÑADA	CAN Bldg 3 Theater Carpet Replacement	47341	75,000.00	0.00	0.00	75,000.00
CSM	CSM Dental Hygiene Program	42402	25,000.00	0.00	0.00	25,000.00
CSM	CSM Equipment Recycling	42404	100,999.97	0.00	17,567.36	83,432.61
CSM	CSM Carpet Replacement	43484	50,000.00	1,180.88	819.12	48,000.00
CSM	CSM Lighting Replacement	43485	37,500.00	0.00	0.00	37,500.00
CSM	Ergonomic office furniture (completion)	44435	9,859.42	0.00	0.00	9,859.42
CSM	Haz. Mat. clean-up/disposal	44438	9,462.24	500.00	0.00	8,962.24
CSM	Technology Improvements	44452	0.00	0.00	0.00	0.00
CSM	CSM CIP2 Design Build Project	47401	18,303.82	10,140.00	18,303.82	(10,140.00)
CSM	CSM North Gateway	47408	4,246,437.71	237,631.18	3,624,286.87	384,519.66
CSM	CSM Small Projects	47423	384,728.66	91,467.77	95,280.31	197,980.58
CSM	CSM Emergency Building Repairs	47424	475,065.83	195,908.92	107,120.77	172,036.14
CSM	CSM Instructional Equipment	47432	645,079.06	67,953.14	0.02	577,125.90
CSM	CSM Edison Lot Project	47433	3,619,342.80	19,088.26	177,336.15	3,422,918.39
CSM	CSM Exterior Signage	47434	19,601.87	0.00	25.00	19,576.87
CSM	CSM Bldg 12 Roofing	47435	405,294.50	342,431.97	62,862.53	0.00
CSM	CSM Bldg 5 Locker Room and Aquatics Desk	47441	6,231.00	406.00	0.00	5,825.00
CSM	Bookstore Project	48400	135.82	0.00	0.00	135.82
CSM	CSM Bldg 5 SMAC Locker Room	48402	103,754.92	2,835.00	0.00	100,919.92
CSM	CSM North Gateway Release Phase 4	41419	4,152,557.63	2,256,428.77	1,687,716.88	208,411.98
CSM	CSM Parking Lot LED Project	41420	507,026.58	12,227.56	11,952.50	482,846.52
CSM	CSM Instructional Equipment	43483	800,000.00	0.00	0.00	800,000.00
CSM	CSM Bldg 10 Ext Stair to Softball Plaza	47442	150,000.00	42,987.00	0.00	107,013.00
CSM	CSM Diagonal Path Extension	47443	150,000.00	88,473.21	0.00	61,526.79
CSM	CSM East Perimeter Road	47444	439,500.00	62,596.51	15,050.00	61,853.49
CSM	CSM Bldg 19 HazMat Removal	47445	137,616.79	55,731.73	36,859.81	45,025.25
CSM	CSM Bldg 9 Library Carpet Replacement	47446	200,000.00	1,180.87	3,213.94	195,605.19
CSM	CSM Bldg 9 Library Classroom Remodel	47447	100,000.00	0.00	77,492.91	22,507.09
DISTRICTWIDE	General Capital Projects	40000	16,102,438.37	0.00	0.00	16,102,438.37
DISTRICTWIDE	College Contingency	40001	9,736,063.00	0.00	0.00	9,736,063.00
DISTRICTWIDE	College Housing Project	40003	6,399,103.24	0.00	0.00	6,399,103.24
DISTRICTWIDE	Premium Rebate Reserve	40004	398,432.00	0.00	0.00	398,432.00
DISTRICTWIDE	Post Bond Admin Fee Reserve	40005	124,011.27	450.00	0.00	123,561.27
DISTRICTWIDE	College One Time Fd Reserve	40006	4,500,000.00	0.00	0.00	4,500,000.00
DISTRICTWIDE	Aux Services Use Fee	40007	40,176.00	0.00	0.00	40,176.00
DISTRICTWIDE	General Capital Fund	40008	9,273,957.76	0.00	0.00	9,273,957.76
DISTRICTWIDE	Miscellaneous	42002	96,000.00	9,600.00	86,400.00	0.00
DISTRICTWIDE	College Art	42003	5,691.00	1,650.00	0.00	4,041.00
DISTRICTWIDE	DO Parking Lot Retaining Wall	42005	0.00	2,100.00	0.00	(2,100.00)
DISTRICTWIDE	DW Athletic Fields Replacement	42103	4,809,228.66	1,752,387.08	825,180.10	2,231,661.48
DISTRICTWIDE	Redevelopment Program	43001	8,091,640.98	130,464.90	14,665.00	7,946,511.08
DISTRICTWIDE	Property Management Study	44001	39,777.44	0.00	0.00	39,777.44
DISTRICTWIDE	District Facilities Projects	44102	558,594.22	235,794.30	29,618.94	293,180.98
DISTRICTWIDE	District Funded FCI Contingency	44103	3,746,954.78	0.00	0.00	3,746,954.78
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	327,303.20	21,880.60	31,029.00	274,393.60
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	0.00	1,003.61	0.00	(1,003.61)

* NOTE: All negative balances will be cleared with January 2014 journals.

**2013-2014 Capital Projects Financial Summary
Budget Expenditures as of December 31, 2013**

LOCATION	PROJECT NAME	FUND NUMBER	EXPENDITURE			AVAILABLE BALANCE *
			2013-14 BUDGET	YTD	ENCUMBRANCE	
DISTRICTWIDE	Bond Construction General	47000	11,411,953.86	0.00	0.00	11,411,953.86
DISTRICTWIDE	DW CIP2 Planning	47001	2,960,610.71	394,768.05	532,323.77	2,033,518.89
DISTRICTWIDE	DW Technology Upgrades	47002	569,411.70	77,619.29	9,566.37	482,226.04
DISTRICTWIDE	DW Contingency	47007	43,589.60	0.00	0.00	43,589.60
DISTRICTWIDE	DW Small Projects	47008	438,769.47	120,160.45	71,426.53	247,182.49
DISTRICTWIDE	DW Electrical Security System Repairs	47015	50,952.85	0.00	0.00	50,952.85
DISTRICTWIDE	DO Cooling Tower and Comp Replacement	47016	11,720.00	0.00	11,720.00	0.00
DISTRICTWIDE	DW Utility Consumption Measurement	47017	254,332.00	35,403.65	184,934.02	33,994.33
DISTRICTWIDE	DW Infrastructure Mapping	47018	58,580.67	43,965.12	10,330.17	4,285.38
DISTRICTWIDE	DW Computer Lab Replacement Project	47019	1,635,676.79	396,379.94	9,544.13	1,229,752.72
DISTRICTWIDE	DW Banner/Emerg System Upgrades	47022	500,000.00	9,455.00	371,014.00	119,531.00
DISTRICTWIDE	DW Restroom Renovation	47023	350,000.00	26,342.48	2,462.00	321,195.52
DISTRICTWIDE	DW Onuma Integration	47024	250,000.00	0.00	0.00	250,000.00
DISTRICTWIDE	C.O.P. Projects	48001	57,753.78	15,993.83	3,045.00	38,714.95
DISTRICTWIDE	PE Vans Purchase	44003	460,000.00	73,920.54	0.00	386,079.46
DISTRICTWIDE	DW EV Charging Station Installation	47020	17,402.77	15,724.75	0.00	1,678.02
DISTRICTWIDE	DW Parking Lot and Roadways Repair	47021	212,292.76	236,840.12	0.00	(24,547.36)
SKYLINE	Pacific Heights Project	42202	17,152,266.59	0.00	0.00	17,152,266.59
SKYLINE	SKY Bldg 6 Facelift	42205	3,748.34	0.00	0.00	3,748.34
SKYLINE	SKY Bldg 6 Servery	42206	118,833.59	119,131.94	0.00	(298.35)
SKYLINE	SKY Parcel B Hazmat Removal	42209	250,000.00	241,660.00	8,400.00	(60.00)
SKYLINE	SKY Carpet Replacement	43242	37,500.00	922.88	36,577.12	0.00
SKYLINE	SKY Lighting Replacement	43243	15,042.00	0.00	0.00	15,042.00
SKYLINE	SKY Instructional Equipment	43283	800,000.00	0.00	0.00	800,000.00
SKYLINE	Avon Damages Repair	44241	65,100.04	0.00	0.00	65,100.04
SKYLINE	SKY Bldg 8 Modernization	47203	0.00	1,361.30	13,760.16	(15,121.46)
SKYLINE	SKY CIP2 Design Build Project	47209	66,732.32	135.00	66,597.32	0.00
SKYLINE	SKY Small Projects	47223	474,368.19	103,974.95	39,960.56	330,432.68
SKYLINE	SKY Emergency Building Repairs	47224	52,307.99	(63,346.98)	86,927.02	28,727.95
SKYLINE	SKY 12KV Electrical Systems Upgrade	47228	0.00	686.40	0.00	(686.40)
SKYLINE	SKY Instructional Equipment	47232	532,943.75	12,193.18	14,586.04	506,164.53
SKYLINE	SKY Bldg 14 Loma Chica Remodel	47235	98,756.51	0.00	0.00	98,756.51
SKYLINE	SKY Bldgs 1, 3, 6-8 Wayfinding Signage	47240	83,149.38	13,748.71	2,616.00	66,784.67
SKYLINE	SKY Bldg 6 Public Area Enhancements	47243	100,000.04	0.00	0.00	100,000.04
SKYLINE	SKY DSPS Relocation	47244	4,105.00	4,105.00	0.00	0.00
SKYLINE	SKY Bldg 2 3rd Flr Student Services Facelift	47245	4,989.40	350.00	389.00	4,250.40
SKYLINE	SKY Bldg 19 Pacific Heights Facelift	47246	0.00	8,018.04	0.00	(8,018.04)
SKYLINE	SKY Bldg 21 FMC Directional Bore	47247	42,775.00	0.00	0.00	42,775.00
SKYLINE	SKY Theater Seat Replacement	47248	250,000.00	182,299.62	800.00	66,900.38
SKYLINE	SKY Bldg 14 CDC Security and ECE Improvements	47249	200,000.00	100,358.41	2,843.22	96,798.37
SKYLINE	SKY Bldg 5 Library Carpet Replacement	47250	150,000.00	1,551.12	115,995.81	32,453.07
	TOTAL		127,090,672.37	8,646,531.61	8,929,918.55	109,514,222.21

* NOTE: All negative balances will be cleared with January 2014 journals.



San Mateo County Community College District
2013-2014 Mid-Year Report
Capital Projects Fund (Fund 4) - Cañada College

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	2013-14 Actual To Date	%	To Date
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	2,510	55,402	2,399	6,000	6,000	274	5%	6
7 Employee Benefits	266	728	0	0	33	33	101%	7
8 Materials & Supplies	177,941	653,923	300,509	500,000	500,000	207,654	42%	8
9 Operating Expenses	713,906	548,933	208,727	200,000	500,000	346,445	69%	9
10 Capital Outlay	6,246,067	3,891,368	939,949	1,794,000	1,794,000	273,903	15%	10
11 Total Expenses	\$7,140,691	\$5,150,354	\$1,451,584	\$2,500,000	\$2,800,033	\$828,310	30%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$7,140,691)	(\$5,150,354)	(\$1,451,584)	(\$2,500,000)	(\$2,800,033)	(\$828,310)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$7,140,691)	(\$5,150,354)	(\$1,451,584)	(\$2,500,000)	(\$2,800,033)	(\$828,310)		21

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



San Mateo County Community College District
2013-2014 Mid-Year Report
Capital Projects Fund (Fund 4) - College of San Mateo

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	2013-14 Actual To Date	%	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	28,412	48,950	6,438	15,000	15,000	11,909	79%	6
7 Employee Benefits	3,313	0	0	0	0	0	0%	7
8 Materials & Supplies	1,011,117	1,093,144	165,119	400,000	400,000	102,860	26%	8
9 Operating Expenses	2,784,563	1,466,512	391,294	1,750,000	1,750,000	545,078	31%	9
10 Capital Outlay	18,466,507	3,317,613	867,853	3,400,000	3,400,000	2,829,321	83%	10
11 Total Expenses	\$22,293,911	\$5,926,220	\$1,430,705	\$5,565,000	\$5,565,000	\$3,489,169	63%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$22,293,911)	(\$5,926,220)	(\$1,430,705)	(\$5,565,000)	(\$5,565,000)	(\$3,489,169)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$22,293,911)	(\$5,926,220)	(\$1,430,705)	(\$5,565,000)	(\$5,565,000)	(\$3,489,169)		21

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



San Mateo County Community College District
2013-2014 Mid-Year Report
Capital Projects Fund (Fund 4) - Skyline College

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	2013-14 Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	4
Expenses								
5 Certificated Salaries	\$14,816	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	27,200	10,402	14,362	15,000	15,000	3,930	26%	6
7 Employee Benefits	4,411	0	0	0	0	0	0%	7
8 Materials & Supplies	585,150	284,240	193,627	400,000	400,000	154,697	39%	8
9 Operating Expenses	1,139,831	491,091	650,626	600,000	600,000	462,526	77%	9
10 Capital Outlay	11,184,798	1,393,869	555,052	1,485,000	500,000	105,995	21%	10
11 Total Expenses	\$12,956,206	\$2,179,602	\$1,413,666	\$2,500,000	\$1,515,000	\$727,150	48%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$12,956,206)	(\$2,179,602)	(\$1,413,666)	(\$2,500,000)	(\$1,515,000)	(\$727,150)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$12,956,206)	(\$2,179,602)	(\$1,413,666)	(\$2,500,000)	(\$1,515,000)	(\$727,150)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Capital Projects Fund (Fund 4) - Districtwide Projects

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	2013-14 Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	\$2,219,000	\$0	\$0	5,034,872	\$900,000	\$821,684	91%	2
3 Local Revenue	0	404,029	1,301,387	3,669,500	\$6,500,000	\$6,527,516	113%	3
4 Total Revenue	\$2,219,000	\$404,029	\$1,301,387	\$8,704,372	\$7,400,000	\$7,349,200	99%	4
Expenses								
5 Certificated Salaries	\$70,500	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	1,397,761	987,714	376,507	400,000	400,000	325,236	81%	6
7 Employee Benefits	538,381	326,596	145,033	160,000	160,000	98,012	61%	7
8 Materials & Supplies	92,460	146,795	134,555	700,000	700,000	552,497	79%	8
9 Operating Expenses	313,399	664,804	222,950	350,000	700,000	501,343	72%	9
10 Capital Outlay	15,762,634	488,530	418,948	400,000	3,000,000	2,124,816	71%	10
11 Total Expenses	\$18,175,134	\$2,614,439	\$1,297,993	\$2,010,000	\$4,960,000	\$3,601,904	73%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$5,950,000	\$5,950,000	100%	12
13 Other Sources	0	14,521	2,252,580	0	26,500	26,279	99%	13
14 Transfers out	0	0	(191,291)	(1,430,224)	(6,800,000)	(6,720,084)	99%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$14,521	\$2,061,289	(\$1,430,224)	(\$823,500)	(\$743,805)	90%	17
Fund Balance								
18 Net Change in Fund Balance	(\$15,956,134)	(\$2,195,889)	\$2,064,683	\$5,264,148	\$1,616,500	\$3,003,492		18
19 Beginning Balance, July 1	0	0	0	113,255,732	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$15,956,134)	(\$2,195,889)	\$2,064,683	\$118,519,880	\$1,616,500	\$3,003,492		21

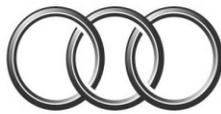
*Net Fund Balance totals do not include all Federal, State, and Local revenue or beginning balance.
See Districtwide page for complete fund totals.*



**San Mateo County Community College District
2013-2014 Mid-Year Report
Capital Projects Fund (Fund 4) - Total District**

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	2013-14 Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	\$2,219,000	\$0	\$0	\$5,034,872	\$900,000	\$821,684	91%	2
3 Local Revenue	\$0	\$404,029	\$1,301,387	\$3,669,500	\$6,500,000	\$6,527,516	100%	3
4 Total Revenue	\$2,219,000	\$404,029	\$1,301,387	\$8,704,372	\$7,400,000	\$7,349,200	99%	4
Expenses								
5 Certificated Salaries	\$85,316	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	\$1,455,882	\$1,102,467	\$399,707	\$436,000	\$436,000	\$341,350	78%	6
7 Employee Benefits	\$546,371	\$327,323	\$145,033	\$160,000	\$160,033	\$98,045	61%	7
8 Materials & Supplies	\$1,866,668	\$2,178,102	\$793,810	\$2,000,000	\$2,000,000	\$1,017,708	51%	8
9 Operating Expenses	\$4,951,699	\$3,171,339	\$1,473,596	\$2,900,000	\$3,550,000	\$1,855,392	52%	9
10 Capital Outlay	\$51,660,006	\$9,091,381	\$2,781,802	\$7,079,000	\$8,694,000	\$5,334,036	61%	10
11 Total Expenses	\$60,565,941	\$15,870,614	\$5,593,948	\$12,575,000	\$14,840,033	\$8,646,532	58%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$5,950,000	\$5,950,000	100%	12
13 Other Sources	\$0	\$14,521	\$2,252,580	\$0	\$26,500	\$26,279	99%	13
14 Transfers out	\$0	\$0	(\$191,291)	(\$1,430,224)	(\$6,800,000)	(\$6,720,084)	99%	14
15 Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0%	15
16 Other Out Go	\$0	\$0	\$0	\$0	\$0	\$0	0%	16
17 Total Transfers/Other	\$0	\$14,521	\$2,061,289	(\$1,430,224)	(\$823,500)	(\$743,805)	90%	17
Fund Balance								
18 Net Change in Fund Balance	(\$58,346,941)	(\$15,452,064)	(\$2,231,272)	(\$5,300,852)	(\$8,263,533)	(\$2,041,136)		18
19 Beginning Balance, July 1	218,549,642	144,616,359	117,780,030	113,255,732	113,255,732	113,255,732		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$160,202,701	\$129,164,295	\$115,548,758	\$107,954,880	\$104,992,199	\$111,214,596		21

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



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Enterprise Fund/Auxiliary Fund (Fund 5)

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

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

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

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



San Mateo County Community College District
2013-14 Mid -Year Report
Enterprise Fund - Bookstore (Fund 5)

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Income								
1 Federal Income	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0	0	0	0%	2
3 Local Income	3,585,812	3,730,749	3,801,990	8,850,000	8,850,000	3,752,278	42%	3
4 Total Income	\$3,585,812	\$3,730,749	\$3,801,990	\$8,850,000	\$8,850,000	\$3,752,278	42%	4
Expenses								
5 Cost of Sales	\$2,278,982	\$2,217,869	\$2,243,409	\$5,300,000	\$5,300,000	\$2,148,638	41%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	693,525	836,134	865,944	1,820,000	1,820,000	893,229	49%	7
8 Employee Benefits	208,880	218,975	255,914	520,000	520,000	208,880	40%	8
9 Materials & Supplies	0	0	0	50,000	50,000	26,492	53%	9
10 Operating Expenses	432,382	457,844	389,712	827,700	827,700	360,478	44%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
12 Total Expenses	\$3,613,769	\$3,730,822	\$3,754,979	\$8,517,700	\$8,517,700	\$3,637,717	43%	12
Transfers & Other								
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	13
14 Other Sources	0	0	0	0	0	0	0%	14
15 Transfers out	0	0	0	0	0	0	0%	15
16 Contingency	0	0	0	0	0	0	0%	16
17 Other Out Go	0	0	0	0	0	0	0%	17
18 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	18
Fund Balance								
19 Net Change in Fund Balance	(\$27,957)	(\$73)	\$47,011	\$332,300	\$332,300	\$114,561		19
20 Beginning Balance, July 1	6,677,738	6,873,578	7,133,273	7,249,115	7,249,115	7,249,115		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0		21
22 Net Fund Balance, Dec. 31	\$6,649,781	\$6,873,505	\$7,180,284	\$7,581,415	\$7,581,415	\$7,363,676		22



BOOKSTORES
Balance Sheet
December 31, 2013

ASSETS

	<u>Dec 31, 2013</u>	<u>Dec 31, 2012</u>
Cash for Operations and Investments	\$5,125,211	\$4,942,002
Accounts Receivable	202,661	153,793
Inventory	3,162,944	2,807,527
Furniture, Fixtures & Equipment (Net)	24,249	65,548
TOTAL ASSETS	<u><u>\$8,515,065</u></u>	<u><u>\$7,968,870</u></u>

LIABILITIES AND CAPITAL

Liabilities	\$1,151,389	\$788,585
Capital-Reserved	7,363,676	7,180,285
TOTAL LIABILITIES AND CAPITAL	<u><u>\$8,515,065</u></u>	<u><u>\$7,968,870</u></u>



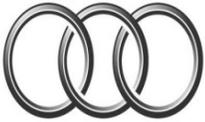
BOOKSTORES
Income Statement
Period Ending December 31, 2013

	<u>Year to Date Actual</u>		<u>2013-14 Budget</u>
INCOME			
Merchandise Sales	\$3,386,774	100.00%	\$ 8,500,000
COST OF GOODS SOLD			
Merchandise Purchases	<u>2,148,638</u>	<u>63.44%</u>	<u>5,300,000</u>
GROSS PROFIT	<u>\$1,238,136</u>	<u>36.56%</u>	<u>\$ 3,200,000</u>
OPERATING EXPENSES			
Salaries & Benefits	\$1,054,682		\$ 2,190,000
Other Inventory Expenses	160,048		350,000
Equipment Maintenance & Rental	22,326		30,000
Travel, Conference	676		23,000
Dues & Membership	3,911		12,000
Insurance	3,600		15,000
Utilities	19,224		35,000
Contracted Services	15,854		70,000
Legal, Audit and Bad Debts	3,513		5,000
Other Expenses	106,799		220,000
TOTAL OPERATING EXPENSES	<u>\$1,390,633</u>	<u>41.06%</u>	<u>\$2,950,000</u>
NET INCOME FROM OPERATIONS	(\$152,497)	-4.50%	\$ 250,000
OTHER INCOME			
Interest & Other Income	\$365,504		\$ 350,000
TOTAL OTHER INCOME	<u>\$365,504</u>	<u>10.79%</u>	<u>\$ 350,000</u>
NET INCOME BEFORE OTHER EXPENSES	\$213,007	6.29%	\$600,000
OTHER EXPENSES			
Administrative Salary and Benefits	\$47,427		\$ 150,000
Rent	33,780		67,700
Donations	17,239		50,000
TOTAL OTHER EXPENSES	<u>\$98,446</u>	<u>2.91%</u>	<u>\$ 267,700</u>
Net Change in Fund Balance	\$114,561	3.38%	\$ 332,300
Capital, July 1	7,249,115		
Capital, December 31	<u><u>\$7,363,676</u></u>		



San Mateo County Community College District
2013 - 14 Mid -Year Report
Enterprise Fund - Cafeteria (Fund 5)

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	%	To Date	
Revenue									
1	Federal Revenue	\$0	\$0	\$0	\$0	\$0	0%		1
2	State Revenue	0	0	0	0	0	0%		2
3	Local Revenue	108,711	107,869	123,035	221,000	221,000	148,437	67%	3
4	Total Revenue	\$108,711	\$107,869	\$123,035	\$221,000	\$221,000	\$148,437	67%	4
Expenses									
5	Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6	Classified Salaries	31,354	34,387	19,048	36,000	36,000	23,403	65%	6
7	Employee Benefits	8,181	9,825	4,736	9,500	9,500	3,988	42%	7
8	Materials & Supplies	0	0	0	50,000	50,000	31,709	63%	8
9	Operating Expenses	70,746	46,131	62,517	74,500	74,500	29,715	40%	9
10	Capital Outlay	0	0	0	0	0	0	0%	10
11	Total Expenses	\$110,281	\$90,343	\$86,301	\$170,000	\$170,000	\$88,815	52%	11
Transfers & Other									
12	Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13	Other Sources	0	0	0	0	0	0	0%	13
14	Transfers out	0	0	0	0	0	0	0%	14
15	Contingency	0	0	0	0	0	0	0%	15
16	Other Out Go	0	0	0	0	0	0	0%	16
17	Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance									
18	Net Change in Fund Balance	(\$1,570)	\$17,526	\$36,734	\$51,000	\$51,000	\$59,622		18
19	Beginning Balance, July 1	415,501	334,645	337,374	353,375	353,375	353,375		19
20	Adjustments to Beginning Balance	0	0	0	0	0	0		20
21	Net Fund Balance, Dec. 31	\$413,931	\$352,171	\$374,108	\$404,375	\$404,375	\$412,997		21

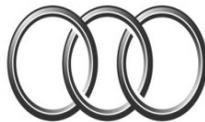


SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

CAFETERIAS
Balance Sheet
December 31, 2013

ASSETS

	<u>Dec 31, 2013</u>	<u>Dec 31, 2012</u>
Cash for Operations and Investments	\$ 420,026	\$ 366,026
Accounts Receivable	14,186	28,217
TOTAL ASSETS	<u>\$ 434,212</u>	<u>\$ 394,243</u>
LIABILITIES AND CAPITAL		
Liabilities	\$ 21,215	\$ 20,135
Capital, July 1	\$ 353,375	\$ 337,374
Adjustment to Capital	59,622	36,734
Capital, December 31	<u>\$ 412,997</u>	<u>\$ 374,108</u>
TOTAL LIABILITIES AND CAPITAL	<u>\$ 434,212</u>	<u>\$ 394,243</u>



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

CAFETERIAS
Income Statement
Period Ending December 31, 2013

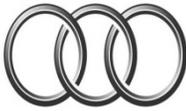
	<u>Year to Date Actual</u>	<u>2013-2014 Budget</u>
INCOME		
Vending Income	\$ 29,714	\$ 45,000
Food Service Income	74,680	130,000
Event Rental	37,937	44,000
Interest	6,105	2,000
TOTAL INCOME	\$ 148,436	\$ 221,000
EXPENSES		
Salaries	\$ 23,403	\$ 36,000
Benefits	3,988	9,500
Service Contracts & Repairs	31,144	50,000
Non Inventory Equipment	-	-
College Support	29,715	74,500
Other	564	
TOTAL EXPENSES	<u>\$ 88,814</u>	<u>\$ 170,000</u>
NET INCOME FROM OPERATIONS	<u>\$ 59,622</u>	<u>\$ 51,000</u>
Capital, July 1	<u>\$ 353,375</u>	
Capital, December 31	<u>\$ 412,997</u>	

**San Mateo County Community College District
2013-14 Mid -Year Report**



- San Mateo Athletic Club & Aquatic Center (Fund 5)

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Income								
1 Federal Income	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0	0	0	0%	2
3 Local Income	845,435	1,277,822	1,631,440	3,080,000	3,080,000	1,957,032	64%	3
4 Total Income	\$845,435	\$1,277,822	\$1,631,440	\$3,080,000	\$3,080,000	\$1,957,032	64%	4
Expenses								
5 Cost of Sales	0	0	0	0	0	0	0%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	543,282	637,135	734,968	1,540,000	1,540,000	833,921	54%	7
8 Employee Benefits	119,522	153,342	176,392	368,500	368,500	200,141	54%	8
9 Materials & Supplies	0	0	0	0	0	0	0%	9
10 Operating Expenses	213,739	261,070	286,363	687,500	687,500	313,958	46%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
12 Total Expenses	\$876,543	\$1,051,547	\$1,197,723	\$2,596,000	\$2,596,000	\$1,348,020	52%	12
Transfers & Other								
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	13
14 Other Sources	2,930	34,689	36,671	77,000	77,000	35,048	46%	14
15 Transfers out	0	0	0	0	0	0	0%	15
16 Contingency	0	0	0	0	0	0	0%	16
17 Other Out Go	(22,601)	(40,515)	(89,894)	(200,000)	(200,000)	(119,343)	60%	17
18 Total Transfers/Other	(\$19,671)	(\$5,826)	(\$53,223)	(\$123,000)	(\$123,000)	(\$84,295)	69%	18
Fund Balance								
19 Net Change in Fund Balance	(\$50,779)	\$220,450	\$380,494	\$361,000	\$361,000	\$524,717		19
20 Beginning Balance, July 1	(321,504)	(215,984)	171,400	816,784	816,784	816,784		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0		21
22 Net Fund Balance, Dec. 31	(\$372,283)	\$4,466	\$551,894	\$1,177,784	\$1,177,784	\$1,341,501		22



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

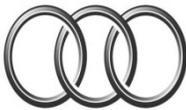
San Mateo Athletic Club
Balance Sheet
December 31, 2013

ASSETS

	<u>Dec 31, 2013</u>	<u>Dec 31, 2012</u>
Cash for Operations and Investments	\$2,726,188	\$1,914,752
Accounts Receivable	141,658	76,060
ProShop Inventory	7,730	6,508
TOTAL ASSETS	<u>\$2,875,576</u>	<u>\$1,997,320</u>

LIABILITIES AND CAPITAL

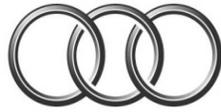
Liabilities	\$1,534,075	\$1,445,426
Capital, July 1	\$816,784	\$171,400
Adjustment to Capital	524,717	380,494
Capital, December 31	<u>\$1,341,501</u>	<u>\$551,894</u>
TOTAL LIABILITIES AND CAPITAL	<u>\$2,875,576</u>	<u>\$1,997,320</u>



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

San Mateo Athletic Club
Income Statement
Six Months Ending December 31, 2013

	<u>Year to Date Actual</u>	<u>2013-2014 Budget</u>
INCOME		
Member dues and Registrations	\$1,384,647	\$2,310,000
Aquatics	292,954	385,000
Parking	37,319	82,500
Personal Training	194,464	236,500
Retail	8,996	16,500
Others	38,652	49,500
TOTAL INCOME	<u>\$1,957,032</u>	<u>\$3,080,000</u>
EXPENSES		
Salary	\$833,921	\$1,540,000
Benefits	200,141	368,500
Operating - Athletic Club	234,869	577,500
Operating - Aquatic Center	79,089	110,000
TOTAL EXPENSES	<u>\$1,348,020</u>	<u>\$2,596,000</u>
NET INCOME FROM OPERATIONS	<u>\$609,012</u>	<u>\$484,000</u>
District Support - Income	35,048	77,000
District Support - Expense	119,343	200,000
NET INCOME	<u>\$524,717</u>	<u>\$361,000</u>
Capital, July 1	<u>\$816,784</u>	
Capital, December 31	<u>\$1,341,501</u>	



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Special Revenue Fund (Fund 6)

This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

Special Revenue Funds encompass activities that directly or indirectly relate to the educational program of the College such as providing services to students—and which may provide non-classroom instructional or laboratory experience for students.

*The District maintains the **Child Development Fund (60000)**, which is used to account for the activities of the child development centers at the Colleges.*

***Measure G** (San Mateo county wide parcel tax) passed by the voters in June 2010 is accounted for in this Fund (**61000**). It is used primarily for instructional-related activities to preserve and maintain core academics and vocational programs.*

San Mateo County Community College District
2013-2014 Mid-Year Report
Child Development Fund (Fund 6) - College of San Mateo



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$22,471	\$61,336	(\$15,912)	\$44,150	\$44,150	\$31,895	72%	1
2 State Revenue	51,058	108,643	67,549	71,450	71,450	35,254	49%	2
3 Local Revenue	101,859	145,300	131,563	280,007	280,007	162,108	58%	3
4 Total Revenue	\$175,388	\$315,279	\$183,201	\$395,607	\$395,607	\$229,257	58%	4
Expenses								
5 Certificated Salaries	\$44,704	\$46,201	\$47,318	\$104,656	\$104,656	\$48,740	47%	5
6 Classified Salaries	118,841	131,450	133,881	265,463	265,463	139,528	53%	6
7 Employee Benefits	67,414	65,537	74,575	135,286	135,286	62,547	46%	7
8 Materials & Supplies	10,361	12,719	13,695	31,550	31,550	12,071	38%	8
9 Operating Expenses	0	0	0	765	765	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$241,319	\$255,908	\$269,469	\$537,720	\$537,720	\$262,886	49%	11
Transfers & Other								
12 Transfers In	\$67,414	\$65,537	\$59,917	\$142,112	\$142,112	\$39,645	28%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$67,414	\$65,537	\$59,917	\$142,112	\$142,112	\$39,645	28%	17
Fund Balance								
18 Net Change in Fund Balance	\$1,483	\$124,909	(\$26,352)	\$0	\$0	\$6,015		18
19 Beginning Balance, July 1	0	152,117	26,352	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$1,483	\$277,026	\$0	\$0	\$0	\$6,015		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Child Development Fund (Fund 6) - Skyline College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$53,101	\$35,859	\$61,013	\$152,763	\$152,763	\$55,140	36%	1
2 State Revenue	54,990	53,027	88,146	210,516	210,516	88,394	42%	2
3 Local Revenue	20,931	27,944	54,372	140,823	140,823	66,057	47%	3
4 Total Revenue	\$129,021	\$116,830	\$203,531	\$504,102	\$504,102	\$209,591	42%	4
Expenses								
5 Certificated Salaries	\$36,178	\$25,075	\$43,812	\$90,813	\$90,813	\$52,425	58%	5
6 Classified Salaries	129,687	129,606	179,605	318,059	318,059	200,743	63%	6
7 Employee Benefits	92,616	71,996	84,184	141,676	141,676	72,745	51%	7
8 Materials & Supplies	10,116	12,715	25,784	61,323	61,323	34,805	57%	8
9 Operating Expenses	5,072	150	698	7,913	7,913	983	12%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$273,669	\$239,541	\$334,083	\$619,783	\$619,783	\$361,701	58%	11
Transfers & Other								
12 Transfers In	\$92,616	\$71,996	\$131,375	\$115,682	\$115,682	\$152,110	131%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$92,616	\$71,996	\$131,375	\$115,682	\$115,682	\$152,110	131%	17
Fund Balance								
18 Net Change in Fund Balance	(\$52,032)	(\$50,715)	\$823	\$0	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$52,032)	(\$50,715)	\$823	\$0	\$0	\$0		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Child Development Fund (Fund 6) - Total District



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$75,992	\$97,195	\$45,101	\$196,913	\$196,913	\$87,035	44%	1
2 State Revenue	106,047	161,670	155,695	281,966	281,966	123,648	44%	2
3 Local Revenue	122,797	173,256	186,005	420,830	420,830	228,165	54%	3
4 Total Revenue	\$304,836	\$432,121	\$386,801	\$899,709	\$899,709	\$438,848	49%	4
Expenses								
5 Certificated Salaries	\$80,882	\$71,276	\$91,130	\$195,469	\$195,469	\$101,165	52%	5
6 Classified Salaries	248,528	261,056	313,487	583,522	583,522	340,271	58%	6
7 Employee Benefits	160,030	137,533	158,759	276,962	276,962	135,292	49%	7
8 Materials & Supplies	20,476	25,434	39,478	92,873	92,873	46,876	50%	8
9 Operating Expenses	5,072	150	698	8,678	8,678	983	11%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$514,989	\$495,449	\$603,552	\$1,157,503	\$1,157,503	\$624,587	54%	11
Transfers & Other								
12 Transfers In	\$160,030	\$136,273	\$191,291	\$257,794	\$257,794	\$191,754	74%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency/Reserve	0	0	0	0	0	0	0%	15
16 Other Out Go	0	1,260	0	0	0	0	0%	16
17 Total Transfers/Other	\$160,030	\$137,533	\$191,291	\$257,794	\$257,794	\$191,754	74%	17
Fund Balance								
18 Net Change in Fund Balance	(\$50,122)	\$74,205	(\$25,460)	\$0	\$0	\$6,015		18
19 Beginning Balance, July 1	188,719	188,778	26,352	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$138,597	\$262,983	\$892	\$0	\$0	\$6,015		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Special Parcel Tax (Fund 61) - Cañada College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	1,182,567	2,300,000	2,300,000	1,163,927	51%	3
4 Total Revenue	\$0	\$0	\$1,182,567	\$2,300,000	\$2,300,000	\$1,163,927	51%	4
Expenses								
5 Certificated Salaries	\$149,714	\$783,214	\$783,292	\$1,642,906	\$1,642,906	\$1,348,309	82%	5
6 Classified Salaries	1,589	177,031	159,302	368,388	368,388	180,171	49%	6
7 Employee Benefits	14,157	116,813	131,749	263,755	263,755	146,237	55%	7
8 Materials & Supplies	0	2,550	2,452	8,500	8,500	1,792	21%	8
9 Operating Expenses	0	4,522	6,580	1,014,425	1,014,425	2,852	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$165,460	\$1,084,130	\$1,083,375	\$3,297,975	\$3,297,975	\$1,679,360	51%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$165,460)	(\$1,084,130)	\$99,192	(\$997,975)	(\$997,975)	(\$515,433)		18
19 Beginning Balance, July 1	0	596,406	943,459	997,975	997,975	997,975		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	(\$165,460)	(\$487,724)	\$1,042,651	(\$0)	(\$0)	\$482,542		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Special Parcel Tax (Fund 61) - College of San Mateo



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	1,182,567	2,300,000	2,300,000	1,163,927	51%	3
4 Total Revenue	\$0	\$0	\$1,182,567	\$2,300,000	\$2,300,000	\$1,163,927	51%	4
Expenses								
5 Certificated Salaries	\$44,084	\$818,633	\$1,252,059	\$1,815,142	\$1,819,075	\$1,268,595	70%	5
6 Classified Salaries	0	89,215	208,429	403,110	391,721	187,682	48%	6
7 Employee Benefits	4,656	128,846	191,723	237,228	225,758	155,299	69%	7
8 Materials & Supplies	0	8,222	9,065	20,457	19,269	4,369	23%	8
9 Operating Expenses	0	1,070	28,311	61,728	81,842	629	1%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$48,740	\$1,045,986	\$1,689,587	\$2,537,665	\$2,537,665	\$1,616,575	64%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
18 Net Change in Fund Balance	(\$48,740)	(\$1,045,986)	(\$507,020)	(\$237,665)	(\$237,665)	(\$452,648)		18
19 Beginning Balance, July 1	0	401,854	657,692	237,665	237,665	237,665		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	(\$48,740)	(\$644,132)	\$150,672	\$0	\$0	(\$214,983)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Special Parcel Tax (Fund 61) - Skyline College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	1,182,567	2,300,000	2,300,000	1,163,927	51%	3
4 Total Revenue	\$0	\$0	\$1,182,567	\$2,300,000	\$2,300,000	\$1,163,927	51%	4
Expenses								
5 Certificated Salaries	\$2,666	\$577,389	\$952,023	\$749,775	\$774,542	\$1,173,008	151%	5
6 Classified Salaries	24,868	164,621	195,648	321,453	445,359	146,115	33%	6
7 Employee Benefits	2,256	118,848	167,191	205,293	213,143	154,109	72%	7
8 Materials & Supplies	9,898	1,309	42,058	1,023,479	1,123,439	26,506	2%	8
9 Operating Expenses	0	47,195	1,856	294,380	37,897	38,629	102%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$39,688	\$909,363	\$1,358,776	\$2,594,380	\$2,594,380	\$1,538,367	59%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	(\$39,688)	(\$909,363)	(\$176,209)	(\$294,380)	(\$294,380)	(\$374,440)		18
19 Beginning Balance, July 1	0	497,160	580,795	294,380	294,380	294,380		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	(\$39,688)	(\$412,203)	\$404,586	\$0	\$0	(\$80,060)		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Special Parcel Tax (Fund 61) - Central Services

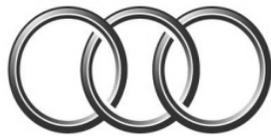
	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,554,054	3,548,215	0	100,000	100,000	50,000	50%	3
4 Total Revenue	\$3,554,054	\$3,548,215	\$0	\$100,000	\$100,000	\$50,000	50%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	54	0	0	0	0	0	0%	8
9 Operating Expenses	24,992	6,685	6,945	100,000	100,000	6,350	6%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$25,046	\$6,685	\$6,945	\$100,000	\$100,000	\$6,350	6%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$3,529,008	\$3,541,530	(\$6,945)	\$0	\$0	\$43,650		18
19 Beginning Balance, July 1	0	1,174,080	1,075,934	999,463	999,463	999,463		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$3,529,008	\$4,715,610	\$1,068,989	\$999,463	\$999,463	\$1,043,113		21

San Mateo County Community College District
2013-2014 Mid-Year Report
Special Parcel Tax (Fund 61) - Total District

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual to Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	3,554,054	3,548,215	3,547,702	7,000,000	7,000,000	3,541,780	51%	3
4 Total Revenue	\$3,554,054	\$3,548,215	\$3,547,702	\$7,000,000	\$7,000,000	\$3,541,780	51%	4
Expenses								
5 Certificated Salaries	\$196,464	\$2,179,236	\$2,987,374	\$4,207,823	\$4,236,523	\$3,789,912	89%	5
6 Classified Salaries	26,457	430,868	563,379	1,092,951	1,205,469	513,968	43%	6
7 Employee Benefits	21,069	364,506	490,663	706,276	702,656	455,645	65%	7
8 Materials & Supplies	9,952	12,081	53,575	1,052,436	1,151,208	32,667	3%	8
9 Operating Expenses	24,992	59,472	43,692	1,470,534	1,234,165	48,460	4%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$278,934	\$3,046,163	\$4,138,683	\$8,530,021	\$8,530,020	\$4,840,651	57%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency/Reserve	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 Total Transfers/Other	\$0	\$0	\$0	\$0	\$0	\$0	0%	17
Fund Balance								
Net Change in Fund								
18 Balance	\$3,275,120	\$502,052	(\$590,981)	(\$1,530,021)	(\$1,530,020)	(\$1,298,871)		18
19 Beginning Balance, July 1	0	2,669,499	3,180,307	2,451,911	2,451,911	2,451,911		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec 31	\$3,275,120	\$3,171,551	\$2,589,326	\$921,890	\$921,891	\$1,153,040		21

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

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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Expendable Trust Fund

Student Financial Aid

(Fund 7)

Funds of this type account for assets held by the District as trustee. Funds in this category include financial aid such as Federal Student Aid PELL/SEOG, Federal Academic Competitiveness Grants, Cal Grants, and EOPS Direct Aid to Students.

San Mateo County Community College District
2013-2014 Mid-Year Report
Student Aid Fund (Fund 7) - Cañada College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$2,055,170	\$2,536,273	\$2,414,781	\$5,410,546	\$5,410,546	\$2,085,792	39%	1
2 State Revenue	60,772	52,403	55,580	160,000	160,000	109,321	68%	2
3 Local Revenue	62,419	63,145	56,511	200,000	200,000	184,565	92%	3
4 Total Revenue	\$2,178,360	\$2,651,821	\$2,526,872	\$5,770,546	\$5,770,546	\$2,379,677	41%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$76,480	\$98,750	\$107,752	\$0	\$44,610	\$44,610	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(2,288,154)	(2,814,222)	(2,757,323)	(5,770,546)	(5,815,156)	(2,420,422)	42%	16
17 Total Transfers/Other	(\$2,211,674)	(\$2,715,472)	(\$2,649,571)	(\$5,770,546)	(\$5,770,546)	(\$2,375,812)	41%	17
Fund Balance								
18 Net Change in Fund Balance	(\$33,313)	(\$63,651)	(\$122,699)	\$0	\$0	\$3,866		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$33,313)	(\$63,651)	(\$122,699)	\$0	\$0	\$3,866		21

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



San Mateo County Community College District
2013-2014 Mid-Year Report
Student Aid Fund (Fund 7) - College of San Mateo

	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$2,965,719	\$2,824,033	\$2,944,238	\$6,626,002	\$6,626,002	\$2,807,816	42%	1
2 State Revenue	75,686	108,477	193,279	250,000	250,000	144,500	58%	2
3 Local Revenue	81,359	68,433	54,715	310,000	310,000	264,425	85%	3
4 Total Revenue	\$3,122,764	\$3,000,943	\$3,192,232	\$7,186,002	\$7,186,002	\$3,216,741	45%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$800	\$0	\$0	\$0	0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(3,174,035)	(3,133,706)	(3,271,776)	(7,186,002)	(7,186,002)	(3,156,822)	44%	16
17 Total Transfers/Other	(\$3,173,235)	(\$3,133,706)	(\$3,271,776)	(\$7,186,002)	(\$7,186,002)	(\$3,156,822)	44%	17
Fund Balance								
18 Net Change in Fund Balance	(\$50,471)	(\$132,762)	(\$79,544)	\$0	\$0	\$59,919		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$50,471)	(\$132,762)	(\$79,544)	\$0	\$0	\$59,919		21

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

San Mateo County Community College District
2013-2014 Mid-Year Report
Student Aid Fund (Fund 7) - Skyline College



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$3,419,221	\$4,200,524	\$4,388,554	\$9,656,676	\$9,656,676	\$4,410,597	46%	1
2 State Revenue	119,008	126,169	65,256	273,000	273,000	167,643	61%	2
3 Local Revenue	96,660	129,028	86,606	150,000	150,000	206,239	137%	3
4 Total Revenue	\$3,634,889	\$4,455,721	\$4,540,416	\$10,079,676	\$10,079,676	\$4,784,479	47%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	\$0	0	0%	6
7 Employee Benefits	0	0	0	0	\$0	0	0%	7
8 Materials & Supplies	0	0	0	0	\$0	0	0%	8
9 Operating Expenses	0	0	0	0	\$0	0	0%	9
10 Capital Outlay	0	0	0	0	\$0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$2,970	\$1,704	\$51,102	\$0	\$55,154	\$55,154	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(3,855,039)	(4,607,492)	(4,771,706)	(10,079,676)	(10,134,830)	(4,880,067)	48%	16
17 Total Transfers/Other	(\$3,852,069)	(\$4,605,788)	(\$4,720,604)	(\$10,079,676)	(\$10,079,676)	(\$4,824,913)	48%	17
Fund Balance								
18 Net Change in Fund Balance	(\$217,180)	(\$150,067)	(\$180,188)	\$0	\$0	(\$40,434)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$217,180)	(\$150,067)	(\$180,188)	\$0	\$0	(\$40,434)		21

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

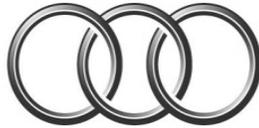
San Mateo County Community College District
2013-2014 Mid-Year Report
Student Aid Fund (Fund 7) - Total District



	2nd Quarter 2010-11 Actuals	2nd Quarter 2011-12 Actuals	2nd Quarter 2012-13 Actuals	2013-14 Adoption Budget	2013-14 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$8,440,110	\$9,560,830	\$9,747,573	\$21,693,224	\$21,693,224	\$9,304,205	43%	1
2 State Revenue	255,466	287,049	314,115	683,000	683,000	421,464	62%	2
3 Local Revenue	240,438	260,606	197,831	660,000	660,000	655,228	99%	3
4 Total Revenue	\$8,936,013	\$10,108,485	\$10,259,519	\$23,036,224	\$23,036,224	\$10,380,897	45%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	0%	11
Transfers & Other								
12 Transfers In	\$80,250	\$100,454	\$158,854	\$0	\$99,764	\$99,764	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(9,317,227)	(10,555,419)	(10,800,805)	(23,036,224)	(23,135,988)	(10,457,311)	45%	16
17 Total Transfers/Other	(\$9,236,977)	(\$10,454,965)	(\$10,641,951)	(\$23,036,224)	(\$23,036,224)	(\$10,357,547)	45%	17
Fund Balance								
18 Net Change in Fund Balance	(\$300,964)	(\$346,480)	(\$382,432)	\$0	\$0	\$23,350		18
19 Beginning Balance, July 1	250,430	284,278	246,689	206,796	206,796	206,796		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	(\$50,534)	(\$62,202)	(\$135,743)	\$206,796	\$206,796	\$230,146		21

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

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SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Retirement Reserve Fund Expendable Trust (Fund 8)

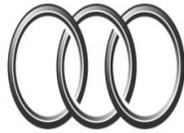
*Also an Expendable Trust, the **Reserve for Post-Retirement Benefits** was established to reflect the District liability that has already been incurred and continues to incur as employees earn the right to health benefits at retirement.*

This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. This reserve is minimal compared to the total liability already incurred, so current retiree benefits continue to be paid from the General Fund on a “pay as you go” basis. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.

San Mateo County Community College District
2013-2014 Mid-Year Budget
Retirement Reserve (Fund 8) - Total District



	2nd Quarter 2010-2011 Actuals	2nd Quarter 2011-2012 Actuals	2nd Quarter 2012-2013 Actuals	2013-2014 Adoption Budget	2013-2014 Adjusted Budget	Actual To Date	% To Date	
Revenue								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	255,895	14,648	122,551	93,586	93,586	128,910	138%	3
4 Total Revenue	\$255,895	\$14,648	\$122,551	\$93,586	\$93,586	\$128,910	138%	4
Expenses								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	15,008	0	0	5,000	5,000	5,000	100%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 Total Expenses	\$15,008	\$0	\$0	\$5,000	\$5,000	\$5,000	100%	11
Transfers & Other								
12 Transfers In	\$0	\$0	\$0	\$2,322,000	\$2,322,000	\$0	0%	12
13 Other Sources	1,164,916	604,943	633,746	0	0	656,641	0%	13
14 Transfers out	0	0	0	(1,000,000)	(1,000,000)	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(5,000,000)	(5,000,000)	(6,000,000)	(10,000,000)	(10,000,000)	(5,000,000)	50%	16
17 Total Transfers/Other	(\$3,835,084)	(\$4,395,057)	(\$5,366,254)	(\$8,678,000)	(\$8,678,000)	(\$4,343,359)	50%	17
Fund Balance								
18 Net Change in Fund Balance	(\$3,594,197)	(\$4,380,409)	(\$5,243,703)	(\$8,589,414)	(\$8,589,414)	(\$4,219,449)		18
19 Beginning Balance, July 1	33,749,526	26,537,646	22,194,598	19,983,830	19,983,830	19,983,830		19
20 Balance	0	0	0	0	0	0		20
21 Net Fund Balance, Dec. 31	\$30,155,329	\$22,157,237	\$16,950,895	\$11,394,416	\$11,394,416	\$15,764,381		21



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Supplemental Information

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Page 96 - **Cash Flow Summary (12/31/13)**

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Account Code**

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Budget Activity**

Page 122 - **Expenditure Comparison of
Academic Salaries**

FTES Analysis

	<u>Actual 2003-2004</u>	<u>Actual 2004-2005</u>	<u>Actual 2005-2006</u>	<u>Actual 2006-2007</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>1st Period 2013-14</u>
<i>College of San Mateo</i>											
Resident											
Fall & Spring	8,059	7,561	7,311	7,423	7,686	8,022	8,062	7,002	6,706	6,431	6,332
Fall & Spring (N/C)										3	2
Summer (N/C)											1
Summer	<u>1,122</u>	<u>989</u>	<u>945</u>	<u>956</u>	<u>992</u>	<u>985</u>	<u>1,093</u>	<u>940</u>	<u>904</u>	<u>888</u>	<u>820</u>
Total, Resident	9,181	8,550	8,256	8,379	8,678	9,007	9,155	7,942	7,610	7,322	7,155
Total, Apprenticeship	131	140	146	156	164	115	94	87	80	83	88
Flex-time	14	9	12	10	11	16	15	2	2	3	2
Non-Resident											
Fall & Spring	245	223	234	226	217	198	200	214	204	255	320
Fall & Spring (N/C)											
Summer (N/C)											-
Summer	<u>26</u>	<u>19</u>	<u>21</u>	<u>20</u>	<u>15</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>16</u>	<u>22</u>	<u>24</u>
Total, Non-Resident	271	242	255	246	232	216	219	235	220	277	344
College of San Mateo Total	9,597	8,941	8,669	8,791	9,085	9,354	9,483	8,266	7,912	7,685	7,589
<i>Canada College</i>											
Resident											
Fall & Spring	3,606	3,631	3,707	3,770	3,938	4,218	4,512	4,203	4,055	3,804	3,585
Fall & Spring (N/C)	43	50	43	27	35	38	41	51	33	24	25
Summer (N/C)	-	2	4	4	5	1	6	10	11	11	8
Summer	<u>18</u>	<u>298</u>	<u>359</u>	<u>380</u>	<u>402</u>	<u>414</u>	<u>512</u>	<u>398</u>	<u>415</u>	<u>435</u>	<u>470</u>
Total, Resident	3,667	3,981	4,113	4,181	4,380	4,671	5,071	4,662	4,514	4,274	4,088
Flex-time	6	3	3	3	4	7	17	4	3	3	1
Non-Resident											
Fall & Spring	76	73	71	62	60	88	86	89	77	97	95
Fall & Spring (N/C)	3	2	1	1	1	1	1	1	1	1	0
Summer (N/C)	-	-	-	-	-	-	-	0	0	1	0
Summer	<u>1</u>	<u>2</u>	<u>7</u>	<u>8</u>	<u>7</u>	<u>7</u>	<u>11</u>	<u>8</u>	<u>8</u>	<u>11</u>	<u>10</u>
Total, Non-Resident	80	77	79	71	68	96	98	98	86	110	106
Canada College Total	3,753	4,061	4,195	4,255	4,452	4,774	5,186	4,764	4,603	4,387	4,195
<i>Skyline College</i>											
Resident											
Fall & Spring	6,107	6,014	5,912	5,840	6,345	6,893	7,404	7,093	7,080	6,801	6,874
Fall & Spring (N/C)	-	-	-	-	-	47	68	67	71	76	16
Summer (N/C)							5	4	2	4	4
Summer	<u>865</u>	<u>826</u>	<u>853</u>	<u>844</u>	<u>868</u>	<u>1,087</u>	<u>1,253</u>	<u>976</u>	<u>1,164</u>	<u>1,130</u>	<u>1,018</u>
Total, Resident	6,972	6,840	6,765	6,684	7,213	8,027	8,730	8,139	8,317	8,011	7,912
Total, Apprenticeship	9	4	4	3	3	2	5	2	1	2	1
Flex-time	5	4	9	3	5	6	17	2	2	2	2
Non-Resident											
Fall & Spring	124	109	97	101	97	88	85	99	109	132	171
Fall & Spring (N/C)						1	1	1	2	-	0
Summer (N/C)								-	-	-	0
Summer	<u>18</u>	<u>13</u>	<u>12</u>	<u>10</u>	<u>12</u>	<u>16</u>	<u>14</u>	<u>10</u>	<u>18</u>	<u>21</u>	<u>18</u>
Total, Non-Resident	142	122	109	111	109	105	100	110	129	153	190
Skyline College Total	7,128	6,970	6,887	6,801	7,330	8,140	8,852	8,253	8,449	8,168	8,105

FTES Analysis

	<u>Actual 2003-2004</u>	<u>Actual 2004-2005</u>	<u>Actual 2005-2006</u>	<u>Actual 2006-2007</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>1st Period 2013-14</u>
<i>District</i>											
Resident											
Fall & Spring	17,772	17,206	16,930	17,033	17,969	19,133	19,978	18,298	17,841	17,036	16,791
Fall & Spring (N/C)	43	50	43	27	35	85	109	118	104	100	43
Summer (N/C)	0	2	4	4	5	1	11	14	13	15	13
Summer	<u>2,005</u>	<u>2,113</u>	<u>2,157</u>	<u>2,180</u>	<u>2,262</u>	<u>2,486</u>	<u>2,858</u>	<u>2,314</u>	<u>2,483</u>	<u>2,453</u>	<u>2,308</u>
Total, Resident	19,820	19,371	19,134	19,244	20,271	21,705	22,956	20,744	20,441	19,604	19,155
Total, Apprenticeship	140	144	150	159	167	117	99	88	81	85	89
Flex-time	25	16	24	16	20	29	49	8	7	8	5
Non-Resident											
Fall & Spring	445	405	402	389	374	374	371	402	390	484	586
Fall & Spring (N/C)	3	2	1	1	1	2	2	2	3	1	1
Summer (N/C)	0	0	0	0	0	0	0	0	0	1	1
Summer	<u>45</u>	<u>34</u>	<u>40</u>	<u>38</u>	<u>34</u>	<u>41</u>	<u>44</u>	<u>38</u>	<u>42</u>	<u>54</u>	<u>52</u>
Total, Non-Resident	493	441	443	428	409	417	417	443	435	540	639
District Total	20,478	19,972	19,751	19,847	20,867	22,268	23,521	21,283	20,964	20,237	19,889

BOARD REPORT NO. 14-1-2CA

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

APPROVAL OF 2014-15 INTEGRATED DISTRICT BUDGET PLANNING CALENDAR

The budget development process for 2014-15 requires formulation of a budget calendar. Included in the 2014-15 calendar is consultation with the District Committee for Budget and Finance, which is a subcommittee of the District Participatory Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2014-15 on September 10, 2014.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 2014-15 Integrated District Budget Planning Calendar.

Integrated District Budget Planning Calendar, 2014-15

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September 2013	Colleges Finalize Spring 2014 Schedule of Classes		
September	College Budget and Planning committees convene <ul style="list-style-type: none"> • Review priorities, budget goals for current year and accomplishments from past year 	District Committee on Budget and Finance convenes	
September - October	Develop program plans and discuss strategies for 14-15 Review external audit reports and audit findings		
October - November	College Budget and Planning committees <ul style="list-style-type: none"> • Develop college budget goals for 2014-2015 • Review District prelim resource allocation Faculty Obligation Number report due to the State		
October – December	College Budget and Planning committees <ul style="list-style-type: none"> • Submit hiring priorities • Committees submit tentative recommendation for 2014-15 that includes number of positions to be funded 	Review of Budget Calendar, discussion of budget strategies and resource allocation, and budget development process	
January 10	Governor’s 2014-15 Budget Proposal		
January – February	College Budget and Planning committees <ul style="list-style-type: none"> • Review 2013-14 expenditures 	Review/revise draft of Budget and Planning Calendar Review and reassess estimates of 2014-15 Governor’s Budget proposal and discussion of District revenue and expenditure implications (inform DPGC at its next meeting).	Approval of 2014-15 Budget Calendar, review of Governor’s Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities. Presentation of prior year external audit reports and audit findings
January – February	Chancellor’s Council <ul style="list-style-type: none"> • Discussions of budget strategies and allocations. 	Continuing discussion of State budget and District revenue/expenditure options.	Board policy discussions/decision regarding budget adjustments which impact existing and/or new positions.
January/ February	Ongoing State budget hearings Legislative Analyst’s Office Review of Governor’s Proposed Budget		

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
February	Colleges Finalize Summer Session 2014 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Board retreat – Review of preliminary District revenue assumptions and expenditure plans.
February	“P1” First Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
February/ March	Discussion of budget priorities at Colleges and with Chancellor’s Cabinet.	Review of 2013-14 Mid-Year Budget Report	Approval of 2013-14 Mid-Year Budget Report
March - May	Departments submit budget requests for 2014-15 to College Budget Committees College Budget committees review requests		
March	Colleges Finalize Fall 2014 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DPGC at its next meeting).	Review/approval of 2014-15 budget priorities and Districtwide allocations.
Mid-March - April	Run preliminary position control worksheets for 2014-15 Colleges ongoing review of position control		
March – April	College Budget and Planning committees <ul style="list-style-type: none"> • Preliminary current year 2013-14 ending balance estimates Colleges prepare for current year external audit		Budget updates with Board; review budget assumptions for Tentative budget. Board Goals for 2014-2015
Mid-May	Governor’s May Revise		
May	Review of Governor’s May Revise	Review of Governor’s May Revise (inform DPGC at its next meeting).	Governor’s May Revise; budget priorities, goals and objectives.
May	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.	Review of Fiscal Management Self-Assessment Checklist	
June	District Office completes budget input and prepares Tentative Budget document	Review of 2014-15 Tentative Budget	
June 25			Adoption of 2014-15 Tentative Budget and 2014-15 Gann Limit.
June	“P2” Second Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
June-August	Final adjustments to budget are made.	Committee is updated throughout the summer on major budget changes	

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
July	Enactment of 2014-15 State Budget		
August	Legislative Trailer Bills		
August	State Budget Workshop (held after Advance)		
August	2013-14 books are closed. District Office completes budget input and prepares Final Budget document.		
September 2014			Public hearing and Adoption of 2014-15 Final Budget.

**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: (Q2) Dec 31, 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	130,436,277
A.2	Other Financing Sources (Object 8900)	328,985	2,755,621	4,968,388	1,267,934
A.3	Total Unrestricted Revenue (A.1 + A.2)	118,492,242	113,660,540	132,488,804	131,704,211
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	102,184,745	107,863,652	115,718,817	128,350,980
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	11,659,746	6,820,939	16,667,798	3,347,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	113,844,491	114,684,591	132,386,615	131,697,980
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,647,751	-1,024,051	102,189	6,231
D. Fund Balance, Beginning					
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%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	21,713	19,530	19,614	19,200
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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		-15,531,447	22,711,011	25,816,139
H.2	Cash, borrowed funds only		19,945,000	23,960,000	20,000,000
H.3	Total Cash (H.1+ H.2)	30,688,076	4,413,553	46,671,011	45,816,139

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	130,426,749	73,003,094	56%
I.2	Other Financing Sources (Object 8900)	0	1,267,934	592,409	46.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	130,299,013	131,694,683	73,595,503	55.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	140,810,195	141,530,865	58,692,252	41.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,672,634	3,347,634	1,058,355	31.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	143,482,829	144,878,499	59,750,607	41.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-13,183,816	-13,183,816	13,844,896	
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	33,548,665	
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?

YES

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: 2013-14	321,453	3.25%	815,407	3.25%	227,666	3.25%	654,777	3.25%
Year 2: 2014-15	197,817	2%	501,789	2%	140,102	2%	402,939	2%
Year 3: 2015-16	201,773	2%	511,824	2%	142,904	2%	410,997	2%
b. BENEFITS:								
Year 1: 2013-14	85,828	3.25%	233,206	3.25%	21,514	3.25%	277,625	3.25%
Year 2: 2014-15	52,817	2%	143,511	2%	13,239	2%	170,846	2%
Year 3: 2015-16	53,873	2%	146,381	2%	13,503	2%	174,263	2%

* 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.

The District reached multi-year settlements with the bargaining units and total cost increase will be funded by reserve.
 Year 1 3.25%
 Year 2 2%
 Year 3 2%

For year 2 and 3, compensation will be adjusted if assessed valuation of property increases by more than 3%.

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?

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 December 31, 2013

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
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	73,595,502.77		9,952,274.86	16,928,040.33	13,325,479.48	4,172,382.51	10,480,661.02	1,785,550.68
Accounts Receivable	3,391,239.14	1,522.81	806,218.74	35,234.63	2,611,894.63	11,907.32	(164,416.38)	149,210.76
Deferred Income	(8,489,062.79)	-	(1,099,013.18)	-	(97,587.00)	(26,396.10)	(142,617.00)	(1,843.64)
Cash awaiting for deposit	606,632.69							
Total Income	81,437,962.25	7,025,129.67	24,788,114.90	54,525,915.63	128,952,324.97	6,926,265.78	10,215,944.14	1,932,917.80
Cash outflow for operations:								
Year to date expenditure	59,750,607.61		9,550,958.85	24,089,887.22	15,366,616.03	5,465,238.48	10,457,310.59	6,005,000.00
Advances / Prepaid	49,416.10		(34,677.78)	-	(128,294.82)	(21,713.00)	-	-
Account Payable	3,112,050.86	2,175,438.57	645,876.09	982.99	2,101,304.09	305,285.02	467,884.92	-
Cash Balance From Operations	18,525,887.68	4,849,691.10	14,625,957.74	30,435,045.42	111,612,699.67	1,177,455.28	(709,251.37)	(4,072,082.20)
Other Cash inflow								
Medical Flex Plan / Revolv. Fund				(20,000.00)				
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	88,978.97							54,290.12
County Pool Balance	-							5,164,037.58
Special Bond					984.51			-
C.O.P./Bank CD	26,796,822.43			197.80	5,000.00			9,877,874.10
Y.T.D. Balance	26,885,801.40			197.80	5,984.51			15,096,201.80
Net Cash changes from Investment	(12,185,397.80)			-	-			4,072,082.20
Net changes from unrealized gain / (loss)	-							
Cash Balance in County Treasury	26,340,489.88	4,849,691.10	14,625,957.74	30,415,045.42	111,612,699.67	1,177,455.28	(709,251.37)	(0.00)
Net Cash (Excluding TRANS & Trusts)	6,340,489.88	4,849,691.10	14,625,957.74	30,415,045.42	111,612,699.67	1,177,455.28	(709,251.37)	(0.00)



Date: January 6, 2014
To: San Mateo County Community College District
From: Misha Maggi, Student Life and Leadership Manager, Cañada College
Re: Center for Student Life and Leadership Development and Associated Students of Cañada College

The following is a summary highlighting staff, Goals, ASCC, and Clubs, events, activities and current projects, from October-January.

Staff

Center for Student Life and Leadership

Location	Full time staff	Part time staff	Student Assistants
Center: Building 5, Room 354	1-Student Life and Leadership Manager: Misha	1-Angelica Mendoza: Student Life and Leadership Assistant working 18 hours a week.	2 in the Center working 15-20 hours each. 1-Kayla Dorman 1-Marian Allen All paid for by ASCC.
Conference Room: Building 5, Room 350			
Game Room: Building 5. Room 333			

ASCC

Number of Students elected who are still in ASCC	Number of new ASCC Board members appointed	Number of ASCC Board members who stepped down	Number of students up for appointment	ASCC total active voting board members	Total # of Students who were in ASCC at one point throughout quarter
100%	1	0	3	12	12

ASCC Recruitment of Officers:

Status:

For Spring 2014: Students created a 5-part Welcome Week in order to welcome the campus community and create more interest in becoming a member of the ASCC.

ASCC Meetings:

Weekly changed to Thursdays, 3:15pm-5pm, Building 2, Room 210.

Executive Board Members as of September:

Executive Officers:

- President:* Alaa Aissi
- Vice President:* Jolani Chun-Moy
- Secretary:* Maria Ayala
- Treasurer:* Ivan Evans

Commissioner of Publicity: Ari Kashaniamin
Commissioner of Activities: Jessica Loi

Senators as of June 30:

Senators:

- Claire Sharif*
- Geovanna Moreno*
- Javier Santos*
- Evelyn Valenzuela*
- Elmer Martinez*
- Jackie Sharif*

ASCC Goals 2013-2014

ASCC Benchmark Goals

- Leadership-Will attend retreats and conferences. **Status: happening**
- Community-Will plan & volunteer at Spirit Thursdays. **Status: happening**
- Change-Will attends ASCC, District & Campus Committees meetings. **Status: happening**
- Mentorship-Will listen and help other ASCC Officers complete their term in ASCC. **Status: happening**

Inter Club Council (ICC)

2013-2014 Active Clubs	2013-2014 Reactivated Clubs	2013-2014 New Clubs This Quarter
15	ASID BTOC BHMS ICE Math Phi Theta Kappa Photon Robotics SHPE Spectrum TSAC Veterans Women in Science Computer Science Hydroponics	Collaborative Study Club Pre-Health Club

ICC Goals:

- Advisor will work with VP of ASCC/ICC Chair to update Constitution with any bylaws concerning Clubs and Organizations to make sure Clubs attend ICC to receive funding.
 - **Status: Done.**
 - **Very successful and all representatives come to ICC meetings.**
- Advisor create curriculum for a Faculty/Staff advisor for Club Training.
 - **Status: Completed mini-training on January 21st during ICC Bash.**
 - **Needs to be updated and completed for next Fall start.**
- Create a position for a Vice President of ICC: **Done. VP of ICC will help take notes and act as chair of ICC when ICC Chair, ASCC VP, is unavailable.**
- Create a position for an ICC Liason to represent and be the voice of ASCC at ICC.
 - **Status: In progress, voting happening later in January.**

- Create an excel with students, faculty, or staff that is interested in starting clubs and what is holding them back. Stay connected with them to make sure they are able to start.
 - **Status: Done. Excel created and working with these potential clubs to start in Spring.**
- Recruit for more clubs.
 - **Status: Happening Working with ICC and ASCC to advertise more, and include more club collaboration during events to increase interest.**

ICC Meetings:

Weekdays, every 1st and 3rd Wednesday of the month in Building 5, Room 350.

Conference and Retreat Attendance

October 11-13: Student Leadership Retreat

October 18-20: California Community College Student Affairs Association Conference

November 1-3: Student Senate of California Community Colleges Conference

November 6-November 10: Misha presents at NASPA Western Regional Conference in Utah

Student Life Events This Quarter:

	Event	Date	Student Participation
	Arts and Olives Festival	10/06/13	Over 1,000 in attendance. 5 ASCC students/Student Life staff in attendance to help with raffles and selling tickets.
	PTK Conference	10/8/2013	About 15 students attend a conference for the national PTK leadership event. Sponsored by the ASCC.
	Student Life Open House	10/10/13 10/11/13	300 to come and answer questions about student life, meet the staff, and eat pie and drink hot apple cider.
	Career Day	10/9	450 students, faculty and staff come and learn about career opportunities. Event sponsored by the ASCC
	ASCC Retreat	10/11-13/13	15 (100%) of Students and Student Assistants able to go to Calaveras County together to do a ropes course and a three day leadership retreat.
	Transfer Fair	10/22/13	300 students, faculty, staff and businesses at the event sponsored by ASCC. 4 ASCC members volunteer to set up event.
	Accreditation Visit Informational	10/15/13	ASCC Sponsors an accreditation visit information meeting with approximately 25 in attendance.
	Accreditation Visit	10/21-10/24	All ASCC members take around the entire Accreditation team on campus tours.
	Macario play	10/18/2013	ASCC sponsors 20 to go to a latino cultural and educational play.
	CCCSAA Conference	10/19-20/2013	6 ASCC Students attend the CCCSAA conference in the capitol.
	International Cultural Exchange film night	10/22/2013	14 Students in attendance for a film and food night. ASCC/ICC Sponsored event.

LacSu: “I Love Yous are for White People”	10/23/13 10/24/13	Sponsor the Humanities Department in hosting a conversation about cultural differences. 600 in attendance
Spirit Thursday: Halloween Haunted Carnival	10/31/13	413 in attendance for the carnival themed event, costume contest, hot dog on a stick, photo booth, popcorn, cotton candy, and club rush activities.
Fall General Assembly	11/3/2013	2 Students collaborated with Skyline and CSM to attend leadership conference in Monterey.
Dia De Los Muertos	11/2-11/8	276 students, faculty and staff attend for skull making and decorating, an educational and interactive altar, and face-painting.
Campus Movie Fest	11/6-11-18	634 students participate in the 6 day event of film making, judging, and film viewing in this national competition.
Winter Wonderland: Multicultural Buffet	12/3/13	212 students, faculty, and staff in attendance for a buffet that focuses on how winter is celebrated throughout the world.
Winter Wonderland: Cards to the Children’s Hospital	12/4/13	32 students in attendance to write and decorate cards to go with a giant polar bear to go to the Stanford Children’s Hospital.
Women in Leadership Conference at CSM	12/4/2014	20 students in attendance to hear speakers. ASCC Sponsored event.
Winter Wonderland: Gingerbread House Decorating	12/5/13	43 Students in attendance to make gingerbread houses together and talk about the Spring Semester.
Welcome Week Day 1: Yogurt Bar and Fun Facts	1/13/14	243 Students in Attendance to get a healthy breakfast and information on how to get to their classes and how to get involved.
Welcome Week Night 1: Swag Bags	1/13/14	100 students received bags full of healthy snacks (over 9 items) with facts on how to get involved and get a student ID.
Welcome Week Day 2: Chuck’s Donuts and Fun Facts	1/14/14	200 Students received donuts and hot chocolate with information on how to get to their classes and how to get involved.
Welcome Week Night 2: Swag Bags Again	1/14/14	100 students received bags full of healthy snacks (over 9 items) with facts on how to get involved and get a student ID.
ICC Bash	1/21/14	20 students, faculty and staff attended an ICC orientation that contained a mid-year review.

Upcoming Student Life Events :

	Event	Proposed Date
	Welcome Week Day 3: POP: PopQuizes and Popcorn	1/29/14
	Welcome Week Day 4: Club Rush	1/30/14
	CBET Night	
	Black History Month	
	Valentine's Day Event	2/14/14
	Chinese New Year Event	

Student ID Report

	Student	Sticker	Staff/Faculty	Medical	Rad-tech	Total
October	75	38	2	1	1	117
November	39	1	1	0	0	42
December	20	1	1	0	0	22
January	163	27	0	12	12	214

Update on Projects

- 1) 4th of July Float with Pacific Association
Status: Beginning to work on this again
 Worked with the President's Office and Theater Department to create first float in 15 years
 Received 3rd place from Redwood City for community group and float
 Beginning to coordinate with the President's office to find a driver and begin meetings
- 2) Hiring replacement student assistant
Status: Complete
 Job descriptions posted, advertised, and 2 interviews occurred. Brought students from ID office down to Student Life to do both work.
 Also hired New Student life and Leadership Assistant Angelica
- 3) Hiring mascot and getting them to games
Status: Beginning to work on this again
 Job descriptions posted, and mascot hired
 Now looking to go to more home games and scheduling times
- 4) 3-unit Leadership Course
Status: In Progress
 Looking into spring and Misha working on being trained in PTK leadership course
 Beginning to utilize the co-op units with Anne
 Had two students, Jolani and Claudia go through and make goals with Misha and work through Student Life, now offering it up to the rest of campus to begin a leadership opportunity using co-op
- 5) Update Website for Accreditation

- Status: Complete**
Re-created all Student Life Pages to be more user friendly, useful
- 6) Updating Bylaws
Status: Complete
Constitution Meetings completed and multiple changes occurred to be more equitable
- 7) Commencement Data Collection
Status: Complete and starting back up again
Data collected and charted and sent to President's Office
Beginning new meetings for the next commencement
- 8) Working on Signage and appearance of Office
Status: Complete
Office redecorated fully and benchmarks and student art displayed, signage and bulletin boards re-made and updated for the year to include new staff and social media to get connected. Also just created strengths display for office by Open House
- 9) Preparing for Accreditation
Status: Complete
Complete with all accreditation reports and preparation, out of the four commendations, our department and our work was one of them
- 10) Create More Inventories for Tracking and Assessment
Status: In Progress
Create document to track all possible clubs and contact regularly and give options on how to connect with advisors and possible members
Began collaboration with new Dean of Research Dr. Hsieh to work on focus groups and assessment processes
- 11) Wider Reach of Students
Status: In Progress
Connecting more students to Student Life through the brand new Programming Board which allows students to volunteer and help plan events on campus
Reaching out to athletics
- 12) Wider Reach of Clubs
Status: In Progress
From accreditation visit, created a "potential clubs" excel to get who is interested in what clubs to start and the reason/notes behind why they haven't started and create a database to connect more students/faculty/staff together.
- 13) Student Leader Training
Status: In Progress
To be created by January 17th and taken before January 24th
Misha to create a Mid-Year Review for all ASCC members to take to see where their progress is of understanding roles/different aspects of Student Life (ASCC/ICC/Housing/Volunteer Services/etc.) constitution/Brown Act/Robert's Rules and send to Alaa, Jolani, and Angelica
Create various workshops ASCC members will lead during retreat for professional development/learning including:
Presentation on Clubs, Parliamentary Training, Presentation on Abilities Training
Presentation on Millennial Training, Presentation on Student Development Model
Presentation on Robert's Rules, Presentation on Brown Act, Presentation on Leadership
Presentation on Multiculturalism
To be created by Spring 2014 Retreat
- 14) Broadening ICC
Status: In Progress
To be discussed at first ASCC meeting and presentations/voting happen on 2nd ASCC meeting

Create an ICC liaison position open to current senators looking to get a more extensive leadership experience

This liaison will be the voice of the ASCC during ICC meetings, so that the chair can maintain Robert's Rules of neutrality

15) Updated Agendas/Minutes for ASCC

Status: Complete

Agenda: Include ICC as a set agenda item for each week

Talk about what clubs' programs are coming up, potential clubs looking for more members, what happened at the ICC meeting

Talk about the voting count and discussion on voting item(s) in ICC

Minutes: Take more time to construct and review minutes so that all that is discussed and voted on can be clearly laid out if questions later arise

16) College President Involvement

Will be asked immediately upon decision of retreat date; participation subject to schedule

Ask President Buckley to come to our Retreat again

Ask President Buckley to do a workshop with our student group and/or do check-ins with our leadership group

17) Collaboration for Orientation

Have Jeanne Stalker from the Welcome Center present and work with Student Life & ASCC to give Student Leaders opportunities to give tours during orientation as part of our engagement plan and recruitment efforts

18) Creating P-Board Meetings

To be put into place immediately, regular weekly meets starting the week of January 20th
Misha, Jolani, and Alaa meet for a Vice-President/President meeting to catch up about the week, check-in on how things are going/what we can work on to make the team stronger, prep for EBoard/agenda, etc.

This doodle poll has been created to set up a reoccurring meeting time:

<http://doodle.com/7cws594sxbqb2zgx> Please complete doodlepoll by Thursday, January 16th before 8pm

19) Accountable Absence Counting

To be put into place immediately for all ASCC members

Excused Absences: All ASCC Members will send an email to maggim@smcc.edu, with a message on their "health and/or emergency situation(s)" as soon as health and/or emergency situation conflicts with a meeting. Advisor will let board know the absence is excused for the minutes. The member with health/emergency should keep all documentation for their absence, should an issue arise.

Unexcused Absences: If the chair of a meeting is unable to attend for an unexcused absence, written notification to maggim@smccd.edu and the committee's next-in-command should be sent 72 hours in advance with the committee's agenda attached

20) Attending District Student Council (DSC):

To be put into place immediately

Please let your advisor or attending partner know if you will be unable to attend DSC 48 hours in advance.

If someone does not have access to a car or ride and would still like to attend, let your partner going to DSC and advisor know 96 business hours in advance

Ask your partner going to DSC or advisor 96 business hours in advance if she is able to give you a ride

Partner or advisor can fill out a reimbursement on gas to subsidize cost

If partner or advisor is unable to give a ride to DSC, contact David Latt zlatt@my.smccd.edu

80 hours in advance with an open public area you will be video/conference calling from and he will add you and your location to the agenda and you will be conferenced into the meeting

21) Creating a Student of Color Engagement Assessment

Status: In Progress

- Working with the Dean of Research to begin focus group assessment
 22) Send a Student Group to Washington DC

Status: In Progress

Cañada has not sent a student group to Washington DC at the leadership conference in many years—we are currently creating applications and ways our college can now be involved

Update on Educational Master Plan Objectives

The Teaching and Learning Objective 1.4: Create and implement a student engagement plan to integrate the college experience inside and outside the classroom, enhance the college experience, and promote retention and success.

Activity	Timeline	Responsible Individuals	Assessment	June 30
1. Create a plan for student engagement which includes such areas as student activities, summer enrich programs, welcome day and college hour.	Fall 2012 On-Going	<ul style="list-style-type: none"> • VPSS • Dean, Enrollment Services • Counseling Chair • Student Life Coordinator 	Plan Developed	Had a meeting with VPSS, Counseling Chair, and BTO Specialist to create a leadership pathway in June 2013. Framework created and more meetings with pathways committee approaching. 10/22/13 Meeting at SSPC engagement plan created with specific points of action to take. Meeting throughout January with Dr. Hsieh, Dean of Research to broaden and define Engagement plan and sub-points.
2. Implement and evaluate the student engagement plan	Spring 2012 On-going	<ul style="list-style-type: none"> • VPSS • Dean, Enrollment Services • Counseling Chair • Student Life Coordinator 	Evaluations completed for individuals events and activities.	See 1.

<p>3. Develop plans that reflect the equity goals of the college in order to address retention issues</p>	<p>Spring 2012</p>	<ul style="list-style-type: none"> Equity Committee 	<p>Plans developed and implemented</p>	<p>Working on it. Went to Committee for Student Equity, starting on conversations, and planning Heritage Months.</p> <p>Meeting throughout January with Dr. Hsieh, Dean of Research to broaden and define Engagement plan and sub-points to include equity goals.</p> <p>I've officially been inducted into the Student Equity Committee.</p> <p>Beginning a Student of Color focus group in January.</p>
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The Strategic Goal Nine and area IIB3b of Accreditation; “Build an educational environment that fosters passion for education, and the leadership and the personal skills necessary for civic engagement/participation”

UPDATE: Continued doing in all the programs.

Committees

Student Life and Leadership Manager Currently Serves as a Member

- NASPA - Asian Pacific Islander Knowledge Community E-Mentoring Program (Mentor Application)
- Arts and Olives Festival Planning Committee
- Student Services Planning Council
- District Auxillary Services Advisory Committee
- College Auxillary Services Advisory Committee: Chair
- Student Engagement Council
- Advise District Student Council
- Grievance and Conduct Board
- Safety Committee
- Transfer Advisory Committee

- Manager’s Forum (district wide)
- International Student Engagement Committee
- Student Equity Committee
 - College Student Equity Plan
- CCCSAA Professional Standards Sub-Committee
- NASPA Community College Knowledge Community Hot Topics Writer/Researcher
- Outreach Advisory Committee
- College Internal Audit Group
- District Auxiliary Services
- Accreditation Chapter for Student Services
- Transfer Advisory Council
- Grievance and Conduct Board
- District Student Council
- Arts and Olives Festival Planning Committee
- International Student Engagement Committee
- CCCSAA Professional Standards Committee

Professional Development

- 1) Asked to be a part of the research team for the Professional Standards Committee at CCCSAA. Reading literature and attending meetings.
- 2) Presented in Utah at NASPA Western Regional Conference, received outstanding achievement after program was received.

Other

Letter of recommendations written for students in the last quarter:

Maria Ayala
 Chelsey Stout
 Geovanna Marcella
 Ari Kashani
 Marian Allen

**Associated Students Body
Cañada College
Balance Sheet**

	<u>Dec 31, 13</u>	<u>Dec 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	238,886.82	397,039.83	-158,153.01	-39.83%
Total Checking/Savings	<u>238,886.82</u>	<u>397,039.83</u>	<u>-158,153.01</u>	<u>-39.83%</u>
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-12,510.17	-10,835.02	-1,675.15	15.46%
Total Accounts Receivable	<u>-12,510.17</u>	<u>-10,835.02</u>	<u>-1,675.15</u>	<u>15.46%</u>
Other Current Assets				
1210.1 · ACCOUNTS RECEIVABLE CANADA	73,784.67	86,162.35	-12,377.68	-14.37%
1220 · EMERGENCY LOANS RECEIVABLE	5,888.00	9,191.28	-3,303.28	-35.94%
1310.1 · COUNTY INVESMENT POOL-UNION	199,288.89	8,228.33	191,060.56	2,321.99%
1310.2 · MARK TO MARKET	-228.06	0.00	-228.06	-100.0%
Total Other Current Assets	<u>278,733.50</u>	<u>103,581.96</u>	<u>175,151.54</u>	<u>169.1%</u>
Total Current Assets	505,110.15	489,786.77	15,323.38	3.13%
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>505,110.15</u>	<u>489,786.77</u>	<u>15,323.38</u>	<u>3.13%</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	24,192.16	21,797.00	2,395.16	10.99%
2060 · TRUSTS	175,785.45	176,207.65	-422.20	-0.24%
Total Other Current Liabilities	<u>212,733.56</u>	<u>214,521.88</u>	<u>-1,788.32</u>	<u>-0.83%</u>
Total Current Liabilities	<u>212,733.56</u>	<u>214,521.88</u>	<u>-1,788.32</u>	<u>-0.83%</u>
Total Liabilities	212,733.56	214,521.88	-1,788.32	-0.83%
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	31,759.87	10,443.27	21,316.60	204.12%
Total Equity	<u>292,376.59</u>	<u>275,264.89</u>	<u>17,111.70</u>	<u>6.22%</u>
TOTAL LIABILITIES & EQUITY	<u>505,110.15</u>	<u>489,786.77</u>	<u>15,323.38</u>	<u>3.13%</u>

**Associated Students Body
Cañada College
Income Statement**

	<u>Jul - Dec 13</u>	<u>Jul - Dec 12</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	258	281	-23	-8%
4050 · MISCELLANEOUS	153	33	120	364%
4080 · STUDENT BODY CARD	47,360	50,044	-2,684	-5%
4090 · VENDING-ACTION	3,440	2,525	915	36%
4091 · VENDING-PEPSI	3,413	1,656	1,757	106%
Total 4000 · INCOME	<u>54,623</u>	<u>54,539</u>	<u>85</u>	<u>0%</u>
Total Income	54,623	54,539	85	0%
Expense				
5000 · EXPENSES				
5031 · CLUB ASSISTANCE/ICC	3,596	7,638	-4,042	-53%
5032 · COLLEGE PROGRAM ASSISTANC	1,688	944	744	79%
5033 · CONFERENCE	2,420	4,083	-1,663	-41%
5050 · ETHNIC CULTURAL AFFAIRS	833	124	708	569%
5080 · HOSPITALITY	2	915	-914	-100%
5130 · MISCELLANEOUS	0	497	-497	-100%
5140 · OFFICE SUPPLIES	1,015	1,726	-711	-41%
5145 · OPERATION	0	64	-64	-100%
5150 · PROGRAMS	36	1,858	-1,822	-98%
5151 · PUBLICITY	1,226	1,161	66	6%
5152 · SPIRIT THURSDAY	9,140	9,070	70	1%
5170 · RECREATION/GAMES	254	1,060	-806	-76%
5171 · REPAIR & MAINTENANCE	666	704	-37	-5%
5182 · STUDENT ACTIVITY CARD	1,060	8,059	-6,999	-87%
5183 · STUDENT ASSISTANT-SALARY	0	3,748	-3,748	-100%
5184 · STUDENT ASSISTANT-BENEFITS	0	37	-37	-100%
5210 · VENDING INCOME TRANSFER	1,465	2,603	-1,138	-44%
Total 5000 · EXPENSES	<u>23,402</u>	<u>44,291</u>	<u>-20,890</u>	<u>-47%</u>
Total Expense	23,402	44,291	-20,890	-47%
Net Ordinary Income	31,222	10,247	20,974	205%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	538	196	342	175%
Total 6000 · OTHER INCOMES	<u>538</u>	<u>196</u>	<u>342</u>	<u>175%</u>
Total Other Income	<u>538</u>	<u>196</u>	<u>342</u>	<u>175%</u>
Net Other Income	<u>538</u>	<u>196</u>	<u>342</u>	<u>175%</u>
Net Income	<u><u>31,760</u></u>	<u><u>10,443</u></u>	<u><u>21,317</u></u>	<u><u>204%</u></u>

Associated Students of College of San Mateo 2nd Quarter Report, October 2013 – December 2013

The Associated Students of College of San Mateo (ASCSM) has had a very productive 2nd quarter. ASCSM successfully continued to participate in college governance and has created a lively and entertaining campus atmosphere for CSM student, faculty, staff, and administrators. Some of the highlights for the second half of the fall 2013 semester are:

Ongoing Activities

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including the Academic Enhancement Committee, the Finance & Administration Committee, the Programs & Services Committee, the Public Relations Committee, the Inter Club Council, and the Legislative & Governmental Affairs Committee.

Members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the College Council, Faculty Academic Senate, Committee on Instruction, Enrollment Management Committee, Diversity in Action Group, College Auxiliary Services Advisory Committee and the College Assessment Committee. At the District level, students are also involved in the District Shared Governance Council, the District Committee on Budget & Finance, the District Auxiliary Services Advisory Committee and the District Student Council. Additionally, representatives of the Student Senate have been involved with the college's planning process for new construction.

The ASCSM, in cooperation with the Center for Student Life, continued to issue credit card style Student and Staff ID Cards to the College community. To date, the AS has issued thousands of ID Cards to Students, Faculty, Staff and Administrators.

To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The AS has continued to support the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

Events and Activities:

For Fall 2013

October 2013:

- Dental Assisting Club held a See's Candy fundraiser throughout the month of October.
- Botany Club sponsored a Garden Clean up Day each Saturday during October.

- The Active Minds Club held a pizza party on October 1st. Alpha Gamma Sigma held a coffee and doughnut fundraiser on October 2nd and 23rd.
- On October 6th, the Pilates Club participated in a ropes course active at Mt. Hermon.
- Gay Straight Alliance held an event for National Coming Out Day on October 11th.
- Astronomy Outreach Club held a fundraiser in conjunction with the Science Department's Family Science and Astronomy Festival on October 12th.
- On October 15th the Associated Students held a Board of Trustees Town Hall, allowing students, faculty and staff to ask questions of those running for the Board of Trustees.
- Puente Club sold ice cream as a fundraiser on October 23 & 24.
- Intervarsity Christian Fellowship participated in Fall Conference immersion on October 25 -27 at the Mt. Hermon Retreat Center.
- On October 28th CSM Film Club showed a screening of "Spirited Away".
- Phi Theta Kappa held an Honor's in Action day on October 29th.
- On October 30th Theatre Production Club showed a screening of Rocky Horror Picture Show with live shadow cast.
- The Polynesian Club sponsored a Halloween Fun Run on October 30th, to develop team spirit within the club.
- On October 31st, the Associated Students sponsored Halloween Activities, which included a variety of activities and costume contest.
- Also on October 31st, the Filipino Student Association sponsored "Fear Factor" Filipino Food edition, inducting the campus community to unique foods within the Filipino culture.

November 2013:

- On November 4th Puente Club sponsored Dia de los Muertos activities and ice cream fund raiser.
- Active Minds held a pizza party on November 5th.
- Also on November 5th the Associated Students held a "Election Day" information table, providing students with general information regarding the election.
- On November 6 Business Club held a Krispy Kreme Fundraiser.
- The Associated Students on November 7th held a "Women in Leadership Townhall," highlighting the struggles woman have traditionally had moving into positions of leadership in the United States.
- On November 13th, the Humanitarian Club held a Tekken Tag Tournament to raise money for Samaritan House.
- From November 13 -15 the Center for Student Life and Leadership held our annual "Student Leadership Conference", 33 students participated.
- From November. 14 – 20 the Theatre Production Club held auditions for "A Chorus Line".
- The Gay-Straight Alliance held fundraiser by selling hot chocolate on November 15th.
- November 16th and 17th the Chess Club sponsored a chess tournament.
- From November 18th through December 13th Humanitarian Club held a food drive for Samaritan House.
- From November 18th through the end of the semester the Associated Students and Inter Club Council held a disaster relief fundraiser for the Philippines, they raised \$3,500.00.

- The Gay-Straight Alliance held a Poetry Slam on November 21st and a movie night on November 22nd.
- Lastly, from November 25 to December 13 the Psychology Club held a Holiday Toy Drive.

December 2013:

- On December 4th Alpha Gamma Sigma and Theatre Club sponsored a “Table Flipping” Event to help students de-stress before finals.
- On December 5th, the Polynesian Club held an Academic Conference, bringing speakers from the local Polynesian community to speak to students.
- Gay Straight Alliance held their final movie night of the semester on December 6th.
- On Friday December 13th Performance Dance held their Fall Dance Concert.
- Lastly, the AS held the 4th Annual Holiday Angles Toy Drive event. The Senate took in enough toys to provide presents for 50 EOPS/CARE/Cal Works family that were in need.

**Associated Students Body
College of San Mateo
Balance Sheet**

	<u>Dec 31, 13</u>	<u>Dec 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	97,893.91	30,591.90	67,302.01	220%
Total Checking/Savings	<u>97,893.91</u>	<u>30,591.90</u>	<u>67,302.01</u>	<u>220%</u>
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE	102,526.81	111,767.97	-9,241.16	-8%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-1,859.26	-2,026.67	167.41	-8%
1220 · EMERGENCY LOANS RECEIVABLE	1,380.00	1,507.26	-127.26	-8%
1230 · OTHER LOANS RECEIVABLE	1,732.88	1,732.88	0.00	0%
Total Accounts Receivable	<u>103,780.43</u>	<u>112,981.44</u>	<u>-9,201.01</u>	<u>-8%</u>
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	581,931.35	644,145.08	-62,213.73	-10%
1310.2 · INVEST. MARKET TO MARKET ADJ.	-2,159.96	2,805.99	-4,965.95	-177%
Total Other Current Assets	<u>579,771.39</u>	<u>646,951.07</u>	<u>-67,179.68</u>	<u>-10%</u>
Total Current Assets	<u>781,445.73</u>	<u>790,524.41</u>	<u>-9,078.68</u>	<u>-1%</u>
Fixed Assets				
1500 · FIXED ASSETS	5,654.83	7,736.40	-2,081.57	-27%
Total Fixed Assets	<u>5,654.83</u>	<u>7,736.40</u>	<u>-2,081.57</u>	<u>-27%</u>
TOTAL ASSETS	<u>787,100.56</u>	<u>798,260.81</u>	<u>-11,160.25</u>	<u>-1%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	7,684.76	4,976.32	2,708.44	54%
Total Accounts Payable	7,684.76	4,976.32	2,708.44	54%
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,898.95	9,998.95	-100.00	-1%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0%
2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0%
2050 · CLUBS	86,855.84	86,515.12	340.72	0%
2060 · TRUSTS	249,790.98	275,312.83	-25,521.85	-9%
Total Other Current Liabilities	<u>356,356.83</u>	<u>381,637.96</u>	<u>-25,281.13</u>	<u>-7%</u>
Total Current Liabilities	<u>364,041.59</u>	<u>386,614.28</u>	<u>-22,572.69</u>	<u>-6%</u>
Total Liabilities	<u>364,041.59</u>	<u>386,614.28</u>	<u>-22,572.69</u>	<u>-6%</u>
Equity				
3010 · OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0%
3020 · RETAINED EARNINGS	132,379.07	127,728.55	4,650.52	4%
Net Income	<u>28,393.95</u>	<u>21,632.03</u>	<u>6,761.92</u>	<u>31%</u>
Total Equity	<u>423,058.97</u>	<u>411,646.53</u>	<u>11,412.44</u>	<u>3%</u>
TOTAL LIABILITIES & EQUITY	<u>787,100.56</u>	<u>798,260.81</u>	<u>-11,160.25</u>	<u>-1%</u>

**Associated Students Body
College of San Mateo
Income Statement**

	<u>Jul - Dec 13</u>	<u>Jul - Dec 12</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	512	559	-47	-8%
4065 · RECREATION/GAMES	0	543	-543	-100%
4070 · SPACE RENTAL-VENDOR	0	575	-575	-100%
4080 · STUDENT BODY CARD	71,848	72,163	-315	0%
4090 · VENDING-ACTION	4,462	4,484	-22	0%
4091 · VENDING-PEPSI	3,651	2,928	723	25%
Total 4000 · INCOME	<u>80,473</u>	<u>81,251</u>	<u>-779</u>	<u>-1%</u>
Total Income	80,473	81,251	-779	-1%
Expense				
5000 · EXPENSES				
5010 · AWARDS & SCHOLARSHIPS	23	41	-17	-42%
5020 · BAD DEBTS	117	35	82	231%
5021 · BANK SERVICE CHARGE	0	31	-31	-100%
5031 · CLUB ASSISTANCE/ICC	2,896	1,549	1,347	87%
5032 · COLLEGE PROGRAM ASSISTANCE	2,365	5,662	-3,297	-58%
5033 · CONFERENCE	9,202	8,711	492	6%
5040 · DEPRECIATION	738	1,155	-418	-36%
5050 · ETHNIC CULTURAL AFFAIRS	430	1,300	-870	-67%
5080 · HOSPITALITY	605	1,549	-944	-61%
5130 · MISCELLANEOUS	84	0	84	100%
5140 · OFFICE SUPPLIES	965	2,057	-1,092	-53%
5145 · OPERATION	3,307	2,783	524	19%
5147 · PRINTING	1,432	0	1,432	100%
5150 · PROGRAMS	12,187	13,500	-1,313	-10%
5151 · PUBLICITY	2,632	1,168	1,464	125%
5170 · RECREATION/GAMES	400	0	400	100%
5181 · SMALL F.F. & EQUIP	3,300	1,349	1,951	145%
5182 · STUDENT ACTIVITY CARD	2,265	1,075	1,190	111%
5183 · STUDENT ASSISTANT-SALARY	11,309	13,943	-2,634	-19%
5184 · STUDENT ASSISTANT-BENEFITS	113	153	-40	-26%
Total 5000 · EXPENSES	<u>54,372</u>	<u>56,059</u>	<u>-1,687</u>	<u>-3%</u>
Total Expense	54,372	56,059	-1,687	-3%
Net Ordinary Income	26,101	25,192	909	4%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	10,406	3,852	6,554	170%
Total 6000 · OTHER INCOMES	<u>10,406</u>	<u>3,852</u>	<u>6,554</u>	<u>170%</u>
Total Other Income	10,406	3,852	6,554	170%
Other Expense				
7000 · OTHER EXPENSES				
7020 · VENDING INC. EXP TO V.P. TRUST	8,113	7,412	701	9%
Total 7000 · OTHER EXPENSES	<u>8,113</u>	<u>7,412</u>	<u>701</u>	<u>9%</u>
Total Other Expense	8,113	7,412	701	9%
Net Other Income	2,293	-3,560	5,853	-164%
Net Income	<u><u>28,394</u></u>	<u><u>21,632</u></u>	<u><u>6,762</u></u>	<u><u>31%</u></u>

Associated Students of Skyline College
2013-2014: Budget Report for the 2st Quarter
Summary of Programs and Activities
January 21, 2013

The following is a summary highlighting the events and activities of this quarter.

Participatory Governance

The students continue to serve on the following committees at Skyline College and the District:

- Accreditation Committee
- Accreditation Writing Teams
- Art on Campus
- Campus Auxiliary Services Advisory Committee
- College Budget Council
- College Governing Council
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Budget Committee
- District Participatory Governance Council
- District Strategic Planning
- District Students Council
- Ed Policy Committee
- Fresh Look/Webpage Advisory Committee
- Health and Safety Committee
- Institutional Planning Committee
- Professional Enrichment and Development Advisory Committee (PEDAC)
- Student Learning Outcomes Assessment Cycle Committee
- Student Recognition and Awards Program Committee
- Technology Advisory Committee

Student Handbook and Academic Planners

Due to budget cuts, the Student Handbook is only available online in a downloadable format <http://www.skylinecollege.edu/centerforstudentlife/studenthandbook.php>.

Recruitment of Students

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance. All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled.

Student Identification Cards

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC. The ASSC purchased a new ID machine and updated the Student ID card.

Skyline Organizations and Clubs (SOCC)

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own. This spring, SOCC has one new club: Myanmar American Student Association.

Programs and Events

ASSC Meetings

8/13/1-Present:

ASSC weekly meetings on Tuesdays from 4-6pm

Latino Heritage Fiesta

10/9/13:

Representing Latinos from Central and South America was celebrated with El Salvadorian food, Live music from the Latin Cuban Jazz Cartel, and a live performance by a Peruvian dance group. Students also enjoyed piñatas filled with traditional Latino candy, Loteria game, and information tables from our Latino clubs on campus.

National Coming Out Day

10/11/13:

Students were encouraged to walk through a closet door and state who they were coming out as. Students celebrated coming out and raising awareness to the LGBT community in light of Civil Rights Awareness.

Celebration of Veterans

11/13/13:

Veterans in the community performed a march in light of Veteran's Day Celebration.

Student Veterans and Veterans in the community spoke about their experiences in the military followed by a Q&A.

World AIDS Day

12/3/13:

Students were encouraged to assemble a caregiver kit from the non-profit organization World Vision for individuals in countries impacted with the HIV/AIDS epidemic that have very little resources. Over 200 kits were assembled with gloves, soap, flash lights, etc., and shipped to those in need of basic materials.

If you need additional information please contact:

Amory Nan Cariadus
Coordinator of Student Activities
Skyline College
Phone: (650) 738-4334
Email: cariadusa@smccd.edu

**Associated Students Body
Skyline College
Balance Sheet**

	<u>Dec 31, 13</u>	<u>Dec 31, 12</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	110,556	95,062	15,494	16%
Total Checking/Savings	<u>110,556</u>	<u>95,062</u>	<u>15,494</u>	<u>16%</u>
Accounts Receivable				
1210.2 · ALLOWANCE FOR BAD DEBTS	-3,977	-3,977	0	0%
1220 · EMERGENCY LOANS RECEIVABLE	-153	-153	0	0%
Total Accounts Receivable	<u>-4,130</u>	<u>-4,130</u>	<u>0</u>	<u>0%</u>
Other Current Assets				
1210.1 · ACCOUNT RECEIVABLE SKYLINE	142,550	164,405	-21,855	-13%
1310 · COUNTY INVESTMENT CONTROL	822,655	803,053	19,603	2%
1310.2 · MARK TO MARKET	-2,978	3,196	-6,174	-193%
Total Other Current Assets	<u>962,228</u>	<u>970,654</u>	<u>-8,426</u>	<u>-1%</u>
Total Current Assets	1,068,653	1,061,586	7,067	1%
Fixed Assets				
1500 · FIXED ASSETS	0	0	0	0%
Total Fixed Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
TOTAL ASSETS	<u><u>1,068,653</u></u>	<u><u>1,061,586</u></u>	<u><u>7,067</u></u>	<u><u>1%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2050 · CLUBS	116,524	133,400	-16,876	-13%
2060 · TRUSTS	351,397	309,409	41,988	14%
Total Other Current Liabilities	<u>467,921</u>	<u>442,809</u>	<u>25,112</u>	<u>6%</u>
Total Current Liabilities	<u>467,921</u>	<u>442,809</u>	<u>25,112</u>	<u>6%</u>
Total Liabilities	467,921	442,809	25,112	6%
Equity				
3010 · Opening Bal Equity	339,660	339,660	0	0%
3020 · Retained Earnings	253,869	236,981	16,888	7%
Net Income	7,203	42,137	-34,934	-83%
Total Equity	<u>600,732</u>	<u>618,777</u>	<u>-18,045</u>	<u>-3%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,068,653</u></u>	<u><u>1,061,586</u></u>	<u><u>7,067</u></u>	<u><u>1%</u></u>

**Associated Students Body
Skyline College
Income Statement**

	<u>Jul - Dec 13</u>	<u>Jul - Dec 12</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4050 · MISCELLANEOUS	0	0	0	0%
4065 · RETURNED CHECK FEE - UNION BAN	80	80	0	0%
4070 · SPACE RENTAL-VENDOR	1,235	491	745	152%
4080 · STUDENT BODY CARD	72,344	75,720	-3,376	-4%
4090 · VENDING-NORTH COUNTY	5,429	6,558	-1,129	-17%
4091 · VENDING-PEPSI	4,552	6,564	-2,012	-31%
Total 4000 · INCOME	<u>83,640</u>	<u>89,412</u>	<u>-5,772</u>	<u>-6%</u>
Total Income	83,640	89,412	-5,772	-6%
Expense				
5000 · EXPENSES				
5031 · CLUB ASSISTANCE/ICC	10,210	6,105	4,105	67%
5032 · COLLEGE PROGRAM ASSISTANCE	16,250	0	16,250	100%
5033 · CONFERENCE/RETREAT/TRAINING	8,102	11,248	-3,146	-28%
5140 · OFFICE SUPPLIES	8,952	2,874	6,078	211%
5150 · PROGRAMS	32,271	27,322	4,949	18%
5151 · PUBLICITY	542	193	349	181%
5182 · STUDENT BODY CARD	0	1,301	-1,301	-100%
5183 · STUDENT ASSISTANT-SALARY	9,651	2,883	6,769	235%
5184 · STUDENT ASSISTANT-BENEFITS	97	42	54	128%
Total 5000 · EXPENSES	<u>86,075</u>	<u>51,968</u>	<u>34,107</u>	<u>66%</u>
Total Expense	<u>86,075</u>	<u>51,968</u>	<u>34,107</u>	<u>66%</u>
Net Ordinary Income	-2,435	37,444	-39,879	-107%
Other Income/Expense				
Other Income				
6000 · OTHER INCOME				
6010 · INTEREST	9,639	4,693	4,946	105%
Total 6000 · OTHER INCOME	<u>9,639</u>	<u>4,693</u>	<u>4,946</u>	<u>105%</u>
Total Other Income	<u>9,639</u>	<u>4,693</u>	<u>4,946</u>	<u>105%</u>
Net Other Income	<u>9,639</u>	<u>4,693</u>	<u>4,946</u>	<u>105%</u>
Net Income	<u><u>7,203</u></u>	<u><u>42,137</u></u>	<u><u>-34,934</u></u>	<u><u>-83%</u></u>

San Mateo County Community College District
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE

Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	PER FTES	ACADEMIC SALARIES			CLASSIFIED SALARIES		
				1000		PER FTES	2000		PER FTES
				AMOUNT	%		AMOUNT	%	
2005-2006									
Cañada College	\$13,755,589	4,195	\$3,279	\$8,025,133	58.34%	\$1,913	\$2,548,605	18.53%	\$608
College of San Mateo	\$31,692,633	8,669	\$3,656	\$19,075,209	60.19%	\$2,200	\$5,370,121	16.94%	\$619
Skyline College	\$22,945,013	6,887	\$3,332	\$13,556,860	59.08%	\$1,968	\$4,053,691	17.67%	\$589
Central Svcs/District Office	\$37,884,646	0	\$0	\$684,157	1.81%	\$0	\$8,810,570	23.26%	\$0
Total	\$106,277,881	19,751	\$5,381	\$41,341,359	38.90%	\$2,093	\$20,782,987	19.56%	\$1,052
2006-2007									
Cañada College	\$15,513,098	4,255	\$3,646	\$9,052,774	58.36%	\$2,128	\$2,997,603	19.32%	\$704
College of San Mateo	\$34,805,627	8,791	\$3,959	\$21,259,480	61.08%	\$2,418	\$5,942,897	17.07%	\$676
Skyline College	\$24,344,471	6,801	\$3,580	\$14,577,180	59.88%	\$2,143	\$4,425,099	18.18%	\$651
Central Svcs/District Office	\$38,289,954	0	\$0	\$543,059	1.42%	\$0	\$9,007,902	23.53%	\$0
Total	\$112,953,150	19,847	\$5,691	\$45,432,493	40.22%	\$2,289	\$22,373,501	19.81%	\$1,127
2007-2008									
Cañada College	\$16,730,918	4,452	\$3,758	\$9,845,546	58.85%	\$2,211	\$3,199,693	19.12%	\$719
College of San Mateo	\$36,457,366	9,085	\$4,013	\$21,861,864	59.97%	\$2,406	\$6,084,482	16.69%	\$670
Skyline College	\$26,377,385	7,330	\$3,599	\$15,623,167	59.23%	\$2,131	\$4,552,722	17.26%	\$621
Central Svcs/District Office	\$35,076,681	0	\$0	\$596,454	1.70%	\$0	\$9,879,738	28.17%	\$0
Total	\$114,642,350	20,867	\$5,494	\$47,927,031	41.81%	\$2,297	\$23,716,635	20.69%	\$1,137
2008-2009									
Cañada College	\$16,858,542	4,774	\$3,531	\$9,895,460	58.70%	\$2,073	\$3,323,871	19.72%	\$696
College of San Mateo	\$35,493,486	9,354	\$3,794	\$21,025,439	59.24%	\$2,248	\$6,247,000	17.60%	\$668
Skyline College	\$27,329,614	8,139	\$3,358	\$16,508,725	60.41%	\$2,028	\$4,764,004	17.43%	\$585
Central Svcs/District Office	\$30,949,401	0	\$0	-\$574,324	0.00%	\$0	\$9,656,455	31.20%	\$0
Total	\$110,631,043	22,267	\$4,968	\$46,855,300	42.35%	\$2,104	\$23,991,330	21.69%	\$1,077
2009-2010									
Cañada College	\$16,371,172	5,186	\$3,157	\$9,161,495	55.96%	\$1,767	\$3,339,476	20.40%	\$644
College of San Mateo	\$32,524,619	9,483	\$3,430	\$19,335,194	59.45%	\$2,039	\$5,498,324	16.91%	\$580
Skyline College	\$25,941,728	8,852	\$2,931	\$15,541,596	59.91%	\$1,756	\$4,339,379	16.73%	\$490
Central Svcs/District Office	\$35,029,219	0	\$0	\$536,058	1.53%	\$0	\$9,119,804	26.03%	\$0
Total	\$109,866,738	23,521	\$4,671	\$44,574,343	40.57%	\$1,895	\$22,296,983	20.29%	\$948
2010-2011									
Cañada College	\$15,428,060	4,764	\$3,238	\$8,195,558	53.12%	\$1,720	\$3,263,146	21.15%	\$685
College of San Mateo	\$28,399,633	8,266	\$3,436	\$16,404,580	57.76%	\$1,985	\$4,727,520	16.65%	\$572
Skyline College	\$24,243,581	8,253	\$2,938	\$13,978,704	57.66%	\$1,694	\$4,202,011	17.33%	\$509
Central Svcs/District Office	\$36,427,540	0	\$0	\$547,332	1.50%	\$0	\$9,892,321	27.16%	\$0
Total	\$104,498,814	21,283	\$4,910	\$39,126,174	37.44%	\$1,838	\$22,084,998	21.13%	\$1,038
2011-2012									
Cañada College	\$16,668,686	4,603	\$3,621	\$8,971,134	53.82%	\$1,949	\$3,414,481	20.48%	\$742
College of San Mateo	\$28,910,195	7,912	\$3,654	\$16,746,889	57.93%	\$2,117	\$4,864,332	16.83%	\$615
Skyline College	\$25,568,739	8,449	\$3,026	\$14,440,991	56.48%	\$1,709	\$4,326,117	16.92%	\$512
Central Svcs/District Office	\$39,036,312	0	\$0	\$583,947	1.50%	\$0	\$11,237,338	28.79%	\$0
Total	\$110,183,932	20,964	\$5,256	\$40,742,961	36.98%	\$1,943	\$23,842,268	21.64%	\$1,137
2012-2013									
Cañada College	\$19,059,408	4,387	\$4,345	\$9,396,448	49.30%	\$2,142	\$3,551,163	18.63%	\$809
College of San Mateo	\$33,012,454	7,685	\$4,296	\$16,856,349	51.06%	\$2,193	\$5,548,283	16.81%	\$722
Skyline College	\$30,601,126	8,168	\$3,746	\$15,718,180	51.36%	\$1,924	\$4,983,920	16.29%	\$610
Central Svcs/District Office	\$40,250,426	0	\$0	\$600,426	1.49%	\$0	\$12,119,643	30.11%	\$0
Total	\$122,923,414	20,240	\$6,073	\$42,571,403	34.63%	\$2,103	\$26,203,009	21.32%	\$1,295

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers
2. Spreadsheet continued on next page

San Mateo County Community College District
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE

Page 2

EMPLOYEE BENEFITS 3000			SUPPLIES/SERVICES 4000-5000			CAPITAL OUTLAY 6000			OTHER OUTGO 7000		
AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
\$2,426,386	17.64%	\$578	\$741,963	5.39%	\$177	\$1,662	0.01%	\$0	\$11,840	0.09%	\$3
\$5,502,772	17.36%	\$635	\$1,526,260	4.82%	\$176	\$32,953	0.10%	\$4	\$185,318	0.58%	\$21
\$3,965,764	17.28%	\$576	\$1,175,846	5.12%	\$171	\$5,192	0.02%	\$1	\$187,660	0.82%	\$27
\$8,353,451	22.05%	\$0	\$6,570,316	17.34%	\$0	\$224,975	0.59%	\$0	\$13,241,177	34.95%	\$0
\$20,248,373	19.05%	\$1,025	\$10,014,385	9.42%	\$507	\$264,782	0.25%	\$13	\$13,625,995	12.82%	\$690
\$2,657,715	17.13%	\$625	\$803,287	5.18%	\$189	\$1,719	0.01%	\$0	\$51,186	0.33%	\$12
\$5,946,591	17.09%	\$676	\$1,656,659	4.76%	\$188	\$0	0.00%	\$0	\$288,699	0.83%	\$33
\$4,162,778	17.10%	\$612	\$1,153,116	4.74%	\$170	\$26,299	0.11%	\$4	\$149,225	0.61%	\$22
\$9,126,555	23.84%	\$0	\$6,917,282	18.07%	\$0	\$194,463	0.51%	\$0	\$12,500,693	32.65%	\$0
\$21,893,639	19.38%	\$1,103	\$10,530,344	9.32%	\$531	\$222,481	0.20%	\$11	\$12,989,803	11.50%	\$654
\$2,920,233	17.45%	\$656	\$721,486	4.31%	\$162	\$26,308	0.16%	\$6	\$17,652	0.11%	\$4
\$6,205,681	17.02%	\$683	\$1,939,154	5.32%	\$213	\$0	0.00%	\$0	\$366,185	1.00%	\$40
\$4,359,983	16.53%	\$595	\$1,223,234	4.64%	\$167	\$31,661	0.12%	\$4	\$586,618	2.22%	\$80
\$10,254,507	29.23%	\$0	\$7,752,016	22.10%	\$0	\$41,805	0.12%	\$0	\$6,552,161	18.68%	\$0
\$23,740,404	20.71%	\$1,138	\$11,635,890	10.15%	\$558	\$99,774	0.09%	\$5	\$7,522,616	6.56%	\$361
\$3,001,316	17.80%	\$629	\$621,773	3.69%	\$130	\$0	0.00%	\$0	\$16,122	0.10%	\$3
\$6,314,448	37.46%	\$1,323	\$1,644,068	9.75%	\$344	\$0	0.00%	\$0	\$262,531	1.56%	\$55
\$4,606,975	12.98%	\$493	\$1,238,391	3.49%	\$132	\$21,761	0.06%	\$2	\$189,758	0.53%	\$20
\$9,887,569	36.18%	\$0	\$7,718,039	28.24%	\$0	\$110,596	0.40%	\$0	\$4,151,066	15.19%	\$0
\$23,810,308	21.52%	\$1,069	\$11,222,271	36.26%	\$504	\$132,357	0.43%	\$6	\$4,619,477	14.93%	\$207
\$3,297,091	20.14%	\$636	\$545,580	3.33%	\$105	\$9,966	0.06%	\$2	\$17,564	0.11%	\$3
\$6,545,970	20.13%	\$690	\$1,059,283	3.26%	\$112	\$0	0.00%	\$0	\$85,848	0.26%	\$9
\$4,879,461	18.81%	\$551	\$1,044,322	4.03%	\$118	\$20,574	0.08%	\$2	\$116,396	0.45%	\$13
\$10,241,115	29.24%	\$0	\$7,290,565	20.81%	\$0	\$41,811	0.12%	\$0	\$7,799,866	22.27%	\$0
\$24,963,637	22.72%	\$1,061	\$9,939,750	9.05%	\$423	\$72,351	0.07%	\$3	\$8,019,674	7.30%	\$341
\$3,368,584	21.83%	\$707	\$589,290	3.82%	\$124	\$10,482	0.07%	\$2	\$1,000	0.01%	\$0
\$6,114,237	21.53%	\$740	\$1,153,296	4.06%	\$140	\$0	0.00%	\$0	\$0	0.00%	\$0
\$4,904,335	20.23%	\$594	\$1,126,707	3.09%	\$137	\$30,984	0.13%	\$4	\$840	0.00%	\$0
\$11,145,307	30.60%	\$0	\$9,228,375	25.33%	\$0	\$31,777	0.09%	\$0	\$5,582,428	15.32%	\$0
\$25,532,463	24.43%	\$1,200	\$12,097,668	11.58%	\$568	\$73,243	0.07%	\$3	\$5,584,268	5.34%	\$262
\$3,498,632	20.99%	\$760	\$687,538	4.12%	\$149	\$12,231	0.07%	\$3	\$84,670	0.51%	\$18
\$5,969,524	20.65%	\$754	\$1,297,806	4.49%	\$164	\$278	0.00%	\$0	\$31,366	0.11%	\$4
\$4,873,252	19.06%	\$577	\$1,459,645	5.71%	\$173	\$119,719	0.47%	\$14	\$349,015	1.37%	\$41
\$12,100,395	31.00%	\$0	\$10,390,512	26.62%	\$0	\$26,849	0.07%	\$0	\$4,697,271	12.03%	\$0
\$26,441,803	24.00%	\$1,261	\$13,835,501	12.56%	\$660	\$159,077	0.14%	\$8	\$5,162,322	4.69%	\$246
\$4,081,421	21.41%	\$930	\$651,800	3.42%	\$149	\$34,143	0.18%	\$8	\$1,344,433	7.05%	\$306
\$7,121,539	21.57%	\$927	\$1,000,771	3.03%	\$130	\$20,041	0.06%	\$3	\$2,465,471	7.47%	\$562
\$6,169,146	20.16%	\$755	\$1,761,622	5.76%	\$216	\$44,338	0.14%	\$5	\$1,923,920	6.29%	\$250
\$12,793,602	31.79%	\$0	\$10,263,909	25.50%	\$0	\$45,913	0.11%	\$0	\$4,426,933	11.00%	\$0
\$30,165,708	24.54%	\$1,490	\$13,678,102	11.13%	\$676	\$144,435	0.36%	\$7	\$10,160,757	25.24%	\$502

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District
ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

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	TOTAL GEN'L FUND EXPENSES	FTES	INSTRUCTION & INSTRUCTIONAL SERVICES			STUDENT SERVICES		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
2005-2006								
Cañada College	\$13,433,034	4,195	\$10,429,502	77.64%	\$2,486	\$1,732,452	12.90%	\$413
College of San Mateo	\$29,641,602	8,669	\$23,696,737	79.94%	\$2,734	\$3,653,820	12.33%	\$421
Skyline College	\$22,541,883	6,887	\$17,500,735	77.64%	\$2,541	\$2,710,112	12.02%	\$394
Central Svcs/District Offi	\$29,071,627	0	\$6,420,495	22.09%	\$0	\$138,270	0.48%	\$0
Total	\$94,688,147	19,751	\$58,047,469	61.30%	\$2,939	\$8,234,654	8.70%	\$417
2006-2007								
Cañada College	\$15,188,197	4,255	\$11,678,314	76.89%	\$2,745	\$2,005,024	13.20%	\$471
College of San Mateo	\$32,849,639	8,791	\$26,222,370	79.83%	\$2,983	\$4,035,319	12.28%	\$459
Skyline College	\$24,083,289	6,801	\$18,875,389	78.38%	\$2,775	\$2,828,514	11.74%	\$416
Central Svcs/District Offi	\$31,405,893	0	\$10,113,333	32.20%	\$0	\$91,401	0.29%	\$0
Total	\$103,527,018	19,847	\$66,889,406	64.61%	\$3,370	\$8,960,258	8.65%	\$451
2007-2008								
Cañada College	\$16,339,336	4,452	\$12,563,064	76.89%	\$2,822	\$2,153,630	13.18%	\$484
College of San Mateo	\$34,136,045	9,085	\$27,521,671	80.62%	\$3,029	\$3,966,271	11.62%	\$437
Skyline College	\$25,950,675	7,330	\$20,497,620	78.99%	\$2,796	\$2,895,907	11.16%	\$395
Central Svcs/District Offi	\$34,129,012	0	\$10,786,024	31.60%	\$0	\$21,418	0.06%	\$0
Total	\$110,555,068	20,867	\$71,368,379	64.55%	\$3,420	\$9,037,226	8.17%	\$433
2008-2009								
Cañada College	\$16,469,244	4,774	\$12,688,927	77.05%	\$2,658	\$2,299,008	13.96%	\$482
College of San Mateo	\$33,254,715	9,354	\$26,778,912	80.53%	\$2,863	\$3,863,920	11.62%	\$413
Skyline College	\$26,669,433	8,139	\$20,987,266	78.69%	\$2,579	\$3,113,514	11.67%	\$383
Central Svcs/District Offi	\$30,311,416	0	\$9,058,385	29.88%	\$0	\$0	0.00%	\$0
Total	\$106,704,808	22,267	\$69,513,491	65.15%	\$3,122	\$9,276,443	8.69%	\$417
2009-2010								
Cañada College	\$16,519,183	5,186	\$12,792,917	77.44%	\$2,467	\$2,333,747	14.13%	\$450
College of San Mateo	\$31,501,317	9,483	\$25,149,352	79.84%	\$2,652	\$3,702,548	11.75%	\$390
Skyline College	\$26,211,975	8,852	\$20,789,297	79.31%	\$2,349	\$3,245,316	12.38%	\$367
Central Svcs/District Offi	\$34,532,789	0	\$8,480,482	24.56%	\$0	\$341,187	0.99%	\$0
Total	\$108,765,264	23,521	\$67,212,048	61.80%	\$2,858	\$9,622,798	8.85%	\$409
2010-2011								
Cañada College	\$16,572,499	4,764	\$12,616,683	76.13%	\$2,648	\$2,408,129	14.53%	\$505
College of San Mateo	\$31,261,092	8,266	\$25,179,738	80.55%	\$3,046	\$3,573,014	11.43%	\$432
Skyline College	\$26,880,908	8,253	\$21,797,099	81.09%	\$2,641	\$2,919,213	10.86%	\$354
Central Svcs/District Offi	\$34,781,850	0	\$9,392,721	27.00%	\$0	\$78,957	0.23%	\$0
Total	\$109,496,350	21,283	\$68,986,240	63.00%	\$3,241	\$8,979,312	8.20%	\$422
2011-2012								
Cañada College	\$17,253,719	4,603	\$12,269,544	67.68%	\$2,666	\$3,352,175	18.49%	\$728
College of San Mateo	\$29,725,875	7,912	\$22,893,040	78.21%	\$2,893	\$4,213,301	14.39%	\$533
Skyline College	\$26,112,579	8,449	\$20,091,160	40.85%	\$2,378	\$3,780,352	7.69%	\$447
Central Svcs/District Offi	\$38,115,015	0	\$7,268,389	19.07%	\$0	\$692,690	1.82%	\$0
Total	\$111,207,188	20,964	\$62,522,132	56.22%	\$2,982	\$12,038,517	10.83%	\$574
2012-2013								
Cañada College	\$17,999,903	4,387	\$13,518,910	75.11%	\$3,082	\$2,779,740	15.44%	\$634
College of San Mateo	\$30,793,718	7,685	\$24,020,917	78.01%	\$3,126	\$3,778,708	12.27%	\$492
Skyline College	\$29,143,082	8,168	\$22,584,241	77.49%	\$2,765	\$3,664,768	12.58%	\$449
Central Svcs/District Offi	\$36,348,552	0	\$7,077,143	19.47%	\$0	\$714,434	1.97%	\$0
Total	\$114,285,254	20,240	\$67,201,210	58.80%	\$3,320	\$10,937,650	9.57%	\$540

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for activity centers 0100 through 6700 only.
2. Instruction/Instructional Services includes activity centers 0100 through 6100
3. Student Services includes activity centers 6200 through 6400

San Mateo County Community College District
ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY

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	TOTAL GEN'L FUND EXPENSES	FTES	PLANT OPERATIONS			INSTITUTIONAL SUPPORT		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
2005-2006								
Cañada College	\$13,433,034	4,195	\$18,700	0.14%	\$4	\$1,252,381	9.32%	\$299
College of San Mateo	\$29,641,602	8,669	\$67,045	0.23%	\$8	\$2,224,001	7.50%	\$257
Skyline College	\$22,541,883	6,887	\$39,579	0.18%	\$6	\$2,291,457	10.17%	\$333
Central Svcs/District Office	\$29,071,627	0	\$9,178,140	31.57%	\$0	\$13,334,722	45.87%	\$0
Total	\$94,688,147	19,751	\$9,303,463	9.83%	\$471	\$19,102,561	20.17%	\$967
2006-2007								
Cañada College	\$15,188,197	4,255	\$24,767	0.16%	\$6	\$1,480,092	9.75%	\$348
College of San Mateo	\$32,849,639	8,791	\$102,174	0.31%	\$12	\$2,489,776	7.58%	\$283
Skyline College	\$24,083,289	6,801	\$69,199	0.29%	\$10	\$2,310,187	9.59%	\$340
Central Svcs/District Office	\$31,405,893	0	\$9,271,854	29.52%	\$0	\$11,929,305	37.98%	\$0
Total	\$103,527,018	19,847	\$9,467,994	9.15%	\$477	\$18,209,360	17.59%	\$917
2007-2008								
Cañada College	\$16,339,336	4,452	\$25,125	0.15%	\$6	\$1,597,517	9.78%	\$359
College of San Mateo	\$34,136,045	9,085	\$104,339	0.31%	\$11	\$2,543,764	7.45%	\$280
Skyline College	\$25,950,675	7,330	\$52,117	0.20%	\$7	\$2,505,031	9.65%	\$342
Central Svcs/District Office	\$34,129,012	0	\$11,129,376	32.61%	\$0	\$12,192,194	35.72%	\$0
Total	\$110,555,068	20,867	\$11,310,957	10.23%	\$542	\$18,838,506	17.04%	\$903
2008-2009								
Cañada College	\$16,469,244	4,774	\$22,740	0.14%	\$5	\$1,458,569	8.86%	\$306
College of San Mateo	\$33,254,715	9,354	\$89,106	0.27%	\$10	\$2,522,776	7.59%	\$270
Skyline College	\$26,669,433	8,139	\$41,400	0.16%	\$5	\$2,527,253	9.48%	\$311
Central Svcs/District Office	\$30,311,416	0	\$10,479,660	34.57%	\$0	\$10,773,370	35.54%	\$0
Total	\$106,704,808	22,267	\$10,632,906	9.96%	\$478	\$17,281,969	16.20%	\$776
2009-2010								
Cañada College	\$16,519,183	5,186	\$25,665	0.16%	\$5	\$1,366,854	8.27%	\$264
College of San Mateo	\$31,501,317	9,483	\$43,463	0.14%	\$5	\$2,605,954	8.27%	\$275
Skyline College	\$26,211,975	8,852	\$68,909	0.26%	\$8	\$2,108,453	8.04%	\$238
Central Svcs/District Office	\$34,532,789	0	\$11,290,028	32.69%	\$0	\$14,421,092	41.76%	\$0
Total	\$108,765,264	23,521	\$11,428,065	10.51%	\$486	\$20,502,353	18.85%	\$872
2010-2011								
Cañada College	\$16,572,499	4,764	\$24,201	0.15%	\$5	\$1,523,486	9.19%	\$320
College of San Mateo	\$31,261,092	8,266	\$30,638	0.10%	\$4	\$2,477,702	7.93%	\$300
Skyline College	\$26,880,908	8,253	\$74,138	0.28%	\$9	\$2,090,459	7.78%	\$253
Central Svcs/District Office	\$34,781,850	0	\$11,342,390	32.61%	\$0	\$13,967,783	40.16%	\$0
Total	\$109,496,350	21,283	\$11,471,367	10.48%	\$539	\$20,059,430	18.32%	\$943
2011-12								
Cañada College	\$17,253,719	4,603	\$24,201	0.14%	\$5	\$1,607,800	9.32%	\$349
College of San Mateo	\$29,725,875	7,912	\$47,808	0.16%	\$6	\$2,571,726	8.65%	\$325
Skyline College	\$26,112,579	8,449	\$70,384	0.27%	\$8	\$2,170,683	8.31%	\$257
Central Svcs/District Office	\$38,115,015	0	\$11,595,818	30.42%	\$0	\$18,558,118	48.69%	\$0
Total	\$111,207,188	20,964	\$11,738,212	10.56%	\$560	\$24,908,327	22.40%	\$1,188
2012-13								
Cañada College	\$17,999,903	4,387	\$24,927	0.14%	\$6	\$1,676,326	9.31%	\$382
College of San Mateo	\$30,793,718	7,685	\$68,779	0.22%	\$9	\$2,925,314	9.50%	\$381
Skyline College	\$29,143,082	8,168	\$99,638	0.34%	\$12	\$2,794,435	9.59%	\$342
Central Svcs/District Office	\$36,348,552	0	\$13,428,118	36.94%	\$0	\$15,128,857	41.62%	\$0
Total	\$114,285,254	20,240	\$13,621,462	11.92%	\$673	\$22,524,931	19.71%	\$1,113

Notes:

- Plant Operations includes activity center 6500
- Institutional Support includes activity centers 6600 through 6700
- Totals do **not** include Ancillary Services in activity centers 6800 through 7000

San Mateo County Community College District
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE

Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	PER FTES	ACADEMIC SALARIES			CLASSIFIED SALARIES		
				1000		PER FTES	2000		PER FTES
				AMOUNT	%		AMOUNT	%	
2005-2006									
Cañada College	\$13,755,589	4,195	\$3,279	\$8,025,133	58.34%	\$1,913	\$2,548,605	18.53%	\$608
College of San Mateo	\$31,692,633	8,669	\$3,656	\$19,075,209	60.19%	\$2,200	\$5,370,121	16.94%	\$619
Skyline College	\$22,945,013	6,887	\$3,332	\$13,556,860	59.08%	\$1,968	\$4,053,691	17.67%	\$589
Central Svcs/District Office	\$37,884,646	0	\$0	\$684,157	1.81%	\$0	\$8,810,570	23.26%	\$0
Total	\$106,277,881	19,751	\$5,381	\$41,341,359	38.90%	\$2,093	\$20,782,987	19.56%	\$1,052
2006-2007									
Cañada College	\$15,513,098	4,255	\$3,646	\$9,052,774	58.36%	\$2,128	\$2,997,603	19.32%	\$704
College of San Mateo	\$34,805,627	8,791	\$3,959	\$21,259,480	61.08%	\$2,418	\$5,942,897	17.07%	\$676
Skyline College	\$24,344,471	6,801	\$3,580	\$14,577,180	59.88%	\$2,143	\$4,425,099	18.18%	\$651
Central Svcs/District Office	\$38,289,954	0	\$0	\$543,059	1.42%	\$0	\$9,007,902	23.53%	\$0
Total	\$112,953,150	19,847	\$5,691	\$45,432,493	40.22%	\$2,289	\$22,373,501	19.81%	\$1,127
2007-2008									
Cañada College	\$16,730,918	4,452	\$3,758	\$9,845,546	58.85%	\$2,211	\$3,199,693	19.12%	\$719
College of San Mateo	\$36,457,366	9,085	\$4,013	\$21,861,864	59.97%	\$2,406	\$6,084,482	16.69%	\$670
Skyline College	\$26,377,385	7,330	\$3,599	\$15,623,167	59.23%	\$2,131	\$4,552,722	17.26%	\$621
Central Svcs/District Office	\$35,076,681	0	\$0	\$596,454	1.70%	\$0	\$9,879,738	28.17%	\$0
Total	\$114,642,350	20,867	\$5,494	\$47,927,031	41.81%	\$2,297	\$23,716,635	20.69%	\$1,137
2008-2009									
Cañada College	\$16,858,542	4,774	\$3,531	\$9,895,460	58.70%	\$2,073	\$3,323,871	19.72%	\$696
College of San Mateo	\$35,493,486	9,354	\$3,794	\$21,025,439	59.24%	\$2,248	\$6,247,000	17.60%	\$668
Skyline College	\$27,329,614	8,139	\$3,358	\$16,508,725	60.41%	\$2,028	\$4,764,004	17.43%	\$585
Central Svcs/District Office	\$30,949,401	0	\$0	-\$574,324	0.00%	\$0	\$9,656,455	31.20%	\$0
Total	\$110,631,043	22,267	\$4,968	\$46,855,300	42.35%	\$2,104	\$23,991,330	21.69%	\$1,077
2009-2010									
Cañada College	\$16,371,172	5,186	\$3,157	\$9,161,495	55.96%	\$1,767	\$3,339,476	20.40%	\$644
College of San Mateo	\$32,524,619	9,483	\$3,430	\$19,335,194	59.45%	\$2,039	\$5,498,324	16.91%	\$580
Skyline College	\$25,941,728	8,852	\$2,931	\$15,541,596	59.91%	\$1,756	\$4,339,379	16.73%	\$490
Central Svcs/District Office	\$35,029,219	0	\$0	\$536,058	1.53%	\$0	\$9,119,804	26.03%	\$0
Total	\$109,866,738	23,521	\$4,671	\$44,574,343	40.57%	\$1,895	\$22,296,983	20.29%	\$948
2010-2011									
Cañada College	\$15,428,060	4,764	\$3,238	\$8,195,558	53.12%	\$1,720	\$3,263,146	21.15%	\$685
College of San Mateo	\$28,399,633	8,266	\$3,436	\$16,404,580	57.76%	\$1,985	\$4,727,520	16.65%	\$572
Skyline College	\$24,243,581	8,253	\$2,938	\$13,978,704	57.66%	\$1,694	\$4,202,011	17.33%	\$509
Central Svcs/District Office	\$36,427,540	0	\$0	\$547,332	1.50%	\$0	\$9,892,321	27.16%	\$0
Total	\$104,498,814	21,283	\$4,910	\$39,126,174	37.44%	\$1,838	\$22,084,998	21.13%	\$1,038
2011-2012									
Cañada College	\$16,668,686	4,603	\$3,621	\$8,971,134	53.82%	\$1,949	\$3,414,481	20.48%	\$742
College of San Mateo	\$28,910,195	7,912	\$3,654	\$16,746,889	57.93%	\$2,117	\$4,864,332	16.83%	\$615
Skyline College	\$25,568,739	8,449	\$3,026	\$14,440,991	56.48%	\$1,709	\$4,326,117	16.92%	\$512
Central Svcs/District Office	\$39,036,312	0	\$0	\$583,947	1.50%	\$0	\$11,237,338	28.79%	\$0
Total	\$110,183,932	20,964	\$5,256	\$40,742,961	36.98%	\$1,943	\$23,842,268	21.64%	\$1,137
2012-2013									
Cañada College	\$19,059,408	4,387	\$4,345	\$9,396,448	49.30%	\$2,142	\$3,551,163	18.63%	\$809
College of San Mateo	\$33,012,454	7,685	\$4,296	\$16,856,349	51.06%	\$2,193	\$5,548,283	16.81%	\$722
Skyline College	\$30,601,126	8,168	\$3,746	\$15,718,180	51.36%	\$1,924	\$4,983,920	16.29%	\$610
Central Svcs/District Office	\$40,250,426	0	\$0	\$600,426	1.49%	\$0	\$12,119,643	30.11%	\$0
Total	\$122,923,414	20,240	\$6,073	\$42,571,403	34.63%	\$2,103	\$26,203,009	21.32%	\$1,295

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers
2. Spreadsheet continued on next page

San Mateo County Community College District
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE

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EMPLOYEE BENEFITS 3000			SUPPLIES/SERVICES 4000-5000			CAPITAL OUTLAY 6000			OTHER OUTGO 7000		
AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
\$2,426,386	17.64%	\$578	\$741,963	5.39%	\$177	\$1,662	0.01%	\$0	\$11,840	0.09%	\$3
\$5,502,772	17.36%	\$635	\$1,526,260	4.82%	\$176	\$32,953	0.10%	\$4	\$185,318	0.58%	\$21
\$3,965,764	17.28%	\$576	\$1,175,846	5.12%	\$171	\$5,192	0.02%	\$1	\$187,660	0.82%	\$27
\$8,353,451	22.05%	\$0	\$6,570,316	17.34%	\$0	\$224,975	0.59%	\$0	\$13,241,177	34.95%	\$0
\$20,248,373	19.05%	\$1,025	\$10,014,385	9.42%	\$507	\$264,782	0.25%	\$13	\$13,625,995	12.82%	\$690
\$2,657,715	17.13%	\$625	\$803,287	5.18%	\$189	\$1,719	0.01%	\$0	\$51,186	0.33%	\$12
\$5,946,591	17.09%	\$676	\$1,656,659	4.76%	\$188	\$0	0.00%	\$0	\$288,699	0.83%	\$33
\$4,162,778	17.10%	\$612	\$1,153,116	4.74%	\$170	\$26,299	0.11%	\$4	\$149,225	0.61%	\$22
\$9,126,555	23.84%	\$0	\$6,917,282	18.07%	\$0	\$194,463	0.51%	\$0	\$12,500,693	32.65%	\$0
\$21,893,639	19.38%	\$1,103	\$10,530,344	9.32%	\$531	\$222,481	0.20%	\$11	\$12,989,803	11.50%	\$654
\$2,920,233	17.45%	\$656	\$721,486	4.31%	\$162	\$26,308	0.16%	\$6	\$17,652	0.11%	\$4
\$6,205,681	17.02%	\$683	\$1,939,154	5.32%	\$213	\$0	0.00%	\$0	\$366,185	1.00%	\$40
\$4,359,983	16.53%	\$595	\$1,223,234	4.64%	\$167	\$31,661	0.12%	\$4	\$586,618	2.22%	\$80
\$10,254,507	29.23%	\$0	\$7,752,016	22.10%	\$0	\$41,805	0.12%	\$0	\$6,552,161	18.68%	\$0
\$23,740,404	20.71%	\$1,138	\$11,635,890	10.15%	\$558	\$99,774	0.09%	\$5	\$7,522,616	6.56%	\$361
\$3,001,316	17.80%	\$629	\$621,773	3.69%	\$130	\$0	0.00%	\$0	\$16,122	0.10%	\$3
\$6,314,448	37.46%	\$1,323	\$1,644,068	9.75%	\$344	\$0	0.00%	\$0	\$262,531	1.56%	\$55
\$4,606,975	12.98%	\$493	\$1,238,391	3.49%	\$132	\$21,761	0.06%	\$2	\$189,758	0.53%	\$20
\$9,887,569	36.18%	\$0	\$7,718,039	28.24%	\$0	\$110,596	0.40%	\$0	\$4,151,066	15.19%	\$0
\$23,810,308	21.52%	\$1,069	\$11,222,271	36.26%	\$504	\$132,357	0.43%	\$6	\$4,619,477	14.93%	\$207
\$3,297,091	20.14%	\$636	\$545,580	3.33%	\$105	\$9,966	0.06%	\$2	\$17,564	0.11%	\$3
\$6,545,970	20.13%	\$690	\$1,059,283	3.26%	\$112	\$0	0.00%	\$0	\$85,848	0.26%	\$9
\$4,879,461	18.81%	\$551	\$1,044,322	4.03%	\$118	\$20,574	0.08%	\$2	\$116,396	0.45%	\$13
\$10,241,115	29.24%	\$0	\$7,290,565	20.81%	\$0	\$41,811	0.12%	\$0	\$7,799,866	22.27%	\$0
\$24,963,637	22.72%	\$1,061	\$9,939,750	9.05%	\$423	\$72,351	0.07%	\$3	\$8,019,674	7.30%	\$341
\$3,368,584	21.83%	\$707	\$589,290	3.82%	\$124	\$10,482	0.07%	\$2	\$1,000	0.01%	\$0
\$6,114,237	21.53%	\$740	\$1,153,296	4.06%	\$140	\$0	0.00%	\$0	\$0	0.00%	\$0
\$4,904,335	20.23%	\$594	\$1,126,707	3.09%	\$137	\$30,984	0.13%	\$4	\$840	0.00%	\$0
\$11,145,307	30.60%	\$0	\$9,228,375	25.33%	\$0	\$31,777	0.09%	\$0	\$5,582,428	15.32%	\$0
\$25,532,463	24.43%	\$1,200	\$12,097,668	11.58%	\$568	\$73,243	0.07%	\$3	\$5,584,268	5.34%	\$262
\$3,498,632	20.99%	\$760	\$687,538	4.12%	\$149	\$12,231	0.07%	\$3	\$84,670	0.51%	\$18
\$5,969,524	20.65%	\$754	\$1,297,806	4.49%	\$164	\$278	0.00%	\$0	\$31,366	0.11%	\$4
\$4,873,252	19.06%	\$577	\$1,459,645	5.71%	\$173	\$119,719	0.47%	\$14	\$349,015	1.37%	\$41
\$12,100,395	31.00%	\$0	\$10,390,512	26.62%	\$0	\$26,849	0.07%	\$0	\$4,697,271	12.03%	\$0
\$26,441,803	24.00%	\$1,261	\$13,835,501	12.56%	\$660	\$159,077	0.14%	\$8	\$5,162,322	4.69%	\$246
\$4,081,421	21.41%	\$930	\$651,800	3.42%	\$149	\$34,143	0.18%	\$8	\$1,344,433	7.05%	\$306
\$7,121,539	21.57%	\$927	\$1,000,771	3.03%	\$130	\$20,041	0.06%	\$3	\$2,465,471	7.47%	\$562
\$6,169,146	20.16%	\$755	\$1,761,622	5.76%	\$216	\$44,338	0.14%	\$5	\$1,923,920	6.29%	\$250
\$12,793,602	31.79%	\$0	\$10,263,909	25.50%	\$0	\$45,913	0.11%	\$0	\$4,426,933	11.00%	\$0
\$30,165,708	24.54%	\$1,490	\$13,678,102	11.13%	\$676	\$144,435	0.36%	\$7	\$10,160,757	25.24%	\$502

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers

BOARD REPORT NO. 14-2-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José Nuñez, Vice Chancellor of Facilities, Planning & Operations, 358-6836

APPROVAL OF CONTRACT FOR DISTRICTWIDE BASEBALL FIELD REPLACEMENT

The District's eight synthetic turf athletic fields, installed as part of the Districtwide Athletics Facilities Improvements project approved in 2004 (Board Report No. 04-2-104B), have reached the end of their useful life. Staff has planned to replace all eight synthetic fields, in phases, over a two-year period beginning in May, 2013 with all fields to be replaced by May, 2015.

In December 2012, staff requested offers from three approved vendors for the replacement of eight synthetic athletic fields over a two year period. All three vendors have contracts with the State of California through the California Multiple Award Schedules (CMAS). CMAS offers competitively bid public works contracts to state and local government agencies that have been assessed to be fair, reasonable, and competitive. When using the CMAS contracting process, agencies use Best Value criteria to assess the offers and select the awarded contractor. Best Value determination requires the District to identify criteria critical and important to the success of the project (Public Contract Code 12100.7g).

The vendors were asked to provide pricing to supply and install new next generation synthetic turf at the three colleges. The installation includes the removal, recycling and disposal of the existing synthetic turf materials, and the complete installation of the new turf product. The replacement is to be done in phases over a two year time frame to accommodate college academic and athletic team schedules.

In March of 2013, staff requested Board Approval (Board Report No. 13-3-103B) to award the College of San Mateo Football field installation to Hellas Sports Construction and to award the Skyline College Lower Soccer field to Field Turf Tarkett. Both of these installations were successfully completed over the summer.

In September of 2013, the District request Board Approval (Board Report No. 13-9-104B) to award the Cañada College Soccer field and the Skyline College Upper Soccer field to Hellas Sports Construction. Both of these projects are currently underway with scheduled completion for the upcoming soccer season.

At this time, staff proposes to award the Cañada College Baseball Field, College of San Mateo Baseball Field and Skyline College Baseball Field to Field Turf Tarkett with installation scheduled in time for use in the fall semester of 2014. Staff will continue to further evaluate the performance of the products and suppliers to inform their decision making in regard to the remaining Softball Field that is anticipated to be awarded in March of 2015.

When vendors submitted pricing in 2012, their prices were based on the assumption they would be awarded all eight fields. Current pricing reflects the reduced volume of business due to award of fields to multiple vendors. Pricing has also increased due to the coaches' selection of a longer turf fiber, based upon their experiences visiting other fields and talking with their colleagues, and expansion of college logos on the fields. Additionally, based upon our experience with recent installations, staff have included additional contractual requirements for enhanced environmental mitigation and increased insurance coverage. Based on these changes in the scope of work, and confirmation that the quoted pricing is aligned with the CMAS contract, staff recommends award of a construction contract in the amount quoted, \$2,215,388, plus a 15% Owner's Allowance to allow staff to respond to unforeseen conditions and potential changes in scope, which comes to a total not-to-exceed amount of \$2,547,696.

2012 Hellas Proposal Number	2012 Field Turf Proposal Number	2014 Field Turf Proposal Number
\$2,164,199	\$1,963,979	\$2,215,388

Redevelopment funds will be utilized to pay for these field replacements.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to Field Turf Tarkett for replacement of the three District Baseball Fields in an amount not to exceed \$ 2,547,696.

San Mateo County Community College District

February 26, 2014

BOARD REPORT NO. 14-2-102B

DECISION ON RENEWAL OF MEASURE G PARCEL TAX

There is no printed board report for this agenda item.