

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
AGENDA FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 10, 2014
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402**

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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.*
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6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

14-12-1 [Approval of the Minutes of the Regular Meeting of November 24, 2014](#)

ORGANIZATION OF BOARD OF TRUSTEES

1. Election of President
2. Election of Vice President-Clerk
3. Appointment of Secretary for the Board
4. Appointment of Representative of the Board to the County Committee on School District Organization
5. Appointment of two Representatives of the Board to the San Mateo County Community Colleges Foundation for Two-Year Terms

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

14-12-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

14-12-2A [Hearing of the Public on American Federation of Teachers \(AFT\), Local 1493 Initial Contract Proposal to the District](#)

14-12-3A [Ratification of Renewed Collective Bargaining Agreement Between the District and the California School Employees Association \(CSEA\), Chapter 33](#)

14-12-4A [Ratification of Renewed Collective Bargaining Agreement Between the District and the American Federation of State, County and Municipal Employees \(AFSCME\), AFL-CIO, Local 829, Council 57](#)

Other Recommendations

14-12-1B [Approval of Student Equity Plans – Cañada College, College of San Mateo and Skyline College](#)

14-12-2B [Adoption of District Academic Calendar for 2016-17](#)

14-12-100B [Acceptance of Bay Area Workforce Funding Collaborative Grant for Cañada College](#)

14-12-101B [Acceptance of CTE Enhancement Subgrant Funds for Cañada College, College of San Mateo and Skyline College](#)

INFORMATION REPORTS

14-12-1C [Report and Discussion on Multifamily Overlay at Cañada College](#)

14-12-2C [First Quarter Report of Auxiliary Operations, 2014-15](#)

14-12-3C [Report on Measure G Parcel Tax Oversight Committee 2013-14 Annual Report to the Community](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

1. Call to Order
2. Roll Call
3. [Approval of Minutes of the December 11, 2013 Meeting](#)
4. Naming of Officers for 2015
5. Adjournment

RECESS TO CLOSED SESSION

Student Discipline Matter – 1 Case

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
November 24, 2014, San Mateo, CA**

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

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Thomas Mohr, Student Trustee Rupinder Bajwa

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

Pledge of Allegiance

President Schwarz said there was a request to adjourn this meeting in memory of Gail Kamei and Patiane Gladstone. Ms. Kamei joined the district 15 years ago as a Lead Duplicating Equipment Operator. For the past seven years, she was the Reprographics Technician at Cañada College. She earned the respect of all with whom she worked. Over the years, faculty and staff grew to depend on her cheerful, efficient and dependable work.

Ms. Gladstone was a student at Skyline College and served as the District Student Trustee from November 2011 through May 2012. She was loved and respected by the Skyline College student government leaders and by all who experienced her dedication and engaging personality, including the Board of Trustees.

The Board agreed unanimously to adjourn in memory of Ms. Kamei and Ms. Gladstone.

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said that in order to accommodate a guest presenter, there is a request to move item 14-11-4C, Report on Computer Information Science (CIS) Business Needs Assessment, to immediately follow Statements from Executives and Student Representatives. There were no objections from the Board. President Schwarz also announced that staff has removed the student discipline matter from the closed session agenda.

MINUTES

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

STATEMENTS FROM EXECUTIVES

Chancellor Galatolo thanked the Board for having the courage to support the recent bond initiative. He said he looks forward to the betterment of the institution for the benefit of the students it serves.

Skyline College President Stanback Stroud thanked the Board for adjourning this meeting in memory of Ms. Gladstone, who was very active on campus. President Stanback Stroud said she attended an event earlier today at which students in the Béalos Program expressed what they are thankful for. She also attended the Western Region Council on Black American Affairs' Career Institute in Compton, along with students from the ASTEP Learning Community, Brotha's and Sista's Union (BSU) and Associated Students. A community network mixer was held at Skyline College at which Vice Chancellor José Nuñez discussed the Facilities Master Plan and the impact the passage of the bond measure would have Districtwide. On November 26, the Center for Transformative Teaching and Learning (CTTL) will host "Cultural Competency: A Cross Race/Gender Conversation," facilitated by award-winning filmmaker Lee Mun Wah. President Stanback Stroud attended a SACNAS (Advancing Hispanics/Chicanos and Native Americans in Science) conference, along with eight Skyline College students who presented their original scientific research. The *Skyline View* won multiple awards at the recent Journalism Association of Community Colleges NorCal Conference held in Sacramento.

College of San Mateo President Claire said Pulitzer Prize winning author Adam Johnson will appear on campus tomorrow and will address human rights issues. President Claire said the College had a successful accreditation visit. He thanked Jennifer Hughes, Vice President of Student Services; Sandra Comerford, Vice President of Instruction; and Jan Roecks, Vice President of Administrative Services for their work on the follow-up report. He also asked District Academic Senate President Bennett to convey his appreciation to faculty for their assistance in addressing the recommendation on Student Learning Outcomes. President Claire distributed copies of the most recent Schedule of

Classes and discussed the contents; he noted that the Marketing team won second place in a regional competition. The Honors Project newsletter, *The Labyrinth*, won first place at the National Collegiate Honors Council conference. Last week, jazz pianist Taylor Eigsti performed with the CSM Big Band at the 18th Annual College of San Mateo Jazz Festival. President Claire acknowledged Music Professor Mike Galisatus along with KCSM for their work on this event.

Cañada College President Buckley said the College had a successful accreditation follow-up visit. The visiting team Chair said he believes the College meets and exceeds ACCJC standards. In addition, he indicated that he will include commendations in his written report, including: faculty and staff demonstrate an “active excitement and dedication” to student learning; the College demonstrates evidence of “continuing quality improvement”; and faculty and staff collaboration was “inspiring.” President Buckley acknowledged Jose Pena, Curriculum and Instructional Systems Specialist, for his leadership. The Cañada College Student DREAMers Club and Beating the Odds Peer Mentorship Program organized an opportunity for eligible students to visit a law office to work with attorneys on DACA (Deferred Action for Childhood Arrivals) renewal applications and to work on long-term plans. President Buckley acknowledged faculty member Alison Field for her work with DREAMers. Representatives from 50 universities were on campus for Transfer Day in October. The College held International Education Week, including a Thanksgiving celebration for international students. The men’s basketball team enjoys a 5 and 1 record, defeating Gavilan College last Friday. President Buckley welcomed Megan Rodriguez, the new Director of Marketing, Communications and Public Relations. President Buckley thanked the Board for adjourning this meeting in memory of Gail Kamei.

Executive Vice Chancellor Blackwood said the District is receiving the first drafts of the five audit reports and she is pleased to announce that there are no findings in any of the audits. She said this is a tribute not only to the District Office team but to the campuses as well.

District Academic Senate President Bennett said Senate members attended the Fall Plenary; topics included student success, diversity, equity and upcoming legislation. Leigh Anne Shaw, Past President of the Skyline College Academic Senate, made a keynote presentation. State Chancellor’s Office Executive Vice Chancellor Patrick Perry provided an update on System goals. President Bennett thanked Cañada College Vice President of Instruction Gregory Anderson for attending the Joint Vice Presidents Council meeting. College of San Mateo will host the March Northern Regional Online Education Forum. The Study Abroad Faculty Advisory Committee met and reviewed the bylaws and constitution. The committee will be reviewing applications for upcoming study abroad sessions.

Nicole Harris, President of the Associated Students of Skyline College (ASSC), said students serve on College and District committees and report back to student leadership on the meetings. There are 36 active clubs on campus, including four new clubs that were added this semester. A Club Mixer was held on August 28. Welcome Week was held in August; students were given the opportunity to learn about student life and how to be successful. The ASSC was proud to co-sponsor the Lecture Series presentation by Dr. Cornel West. Other recent events included Latino Heritage Month, Skyloven and a Veterans Day Luncheon. Student leaders attended the ASSC Leadership Retreat; the Skyline College Success Summit; the California Community Colleges Student Affairs Association’s Student Leadership Conference; the Student Senate for California Community Colleges Fall General Assembly; and meetings of the Western Region of the National Council on Black American Affairs and the Community College Career Institute for African American Faculty, Staff and Students. Upcoming events will include a Lecture Series presentation by Dolores Huerta, a “One Warm Coat” coat drive and Winter Wonderland Open Mic.

Student Trustee Bajwa congratulated President Harris and Vice President Dennis Zheng for their success in getting students involved in campus life.

INFORMATION REPORT

REPORT ON COMPUTER INFORMATION SCIENCE (CIS) BUSINESS NEEDS ASSESSMENT (14-11-4C)

Barbara Christensen, Director of Community/Government Relations, said this will be the last report for the comprehensive needs assessment first undertaken approximately 18 months ago. The business needs assessment was divided into five segments based on the fastest growing employment sectors in the region. The Board previously heard reports on Health Care; Biotechnology; Digital Arts, Graphics and Media; and Accounting. Tonight’s presentation will discuss the extensive studies that District faculty undertook this past summer to understand the CIS needs of small businesses.

Ms. Christensen introduced Hilary Goodkind, a consultant and researcher retained by the District. Ms. Goodkind will discuss the methodology employed for this final segment. Ray Hernandez, Dean of Science/Math/Technology at Skyline College, will then discuss the results.

Ms. Goodkind said the assessment process began by conducting interviews with two leading CIS staffing agencies, Aerotek and Tech Systems. The results indicated that many employers require a bachelor's degree. Understanding that jobs which require an associate degree or less are primarily available in small businesses, three faculty members from the Colleges conducted interviews with 85 small businesses in San Mateo County. Businesses interviewed included retail/food services; financial/accounting; digital media/arts; health care related; computer related; and warehousing/transportation. The top IT challenges of the small businesses interviewed are: basic desktop support; operating system updates; maintenance of IT systems; system security; firewall, viral/malware protection; and data management.

Dean Hernandez said community colleges play an important role in preparing students (1) to be work-ready and (2) for transfer pathways in preparation for jobs that require a bachelor's degree. Small businesses were found to be flexible and willing to weigh career readiness, essential skills and technical skills as well as degrees. Technical skills include hardware, software and network issues and support. Dean Hernandez said the Colleges have connections with industry that can be used to provide work-based learning and connect students to jobs.

Dean Hernandez said CIS skills gaps were found in essential job skills, e.g. problem solving skills and ability to work independently; these were gaps found across all sectors studied in the comprehensive needs assessment. Staff at the Colleges are working on ways to integrate these skills into all of their programs. Other CIS skills gaps include project management; IT; diverse skill sets with Macs and PCs; desktop support; system administration; database management; networking; Adobe Creative Suite; and printer repair.

Dean Hernandez said the three Colleges are focusing on how to address the CIS skills gaps. New program development includes:

- New certificate in end user devices: Skyline College (Spring 2015)
- New certificate to serve small business needs: College of San Mateo (date to be determined)
- Course revisions: College of San Mateo and Skyline College (Spring 2015)
- Internships: all Colleges (ongoing)
- Inclusion of open ended, open source projects into classes and internships: all Colleges (ongoing)
- Departmental name change at Skyline College: the Science/Mathematics/Technology Division and Telecommunications and Networking Information Technology (TCOM) faculty are requesting a name change to Network Engineering Technologies (NETX) (Fall 2015)

Vice President Miljanich asked for more information on internships. Dean Hernandez said some businesses already offer internships, many of them through faculty who are well-connected to the industry. He said success in gaining and in being successful in a job is enhanced through work-based opportunities. Staff Districtwide are working on developing a structure to teach essential skills as well as technical skills so that more students can have these opportunities.

Trustee Holober acknowledged the effort by faculty members who interviewed the small businesses. He asked if (1) the Colleges provide enough coursework for students who want to transfer to four-year institutions and (2) the Colleges can play a role in the need for continuing education for people currently employed by local businesses. Dean Hernandez said he believes the Colleges are responding to student demand. Kathy Ross, Dean of Business/Technology at College of San Mateo, said student demand is high and the curriculum is rewritten every year to meet industry needs. Regarding continuing education, Dean Hernandez said many programs at the Colleges include special certification programs, but this area was not addressed specifically in the interviews.

Trustee Mohr asked if there is a major that connects with the UC/CSU Systems for guaranteed transfer. Dean Ross said there is not a transfer agreement at this time. She said the problem lies on the CSU side as they have not yet determined what they will accept as a transfer major.

Trustee Mohr asked what the Colleges do in terms of maintaining connections with small businesses and keeping up with dynamic changes in the industry. Dean Hernandez said advisory committees are required for all CTE programs. He said staff at the Colleges continually talk with small businesses to keep up with the industry and update programs accordingly.

Vice President Miljanich asked where students go for training if they do not come to the District's Colleges. Dean Hernandez said some students attend proprietary schools which charge high fees and might have different standards. Vice President Miljanich asked if these students are successful in finding jobs. Dean Hernandez said this depends largely on the reputation of the school. Trustee Mandelkern said proprietary institutions advertise job placement at the end of their programs. He asked if the Colleges have a formal career placement program that connects students with potential employers through job fairs, career days, scheduled interviews, etc. Dean Hernandez said the Districtwide committee is looking at ways to provide not only internships, but other work-based learning opportunities as well, including bringing industry representatives into the classroom. Trustee Mandelkern asked if the Colleges track results in terms of placement of students into jobs and use that data as part of marketing of the programs. Dean Hernandez said the State increasingly is mandating that public colleges look at the outcomes of job placements, resulting in more programs which collect, report and utilize data.

President Schwarz thanked all who were involved in the business needs assessment. She said the Board is interested in this area and would like to receive updates as they are available.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: ¡ESO! (EXPANDING STUDENT OPPORTUNITIES) GRANT AND CAÑADA COLLEGE'S ROLE AS A HISPANIC SERVING INSTITUTION (14-11-1C)

Gregory Anderson, Vice President of Instruction at Cañada College, said a Hispanic Serving Institution (HSI) is defined in Title V as having an undergraduate student enrollment that is at least 25% Hispanic. The student enrollment at Cañada College is 40% Hispanic. The College has received three Title 5 grants. Each grant is associated in various ways with student support, both academic support and student services. HSI funding benefits all students and provides more than \$6,000 per semester.

Vice President Anderson said the focus of the two current grants are the STEM Center and A2B. The most recent grant will address Hispanic low transfer rates and create a "Transfer Jam." Funding will be used for laboratory equipment, educational materials, expansion of academic tutoring and counseling programs, and professional development.

Sarahi Espinoza Salamanca, a student leader at Cañada College, described her experience as a student attending a HSI institution. She said her involvement in the peer mentorship program was very helpful as her assigned mentor advised her about which counselors to see, which courses she needed to take, and scholarship opportunities. After a year as a mentee, Ms. Espinoza Salamanca said she became a mentor this year and is pleased to be able to help other students. She said she believes that expanding the peer mentorship program to provide mentoring opportunities for more students will minimize the number of students who leave the College. She said she is honored to be a student at Cañada College and looks forward to transferring to a four-year institution.

Anniqua Rana, Dean of Athletics, Kinesiology, Dance, Library and Learning Resources, said the ¡ESO! project is divided in to three areas:

1. Start Strong – improve academic preparedness for entering students
2. Stay Strong – increase capacity of existing academic support services
3. Finish Strong – improve transfer rates and get connected to a student's future

Dean Rana said Cañada College has already started implementing these ideas by growing student support services and expanding Learning Center services.

Trustee Mandelkern asked Ms. Espinoza Salamanca what schools she is interested in transferring to. Ms. Espinoza Salamanca said her top three choices are Stanford University, University of California, Berkeley and University of California, Davis. Trustee Mandelkern asked Ms. Espinoza Salamanca if she received advice from her high school in terms of being prepared for college. Ms. Espinoza Salamanca said she learned as a senior in high school that she was undocumented and was therefore ineligible to complete the FAFSA and receive any government grants. She said staff at the high school she attended in southern California was not knowledgeable about resources. She moved to the Bay Area, enrolled in community college, and learned that there was some aid available through AB 540. Ms. Espinoza Salamanca described her personal journey, including dropping out of school because of family issues. Encouraged by the DACA program in 2012, she re-enrolled in community college and found that there were many more opportunities for DREAMers. Ms. Espinoza Salamanca thanked the Board and everyone who was involved in the decision to open

scholarships to students like herself. Trustee Mandelkern thanked Ms. Espinoza Salamanca for sharing her story. He congratulated her on her success and wished her good luck in her future.

Trustee Mohr thanked Ms. Espinoza Salamanca for her wonderful story of courage and taking advantage of opportunities. He said he hopes the Colleges will be able to track data and provide feedback to the Board on outcomes that are improving the conditions of students.

President Schwarz asked if information about these programs is shared with students, parents and counselors at the high schools. Dean Rana said recruiters who go to the high schools provide the information and it is also shared with adult schools.

President Schwarz said she will make sure the Foundation is informed of Ms. Espinoza Salamanca's gratitude for the opening of scholarships.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (14-11-1A)

It was moved by Vice President Miljanich and seconded by Trustee Mohr to approve the items in the report. Trustee Holober noted that the report includes a number of new District Office positions connected to the passage of Measure H. He asked if the intent is to bring much of the project work in-house. Chancellor Galatolo said this is clearly the intent of staff. He also said the District will not be hiring for these positions immediately but this authorization will provide the flexibility to address needs as they arise over the term of the bond. After this discussion, the motion carried, all members voting "Aye."

ACCEPTANCE OF AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (14-11-2A)

It was moved by Trustee Mandelkern and seconded by Trustee Holober to accept the initial contract proposal. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Schwarz said the consent agenda consists of board reports 14-11-1CA, Approval of Community Services Classes, Spring/Summer 2015, and 14-10-3CA, Approval of Curricular Additions and Modifications at Cañada College, College of San Mateo and Skyline College. It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the items on the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

PARTICIPATION OF SKYLINE COLLEGE'S RESPIRATORY THERAPY PROGRAM IN THE CALIFORNIA COMMUNITY COLLEGE BACCALAUREATE DEGREE PILOT PROGRAM (14-11-1B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve participation in the pilot program as detailed in the report. President Stanback Stroud said Skyline College is seeking approval to submit a proposal to participate in the pilot program which will allow 15 community colleges to offer a baccalaureate degree. She said she believes the College is well-situated to provide a baccalaureate degree in Respiratory Therapy. She said Dean Ray Hernandez and Dr. Ijaz Ahmed, Director of the Respiratory Therapy Program, are available to answer questions.

Trustee Holober said it is his impression that a goal in the field of Respiratory Therapy is to move toward four-year degrees, but the standards of the accrediting agency and State licensing board are not changing and the curriculum would remain the same. President Stanback Stroud said the Respiratory Therapy field is going through a transition and the demand is for a level of competency that would require a baccalaureate degree. She said there is only one college in California that offers a baccalaureate degree in Respiratory Therapy and it is a private institution. She said the external accrediting agency's requirements are the same for a baccalaureate degree and an associate degree. Dean Hernandez said

the skills requirements for a baccalaureate degree will require more than just bedside care, e.g. leadership, education, research and management. He said these pieces would likely be added to complement the current curriculum. He said students in the program currently earn enough units so that they would not have to do much more in order to earn a baccalaureate degree.

Trustee Mandelkern asked if the associate degree option would still be offered if the College is successful in its application to grant the baccalaureate degree. Dr. Ahmed said submitting a substantive change proposal to offer only the baccalaureate degree would be a very quick process. He said it would take a longer time to keep an associate degree program and add a new baccalaureate degree program. Dean Hernandez said this is still under investigation but the first step would be to gain approval to offer the baccalaureate degree. Trustee Mandelkern asked if students have been surveyed to determine if taking the extra time to earn a baccalaureate degree would create a hardship for them. President Stanback Stroud said the College would honor its obligation to current students in the program. She said it has not yet been determined whether it would be in the best interest of students to retain the associate degree. She said it would take a little more than a semester longer to attain the baccalaureate degree.

Trustee Mandelkern said the Respiratory Therapy program at Skyline College is excellent and he is highly supportive of this application. He said he regrets that only one application per district is allowed as there are other worthy programs at the other Colleges. He said the requirement that a program not overlap with existing UC/CSU programs is also somewhat onerous given the distance students have to travel from San Mateo County to a UC or CSU. Trustee Mandelkern said he hopes the program will be expanded if the pilot program is successful.

Trustee Mohr asked how many students are currently enrolled in the Respiratory Therapy program. Dean Hernandez said there are 25 students per year. Trustee Mohr said it would seem likely that the number would increase if the College is allowed to offer a baccalaureate degree. Dean Hernandez agreed and said he, Dr. Ahmed and Brian Daniel, Clinical Coordinator of the Program, would petition for whatever is needed to meet demand.

Trustee Holober said he supports the motion to approve participation in the pilot program. He said a future conversation regarding maintenance of the associate degree program will be needed if the Respiratory Therapy program is chosen to participate in the pilot program.

Chancellor Galatolo noted that only 15 programs will be selected to participate in the pilot program and more than three dozen colleges responded. He said he believes Skyline College is well-positioned because of the length of time the program has been in existence and the outstanding faculty. He said he agrees with Trustee Mandelkern that there is an almost immediate need to fight for expansion of the program. He said Senator Jerry Hill is committed to looking at the pilot program very carefully as it moves forward.

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

ADOPTION OF RESOLUTION 14-14 TO IMPROVE STUDENT SUCCESS AND RETENTION BY SECURING ADDITIONAL FUNDING FOR PAY EQUITY AND PAID OFFICE HOURS FOR TEMPORARY FACULTY (14-11-2B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to adopt Resolution No. 14-14. President Schwarz said she received a proposed resolution from Dan Kaplan, AFT Executive Secretary. She worked with Barbara Christensen, Eugene Whitlock and Mr. Kaplan on editing the proposed resolution; the final version is presented for action at this meeting. The motion to adopt the resolution carried, all members voting "Aye."

APPROVAL OF REVISIONS TO BOARD POLICIES: 1.40 MEETINGS OF THE BOARD; 1.55 ORDER OF BUSINESS AND PROCEDURE; 2.19 NONDISCRIMINATION; 2.25 PROHIBITION OF HARASSMENT; 7.07 NON-RESIDENT STUDENT TUITION FEES; 8.70 FEES AND CHARGES (14-11-100B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the modifications as detailed in the report. Trustee Holober asked if the changes in Policy 7.07, Non-Resident Student Tuition Fees, are based on changes in laws or regulations. Executive Vice Chancellor Blackwood said the determination of whether individuals meet the qualifications listed in order to be exempt from non-resident tuition fees is made by the federal government. The policy revisions result from a change to Title 5 regarding the qualifications. After this clarification, the motion carried, all members voting "Aye."

PRESENTATION OF STUDENT EQUITY PLANS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (14-11-2C)

Jennifer Hughes, Vice President of Student Services at College of San Mateo, introduced:

Cañada College: Gregory Anderson, Vice President of Instruction; Anniqua Rana, Dean of Athletics, Kinesiology, Dance, Library and Learning Resources; Michael Hoffman, Instructor of Mathematics and Faculty Coordinator for the Academic Committee for Equity and Success

College of San Mateo: Sandra Stefani Comerford, Vice President of Instruction; Jennifer Hughes

Skyline College: Anjélica Garcia, Dean of Counseling/Advising and Matriculation; Aaron McVean, Dean of Planning, Research and Institutional Effectiveness

Vice President Hughes also acknowledged the contributions of Chialin Hsieh, Dean of Planning, Research and Institutional Effectiveness at Cañada College, and John Sewart, Dean of Planning, Research and Institutional Effectiveness at College of San Mateo.

Vice President Hughes said student equity planning obligates colleges to look for disproportionate impact on student access and achievement to assure that there is equal opportunity for all students. If it is found that a particular student population is not succeeding as well as others, colleges are required to develop plans to increase success for that population. Vice President Hughes provided a brief history of student equity planning, beginning in 1991 when the California legislature charged all levels of public education to provide educational equity, to the present.

Vice President Hughes said student equity planning focuses on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer. She said these areas are all tied to the Statewide Student Success Scorecard. Colleges must look at each of these indicators as a measure of success to determine if any of the identified student populations are not achieving as well as others. Each college develops specific goals and actions to address disparities that are discovered, disaggregating data for indicators by student demographics – ethnicity, age, gender, probationary/dismissal status, low-income students, foster youth, veteran students, and students with disabilities.

Dean Garcia said the Colleges established committees to provide oversight for conducting campus-based research and developing goals, outcomes and activities. She said goals and outcomes are data-driven. The committees and leadership teams developed actions to address and monitor disparities that were discovered. While there may be similarities at the three Colleges, the goals and activities they enact are designed to meet the needs of their unique student populations. Dean Garcia said there was representation from all campus participatory governance groups during the planning process and integration with other college planning efforts. There is ongoing evaluation to ensure that changes can be made as needed throughout the three-year plan. Dean Garcia said the Student Equity Plans must be submitted to the State Chancellor's Office by January 1, 2015.

Mr. Hoffman summarized Cañada College's Student Equity Plan. He said that to address issues of access, the College will continue to collaborate with community organizations and local school districts to provide information on financial aid and registration processes. Mr. Hoffman said the disproportionate impact focus is course completion and sequence completion. It was discovered that Hispanic, Pacific Islander and African American students consistently perform below the College average. The College's concept is to form a cohesive learning community of Basic Skills classes and to align and complement programs for students in transfer programs such the STEM Center and ESO grant programs. Major initiatives are professional development and use of retention specialists and embedded tutors.

Vice President Comerford discussed College of San Mateo's Student Equity Plan, addressing the five indicators as follows:

Access

Disproportionately impacted groups: younger students and certain ethnic groups

Action Step: Increase outreach to these groups

Course Completion

Disproportionately impacted groups: younger students, African American students and students on probation

Action Step: First Year Success Initiative

ESL and Basic Skills Completion

Disproportionately impacted groups: Latino/Hispanic students and multi-race students

Action Steps: Expand Supplemental Instruction Program; develop cohorts for basic skills students

Degree and Certificate Completion

Disproportionately impacted groups: younger students, Filipino, multi-race and Pacific Islander students

Action Steps: Increase effectiveness of early alert system; communicate with students who have reached a key milestone; schedule joint counselor/faculty presentations in capstone courses

Transfer

Disproportionately impacted groups: younger students

Action Step: Comprehensive Student Education Plans

Dean Garcia said Skyline College's Student Equity Plan is grounded in the College's Comprehensive Diversity Framework. She addressed the indicators as follows:

Access

In many ways, the College is overrepresented in terms of access; however, gains could be made with African American and Latino students. Another focus will be foster youth, with a goal of developing a guardian scholar program.

Course Completion

Disproportionately impacted group: students who are on academic probation

Action Steps: Explore identification of pre-probation students; make more effective use of the early alert program; facilitate collaboration between instructional and counseling faculty

ESL and Basic Skills Completion

Need to improve for all students in math

Action Step: Launch of the CSI (College Success Initiative) Project in spring 2015

Degree and Certificate Completion

Need to increase completion for all Skyline students

Action Steps: Promotion and enhancement of Student Education Plans; continued work around the Skyline Promise

Transfer

Need to improve transfer rates for all students

Action Steps: Transfer Initiative Plan; development of informed tracking system for transfer

Trustee Mohr said the reports contain significant data that goes to the heart of the mission, e.g. success, completion, etc. He said the information is laid out very well and explained clearly so that differences between impacted groups can be clearly seen. He said he is impressed that a major theme in all of the reports is professional development.

Trustee Mandelkern said the data presented is helpful and shows the rigor that was put into the preparation of the plans. He cautioned that student equity data which is tied to student success data based on the state-mandated measures of success may not represent a complete measure of the success of students in this District. Trustee Mandelkern noted that the metrics used to identify disproportionately impacted students are different for each College, e.g. ethnicity at Cañada College, age at College of San Mateo, and skills at Skyline College. Vice President Anderson said each College chose narrow and specific critical areas where they could see an immediate and strong impact.

Trustee Mohr asked how progress for reaching goals is measured. Vice President Hughes said the Colleges are required to update their plans annually and this will include progress that has been made. She said this will help in setting the following year's goals.

Trustee Mandelkern said he hopes each College will share information about programs that work well, e.g. Math Jam, that might be used at the other Colleges as well.

REPORT ON XLONLINE (14-11-3C)

Sandra Comerford, Vice President of Instruction at College of San Mateo, said that College of San Mateo is proud to represent the District in introducing this new generation of online courses. She introduced the XLOnline team members: Professors Chris Smith, Tania Beliz and Yin Mei Lawrence of the Math/Science Division; Peter Bruni, Manager of Distance Education and Instructional Design at the District Office; and Professor Lin Bowie, Project Coordinator.

Mr. Bruni said XLOnline courses resulted from a vision of Chancellor Galatolo who called on all District faculty to generate ideas regarding access and success in order to better serve students and the community at large. Mr. Bruni said that each year, approximately 500,000 potential students are turned away by California community colleges due to scant course offerings, limited space and various accessibility issues associated with physical classrooms. To help expand access to higher education and increase student success, the team is developing XLOnline courses.

Professor Smith said XLOnline courses are large classes capable of registering up to 100 student per class. The courses offer free online tutoring to students and include professionally-produced lecture videos. The courses are open to guest users who may want to preview part of a class before taking it, or simply learn about a subject for personal enrichment. Course development has progressed for Health Science 100 and Chemistry 100. The team has completed filming 63 professional lecture videos; are training student tutors to support XLOnline courses; and are creating unique XLOnline web pages using the course management system and informational web pages to support students. Professor Smith shared portions of lecture videos with the Board and audience.

Professor Lawrence said lessons learned so far include: team work is powerful and essential; Districtwide and College-wide collaboration is a must; and creating XLOnline courses involves passion, dedication and time commitment. Professor Lawrence said the lessons learned will be used moving forward and will be useful to the next generation of XLOnline faculty.

Professor Lawrence discussed the project timeline. She said the first offering of XLOnline courses (Health Science 100 and Chemistry 100) will begin in spring 2015, followed by evaluation and assessment in fall 2015, and a report to the Chancellor and Board in fall 2015.

Mr. Bruni discussed considerations for a Phase II, which include expanding College of San Mateo's XLOnline course offerings; developing and offering expanded training for faculty; and researching outside funding sources/grants.

Mr. Bruni thanked additional team members Lorrita Ford, Director of Library Services at College of San Mateo; Michelle Brown, Professor of Broadcast Media at College of San Mateo; and Rhys Ludlow of Ludlow Media Corporation.

Vice President Miljanich asked if an entire lecture is included in a video or if it is broken in segments. Professor Lawrence said videos are time limited, running from five to 15 minutes for each topic. She said students have indicated that they appreciate being able to replay the videos.

Trustee Mohr asked how going from 50 to 100 students is handled and how students are able to do their investigations in Chemistry 100. Professor Smith said that, in order to smoothly increase course enrollment, it is necessary to eliminate traditional time drains. For XLOnline courses, tutors will deal with technical problems that occur and there will be a library of professional videos that anyone teaching the course can use. Professor Lawrence said that Chemistry 100 and Health Science 100 are both lecture-only courses and have no lab component.

Trustee Holober asked if the title "XLOnline" is the District's or a vendor's branding. Mr. Bruni said it is the District's branding and the team is attempting to get a trademark. He said he believes the name will be a positive draw for students.

Trustee Mandelkern said the use of KCSM-TV resources to work on production provides some insight into how studio assets might be used after there is no longer an over-the-air station. He said having students from the Digital Media program help with production gives them hands on experience which can help them create portfolios and secure jobs.

Student Trustee Bajwa said he believes XLOnline courses will be dynamic and will be beneficial to students who take online classes due to work and other factors.

President Claire commended faculty on their excellent work. He said allowing people to access the courses as guests is a positive aspect, particularly to members of the community who previously used telecourses. Student Trustee Bajwa asked if there will be unlimited access for guests and if guests can register for the course during the semester. Mr. Bruni said guest access will be unlimited. Professor Smith said guests can register for a course if they are within the window of time for registration.

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2014 (14-11-5C)

The Board accepted the report. Trustee Mandelkern said asked if limits on K-12 districts' reserve funds, included the recently passed Proposition 2, affects the District. Executive Vice Chancellor Blackwood said this does not apply to community colleges.

COMMUNICATIONS

President Schwarz said that since the last regular meeting, the Board received a letter from a member of the public regarding the Humane Society of the United States. The Board also received an email from a former student describing the positive influence two College of San Mateo professors have had on his life.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Bajwa said he attended the California Community Colleges Student Affairs Association's Student Leadership Conference. He said more than 70 community colleges were represented. Discussion topics included Proposition 13 reform and AB 1358 regarding student representation fees. Student Trustee Bajwa said District students were models in terms of advocacy. He said they are pleased to be part of the District and to have the support of the Board and administration. Student Trustee Bajwa said there will be District Student Council meeting tomorrow at Cañada College.

Trustee Mohr said he attended a memorial service for Al Teglia who was a remarkable person and consummate community builder. Mr. Teglia worked for the San Mateo Union High School District for 38 years, served for ten years on the Board of Trustees of the Jefferson Union High School District, served five terms on the City Council of Daly City, and founded the Gifts of Love program to help disabled children. Trustee Mohr said he attended a production of *Antigone* at Cañada College which was very well done. He also attended a Chamber of Commerce Education Committee meeting at which President Buckley discussed early college high school; a Phi Theta Kappa induction ceremony; and the Faculty Service Awards ceremony at College of San Mateo.

Trustee Mandelkern expressed thanks to the voters of San Mateo County for their approval of Measure H. He thanked Eugene Whitlock, Vice Chancellor of Human Resources and Employee Relations, for inviting him to participate in the dessert judging at the District Office Halloween luncheon. Trustee Mandelkern said he had the privilege of first meeting Al Teglia in 1995. He said Mr. Teglia was a one-of-a-kind person known as "Mr. Daly City." He said everything Mr. Teglia did was focused on helping others. Trustee Mandelkern said he was sad to learn of the passing of Patiane Gladstone. He said she was a remarkable woman who worked hard to overcome obstacles in order to accomplish much in her life. Trustee Mandelkern wished everyone a pleasant Thanksgiving holiday.

Trustee Holober said he attended the Community College League of California annual conference. Topics at sessions he attended included the California Community College Success Network at which College of San Mateo's Reading Apprenticeship program was highlighted; student loan default rates; and Brown Act issues. He also attended a session presented by College of the Canyons describing the annual economic impact report for the community which they complete each year. Included in the report are the benefits to the community provided by students who complete community college programs or transfer. Trustee Holober said the District might want to consider preparing a similar report.

Vice President Miljanich said she attended the meeting of the San Mateo County School Boards Association last week and was proud of the effective and entertaining presentations by President Stanback Stroud, President Claire and Vice President Anderson. She said she heard people comment on things going on at the Colleges of which they were not aware. She said a trustee from the Jefferson Union High School District spoke highly of Student Trustee Bajwa. Vice President Miljanich said Al Teglia helped her with her agency and noted that many people enjoyed the benefit of his kindness and expertise.

President Schwarz said she coordinated the San Mateo County School Boards Association meeting on behalf of the District. She thanked President Stanback Stroud, President Claire and Vice President Anderson for representing the District so well. She said their presentation was well-received and people asked for more information. President Schwarz said she attended the CSM Faculty Service Awards and Ice Cream Social as well as the Honors Project Fall Mixer at College of San Mateo. She said Mr. Teglia was a wonderful mentor to her and was always supportive. She said he is dearly missed. President Schwarz said she was pleased to learn that the three Colleges held activities for Veterans Day. She said she regrets that she did not know about the activities in time to attend one or more.

RECESS TO CLOSED SESSION

President Schwarz said that during Closed Session, the Board will (1) consider one public employee discipline matter; (2) hold a conference with Labor Negotiator Eugene Whitlock; the employee organization is AFT; and (3) hold a conference with legal counsel regarding one case of potential litigation.

The Board recessed to Closed Session at 10:05 p.m. and reconvened to Public Session 11:13 p.m.

ADJOURNMENT

It was moved by Trustee Mohr and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 11:15 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the December 10, 2014 meeting.

Patricia Miljanich, Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud



Skyline College students performing with Ensemble Mik Nawooj
Photo Credit: Rocky Branch

SKYLINE COLLEGE BOARD REPORT

DECEMBER 10, 2014

ENSEMBLE MIK NAWOOJ: A HIP HOP ORCHESTRA DELIVERS A MASTERPIECE!



On Saturday, November 15, the Center for Innovative Practices through Hip Hop Education and Research (CIPHER) hosted an evening with Ensemble Mik Nawooj (EMN), a Hip Hop Orchestra led by the direction of composer Joowan Kim. Over 225 people attended the event and were graced with an amazing performance by EMN that blended Western European Classical compositional techniques with the lyrical realism and grittiness of Hip Hop. They performed classic Hip Hop songs from the Wu-Tang Clan and Snoop Dogg as well as their original tracks from their album.



The evening opened with a magnificent set by Professor Kymberly Jackson and a crowd-pleasing and dynamic vocal percussion performance by U.S. Beatboxing Champion Frisco Beats. The audience

also was able to watch the promotional video for our upcoming event Rock The School Bells 8 that is scheduled for March 7, 2015. One of the many highlights was a community welcome to all of our Béalos Program students who were in attendance. Also, in between each performance set, Professor Mustafa Popal and the Advanced Placement Crew kept the positive energy going as our CIPHER House DJ. The evening was certainly filled with musical artistry and great energy.

As previously mentioned, many of Skyline College's Béalos students from Mexico were in attendance. Many of these students are talented

musicians, dancers, artists, and singers and the opportunity to witness a unique blend of musical genres was a special experience for the visiting students.

Proceeds from this event will be used to provide educational scholarships through the Rock The School Bells Scholarship Fund intended for students pursuing majors such as art, music, graphic design, and film.



This event was funded in part by the President's Innovation Fund and would not have been possible without the assistance of all of the learning communities

and programs such as CIPHER, Kababayan, ASTEP, Puente, FYE, Honors Transfer, Career Advancement Academies, and Rock The School Bells. A special thanks to the President's Council; CIPHER and Rock The School Bells Advisory Board; Marketing, Communications, and Public Relations; Josh Harris and his Theater Staff; and Graphic Arts and Production for all of the preproduction support that they provided to ensure a hugely successful event.

Article by Nate Nevado. Photos by Rocky Branch.

AFRICAN-AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE (ASTEP) AND THE BROTHA'S AND SISTA'S UNION (BSU) ATTEND WRCBAA'S CAREER INSTITUTE



The ASTEP Learning Community and the Skyline College BSU attended Western Region Counsel on Black American Affairs' Career Institute on November 14 and 15 at El Camino College in Compton, CA. The students were joined by Dr. Regina Stanback Stroud, Dr. John Mosby, and Professor Kwame Thomas. The conference

SKYLINE COLLEGE BOARD REPORT

DECEMBER 10, 2014

focused on encouraging students and other faculty to pursue careers in higher education, especially in the community college setting. Students participated in the following workshops:

- Strategies to Ensure Upward Mobility in Higher Education: Employability and Careers
- What Hiring Managers Won't Tell You and What You Need to Know
- Review, Rework and Revise: Resumes and Cover Letters
- What Elements in YOU are Needed for Success and Why
- Mock Interviews
- Putting the Students' Voice in Your Student Equity Plan

Overall the students had an amazing time. They felt the conference was empowering and inspirational. The workshops taught them how to be professional and the networking opportunities were priceless.

“You are always interviewing”- Dr. Stroud.

Article and photo submitted by Kwame Thomas.

100 SKYLINE COLLEGE STUDENTS INDUCTED INTO PHI THETA KAPPA



With friends and family in attendance, 100 Skyline College students, 40 Cañada College students, and 30 College of San Mateo students were inducted into the Phi Theta Kappa

Honor Society for the fall 2014 semester. SMCCCD Trustee Tom Mohr attended the induction.

On November 14, Beta Theta Omicron hosted the Induction Ceremony for new members at Skyline College. It is the tradition of these three chapters to rotate hosting the induction. Howard Cannon, NASA Flight Director, gave the keynote address to introduce the Phi Theta Kappa Honors Study Topic, “Frontiers and the Spirit of Exploration”, to new members. Mr. Cannon talked about the nature of exploration and his lunar landing project. Professor and Phi Theta Kappa advisor Paul Spakowski called each inductee to the stage to sign the roster. Beta Theta Omicron President and 2014

International Distinguished Officer Jaimelynn Alvarez swore in the 2014-15 officers for each chapter.

Did you know:*

- A Phi Theta Kappa member is four times more likely to complete college than an average student.
- A member is 44% more likely to complete when compared to students with similar GPAs (3.5 or higher).

*Data from National Center for Education Statistics Completion Survey for the Integrated Post and Secondary Education Surveys and National Student Clearinghouse Degree Completion/Transfer Verification.

Article by Christine Case. Photo by BΘO vice president Naing Min.

SCHOLARSHIP SOCIAL EVENT RAISES SCHOLARSHIP AWARENESS



Wednesday, November 12, 2014 the Financial Aid Office kicked off National Scholarship Month with a Scholarship Social. Students who completed a scholarship

quiz received freshly popped kettle corn by Peter's Kettle Corn. Students also received information about the 2015-2016 Skyline College Scholarship Season.

Thanks to the Associated Students of Skyline College (ASSC) for sponsoring this event. Also, thank you to the Financial Aid Office, Financial Aid Ambassadors Leitu Takapu and Michael Mark, Outreach Coordinator Florentino Ubungen, Outreach Ambassadors Amelia Uluave and Jordan Baligad, and Media Services for helping make this event a success.

Article and photos submitted by Jocelyn Vila.

SKYLINE COLLEGE BOARD REPORT

DECEMBER 10, 2014

THE STRATEGIC PLANNING AND ALLOCATION OF RESOURCES COMMITTEE (SPARC): EXPLORING THE RELATIONSHIP BETWEEN THE BUDGET AND THE STRATEGIC PLAN

The Strategic Planning and Allocation of Resources Committee (SPARC) has been busy at its past two meetings, investing time in reviewing the two topics most central to its role: budget and planning. At the October 30, 2014 meeting, the SPARC hosted Executive Vice Chancellor Kathy Blackwood, who presented an overview of the new District Allocation Model. The forum was well attended by not only Committee members, but also interested faculty, staff, and students of Skyline College. The main highlights were:

- FTES and Enrollment changes will not automatically affect Colleges' allocation.
- Growth in international students will result in increased allocations to the Colleges.
- Step and Column increases will be covered.
- Colleges can receive additional allocation through a category called Demonstrated Need.

There was significant discussion regarding the last point. At this time the process for applying for 'Demonstrated Need' allocations has yet to be determined.

At the SPARC meeting held on Thursday, November 13, 2014 the focus turned to Strategic Planning at the College and the District. The SPARC dedicated time to a review of the Strategic Plan, including the goals, strategies, and priorities of Skyline College. This was the first opportunity the committee has had to review the documents since the combination of the Institutional Planning Council (IPC) and College Budget Council (CBC) formed the SPARC at the beginning of this academic year. The importance of the content of these documents was reinforced as discussion turned to the District Strategic Planning process currently underway, and the incorporation of Skyline College's strategic priorities into that process.

Accordingly, the next SPARC meeting will be held jointly with the District Strategic Planning Forum on Internal Data and Trends on Thursday, December 11, 2014, 2:30 p.m., in Building 6, Rooms 6202-6206. All interested parties are welcomed.

Article by Aaron McVean.

STUDENT DIGITAL ART EXHIBITION



The Skyline College Art Gallery currently presents a Student Digital Art Exhibition, November 24-December 12. An opening reception on Wednesday, December 3 featured refreshments and music provided by DJ audio dieticians Advanced Placement (Donovex and Mustafa Popal, Skyline College history professor).

Digital Art is now here at Skyline College!

Works on display in this exhibition are selections from in class projects done during the Fall 2014 semester by students enrolled in a range of Digital Art classes at Skyline College.

The Art Department now has a dedicated Digital Media Lab, located in room 2-117A. Their Macintosh based Digital Art lab features state of the art design and output equipment, including Adobe Creative Suite software, Epson large format color printers, a Graphtec plotter for cutting vinyl and a MakerBot 3D printer. They currently offer a number of Digital Arts courses, and will be in a growth phase over the next five years with new courses being offered each year to train our students to work in the Digital Art field.

Artworks in this exhibit are selected from these currently running Art courses:

- Art 430: Introduction to Digital Art
- Art 431: Digital Imaging I- Photoshop
- Art 354: Color Photography I
- Art 354: Color Photography II

Article and photo submitted by Paul Bridenbaugh.

SKYLINE COLLEGE BOARD REPORT

DECEMBER 10, 2014

STRATEGIC PLANNING PROCESS

As announced back in September, our College District has embarked on a strategic planning process this semester to be concluded in the spring. In October, an open strategy session held at Skyline College focused on external trends.

The next strategy session/ public forum at Skyline College will be held on Thursday, December 11, 2:30 – 4:00 p.m., in Building 6, Rooms 6202-6206.

This session will focus on internal data, and what we know about our students, programs, and students' experiences within the District's colleges. Topics for discussion including: changing demographics, student retention, student success and more. Additionally, the December strategy sessions will provide an overview of instructional program trends and their potential connections to labor markets, overall enrollment scenarios, and the District's competitor analysis. Participants will have the opportunity to discuss the SMCCCD student experience and to provide input on how the District and its colleges can improve that experience. Your participation is welcome and encouraged!

Additional background and upcoming meeting dates:

The District's Strategic Planning process has been endorsed by the Strategic Planning Taskforce and put the District on a "fast track" and will conclude with a written plan for review by all members of the campus community in late April. The process includes strategy sessions at each college at which the data and information produced as part of this process will be considered. The current calendar for the process is:

September 30: Initial Strategy Session at Skyline College to review Planning Assumptions, Environmental Scan and other documents - completed

October: Environmental Scan, Planning Assumptions and other information reviewed and posted to webpage <http://smccd.edu/strategicplanning/index.php> - completed

November/December: Review internal and external data with Strategic Planning Taskforce

December: Internal and external strategy sessions (external data). Public session at Skyline College on December 11 at 2:30 p.m..

March: Internal and external strategy sessions (preliminary goals and strategies). Two public sessions on March 18, 2:30-4:00 p.m. and 5:00 – 6:30 p.m. (times to be confirmed)

Late **April:** Draft strategic plan ready for review

Early **May:** Feedback finalized. Final plan delivered. Public session at Skyline College on May 5, 2:30-4:30 p.m.

The college community is encouraged to attend these upcoming sessions and participate in the process. Your insights, ideas and vision will help us develop a data-driven strategic plan that will allow the College District and its stakeholders to meet the challenges ahead.

CALIFORNIA STATE UNIVERSITY (CSU) APPLICATION WORKSHOPS OVERFLOWING WITH STUDENTS



October 1 kicked off the CSU Application season and the first CSU Application drop-in assistance days. Skyline College students again proved they are not procrastinators. The first drop-in day had students ready to start before the 9:00 a.m. start time.

Application season is now in full swing and the Transfer Center's drop-in hours and workshops to assist students applying to CSUs continue to be extremely well attended. Over 100 students have received CSU application assistance either through the Transfer Center drop-in hours, or through a CSU workshop offered through the Transfer Center. Several counselors have helped out during these hours, as well as our SFSU superstar Representative Doris Fendt. The last workshop this season was on Tuesday, November 11th, and deadline for the CSU and UC was November 30th.

Please keep spreading the word to help us ensure every eligible student applies for transfer and has the greatest chance for success!

Article and photo submitted by Michelle Hagar.

SKYLINE COLLEGE BOARD REPORT

DECEMBER 10, 2014

SKYLINE COLLEGE UNITES TO SUPPORT STUDENTS WRITING UNIVERSITY OF CALIFORNIA (UC) PERSONAL STATEMENTS



The Transfer Center is partnering with the Center for Transformative Teaching and Learning (CTTL), Learning Center and faculty and staff to work towards the goal of reviewing as many UC applicant personal statements as possible. Traditionally, that means around 200 students! To reach this goal, the Transfer Center partnered with the CTTL on Tuesday, October 28 to host a workshop on reviewing personal statements. Our UC Davis representative Mayra Escobar and English Professor Karen Wong gave an in-depth overview of what the UC is looking for and tips on supporting students' writing process for the personal statement. Eighteen faculty and staff from various disciplines and departments attended the workshop and several have since signed up to volunteer during designated UC personal statement review drop-in hours provided through the Transfer Center.

The first drop in day was on Wednesday, November 12 and it was widely attended!

The Transfer Center coordinated its efforts this year with the Learning Center by having a Personal Statement Workshop hosted one week prior to each drop-in day. This way students could get an overview of the process, start brainstorming and have time to come in with a draft. The faculty and staff working with students will provide feedback primarily on the content of the essay and Writing Center staff and tutors will continue their efforts to support students with the mechanics of their statements.

Article by Suzanne Poma. Photo by Michele Haggard.

INTERNATIONAL EDUCATION WEEK (IEW)



Skyline College celebrated International Education Week (IEW) from Monday, November 17 to Thursday, November 20, hosting a variety of globally themed events and activities. This year's IEW started off with an Opening Reception on Monday where

Dr. Regina Stanback Stroud gave some brief opening remarks highlighting the importance of international education. The event attracted students, faculty, staff and San Bruno community members and was followed by a series of international documentaries: *Discovery, China The New Super Power; Roads of Arabia and The French Revolution Tearing Up History*. On the same day, the "Key To World Understanding" event was held in Building 6. At this event, Ms. Maricruz Arteaga-Garavito from the Mexican Consulate, and Ms. Lupe Gallegos-Diaz from the University of California-Berkeley each gave presentations about Latin American culture and cross-cultural understanding.

IEW continued on Tuesday with the celebration of Mexican Cultural Day. Students from the Béalos program showcased the rich culture of Mexico by making presentations and demonstrations on Mexican clothing, traditional dance forms, Día de los Muertos makeup, and live music and singing. For the Día de los Muertos makeup tutorials, Evelyn Smith, Cosmetology Instructor and professional horror make-up artist, brought two students who took the lead in demonstrating the Día de los Muertos makeup to the audience.

On Wednesday, November 19, the International Affairs Student Club (IASC) celebrated IEW by bringing in ethnic cuisines to the Multicultural Center. These included various types of Chinese pastries, Korean pancakes, Japanese sushi and Mexican churros. Despite the rain, IASC received a number of students, faculty and staff members who enjoyed the cultural foods presented by the IASC members. Following the lunch event, the Global Learning Programs and Services Division (GLPS) presented the African Diaspora Evening which included an introduction to the African Diaspora Program (Clyde Lewis, African Diaspora Coordinator and Adjunct Faculty), an "Africa in Pictures" presentation (Jaye Atkin-Taylor, Former ISP Director and

SKYLINE COLLEGE BOARD REPORT

DECEMBER 10, 2014

International Scholar), and a panel discussion on African Diaspora (Jaye Atkin-Taylor, Professor Johannes Masare, Political Science and Professor Michael Moynihan, Sociology). At the end of the program, the audience had an opportunity to network with the panelists and learn more about African culture through foods, books and arts and crafts exhibited at the event.



On the last day of IEW, the International Student Program (ISP) hosted a workshop for the international students at Skyline College. The invitation was extended to 110 international students currently on campus. During the workshop, Wissem Bennani, ISP Manager,

gave a presentation on job opportunities for international students. Additionally, Andrea Vizenor, Director of the Retail, Hospitality and Tourism Program, joined the workshop as a guest speaker, introducing the new initiatives in her program. The workshop also provided the chance for international students to mingle with ISP staff members and fellow international students.

Article by Chikako Walker. Photos by Raul Guerra and Claudia Paz.

REGION HOSPITALITY SUMMIT

Friday, December 5, 2014

9:00 a.m. - 2:30 p.m.

San Francisco Airport Marriott Waterfront
Burlingame, California

SKYLINE COLLEGE CONCERT CHOIR PRESENTS: A Musical Feast for the Holidays

Friday, December 5, 2014

7:30 p.m.

Building 1, Theater

AN AFTERNOON OF MONOLOGUES, SCENES, AND MAYBE A SONG OR TWO

Sunday, December 7, 2014

4:00 p.m.

Building 3, Dance Studio

FALL DANCE SHOW

Friday, December 12, 2014

2:00 p.m. - 4:00 p.m.

and

7:00 p.m. - 9:00 p.m.

Building 1, Theater

EVENTS

STUDENT DIGITAL ART EXHIBITION

Now - December 12

Building 1, Gallery

VOCAL JAZZ ENSEMBLE AND JAZZ BAND

Monday, December 1, 2014

7:30 p.m.

Building 1, Theater

CONCERT BAND AND SYMPHONY ORCHESTRA

Tuesday, December 2, 2014

7:30 p.m.

Building 1, Theater



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ December 10, 2014

Inside...

Jazz Festival Brings Together Students, Artists and Educators	1
Pulitzer Prize-Winning Author Addresses Human Rights Abuses	2
Photography Exhibit by CSM Art Students	3
Fall Flex Day Report	4
Celebrating Puente Students and Families	5
Bulldogs Rule in Bothman Bowl	6
Kudos	6
Divyashish (Divi) Kumar	
Upcoming Events	6
Student Success Story: Sarah Funes	7

Jazz Festival Brings Together Students, Artists and Educators

CSM's 18th annual Jazz Festival on November 21, showcased performances by some of the most talented high school musicians in the Bay Area. Eighteen schools participated and approximately 600 students, parents and teachers attended. The festival featured Grammy-nominated pianist and composer **Taylor Eigsti** who performed and conducted a performance workshop, "Talking Music with Taylor Eigsti." According to Professor of Music and festival coordinator **Mike Galisatus**, "In addition to being a world-class performer, Taylor is an outstanding educator and very welcoming to the students and teachers in attendance."

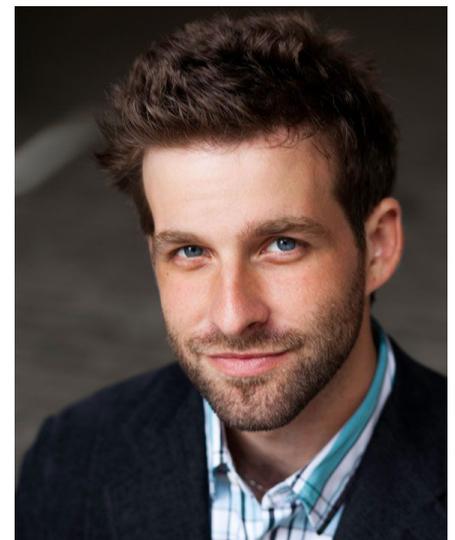


Photo source: tayjazz.com

The primary focus of CSM's festival is to provide an educational experience for the participants that they would be unlikely to receive at their own schools. The performances and workshops create a positive learning environment and one of collegiality and friendship among the students and directors. It is because of this philosophy that it is a non-competitive event. The event draws some major names in the jazz education world as the adjudicators, including CSM alum Dr. **Gregory Yasinitsky**, director of music and regents professor at Washington State University. Each participating band received an individual workshop by one of the adjudicators immediately after their performance.

The Stanford Jazz Workshop generously sponsored all this year's clinic sessions and awarded a full tuition scholarship to its summer camp for one of the high school participants.

College of San Mateo

Feedback from adjudicators and high school music teachers was impressive. Among the comments received:

First rate clinics, post performance feedback, judges comments are all what we came for...plus a chance to hear some great bands. Once again the CSM Jazz Festival delivers all that and more. —Bill Tolles, Woodside Jazz Band

Thanks for running such a great festival. I know my kids got a lot out of it. I only spring my kids from classes a few times a year, but this is definitely one of them...I wouldn't miss the CSM Jazz Festival for any reason. —Doug Minor, Mills High School

Thanks again for another tremendous festival. The CSM festival is always one of the highlights of the school year. The Taylor Eigsti concert was fabulous and very inspiring. My students were so pumped up after the festival that when we returned to Carlmont, they started to jam and didn't want to go home. This is certainly a testament to the positive vibes that they received from the festival. —John DaBaldo, Carlmont High School

Thanks SO MUCH for a wonderful, beautifully run festival. Your festival is the best and I am proud to be part of it. —Greg Yasinitzky, University of Washington ■

Pulitzer Prize-Winning Author Addresses Human Rights Abuses



Photo by Alexis Madayag

On Tuesday, November 25, Pulitzer Prize-winning author and Stanford Professor **Adam Johnson** appeared in conversation with Professor **Tim Maxwell** to discuss his novel *The Orphan Master's Son*, human rights, and the grim situation in North Korea. Sponsored by the ASCSM, DIAG, and Alpha Gamma Sigma, the event was well attended by students and faculty alike. One student, **Mary Granados** reflected afterwards, "Johnson brought attention and awareness to the entire audience of how

we should never take freedom for granted. After he illustrated the lack of freedom in another country so vividly, I now have a new appreciation for my freedom.” **Cody Bustos** of Alpha Gamma Sigma performed an original spoken word piece before the ASCSM-sponsored lunch. Outside the Theatre, student posters decrying human rights abuses in North Korea drew the attendees even deeper into the horrors of the country Johnson has brought to life in his novel. Johnson wrote in an email, “It was a great event, one I was honored to join in.” He has said he would like to come again. We shall welcome him. *(Article contributed by Tim Maxwell)* ■

Photography Exhibit by CSM Art Students

An exhibition of black and white photographs by CSM photography students is currently on display in the Bayview Dining Room of College Center through January 4. These images are examples of the high-quality work produced in CSM’s traditional and digital photography courses.

The exhibit included the following photographs:

- “Self Portrait with Buster Keaton’s Hat” by **Samuel Yearout**
- “Veil” and “Contemplation” by **Cheryl Strong**
- “Emerge” by **Martha Ketterer**
- “Sugah Betes” by **Linda Barsotti**
- “Sailors on Leave, San Francisco” and – “Café Saint-Régis, Paris” by **Mary Scarpetti**
- “Shadows” by **Chris Brown**
- “Untitled” by **Mehran Massoumi**
- “Nature’s Many Splendors” by **Jerry Barrack**

Samuel Yearout describes the inspiration for his “Self Portrait with Buster Keaton’s Hat” (seen in photo)

Buster Keaton’s movies and images delight me so much that I’m forced to do something about it. Here, I’m trying to understand his persona from the inside out. I learned that Keaton’s most iconic prop, the flattened gray felt hat, was his own invention. Throughout his career, he fashioned hundreds of these hats from regular fedoras. After a little trial and error, I made my own for this self-portrait. ■



Photo by Samuel Yearout

Fall Flex Day Report



Photo courtesy of Theresa Martin

CSM's November 26th Flex Day, had a good pre-Thanksgiving turnout for flex activities; there were 53 signups and about 20 participants per activity. The day kicked off with an early morning hike up the new trail on Sugarloaf Mountain, in San Mateo Sugarloaf Open Space and Laurelwood City Park. Biology professors **Huy Tran** and **Kathy Diamond** led the group, noting features of the flora and fauna along the way. Biology adjunct **Catherine Crech**



Photo by Linda Hand

identified fungi as well. Diamond reports that "CSM students have worked with the Trail Center as volunteers, including on the Sugarloaf trail. This could be a great place for CSM faculty, staff and students to enjoy the college's neighborhood open space while volunteering in the community on future trails."

The hike was followed by the workshop "Attending to the Social Dimension: Build Academic Identity through Peer Interactions," facilitated by **Theresa Martin** and **Santiago Perez** from the Biology Department. Participants learned about the benefits of group work, and identified key design elements when planning a group activity. They finished by having teams design a group activity for a class. The workshop brought together faculty from diverse disciplines, including adjuncts, many of whom had never met each other.

Lastly, for those faculty and staff who were not able to attend an on-site workshop, there was a series of three pedagogy training modules in an online format, facilitated by **Alexis Alexander**, instructional designer. (Content contributed by Theresa Martin and Kathy Diamond) ■

Celebrating Puente Students and Families



Photo courtesy of Lorena Gonzalez

On November 20, CSM's Puente Project held its third annual "Noche de Familia," an event for our students and their parents which recognizes the academic journey our students are embarking upon. Because so many Puentistas are first generation college students, Noche is designed to inform their families of the Puente mission and to help them better understand the educational process. Noche also allows parents to meet other Puente families and students who share the same educational goals and informs families of ways in which they can support their children/siblings as they work towards an A.A. degree and transfer.

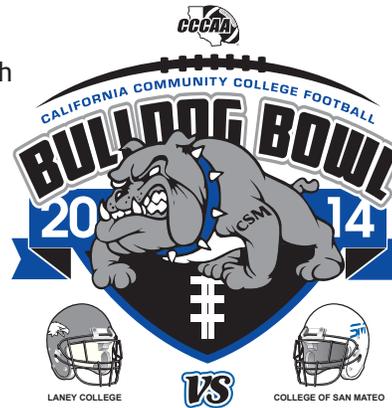
"Noche de Familia" was well attended, with over 90 guests, including current Puente students and their families, CSM administrators, faculty, and staff, and former Puentistas who shared words of wisdom with our current cohort. After an orientation for the parents and the students' family members, Puente cohort presented their affirmation, a student-generated "mission statement":

"We the Puente class of 2014-15 give our *palabra* to not give up on each other and to fulfill our *sueños*. With the support of our *familias*, we pledge to go beyond society's expectations, to achieve transfer, and to inspire others, *que con ganas, si se puede!*"

The evening concluded with an open mic discussion in which both students and their parents shared ideas of how family members can best support the Puentistas as they pursue their academic goals. The sentiment shared by all was that with the support of their families and their CSM *familia*, our students' dreams of achieving a degree in higher education are not only possible but probable and within reach. (Article contributed by Jon Kitamura) ■

Bulldogs Rule in Bothman Bowl

CSM's football team wrapped up the 2014 season with a 30-20 victory over Laney College in the Bothman Bulldog Bowl. The State No. 7 ranked Bulldogs (9-2) set a college record, holding No. 18 Laney (6-5) to minus 45 yards rushing, and recorded ten sacks, led by the games' Most Valuable Player **Mosa Likio**. Since the Bulldogs Bowl was first held in 2005, CSM has been undefeated in all nine games. ■



Kudos



Photo by Alexis Madayag

CSM Honors Project student **Divyashish (Divi) Kumar** had his paper published in the online journal of the Bay Honors Consortium. His article, titled, "The Real Cost of Time: An Analysis of Acceleration on Fuel Emissions" studied the effects of acceleration on fuel emissions and implications for aggressive drivers. He presented the paper at the Honors Research Symposium held at UC Berkeley earlier this year. ■

UPCOMING EVENTS

CSM Holiday Reception

Thursday, December 11 • 1-3 pm
Building 17, Room 112, Office of Student Life

CSM Electronic Music Concert

Thursday, December 11 • 7 pm
CSM Theatre, Building 3

Honors Project Forum

Friday, December 12 • 3-5 pm
College Center, College Heights Conference Room

Choreography Showcase

Informal Dance Choreography Performance
Wednesday, December 17 • 12 -1:30 pm
CSM Theatre, Building 3

CSM Basketball - CSM Invitational Tournament

December 19-21 • All Day Event
CSM Gymnasium

Student Success Story: Sarah Funes

UC Berkeley, Political Science

After living in South San Francisco most of her life, Sarah Funes says she “craved the sun and a different point of view.” Which led her to attend CSM with the goal of transferring to UC Berkeley.” I knew I would be there longer than two years because I really struggle with math. My strategy was to complete the UC requirements and take advantage of the many resources that CSM offers.” She benefitted from services in EOPS and DSPS programs and participated in many activities hosted by Transfer Services. Sara received extra help in her courses by meeting with her professors during their office hours. “The sessions with my professors were life changing because they cared about me as a person rather than a name on a class roster. I also spent time in the Writing Center and Math Lab and found the people working there very helpful. Those labs really saved me!”



Photo by Cathy Cockrell

Sarah was pleasantly surprised by the relationships she forged with faculty, staff and the administration, including the college president. “I found that Mike Claire had an easy going nature and real commitment to students.”

“My advice to prospective students would be: attending a community college can set you up for success, and CSM is one of the best community colleges in California. The staff and faculty care and want you to succeed. With hard work you can make your dreams come true! It worked for me... as I am now attending my dream university this fall. GO BEARS!”

As a post script to Sarah’s story, she is making an impact at Berkeley. On October 28, the UC Berkeley NewsCenter, the University’s daily e-newsletter, featured Sarah in a story titled “Hell-bent on getting out the vote.” The story describes her efforts to mobilize people, especially those from minority groups, to become engage in the electoral process. She traces her political passion to being “Latin, a woman and disabled.... I want my culture to be represented. I want to elect people who look like me.” Through her involvement with UC Berkeley’s Public Service Center, Sarah joined the Andrew Goodman Foundation and served as a Vote Everywhere ambassador during the 2014 election. The full story can be read by visiting <http://newscenter.berkeley.edu/2014/10/28/hell-bent-on-getting-out-the-vote/> ■

Cañada College Report to the SMCCCD Board of Trustees



December 5, 2014

A Hui Hou, Gail



In the early morning of November 20, 2014, long-time Cañada employee Gail Nutting Kamei passed away after a courageous, near decade-long battle against cancer. Surrounded by family, her passing was peaceful. Gail is survived by her daughters, Krystal and Tiffany, and their children, Palenaka and Keiko, her sisters, Ruth Miller and Nancy Nutting, her brothers, Tom, Ray, and David, as well as many nieces, nephews, and friends.

Her Cañada family of friends will miss her quiet proficiency and sweet and gentle nature. She was always available to meet faculty and staff needs and approached her job as if her colleagues were family and her copy equipment her children.

Gail's favorite pastimes were body-building, motorcycle riding, photography, and the exploring the outdoors. Her photographs are truly extraordinary and grace many offices and workspaces across campus. We will be collecting a selection of the photos to decorate the walls of a conference room in Building 8 as memorial to her work and service to the college.

Her family and friends will celebrate her life with a gathering at Cañada Vista on Thursday, December 11th from 1:30 to 3 p.m. All are invited where we can say a hui hou kakou (until we meet again).

*A Hui Hou, Gail,
from all your friends and family
at Cañada College.*

ASCC Attends National Conference



Walt Disney once said, “Whatever you do, do it well. Do it so well that when people see you do it they will want to come back and see you do it again and they will want to bring others and show them how well you do what you do.”

This was the Associated Student’s inspiration when they traveled to the most magical place on earth, Disneyworld, to learn how to educate, inspire, and empower other leaders on campus at the National Conference on Student Leadership.

The four-day conference, with over 650 attendees, focused on teaching the social change model of leadership to the ASCC delegation. The ASCC delegation attended over 25 sessions on diversity and inclusion on campus, leadership etiquette, fundraising, goal setting and achievement, negotiating, public speaking, and transformative leadership.

For the third conference in a row, Cañada’s ASCC took home one of the grand prizes at the conference -- an Excellence in Participation award -- chosen out of the 120 schools in attendance. The ASCC cannot wait to incorporate what they’ve learned into their 2015 events and programs.

International Group Visits Community Colleges

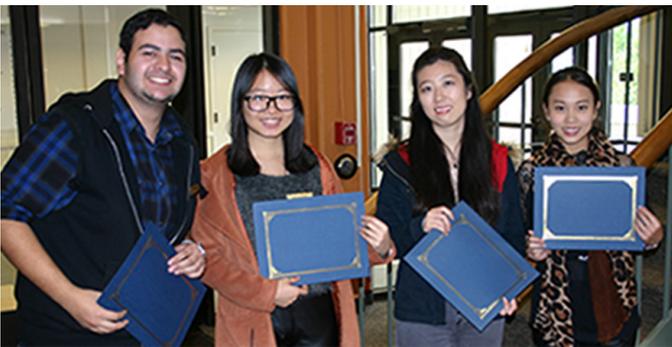


A group of 18 high school counselors and principals from Kazakhstan visited the SMCCD colleges on Tuesday, December 2. The group, introduced to Cañada College through the Silicon Valley Innovation Center, is interested in sending high school graduates to continue their education in California.

Cañada College presented an Immigration Workshop, College of San Mateo presented an International Admissions Application Workshop, and Skyline College presented a Transfer Workshop. Despite the rain, the visitors were able to learn more about our colleges and were especially impressed with the work of the STEM Center.

International Students Celebrate First Their First Thanksgiving

On Friday, November 21, Cañada College international students celebrated their first American Thanksgiving with administrators, faculty, and staff. They enjoyed a traditional Thanksgiving feast prepared by Pacific Dining.



Solar Farm Officially Debuted at Cañada College

On December 4, Cañada College and the San Mateo County Community College District celebrated the unveiling of its new solar farm.

The installation of the solar farm marks the first renewable energy project undertaken by the District and will offset half of Cañada College's energy consumption. More than 4,000 high efficacy panels will produce over one million watts of clean, renewable energy each year for more than 20 years.



The ribbon cutting ceremony included District, City, and College personnel as well as community and industry partners.



BOARD REPORT 14-12-1A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6883

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT

District Office

Karen Powell Executive Director of Facilities Planning & Operations Facilities

Reassignment from the position Director of Maintenance and Operations (Grade AE of the Management Salary Schedule 20) into this administrative assignment at Grade AC of the same salary schedule, effective December 11, 2014.

B. PUBLIC EMPLOYMENT

Cañada College

Melinda Ramzel Early Childhood Education/ Child Development Instructor Business

New Contract I status academic employment, effective January 20, 2015.

Barbara Bucton Executive Assistant to the President President's Office

New full-time, 12-month classified professional employment, effective January 5, 2015.

College of San Mateo

Kaushiki Kapoor Nursing Instructor Math & Science

New Contract I status academic employment, effective January 20, 2015.

District Office

Victoria Lin Senior Accounting Technician Administrative Services

New full-time, 12-month classified employment, effective December 8, 2014.

Skyline College**Gina Ciardella**

Program Services Coordinator

Enrollment Services

New full-time, 12-month classified employment, effective December 8, 2014.

C. REASSIGNMENT

None

D. TRANSFER**District Office****James McCoy**

Public Safety Officer

Public Safety

Transferred from a 40%, 12-month Public Safety Officer position (1C0240) into this full-time, 12-month position (1C0178), effective November 15, 2014.

E. CHANGE IN STAFF ALLOCATION**District Office**

1. Recommend creation of a new classification titled “Executive Director of Facilities Planning and Operations” at Grade AC of the Management Salary Schedule (20). Also recommend a change in staff allocation to add one full-time, 12-month Executive Director of Facilities Planning and Operations position in Facilities, Planning, and Operations, effective December 11, 2014.
2. Recommend creation of a new classification titled “Capital Projects Operations Manager” at Grade 190E of the Academic/Classified Exempt Supervisory Salary Schedule (35), effective December 11, 2014. Also recommend the reclassification of the Financial Analyst position (1C0165) to the Capital Projects Operations Manager classification, effective December 11, 2014. Accordingly, recommend that Ludmila Prisecar from District Office be reassigned to this new classification, effective December 11, 2014.
3. Recommend creation of a new classification titled “Facilities/Public Safety Executive Assistant” at Grade 195S of the Classified Professional Salary Schedule (40). Also recommend the reclassification of the Executive Assistant position (1C0286) to the Facilities/Public Safety Executive Assistant classification, effective December 11, 2014. Accordingly, recommend that Carina Warne from District Office be reassigned to this new classification, effective December 11, 2014.
4. Recommend a change in staff allocation to reclassify one Project Manager I position (1C0174) at grade 189E of the Academic/Classified Exempt Supervisory Schedule 35 to a Project Manager II position at grade 191E of the same salary schedule, effective December 11, 2014. Accordingly, recommend an increase in placement for the incumbent, Karen Pinkham, effective December 11, 2014.
5. Recommend creation of a new classification titled “Accounting Technician (Funded by Measure H)” at Grade 24A of the Classified Salary Schedule (60). Also recommend a change in staff allocation to add one full-time, 12-month Accounting Technician (Funded by Measure H) position in Information Technology Services, effective December 11, 2014. The position is a temporary position funded by Measure H, effective December 11, 2014 through June 30, 2022 or expiration of Measure H funding.

College of San Mateo

Peter von Bleichert

Business Instructor

Business & Technology

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee's validation of equivalent academic qualifications to teach in the Business Administration and Management discipline.

I. 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>
Cañada	Operations/Cashier's Office	1	01/01/2015	06/30/2015	Accounting Technician: Assist with coverage in the Cashier's Office when regular employees are out on leave. Duties to include processing payments, issuance of parking permits, and other Accounting Technician duties.
Cañada	VPSS/DRC	1	01/01/2015	06/30/2015	Instructional Aide II: Assist with significant increase in workload due to converting textbooks to Alt Media format at DRC.
Cañada	Science & Technology	1	01/01/2015	06/30/2015	Program Services Coordinator: Responsible for STEM Speaker Series. Lead coordinator for program, who plans and executes Spring 2015 events. Arrange speakers, create outreach strategy, serve as a liaison with faculty and staff, and manage student assistants.
Cañada	Science & Technology	7	01/01/2015	01/31/2015	Instructional Aide II: Tutor students in different levels of math at the January 2015 Math Jam event. Responsible for one-on-one tutoring, leading small group lessons and providing administrative support to the Math Jam Program Coordinator.
Cañada	Science & Technology	3	01/01/2015	06/30/2015	Instructional Aide II: Tutor students in specific STEM courses for semester. Lead out-of-class study sessions to provide additional academic support.
Cañada	Student Services/ Life and Leadership Development Center	1	01/01/2015	06/30/2015	Student Life & Leadership Assistant: Provide support for clerical support, student ID cards, and student events.

CSM	President's Office/PRIE	1	01/05/2015	06/30/2015	Office Assistant I: Assist with: data entry for PRIE and accreditation reports; updating data and documents on web pages; copying and binding of printed documents; preparation of department mailings; basic office machine maintenance; providing general clerical assistance during periods of heavy report production.
Skyline	Counseling/SparkPoint	2	01/01/2015	06/30/2015	Financial Aid Technician: Assist with the planning, implementation, coordination, and data collection of Financial Aid and SparkPoint Center financial coaching services and resources.
Skyline	Global Learning	1	01/01/2015	06/30/2015	Office Assistant II: Clerical work; organizing, maintaining, scheduling for the Bay Area Entrepreneur Center. Assist with planning, coordinating, executing services such as student outreach, recruitment, special events and programs.
Skyline	Global Learning	1	01/01/2015	06/30/2015	Office Assistant II: Clerical work; organizing, maintaining, scheduling. Assist with planning, coordinating, executing services such as student outreach, recruitment, special events, tours and programs.

BOARD REPORT NO. 14-12-2A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations, 358-6883

**HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF TEACHERS (AFT),
LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT**

At its meeting of November 24, 2014 the Board of Trustees received an initial proposal from AFT, Local 1493. A copy of the AFT proposal is attached and by reference made a part of this agenda item.

The District will negotiate in good faith AFT's proposals as has occurred in the past.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act.

AFT Proposal
10/9/14

1. Increase the medical cap by \$100 for single (to \$804 per month), \$150 for 2-party (to \$1177 per month) and \$200 for family (to \$1534 per month) effective January 1, 2015.
2. Increase medical stipend for part-timers from \$600 each six months to \$1,800 each six months effective 1/1/15.
3. Add the following language on class assignment to the contract:

Before teaching schedules are assigned, each faculty member shall be provided an opportunity to present in writing the Faculty Member's schedule preferences with regard to courses to be taught, day and evening classes (minimization of time period between the Instructor's first and last class each day and maximization of the time period between the end of the Instructor's last class one day and the beginning of the Instructor's first class the following day), off-campus classes, number of different course preparations, maximum consecutive hours of lecture/laboratory hours, the desire for overload, and room preferences.

The administrator shall not arbitrarily disregard the Faculty Member's preferences. When the work assignment for each teaching faculty member is prepared, primary consideration will be given to the preferences, qualifications, seniority, experience and job performance of the faculty member. At the request of the affected faculty member(s), the administrator will put in writing the reasons for denying the preference, and forward the response to the affected faculty member(s) and a copy to the Union. If the faculty member, after discussing the schedule with his/her administrator, is not satisfied, he/she may appeal to the appropriate Vice President.

The assignment for a regular teaching faculty member shall be limited to a maximum of three (3) different preparations during any semester unless the faculty employee agrees to accept additional preparations or additional preparations are needed to complete the employee's full annual load. Laboratories that are part of a lecture course and are delivered separately from the lecture course constitute a different preparation than the lecture course.

4. Language on Part-time issues will be forthcoming.

BOARD REPORT NO. 14-12-3A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources & Employee Relations,
358-6883

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

Negotiations on a renewed collective bargaining agreement were recently concluded with CSEA, and a Tentative Agreement was ratified by the CSEA membership on October 23, 2014. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

RECOMMENDATION

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

TENTATIVE AGREEMENT BETWEEN
CSEA CHAPTER 33
AND
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

September 24, 2014

- 8.7 **Salary Survey:** At least once every four (4) years, a salary survey shall be completed with the following criteria:
- a. The compensation for each bargaining unit classification will be compared with the compensation for similar classifications using the Bay Ten community colleges and other organizations as mutually agreed upon by the District and CSEA. The District will review and update all generic job descriptions and send copies to CSEA for approval before the salary survey is begun. Only the summary will be used in the survey and no reference to job titles will be included. Comparisons will be of monthly salaries for organizations surveyed, adjusted for the number of hours worked per week. Monthly salaries in those districts whose employees work a 40-hour week will be multiplied by a factor of .9375 to equate them to the monthly salaries of SMCCCD employees who work a 37.5-hour work week.

For employees in classifications assigned to KCSM, the District and CSEA agree to utilize a mutually agreed upon alternate list of survey entities.
 - b. Step one (1) will be used as the basis for comparison.
 - c. The survey shall use the benchmark system.
 - d. The grouping of the classification families to be reviewed shall be as described in Appendix F D.
 - e. Results of the survey will be utilized to show how our District compares to the fourth ranking of each classification.
 - f. CSEA will receive a copy of all documentation utilized for the survey upon completion of the survey and prior to the commencement of negotiations about the salary survey results.
 - g. Unless otherwise agreed, the District and CSEA shall negotiate about any adjustments to compensation to be made as a result of the salary survey. Such negotiations shall not commence until survey results have been received from each of the Bay Ten community colleges. ~~Salary surveys may include recommendations adjustments; the results of the survey are negotiable.~~
 - h. Any change in compensation negotiated as a result of the salary survey shall be calculated independently, and would be in addition to any change in compensation pursuant to Article 8.1. ~~Changes resulting from this survey will be retroactive to the previous July 1.~~
 - i. Salary surveys will be conducted for ~~all groups together~~ benchmark classifications once every four (4) years starting with the first survey in 1999-2000, to be conducted between July 1, 2015 and May 30, 2016, followed by the next survey in 2003-2004 between July 1, 2019 and May 30, 2020, and every four (4) years thereafter. Any changes in compensation will be effective for the entire classification family as of July 1 of the survey year, e.g. July 1, 2016 or July 1, 2020, even if negotiations extend beyond July 1 of the survey year.

9.1 The Board will provide members of the unit with benefits described in the subsequent sections.

9.1.1 *Medical Insurance:* The Board will provide each eligible employee and eligible dependents with one of the PERS Health Plans as chosen by the employee from among those listed in the PERS Basic Health Plan Book.

Effective January 1, 2015 the medical caps for the PERS Health Plans will be as follows:

Single:	\$ 679.00	\$ 729.00 per month
Two Party:	\$1,092.00	\$1,167.00 per month
Family:	\$1,437.00	\$1,537.00 per month

The District will make a firm commitment subject to negotiations with CSEA to increase the medical cap on 1/1/2015 and 1/1/2016 when the District knows what the premium increases will be and the amount of funding available for those years.

The District will continue to offer Section 125 of the Internal Revenue Code for over-cap medical premiums paid by individual employees.

The plans are fully described in the PERS Basic Health Plan Book, which is available in the Office of Human Resources.

 10/7/14

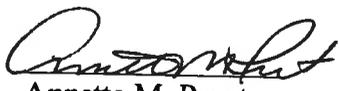
Eugene Whitlock

Vice Chancellor, Human Resources and Employee Relations

 10/7/14

Christopher C. Weidman

Chief Negotiator, CSEA, Chapter 33

 10/7/2014

Annette M. Perot

Chapter President, CSEA, Chapter 33

BOARD REPORT NO. 14-12-4A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources & Employee Relations,
358-6883

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO, LOCAL 829, COUNCIL 57**

Negotiations on a renewed collective bargaining agreement were recently concluded with AFSCME, and a Tentative Agreement was ratified by the AFSCME membership on October 20, 2014. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

RECOMMENDATION

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 829, Council 57 (AFSCME).

TENTATIVE AGREEMENT BETWEEN
AFSCME, LOCAL 829, COUNCIL 57
AND
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
September 24, 2014

Increase medical cap effective January 1, 2015 as follows:

	Single	2 Party	Family
From	\$679.00	\$1,091.60	\$1,436.58
To	\$729.00	\$1,166.60	\$1,536.58
Increase Amount	\$ 50.00	\$ 75.00	\$ 100.00

8.2.4 Backhoe Differential: A member of the unit who is ~~not~~ classified as a Lead Groundskeeper or Groundskeeper, and who is assigned to operate the backhoe will be paid a 10% hourly wage differential for the duration of the time worked operating the backhoe. A minimum of one hour will be paid for each of these occasions.

8.9 Uniform Allowance

The District will provide the following types of uniform work clothes to all permanent employees, at no cost to the employee:

1. Five work shirts and five T-shirts, which can be either button-down collared shirts or any combination thereof:
 - a. Long sleeve button-down collared work shirt
 - b. Short sleeve button-down collared work shirt
 - c. Long sleeve T-shirt
 - d. Short sleeve T-shirt
2. One work jacket
3. One work vest (optional at the employee's request)
4. One hat (optional at the employee's request)
5. One pair of coveralls (optional at the employee's request)
6. ~~One pair of work boots that meets current established safety standards for the type of work being performed. The maximum allowance per year is \$200.00. Exceptions for employees in heavy use areas or with individual needs will be made with the approval of the Director of Facilities Maintenance and Operations.~~

TENTATIVE AGREEMENT BETWEEN AFSCME, LOCAL 829, COUNCIL 57 AND THE SAN
MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Groundskeepers & Lead Groundskeepers will be able to receive up to two pair of work boots that meet the established safety standards per year. The maximum allowance will be \$400.00 per year.

Custodians, Lead Custodians, Utility Engineer, Maintenance Engineer, Painter, Project Engineer, Senior Maintenance Engineer, Systems Engineer and Chief Engineer will have a maximum of \$200.00 per year to spend on work boots that meet the standard for the type of work being performed.

If there is additional money left on the District voucher after allotted work boots have been purchased, the employee may use the remaining money on the voucher solely towards an additional pair of work boots that meet the established safety standards. If the balance does not cover 100% the additional pair of work boots the employee would be responsible for the balance.

7. Rain gear – jacket, pants and rubber boots.

All work shirts, vests, coveralls and jackets will have the employee's name and the SMCCCD Facilities logo. Individual items will be replaced as needed. On a quarterly basis (July, October, January and April) the College Facilities Operations Office will initiate replacement uniform orders, at which time Employees should submit their request for replacement uniforms. A copy of the form submitted will be given to the employee for his or her records. Other clothing items not on this list may be requested by an employee and are subject to the approval of the Director of Facilities Maintenance and Operations. A denial may be appealed to the Vice Chancellor – Human Resources & Employee Relations

The District will provide laundry service for work jackets, vests and overalls. Each employee will be responsible for the laundering of shirts, T-shirts, and other items.

Under this agreement, it is the responsibility of the employee to report for work in appropriate uniforms and to request replacement clothing as needed. It is the responsibility of management to provide uniforms, to replace worn clothing in a reasonable amount of time, and to provide laundry service for hard-to-clean items (overalls and jackets).

Employees who refuse to wear the organizational work clothes or report to work inappropriately dressed, may be subject to disciplinary action. In the case of an employee emergency call-back to work, employees should wear an appropriate uniform if possible. Of primary importance is the employee's swift return to the site of the emergency.

TENTATIVE AGREEMENT BETWEEN AFSCME, LOCAL 829, COUNCIL 57 AND THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT



Eugene Whitlock
Vice Chancellor, Human Resources and Employee Relations
San Mateo County Community College District



Jans Cavanna
President
AFSCME, LOCAL 829, COUNCIL 57

**TENTATIVE AGREEMENT BETWEEN AFSCME, LOCAL 829, COUNCIL 57 AND THE SAN
MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

BOARD REPORT NO. 14-12-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Anniqua Rana, Dean, Athletics, Library and Learning Resources, Cañada College, 306-3470
Jennifer Hughes, Vice President, Student Services, College of San Mateo, 574-6118
Angélica Garcia, Dean of Counseling, Advising and Matriculation, Skyline College, 738-4124

**APPROVAL OF STUDENT EQUITY PLANS
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Student Equity Planning is administered through the Student Success and Support (SSSP) unit at the State Chancellor's Office. SSSP staff are responsible for the implementation of the Board of Governor's Student Equity Policy and related regulations, including assessing district plans and reporting recommendations to the Board of Governors, providing districts with technical assistance in the development and improvement of plans, and assessing district progress towards the implementation of their plans over time.

College student equity plans focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators linked to the CCC Student Success Scorecard, and other measures developed in consultation with local colleges. "Success indicators" are used to identify and measure areas for which disadvantaged populations may be impacted by issues of equal opportunity. Title 5 regulations specify that colleges must review and address the following populations when looking at disproportionate impact: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities (§54220(d)). The State Budget trailer bill, SB 860 (2014) added requirements to address foster youth, veterans and low income students. Each college develops specific goals/outcomes and actions to address disparities that are discovered, disaggregating data for indicators by student demographics, preferably in program review. College plans must describe the implementation of each indicator, as well as policies, activities and procedures as they relate to improving equity and success at the college.

At the Board of Trustees Study Session of November 24, representatives from Cañada College, College of San Mateo and Skyline presented their Student Equity Plans to the Board for review.

RECOMMENDATION

It is recommended that the Board approve the Student Equity Plans for Cañada College, College of San Mateo and Skyline College, to be submitted to the Student Success and Support unit at the State Chancellor's Office.

BOARD REPORT NO. 14-12-2B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor – Human Resources & Employee Relations
358-6883

ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2016-2017

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

The proposed calendar (attached) is designed to begin the 2016-2017 academic year in late August with a completion of the Fall 2016 semester prior to the winter holidays. The following details the features of the calendar, as do the attached documents.

Fall 2016: Classes begin August 17, 2016
Eighty-six (86) instructional days including five (5) days of final examinations
Three (3) professional growth flex days
Semester ends December 17, 2016

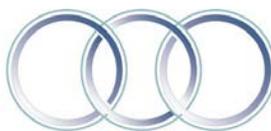
Spring 2017: Classes begin January 17, 2017
Eighty-nine (89) instructional days including five (5) days of final examinations
Three (3) professional growth flex days
Semester ends May 26, 2017

Summer 2017: All Summer Sessions are tentatively set to begin on June 12, 2017
Independence Day will be observed on July 4, 2016

Commencement: Cañada College – May 28, 2016 and May 27, 2017
College of San Mateo – May 27, 2016 and May 26, 2017
Skyline College – May 27, 2016 and May 26, 2017

RECOMMENDATION

It is recommended that the Board adopt the 2016-2017 District Academic Calendar as detailed in this report.



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

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

Academic Calendar 2016–2017

FALL SEMESTER 2016 (86 Instructional Days including 5 Final Days, plus 3 Flex Days)

August	15,16 Flex Days (No Classes)
August	17 Day and Evening Classes Begin
August	30	... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August	30 Last Day to Add Semester Length Classes
September	3, 4 Declared Recess
September	5 Labor Day (Holiday)
September	5 Last Day to Drop Semester Length Classes Without Appearing on Record
September	6 Census Day
October	7 Last Day to Apply for Degree – Certificate
October	12 Flex Day (No Classes)
November	11 Veterans’ Day (Holiday)
November	12, 13 Declared Recess
November	16 Last Day to Withdraw from Semester Length Classes
November	24 Thanksgiving Day (Holiday)
November	25 – 27 Declared Recess
December	11 – 17 Final Examinations (Day and Evening Classes)
December	17 Day and Evening Classes End
December 23 – January 2	 Winter Recess (Total of Seven District Work Days)

SPRING SEMESTER 2017 (89 Instructional Days including 5 Final Days, plus 3 Flex Days)

January	12, 13 Flex Days (No Classes)
January	14, 15 Declared Recess
January	16 Martin Luther King Jr. Day (Holiday)
January	17 Day and Evening Classes Begin
January	30	... Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
January	30 Last Day to Add Semester Length Classes
February	5 Last Day to Drop Semester Length Classes Without Appearing on Record
February	6 Census Day
February	17 Lincoln’s Birthday Observed (Holiday)
February	18, 19 Declared Recess
February	20 Presidents’ Day (Holiday)
March	3 Last Day to Apply for Degree – Certificate
March	8 Flex Day (No Classes)
April	2 – 8 Spring Recess
April	27 Last Day to Withdraw From Semester Length Classes
May	20 - 26 Final Examinations (Day and Evening Classes)
May	26 Day and Evening Classes End
May	27, 28 Declared Recess
May	29 Memorial Day (Holiday)

TENTATIVE SUMMER SESSION 2017

June 12 – July 22 Six Week Session
June 12 – July 29 Seven Week Session
June 12 – August 5 Eight Week Session
July 4 Independence Day (Holiday)

BOARD REPORT NO. 14-12-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Robin Richards, Vice President, Student Services, Cañada College, 306-3339

**ACCEPTANCE OF BAY AREA WORKFORCE FUNDING COLLABORATIVE GRANT
FOR CAÑADA COLLEGE**

Cañada College has been selected to receive a Bay Area Workforce Funding Collaborative (BAWFC) grant to support a career pathway bridge program to support: 1) student support services and 2) employer engagement and work-based instruction. The grant is titled “Institutionalizing Student Support Services and Employer Engagement for Community College Bridge Programs.”

The over-arching goals of the BAWFC grant are to:

1. develop strategic approaches to education and training at community colleges that can be institutionalized for long-term impact for low-income workforce entrants and low-wage workers in targeted industry sectors;
2. provide contextualized basic skills and technical training; supportive services; and work-based experiences leading to industry-recognized credentials, career advancement and family-sustaining wages;
3. improve the efficiency, coordination, performance and evaluation of workforce efforts in targeted sectors, aligning these efforts closely to the economic development efforts of the sectors, and through this alignment support efforts to recruit and advance workers from low-income communities into high-wage/high-demand jobs in the region's economy.

The proposed project is a collaboration among Cañada College, Sequoia Adult School, and JobTrain. The overall project goal is to create the “Collaborative for Successful Career Pathways (C4SCP)” among the three entities and to conduct a pilot Information & Communication Technology (ICT) Coding pathway for low income students. A 16-week intensive ICT Coding certificate course will be conducted at JobTrain and students enrolled will also earn college credits.

The grant will provide \$149,694 to Cañada College for January-December 2015.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the Bay Area Workforce Collaborative funding for January-December 2015 for Cañada College in the amount of \$149,694.

BOARD REPORT NO. 14-12-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Gregory Anderson, Vice President of Instruction, Cañada College, 306-3298
Sandra Comerford, Vice President of Instruction, College of San Mateo, 574-6404
Sarah Perkins, Vice President of Instruction, Skyline College, 738-4321

**ACCEPTANCE OF CTE ENHANCEMENT SUBGRANT FUNDS FOR CAÑADA COLLEGE,
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Board authorization is requested to accept a Career Technical Education (CTE) Enhancement Fund subgrant of \$519,982 and subsequent augmentations from Cabrillo Community College District, the Bay Area Community College Consortium's (BACCC) fiscal agent responsible for distribution of the CTE Enhancement Funds.

The 2014-15 budget signed by Governor Brown allocated \$50M on a one-time basis to "create greater incentive for California Community Colleges to develop, enhance, retool, and expand quality career technical education offerings that build upon existing community college regional capacity to respond to regional labor market needs." Funds may be used for equipment, curriculum and professional development and "other related costs necessary to develop, enhance, retool, and expand quality career technical education offerings." These are one-time funds that must be fully spent by March of 2016.

The funds will be distributed through the regional consortia to their member colleges. After a 5% set aside for administrative costs, 60% of the remaining funds will be distributed directly to colleges using a formula based on FTES. The Bay region will receive a total of \$11,316,648. The District's share of this funding is:

Canada College:	\$117,377
College of San Mateo:	\$193,464
Skyline College:	\$209,141

The other 40% of the remaining funds will be utilized for multi-college efforts that build the capacity of partnering colleges to meet regional workforce development needs. The Colleges may receive additional funds from the 40% regional share of funds. The priorities and process for applying for and distributing these funds are still being developed. In order to expedite access to the funds, Cabrillo Community College District's governing board has authorized its district, as fiscal agent for BACCC, to enter into contracts with each of the other 27 colleges, with final amounts and program areas to be worked out between administrative staff of the fiscal agent and the member colleges. BACCC is requesting the governing boards of member colleges to similarly authorize their colleges to enter into these contracts with the BACCC, providing flexibility to the college administration to commit to receiving and spending both the defined 60% share and to a yet-to-be determined share of the 40% funds.

Funds must target labor markets where the number of job openings exceeds the supply of candidates from community colleges and from other education and training providers. It also requires that funds be utilized to facilitate alignment of CTE programs across multiple colleges to better serve regional scale industries and labor markets.

The CTE Enhancement Fund is a significant indication of the Governor and the legislature's interest in supporting the Career Technical Education mission and of their desire to build the system's capacity to become important contributors to the regional economies that are essential to California's long-term economic vitality. Students will benefit from the greater depth and diversity of offerings that comes from regional alignment. The Chancellor's Office is proposing that the funds become an annual allocation with the purpose of helping to offset the high cost of CTE programs.

RECOMMENDATION

It is recommended that the Board accept subgrant funds for Cañada College, College of San Mateo and Skyline College in the total amount of \$519,582 from the Bay Area Community College Consortium fiscal agent, Cabrillo Community College District, and authorize the Executive Vice Chancellor to execute and make all necessary arrangements in relation to this grant agreement and any future amendments and augmentations on behalf of the Colleges.

BOARD REPORT NO. 14-12-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

REPORT AND DISCUSSION ON MULTIFAMILY OVERLAY AT CAÑADA COLLEGE

Over the last several months, the Town of Woodside has been working on a plan to put a multifamily zoning overlay (i.e., condos or apartments) on the Cañada College campus—the portion of the campus that is in the Town of Woodside. For the Board’s information, it is important to note that a Town or City has complete control over land use decisions and, while they might consider a landowner’s preferences, a landowner cannot block a zoning change. Following is some background information on this matter.

The General Plan designation for the Cañada College campus now is “Institutional” and the zoning is SR—suburban residential (single family homes). This means that, if the campus were to close (or if a portion of the campus was sold) and a developer purchased the land, the developer would be able to build single family homes on the property (unless they were granted a change in zoning).

The State requires municipalities to update their “Housing Element” every eight years and, at the time of the update, the State gives each region a new RHNA (Regional Housing Needs Allocation) number for the number of homes that should be produced to keep up with job and population growth. Each region allocates that number to the cities and towns in its region (ours is the Bay Area), with most of the allocation for new housing reflected in urban, built up areas. In fact, the State Housing Element Law requires regions to allocate its housing need in a way that promotes more infill development near transportation corridors. Even though the number of new homes needed is allocated to local towns and cities, the law does not require a city or municipality to actually produce that number; it requires them to plan for this growth.

Woodside’s allocation for 2015-2022 is 62 homes, distributed among low income, moderate income and above moderate income categories. Woodside has been very successful in meeting and exceeding its allocated number in the past by allowing “in-law” or ancillary dwellings on the large properties in the town and they will continue to use this strategy in the future.

The Town’s 2007-2014 Housing Element, which was submitted to and certified by the State, contained a Policy statement that the Town would investigate the possibility of placing a multifamily zoning overlay on the campus and this is what they are attempting to do now for their new Housing Element, which begins in 2015. Woodside has been informed that the State will not certify their Housing Element unless they include a multifamily zoning overlay. The Town investigated several other places where they might add a multifamily zone overlay, including Woodside School, but due to traffic concerns, that zoning would not be appropriate in town.

The process involves 1) notice to residents within 300 feet of the property; 2) a planning commission public hearing (no action) on December 3; and 3) hearing and potential action by the Town Council—probably in January.

At the December 3 Planning Commission meeting, the Planning Director made it very clear that the Town—not the College District—is the proponent of the overlay zoning. Three Woodside residents attending the meeting asked the Commission to limit the overlay to the eastern side of the campus in order to protect the meadow and stream that are near the Cañada Road entrance to the campus. Planning Commissioners agreed to this revision and also asked that the overlay be tied to the District's continuing ownership of the Cañada College campus and that it be restricted for faculty and staff housing. This is the recommendation that will be presented to the Town Council in January.

This multifamily overlay does in no way commit the District or require the District to produce housing or to sell land to a developer who can produce housing. This is simply an exercise to demonstrate that there are potential places where multifamily housing could theoretically be built.

BOARD REPORT NO. 14-12-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2014-15

The following report covers the period July 1, 2014 through September 30, 2014 for Associated Student Bodies, Bookstores, Cafeterias and San Mateo Athletic Club and Aquatic Center. The District Auxiliary and Commercial Operations, including the three campus bookstores, cafeterias, vending operations and the San Mateo Athletic Club and Aquatic Center at College of San Mateo, are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

ASSOCIATED STUDENTS (Exhibits A, B, C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the first quarter of 2014-15 are listed below:

Associated Students Income	2014-15	2013-14	\$ Change	%Change
Cañada College ASB	\$ 19,509	\$ 17,478	\$ 2,031	11.6%
College of San Mateo ASB	16,249	28,007	\$ (11,758)	-42.0%
Skyline College ASB	23,602	37,876	\$ (14,274)	-37.7%

Associated Students Expenditures	2014-15	2013-14	\$ Change	%Change
Cañada College ASB	\$ 9,932	\$ 3,163	\$ 6,768	214.0%
College of San Mateo ASB	22,888	18,789	\$ 4,099	21.8%
Skyline College ASB	25,703	25,596	\$ 106	0.4%

Activity card sales are the major source of income for the Associated Students. The decrease in income this quarter is largely due to receipt of the Lehman Brothers recovery in the amount of \$15,297.28 versus zero dollars in 2014.

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

Both Canada and CSM had increases in program expenses as well as all other operating expenses. At Skyline, there was significant decrease in program expenses and a noticeable increase in conference expenses as well as student assistant salaries.

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

Associated Students Net Income	2014-15	2013-14	\$ Change	%Change
Cañada College ASB	\$ 9,578	\$ 14,315	\$ (4,737)	-33.1%
College of San Mateo ASB	\$ (6,639)	\$ 9,218	\$ (15,857)	-172.0%
Skyline College ASB	\$ (2,100)	\$ 12,280	\$ (14,380)	-117.1%

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

BOOKSTORES (Exhibit D)

The following data reflects Bookstore operations for the fiscal year beginning July 1, 2014 through September 30, 2014. It includes summer 2014 and the first half of fall 2014 semester sales.

Bookstore Sales	2014-15	2013-14	\$ Change	%Change
Regular Merchandise Sales	\$ 2,417,350	\$ 2,495,150	\$ (77,799)	-3.1%
Computer Products Sales	\$ 30,397	\$ 41,340	\$ (10,943)	-26.5%
Total Merchandise Sales	\$ 2,447,747	\$ 2,536,489	\$ (88,742)	-3.5%
Textbook Rental Sales	\$ 220,522	\$ 190,582	\$ 29,940	15.7%
Production Service Income	\$ 91,232	\$ 107,551	\$ (16,319)	-15.2%
Total Sales	\$ 2,759,501	\$ 2,834,623	\$ (75,121)	-2.7%

Regular merchandise sales have decreased this year compared to last year due mainly to a continuing drop in textbook sales. Textbook sales are down over last year due to a number of factors including the decline in enrollment and the growth of the textbook rental program. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would on the sale of a new book on the rental of any book. Textbook rental fees increased 15.7% this fall over last fall as the program continues to grow and is operational at all three Colleges with a wide range of support from each College administration.

Comparative figures are shown below:

Bookstore Recap	2014-15	2013-14	\$ Change	%Change
Operations				
Total Sales	\$ 2,759,501	\$ 2,834,623	\$ (75,121)	-2.7%
Cost of Goods Sold	\$ 1,595,405	\$ 1,687,153	\$ (91,748)	-5.4%
Gross Profit from Operations	\$ 1,164,096	\$ 1,147,470	\$ 16,626	1.4%
Total Operating Expenses	\$ 786,020	\$ 754,659	\$ 31,361	4.2%
Net Income/(Loss) from Operations	\$ 378,076	\$ 392,811	\$ (14,735)	-3.8%
Interest and Other Income	\$ 73,109	\$ 100,471	\$ (27,362)	-27.2%
Net Income Before Other Expenses	\$ 451,186	\$ 493,282	\$ (42,097)	-8.5%
District Support				
In-Kind Donations Received	\$ 71,216	\$ 56,993	\$ 14,224	25.0%
Admin Salary & Benefits	\$ 16,615	\$ 23,855	\$ (7,240)	-30.4%
Other Expenses	\$ 18,223	\$ 30,833	\$ (12,610)	-40.9%
Net Change in Fund Balance	\$ 487,563	\$ 495,586	\$ (8,023)	-1.6%

Textbook sales overall were down Districtwide this year as last year. The increase in textbook rentals continues to be significant with increases year over year. The retail value of the books we rented this fall is \$882,088 **saving** students **\$661,566** this semester alone on textbook purchases. Since the program's inception in 2001, the textbook rental program has saved students in this District **over \$8 million** dollars in textbook costs and has helped to provide access to tens of thousands of students who would not otherwise be able to afford their textbooks.

Particularly noteworthy is the \$71,216 represented as "in-kind donations" received. This represents funds paid to the Bookstores from Pepsi according to the terms of the contract. In addition to the \$30,000 in partnership funds the Bookstore received each year of the contract, Pepsi also pays \$1.50 per case of Pepsi sold by the bookstores and cafeterias. This money will be completely spent down over the course of the academic year supporting the textbook rental fund as well as supporting a variety of activities at the colleges that support teaching and learning.

Cost of goods sold decreased this year due to the continued decrease in computer sales, the increase in textbook rentals and the low cost of convenience items that have increased sales significantly. Total direct operating expenses has increased 4.2% over this same period in 2013-14 due primarily to salary and benefit increases. Interest and other income decreased significantly due to receiving a payment from the settlement of our Lehman Brothers loss last year that was a one-time payment. Textbook rental income and investment income are actually both higher than last year

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

CAFETERIAS (Exhibit E)

Beverage, Snack and Food Service Vendors –

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

First quarter comparisons are noted below; this includes commissions from July 2014 through September 2014.

Cafeteria Recap	2014-15	2013-14	\$ Change	% Change
Revenues				
Food Service Income	\$ 39,826	\$ 31,430	\$ 8,396	26.7%
Vending Income	14,959	11,559	3,400	29.4%
Interest Income	2,052	5,418	(3,366)	-62.1%
Event Rental	21,328	18,317	3,011	16.4%
Total Revenues	\$ 78,165	\$ 66,725	\$ 11,440	17.1%
Expenditures	\$ 44,495	\$ 33,852	\$ 10,643	31.4%
Prior Year Adjustment	\$ 15,761	\$ -	\$ 15,761	100.0%
Net Change in Fund Balance	\$ 17,909	\$ 32,873	\$ (14,964)	-45.5%

FOOD SERVICE INCOME	2014-15	2013-14	\$ Change	% Change
PACIFIC DINING				
Skyline	12,720	9,621	3,098	32.2%
Cañada	7,693	5,929	1,763	29.7%
CSM	17,479	14,802	2,677	18.1%
Le Bulldog	1,935	1,079	857	79.4%
Total Food Service Income	39,826	31,430	8,396	26.7%

Compared to the first quarter 2012-13, food service income has increased 26.7% with increases seen at all three campuses. Event rental fees continue to be strong. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility at a superior level. Due to a prior year adjustment, the net fund balance shows a decrease but the operation itself is strong at all three colleges.

Vending income has increased by 29.4% compared to last year. This is primarily because of the strong children's aquatic programming over the summer and the success of the College for Kids program. Both programs brought hundreds of youth to the campuses this summer. Vending income is returned to each college Associated Students for use in supporting student activities on each campus.

Income from food service and vending contracts enables the District to provide food and beverage services to the students. These combined resources, along with interest income, also provide a stable Cafeteria fund not requiring support from the general fund. As part of the Enterprise Fund, the cafeteria and vending operations and are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

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

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

The San Mateo Athletic Club is a professionally managed enterprise program sharing the fitness facility with the College of San Mateo. The San Mateo Athletic Club shares the instructional and training space on

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

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

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

Over the past four years, San Mateo Athletic Club (SMAC) has grown its membership to over 5,000; provides health and wellness opportunities to the local community and offers training and certification programs to fitness professionals. SMAC also provides a revenue stream that helps to support the facility and the equipment therein where the college faculty provide teaching and learning to the students at CSM. In addition to all we do to help support the mission and goals of CSM, we continue to engage the local community in an effort to increase the exposure opportunities for the college. This effort continues to be led by our outstanding aquatics facility and programming which has attracted attention from the Peninsula and surrounding areas.

The San Mateo Athletic Club and Aquatic Center financial summary is shown on the following page.

San Mateo Athletic Club and Aquatic Center	2014-15	2013-14	\$ Change	%Change
Operating Revenues				
Registration & Membership	\$ 764,811	\$ 687,917	\$ 76,894	11.2%
Personal Training	86,601	91,494	(4,893)	-5.3%
Aquatics	218,029	188,484	29,545	15.7%
Parking	20,387	18,168	2,219	12.2%
Group Exercise	10,063	16,227	(6,164)	-38.0%
Retail	7,054	5,012	2,042	40.7%
Other Income	3,570	5,650	(2,080)	-36.8%
Total Operating Revenue	\$ 1,110,513	\$ 1,012,950	\$ 97,563	9.6%
Operating Expenses	\$ 736,753	\$ 674,204	\$ 62,550	9.3%
Net Operating Income/(Loss), prior to District and College Support	\$ 373,760	\$ 338,747	\$ 35,013	10.3%
District Support				
District Support Income	35,728	17,406	18,322	105.3%
District Support Expense	75,895	61,079	14,816	24.3%
Net Income/(Loss) after District Support, prior to College Support	\$ 333,594	\$ 295,074	\$ 38,520	13.1%
College Support Expense	\$ 55,000	\$ -	\$ 55,000	100.0%
Net Income/(Loss) after District & College Support	\$ 278,594	\$ 295,074	\$ (16,480)	-5.6%

The financial performance of SMAC continues to be strong this year after four full years of operation. Total operating revenue has exceeded expectations and is 9.6% or \$97,563 ahead of last year for a total of \$1,110,513. Our net operating income after expenses is actually slightly down over last year. In addition to increased district salary and benefit costs for district employees charged to the operation, there is also a \$30,000 donation to Jazz on the Hill represented under College Support. Net operating income for the operation itself is above last year by 10.3%.

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

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

ASB CANADA
BALANCE SHEET

	<u>Sep 30, 14</u>	<u>Sep 30, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	130,702.09	332,767.46	-202,065.37	-60.72%
Total Checking/Savings	130,702.09	332,767.46	-202,065.37	-60.72%
Accounts Receivable				
1210.5 · ALLOWANCE FOR BAD DEBTS	-13,958.62	-12,510.17	-1,448.45	11.58%
Total Accounts Receivable	-13,958.62	-12,510.17	-1,448.45	11.58%
Other Current Assets				
1210.1 · ACCOUNTS RECEIVABLE CANADA	64,670.96	69,772.56	-5,101.60	-7.31%
1220 · EMERGENCY LOANS RECEIVABLE	5,381.00	4,830.00	551.00	11.41%
1310.1 · COUNTY INVESMENT POOL-UNION	327,480.78	98,031.63	229,449.15	234.06%
1310.2 · MARK TO MARKET	-14.38	-228.06	213.68	-93.7%
Total Other Current Assets	397,518.36	172,406.13	225,112.23	130.57%
Total Current Assets	514,261.83	492,663.42	21,598.41	4.38%
Fixed Assets				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	0.00	0.00	0.00	0.0%
TOTAL ASSETS	<u>514,261.83</u>	<u>492,663.42</u>	<u>21,598.41</u>	<u>4.38%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2020 · EMERGENCY LOANS PAYABLE	6,113.94	6,662.94	-549.00	-8.24%
2030 · OTHER LOANS PAYABLE	6,021.01	6,021.01	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	72.00	72.00	0.00	0.0%
2050 · CLUBS	25,456.66	24,243.86	1,212.80	5.0%
2060 · TRUSTS	194,487.57	180,851.10	13,636.47	7.54%
Total Other Current Liabilities	232,151.18	217,850.91	14,300.27	6.56%
Total Current Liabilities	232,151.18	217,850.91	14,300.27	6.56%
Total Liabilities	232,151.18	217,850.91	14,300.27	6.56%
Equity				
3010 · Opening Bal Equity	141,753.44	141,753.44	0.00	0.0%
3020 · Retained Earnings	130,779.62	118,744.11	12,035.51	10.14%
Net Income	9,577.59	14,314.96	-4,737.37	-33.09%
Total Equity	282,110.65	274,812.51	7,298.14	2.66%
TOTAL LIABILITIES & EQUITY	<u>514,261.83</u>	<u>492,663.42</u>	<u>21,598.41</u>	<u>4.38%</u>

ASB - CANADA
INCOME STATEMENT

	<u>Jul - Sep 14</u>	<u>Jul - Sep 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	79.50	88.50	-9.00	-10.17%
4050 · MISCELLANEOUS	59.98	124.00	-64.02	-51.63%
4080 · STUDENT BODY CARD	15,392.00	15,352.00	40.00	0.26%
4090 · VENDING-ACTION	1,422.34	859.36	562.98	65.51%
4091 · VENDING-PEPSI	2,035.42	828.55	1,206.87	145.66%
Total 4000 · INCOME	<u>18,989.24</u>	<u>17,252.41</u>	<u>1,736.83</u>	<u>10.07%</u>
Total Income	18,989.24	17,252.41	1,736.83	10.07%
Expense				
5000 · EXPENSES				
5031 · CLUB ASSISTANCE/ICC	-575.56	129.72	-705.28	-543.69%
5032 · COLLEGE PROGRAM ASSISTANCE	4,818.67	75.79	4,742.88	6,257.92%
5033 · CONFERENCE	2,836.19	0.00	2,836.19	100.0%
5080 · HOSPITALITY	0.00	1.50	-1.50	-100.0%
5140 · OFFICE SUPPLIES	147.35	196.16	-48.81	-24.88%
5145 · OPERATION	29.57	0.00	29.57	100.0%
5151 · PUBLICITY	0.00	998.77	-998.77	-100.0%
5152 · SPIRIT THURSDAY	1,728.32	982.59	745.73	75.89%
5170 · RECREATION/GAMES	36.82	102.79	-65.97	-64.18%
5171 · REPAIR & MAINTENANCE	348.33	64.74	283.59	438.04%
5182 · STUDENT ACTIVITY CARD	561.82	611.22	-49.40	-8.08%
Total 5000 · EXPENSES	<u>9,931.51</u>	<u>3,163.28</u>	<u>6,768.23</u>	<u>213.96%</u>
Total Expense	<u>9,931.51</u>	<u>3,163.28</u>	<u>6,768.23</u>	<u>213.96%</u>
Net Ordinary Income	9,057.73	14,089.13	-5,031.40	-35.71%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	519.86	225.83	294.03	130.2%
Total 6000 · OTHER INCOMES	<u>519.86</u>	<u>225.83</u>	<u>294.03</u>	<u>130.2%</u>
Total Other Income	<u>519.86</u>	<u>225.83</u>	<u>294.03</u>	<u>130.2%</u>
Net Other Income	<u>519.86</u>	<u>225.83</u>	<u>294.03</u>	<u>130.2%</u>
Net Income	<u><u>9,577.59</u></u>	<u><u>14,314.96</u></u>	<u><u>-4,737.37</u></u>	<u><u>-33.09%</u></u>

**Associated Students of Cañada College
2014-2015: Budget Report for the 1st Quarter
Summary of Programs and Activities
November 3, 2014**

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 Cañada College and the District:

- SSSCC Region 3
- District Student Council
- District Committee on Budget and Finance
- District Participatory Governance
- College Planning and Budgeting Council (PBC)
- Academic Senate Representative
- Committee for Student Equity
- Educational Master Plan Sub-Committee
- Basic Skills Committee
- Curriculum Committee
- Environment Sustainability Committee
- Technology Committee
- Instructional Planning Council
- Vending Commission
- Campus Auxiliary Services Advisory Committee
- Grievance and Conduct Board
- Safety Committee
- Student Services Planning Council (SSPC)
- Transfer Advisory Committee

Recruitment of Students

The ASSC continues to encourage student engagement through leadership opportunities at events.

Student Identification Cards

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body, faculty, and staff with assistance from the ASSC—this quarter we made 330 IDs.

Inter-Club Council (ICC)

The ASCC encourages students to become an active member on campus through their handouts, fliers, activities, social media and Inter-Club Council. This past quarter TWO new clubs were formed: Drama Club, and Glee Club.

Programs and Sponsored Events

- **ASSC Meetings**
 - Every Thursday from 3:30-5:30pm in Building 2-10 throughout the year.
- **4th of July Parade**
 - 7/4/14
 - ASCC Sponsors and builds a float for the Redwood City 4th of July Parade and takes 3rd Place in the Parade.
- **DREAMers Workshop**
 - 8/7/14
 - ASCC helps co-sponsor a Two-Day DREAMers Art Workshop
- **North Fair Oaks Parade**
 - 8/20/14
 - ASCC Partakes in the North Fair Oaks Parade to bring awareness to the campus activities to Redwood City.
- **Welcome Back Week**
 - 8/21-8/23
 - ASCC Sponsors a three day welcome back week with welcome events, food, and information
- **Career Fair**
 - 8/24/14
 - ASCC helps co-sponsor the campus-wide Career Fair
- **CBET Night**
 - 9/11/14
 - ASCC sponsors a CBET night where Off-Campus ESL students received Student IDs and refreshments
- **Spirit Week**
 - 9/10-9/12
 - Three day event including Open Mic, Club Rush, ICAN Day, and Spirit Events
- **Constitution Day**
 - 9/17/14
 - ASCC puts on a constitution question quiz, a "could you pass a citizenship test", a 360 look at citizenship, San Mateo County with volunteering to work at the election polls, the national anthem, preamble competition, and tons of prizes and swag from James Madison University.

- **ASCC Leadership Retreat**
 - 9/19-9/20
 - ASCC travels to Santa Cruz for a three day leadership Curriculum with a Finding Leadership theme and a ropes course.
- **PTK Leadership Conference**
 - 9/25/14
 - ASCC co-sponsors PTK's bi-annual leadership conference
- **Transfer Day**
 - 10/2/14
 - ASCC co-sponsors the campus-wide event that brings on 4 year state and private colleges and universities
- **Black Student Reception**
 - 10/9/14
 - ASCC Sponsors a special Black Student Reception with the Dean of Humanities to better understand students' perceptions of diversity and retention on campus
- **Photon Masters Conference**
 - 10/20/14
 - ASCC helps co-sponsor the CSRT California Society of Radio Technologists Conference.
- **HalloweenTown**
 - 10/30/14
 - ASCC throws a Disney themed Halloween festival for the campus with 25 booths and activities.

Conferences and Leadership Training

- **CCCSAA Conference**
 - October 17-19
 - Los Angeles
 - The ASCC sent 3 student representatives and one advisor to the California Community College Student Affairs Association Student Leadership Conference in Los Angeles, California. The college presented at the conference and was voted best presentation during the conference.

If you need additional information please contact:

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Student Life and Leadership Manager
Cañada College
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Email: maggim@smccd.edu

ASB CSM
BALANCE SHEET

	<u>Sep 30, 14</u>	<u>Sep 30, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	34,999.52	74,846.13	-39,846.61	-53.24%
Total Checking/Savings	<u>34,999.52</u>	<u>74,846.13</u>	<u>-39,846.61</u>	<u>-53.24%</u>
Accounts Receivable				
1210.1 · ACCOUNTS RECEIVABLE	85,600.76	90,439.46	-4,838.70	-5.35%
1210.2 · ALLOWANCE FOR BAD DEBTS-SBCF	-1,382.44	-1,576.37	193.93	-12.3%
1220 · EMERGENCY LOANS RECEIVABLE	4,562.00	1,380.00	3,182.00	230.58%
1230 · OTHER LOANS RECEIVABLE	1,488.31	1,732.88	-244.57	-14.11%
Total Accounts Receivable	<u>90,268.63</u>	<u>91,975.97</u>	<u>-1,707.34</u>	<u>-1.86%</u>
Other Current Assets				
1310.1 · COUNTY INVESTMENT POOL	557,672.84	605,612.55	-47,939.71	-7.92%
1310.2 · INVEST. MARKET TO MARKET ADJ.	-29.30	-2,159.96	2,130.66	-98.64%
Total Other Current Assets	<u>557,643.54</u>	<u>603,452.59</u>	<u>-45,809.05</u>	<u>-7.59%</u>
Total Current Assets	<u>682,911.69</u>	<u>770,274.69</u>	<u>-87,363.00</u>	<u>-11.34%</u>
Fixed Assets				
1500 · FIXED ASSETS	4,548.46	6,023.62	-1,475.16	-24.49%
Total Fixed Assets	<u>4,548.46</u>	<u>6,023.62</u>	<u>-1,475.16</u>	<u>-24.49%</u>
TOTAL ASSETS	<u>687,460.15</u>	<u>776,298.31</u>	<u>-88,838.16</u>	<u>-11.44%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · ACCOUNTS PAYABLE	4,368.40	5,062.47	-694.07	-13.71%
Total Accounts Payable	<u>4,368.40</u>	<u>5,062.47</u>	<u>-694.07</u>	<u>-13.71%</u>
Other Current Liabilities				
2020 · EMERGENCY LOAN FUND	9,348.95	9,898.95	-550.00	-5.56%
2030 · OTHER LOANS	6,124.00	6,124.00	0.00	0.0%
2040 · OTHER FUNDS PAYABLE	3,687.06	3,687.06	0.00	0.0%
2050 · CLUBS	84,217.52	93,910.54	-9,693.02	-10.32%
2060 · TRUSTS	203,671.54	253,731.88	-50,060.34	-19.73%
Total Other Current Liabilities	<u>307,049.07</u>	<u>367,352.43</u>	<u>-60,303.36</u>	<u>-16.42%</u>
Total Current Liabilities	<u>311,417.47</u>	<u>372,414.90</u>	<u>-60,997.43</u>	<u>-16.38%</u>
Total Liabilities	<u>311,417.47</u>	<u>372,414.90</u>	<u>-60,997.43</u>	<u>-16.38%</u>
Equity				
3010 · OPENING BALANCE EQUITY	262,285.95	262,285.95	0.00	0.0%
3020 · RETAINED EARNINGS	114,565.86	132,379.07	-17,813.21	-13.46%
Net Income	-809.13	9,218.39	-10,027.52	-108.78%
Total Equity	<u>376,042.68</u>	<u>403,883.41</u>	<u>-27,840.73</u>	<u>-6.89%</u>
TOTAL LIABILITIES & EQUITY	<u>687,460.15</u>	<u>776,298.31</u>	<u>-88,838.16</u>	<u>-11.44%</u>

ASB - CSM
INCOME STATEMENT

	<u>Jul - Sep 14</u>	<u>Jul - Sep 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4020 · ATM	152.00	172.00	-20.00	-11.63%
4080 · STUDENT BODY CARD	15,152.00	16,984.00	-1,832.00	-10.79%
4090 · VENDING-ACTION	2,988.36	836.72	2,151.64	257.15%
4091 · VENDING-PEPSI	2,941.40	558.69	2,382.71	426.48%
Total 4000 · INCOME	<u>21,233.76</u>	<u>18,551.41</u>	<u>2,682.35</u>	<u>14.46%</u>
Total Income	21,233.76	18,551.41	2,682.35	14.46%
Expense				
5000 · EXPENSES				
5020 · BAD DEBTS	-215.14	-165.53	-49.61	29.97%
5031 · CLUB ASSISTANCE/ICC	331.31	5.46	325.85	5,967.95%
5032 · COLLEGE PROGRAM ASSISTANCE	0.00	365.24	-365.24	-100.0%
5033 · CONFERENCE	5,658.00	495.00	5,163.00	1,043.03%
5040 · DEPRECIATION	368.79	368.79	0.00	0.0%
5080 · HOSPITALITY	65.48	226.49	-161.01	-71.09%
5130 · MISCELLANEOUS	0.00	64.76	-64.76	-100.0%
5140 · OFFICE SUPPLIES	302.74	634.46	-331.72	-52.28%
5145 · OPERATION	1,001.88	950.91	50.97	5.36%
5147 · PRINTING	0.00	1,108.22	-1,108.22	-100.0%
5150 · PROGRAMS	6,604.58	4,860.97	1,743.61	35.87%
5151 · PUBLICITY	1,891.15	1,484.74	406.41	27.37%
5170 · RECREATION/GAMES	0.00	399.53	-399.53	-100.0%
5181 · SMALL F.F. & EQUIP	0.00	243.04	-243.04	-100.0%
5182 · STUDENT ACTIVITY CARD	980.02	693.53	286.49	41.31%
5183 · STUDENT ASSISTANT-SALARY	5,842.75	5,602.00	240.75	4.3%
5184 · STUDENT ASSISTANT-BENEFITS	56.75	56.02	0.73	1.3%
Total 5000 · EXPENSES	<u>22,888.31</u>	<u>17,393.63</u>	<u>5,494.68</u>	<u>31.59%</u>
Total Expense	22,888.31	17,393.63	5,494.68	31.59%
Net Ordinary Income	-1,654.55	1,157.78	-2,812.33	-242.91%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	945.42	9,456.02	-8,510.60	-90.0%
Total 6000 · OTHER INCOMES	<u>945.42</u>	<u>9,456.02</u>	<u>-8,510.60</u>	<u>-90.0%</u>
Total Other Income	945.42	9,456.02	-8,510.60	-90.0%

ASB - CSM
INCOME STATEMENT

Other Expense				
7000 · OTHER EXPENSES				
7020 · VENDING INC. EXP TO V.P. TRUST	0.00	1,395.41	-1,395.41	-100.0%
Total 7000 · OTHER EXPENSES	<u>0.00</u>	<u>1,395.41</u>	<u>-1,395.41</u>	<u>-100.0%</u>
Total Other Expense	<u>0.00</u>	<u>1,395.41</u>	<u>-1,395.41</u>	<u>-100.0%</u>
Net Other Income	<u>945.42</u>	<u>8,060.61</u>	<u>-7,115.19</u>	<u>-88.27%</u>
Net Income	<u><u>-709.13</u></u>	<u><u>9,218.39</u></u>	<u><u>-9,927.52</u></u>	<u><u>-107.69%</u></u>

**Associated Students of College of San Mateo
1st Quarter Report, July 2014 – September 2014**

The Associated Students of College of San Mateo (ASCSM) has had a productive first half of the fall 2014 semester. ASCSM has been able to successfully continue to participate in college governance and has been able to create a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights for the first half of the fall 2014 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 and Leadership, 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.

Events and Activities:

July 2014:

- ASCSM: Summer Ice Cream Social, July 16th.

August 2014:

- ASCSM: Welcome Day 2014, August 12th.
- ASCSM: Welcome Week, August 26th-28th.

September 2014:

- Transfer Club: Transfer Day Pizza Give Away, Sept 15th.
- Puente Club: Member Recruitment Day, Sept 17th.
- Phi Theta Kappa: Club Orientation, September 30th.

ASB SKYLINE
BALANCE SHEET

	<u>Sep 30, 14</u>	<u>Sep 30, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1000 · CASH AND BANK	102,201.27	97,450.43	4,750.84	4.88%
Total Checking/Savings	<u>102,201.27</u>	<u>97,450.43</u>	<u>4,750.84</u>	<u>4.88%</u>
Accounts Receivable				
1210.2 · ALLOWANCE FOR BAD DEBTS	-3,977.14	-3,977.14	0.00	0.0%
1220 · EMERGENCY LOANS RECEIVABLE	-153.00	-153.00	0.00	0.0%
Total Accounts Receivable	<u>-4,130.14</u>	<u>-4,130.14</u>	<u>0.00</u>	<u>0.0%</u>
Other Current Assets				
1210.1 · ACCOUNT RECEIVABLE SKYLINE	133,408.67	141,053.14	-7,644.47	-5.42%
1310 · COUNTY INVESTMENT CONTROL	846,587.72	816,474.26	30,113.46	3.69%
1310.2 · MARK TO MARKET	-42.30	-2,977.52	2,935.22	-98.58%
Total Other Current Assets	<u>979,954.09</u>	<u>954,549.88</u>	<u>25,404.21</u>	<u>2.66%</u>
Total Current Assets	<u>1,078,025.22</u>	<u>1,047,870.17</u>	<u>30,155.05</u>	<u>2.88%</u>
Fixed Assets				
1500 · FIXED ASSETS	0.00	0.00	0.00	0.0%
Total Fixed Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
TOTAL ASSETS	<u><u>1,078,025.22</u></u>	<u><u>1,047,870.17</u></u>	<u><u>30,155.05</u></u>	<u><u>2.88%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2050 · CLUBS	126,264.80	102,204.75	24,060.05	23.54%
2060 · TRUSTS	352,181.67	339,856.96	12,324.71	3.63%
Total Other Current Liabilities	<u>478,446.47</u>	<u>442,061.71</u>	<u>36,384.76</u>	<u>8.23%</u>
Total Current Liabilities	<u>478,446.47</u>	<u>442,061.71</u>	<u>36,384.76</u>	<u>8.23%</u>
Total Liabilities	<u>478,446.47</u>	<u>442,061.71</u>	<u>36,384.76</u>	<u>8.23%</u>
Equity				
3010 · Opening Bal Equity	339,659.55	339,659.55	0.00	0.0%
3020 · Retained Earnings	256,439.53	253,869.01	2,570.52	1.01%
Net Income	<u>3,479.67</u>	<u>12,279.90</u>	<u>-8,800.23</u>	<u>-71.66%</u>
Total Equity	<u>599,578.75</u>	<u>605,808.46</u>	<u>-6,229.71</u>	<u>-1.03%</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,078,025.22</u></u>	<u><u>1,047,870.17</u></u>	<u><u>30,155.05</u></u>	<u><u>2.88%</u></u>

ASB - SKYLINE
INCOME STATEMENT

	<u>Jul - Sep 14</u>	<u>Jul - Sep 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4000 · INCOME				
4010 · ASB GENERAL	-43.32	0.00	-43.32	-100.0%
4065 · RETURNED CHECK FEE - UNION BAN	0.00	40.00	-40.00	-100.0%
4070 · SPACE RENTAL-VENDOR	120.00	810.00	-690.00	-85.19%
4080 · STUDENT BODY CARD	20,480.00	24,960.00	-4,480.00	-17.95%
4090 · VENDING-NORTH COUNTY	4,568.14	2,066.15	2,501.99	121.09%
4091 · VENDING-PEPSI	2,637.90	1,677.81	960.09	57.22%
Total 4000 · INCOME	<u>27,762.72</u>	<u>29,553.96</u>	<u>-1,791.24</u>	<u>-6.06%</u>
Total Income	27,762.72	29,553.96	-1,791.24	-6.06%
Expense				
5000 · EXPENSES				
5005 · ASSC PRESIDENT ACCOUNT	-70.72	0.00	-70.72	-100.0%
5031 · CLUB ASSISTANCE/ICC	1,271.00	0.00	1,271.00	100.0%
5032 · COLLEGE PROGRAM ASSISTANCE	0.00	500.00	-500.00	-100.0%
5033 · CONFERENCE/RETREAT/TRAINING	4,789.21	1,174.75	3,614.46	307.68%
5140 · OFFICE SUPPLIES	1,476.88	1,476.50	0.38	0.03%
5145 · B6 OPERATION	795.02	308.39	486.63	157.8%
5150 · PROGRAMS	8,150.08	17,448.66	-9,298.58	-53.29%
5151 · PUBLICITY	249.23	0.00	249.23	100.0%
5181 · SMALL F.F. & EQUIP	0.00	433.03	-433.03	-100.0%
5183 · STUDENT ASSISTANT-SALARY	8,952.50	4,213.00	4,739.50	112.5%
5184 · STUDENT ASSISTANT-BENEFITS	89.54	42.13	47.41	112.53%
Total 5000 · EXPENSES	<u>25,702.74</u>	<u>25,596.46</u>	<u>106.28</u>	<u>0.42%</u>
Total Expense	25,702.74	25,596.46	106.28	0.42%
Net Ordinary Income	2,059.98	3,957.50	-1,897.52	-47.95%
Other Income/Expense				
Other Income				
6000 · OTHER INCOMES				
6010 · INTEREST	1,419.69	8,322.40	-6,902.71	-82.94%
Total 6000 · OTHER INCOMES	<u>1,419.69</u>	<u>8,322.40</u>	<u>-6,902.71</u>	<u>-82.94%</u>
Total Other Income	1,419.69	8,322.40	-6,902.71	-82.94%
Net Other Income	1,419.69	8,322.40	-6,902.71	-82.94%
Net Income	<u><u>3,479.67</u></u>	<u><u>12,279.90</u></u>	<u><u>-8,800.23</u></u>	<u><u>-71.66%</u></u>

Associated Students of Skyline College
2014-2015: Budget Report for the 1st Quarter
Summary of Programs and Activities
September 30th, 2014

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 Oversight Committee
- Art on Campus
- Campus Auxiliary Services Advisory Committee
- College Budget Council
- College Governance Council
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Budget Committee
- District Participatory Governance Council
- District Strategic Planning
- Educational Policy committee
- Health and Safety Committee
- Institutional Planning
- Outreach Committee
- Profession Enrichment and Development Committee
- SEED / Student Equity Committee
- Strategic Planning and Resource Allocation Committee
- Student Learning Outcomes Assessment Cycle (SLOAC) Steering 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

All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled. The ASSC has created Associate position to increase leadership opportunities for incoming students who currently do not have a Skyline College grade point average. 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.

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 and Center for Student Life and Leadership Development has also been working with other programs to provide ID cards for their specific programs; Respiratory Therapy and the Middle School Outreach Program.

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 fall, SOCC has three new clubs: Skyline College Stock Exchange Club, Dead Beat Writers and the Chess Club.

Programs and Events**ASSC Meetings**

8/12/14-Present:

ASSC weekly meetings on Tuesdays from 4-6pm

Welcome Week: (August 18, 2014 – August 22, 2014)**8/18/14: Welcome Booth and Information Table**

Distributed information about Skyline College and the A.S.S.C. information about resources and services available to Skyline College students along with donuts served with coffee or hot tea for students to enjoy

8/19/14: Typhoon Tycoon

Students participated in the Typhoon Tycoon money machine. The machine was filled with coupons for gift cards to the Skyline College bookstore / World Cup Café and Skyline College apparel

8/20/14: Club Rush and Program Services Fair with Barbeque

Members of student groups and community volunteer organizations distributed information and recruited new members and volunteers. Students also enjoyed a Barbeque lunch served by students of the ASSC.

8/20/14: Pizza Night

ASSC distributes pizza to night class students and handed out information about college programs, services and leadership opportunities

8/21/14: Pancake Breakfast

Administrators, faculty, and staff assisted in serving breakfast to students. Catering provided by Pacific Dining

8/22/14: Ice Cream Social

ASSC introduced themselves to the student body and handed out ice cream.

Club Mixer

8/28/14:

ASSC hosted a Club Mixer to give students and clubs the opportunities to meet and recruit students. Clubs provided pamphlet's with information about their clubs. Students were given the chance to meet different clubs on campus all at one event.

Latino Heritage Month

9/16/14 – 10/16/14:

The ASSC and the Center for Student Life and Leadership Development collaborated with Instructional and Student Services Programs to create a robust calendar for Latino Heritage Month. Events for the month are as follows:

- Film Screening of “Bella”
- Open Mic with Urban Youth Society
- Dr. Loco’s Rockin Jalapeno Band, Poet Sandra Garcia Rivera
- SparkPoint Financial Workshop-Student Success Workshop
- Panel on issues concerning Latinos
- Film Screening “The Summer of Gods”
- Hispanics in Military History presented by the Veterans Resource Center
- DREAMER’S to Doctors: Paths in the medical fields, DREAMers Journey’s into graduate school
- Gandhi’s birthday – international day of Non-violence
- Tres Vides
- Career Series- STEM – Professional Engineers Q&A
- Closing event with music by El Grupo Béalos
- Film Screening “Tattoo Nation”
- Dia de los Muertos Alter Exhibit

U.S. Constitution Day

9/17/14:

Members of the ASSC made miniature copies of the U.S. Constitution to hand out to students in honor of the signing of the U.S. Constitution in 1787. Members of the AAUW worked with student life and the ASSC to set up voter registration.

Leadership Training**ASSC Leadership Retreat:**

9/19/14 – 9/21/14:

Members of the ASSC participated in ropes course, leadership and team building exercises at Camp Monte Toyon in Santa Cruz, California.

If you need additional information please contact:

Amory Nan Cariadus
Coordinator of Student Activities
Skyline College
Phone: (650) 738-4334 Email: cariadusa@smccd.edu

SMCCCD - Bookstores Operation
Consolidated Balance Sheet
As at September 30, 2014

	9/30/2014		9/30/2013		Difference	
Assets						
Cash	\$ 42,341.59	0.49%	\$ 42,584.66	0.50%	(243.07)	.57-%
Investments	5,073,588.89	59.27%	5,354,187.62	62.58%	(280,598.73)	5.24-%
Receivables	351,977.15	4.11%	357,369.45	4.18%	(5,392.30)	1.51-%
Inventories & Prepaid Items	3,079,809.73	35.98%	2,772,529.20	32.40%	307,280.53	11.08%
Fixed Assets & Accum Depreciation	11,732.67	0.14%	29,363.71	0.34%	(17,631.04)	60.04-%
Total Assets	\$ 8,559,450.03	100.00%	\$ 8,556,034.64	100.00%	3,415.39	0.04%
Liabilities						
Current Liabilities	\$ 320,373.67	73.60%	\$ 713,568.92	87.95%	(393,195.25)	55.10-%
Salaries & Benefits Payable	-	0%	-	0%	-	0.00%
Other Current Liabilities	114,931.73	26.40%	97,763.98	12.05%	17,167.75	0.1756
Total Liabilities	\$ 435,305.40	100.00%	\$ 811,332.90	100.00%	(376,027.50)	46.35%
Equity						
Contributed Capital	\$ -	0.00%	\$ -	0.00%	-	0.00%
Retained Earnings	7,636,581.26	100.00%	7,249,115.40	100.00%	387,465.86	5.35%
Prior Years Adjustment	-	0.00%	-	0.00%	-	0.00%
Total Equity	\$ 7,636,581.26	100.00%	\$ 7,249,115.40	100.00%	387,465.86	5.35-%
Year to Date Net Profit (Loss)	\$ 487,563.37	5.70%	\$ 495,586.34	5.79%	(8,022.97)	1.62-%
Total Liabilities & Fund Equity	\$ 8,559,450.03	100.00-%	\$ 8,556,034.64	100.00-%	3,415.39	0.04%

SMCCCD - Bookstores Operation
YTD Summary Income Statement
For Period Ending September 30, 2014

	YTD 09-30-14		YTD 09-30-13		Difference	
Income						
Gross Sales	\$ 2,538,979.47	100.00%	\$ 2,644,040.82	100.00%	\$ (105,061.35)	3.97-%
Cost of Sales	(1,595,405.08)	62.84-%	(1,687,152.64)	63.81-%	91,747.56	5.44%
Gross Margin	\$ 943,574.39	37.16%	\$ 956,888.18	36.19%	\$ (13,313.79)	1.39-%
Operating Expenses						
Salaries & Benefits	\$ 585,156.47	74.45%	\$ 538,372.24	71.34%	\$ 46,784.23	8.69%
Other Inventory Expenses	120,762.59	15.36%	121,728.15	16.13%	(965.56)	.79-%
Other Service Expenses	3,127.12	0.40%	7,434.96	0.99%	(4,307.84)	57.94-%
Travel & Mileage Expenses	1,230.00	0.16%	585.97	0.08%	644.03	109.91%
Dues & Membership	3,039.00	0.39%	3,645.50	0.48%	(606.50)	16.64-%
Insurance Expense	1,800.00	0.23%	1,800.00	0.24%	-	0.00%
Utilities	8,009.01	1.02%	8,650.73	1.15%	(641.72)	7.42-%
Equipment Maintenance & Rental	8,653.12	1.10%	9,133.28	1.21%	(480.16)	5.26-%
Legal, Audit & Bad Debt Expenses	5,742.40	0.73%	3,146.88	0.42%	2,595.52	82.48%
Other Operating Expenses	48,500.59	6.17%	60,161.63	7.97%	(11,661.04)	19.38-%
Total Operating Expenses	\$ 786,020.30	30.96%	\$ 754,659.34	28.54%	\$ 31,360.96	4.16%
Other Income	\$ 293,631.48	100.00%	\$ 291,053.53	100.00%	\$ 2,577.95	0.89%
Total Other Income	\$ 293,631.48	100.00%	\$ 291,053.53	100.00%	\$ 2,577.95	0.89%
Net Operation Profit / (Loss)	\$ 493,282.37	18.66%	\$ 455,085.32	15.74%	\$ 38,197.05	8.39%
Non Operational Income/Expenses						
Non Operational Income						
In-Kind Donation Received	\$ 71,216.05	0.00%	\$ 56,992.55	0.00%	\$ 14,223.50	24.96%
Non Operational Expense						
Salaries - Dist Admin	\$ 7,416.45	6.99%	\$ 14,569.28	13.05%	(7,152.83)	49.10-%
Salaries - Dist Supervisor	5,143.42	4.85%	4,148.58	3.71%	994.84	23.98%

**SMCCCD - Bookstores Operation
YTD Summary Income Statement
For Period Ending September 30, 2014**

	YTD 09-30-14		YTD 09-30-13		Difference	
Salaries - Dist Student	-	0.00%	-	0.00%	-	0.00%
Benefits - All Dist Staff	4,055.31	3.82%	5,137.54	4.60%	(1,082.23)	21.07-%
Rent Expense	16,890.00	15.93%	16,890.00	15.12%	-	0.00%
Donations	1,333.07	1.26%	13,943.18	12.48%	(12,610.11)	90.44-%
Depreciation Expense - Rental Text	-	0.00%	-	0.00%	-	0.00%
Total Non Operational Income/Expenses	\$ (36,377.80)	1.43-%	\$ (2,303.97)	.09-%	\$ (34,073.83)	999.99-%
Year to Date Net Profit (Loss)	\$ 487,563.37	19.20%	\$ 495,586.34	18.74%	\$ (8,022.97)	1.62-%

**SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2014**

	YTD 09-30-14		YTD 09-30-13		Difference	
Gross Sales						
Income - Books	\$ 1,777,801.93	0.00%	\$ 1,899,067.04	0.00%	\$ (121,265.11)	6.39-%
Income - Supplies	182,720.88	0.00%	167,342.05	0.00%	15,378.83	9.19%
Income - Food & Beverages	418,463.80	0.00%	385,945.00	0.00%	32,518.80	8.43%
Income - Electronics	30,397.24	0.00%	41,339.86	0.00%	(10,942.62)	26.47-%
Income - Gifts	34,576.40	0.00%	37,971.00	0.00%	(3,394.60)	8.94-%
Income - Sundries	3,807.38	0.00%	3,586.08	0.00%	221.30	6.17%
Income - Production Services	91,232.07	0.00%	107,551.44	0.00%	(16,319.37)	15.17-%
Sales Over/Short Adjustment	(20.23)	0.00%	1,238.35	0.00%	(1,258.58)	101.63-%
Total Gross Sales	\$ 2,538,979.47	0.00%	\$ 2,644,040.82	0.00%	\$ (105,061.35)	3.97-%
Cost of Goods Sold						
COGS - Books	\$ (1,188,927.86)	0.00%	\$ (1,289,024.57)	0.00%	\$ 100,096.71	7.77%
COGS - Supplies	(106,872.91)	0.00%	(98,337.96)	0.00%	(8,534.95)	8.68-%
COGS - Food & Beverages	(232,899.96)	0.00%	(201,316.90)	0.00%	(31,583.06)	15.69-%
COGS - Electronics	(23,514.39)	0.00%	(32,925.34)	0.00%	9,410.95	28.58%
COGS - Gifts	(19,600.60)	0.00%	(19,584.00)	0.00%	(16.60)	.08-%
COGS - Sundries	(2,099.05)	0.00%	(2,027.11)	0.00%	(71.94)	3.55-%
COGS - Production Services	(21,490.31)	0.00%	(43,936.76)	0.00%	22,446.45	51.09%
Total Cost of Goods Sold	\$ (1,595,405.08)	0.00%	\$ (1,687,152.64)	0.00%	\$ 91,747.56	5.44%
Gross Profit	\$ 956,888.18	0.00%	\$ 956,888.18	0.00%	\$ (81,572.84)	0.00%
Operating Expenses						
Salaries & Benefits						
Salaries - Administrative	\$ 16,153.20	0.00%	\$ 16,131.86	0.00%	\$ 21.34	0.13%
Salaries - Supervisor	75,569.00	0.00%	69,990.00	0.00%	5,579.00	7.97%
Salaries - Classified	204,360.11	0.00%	190,290.57	0.00%	14,069.54	7.39%
Salaries - Students	152,849.36	0.00%	137,031.78	0.00%	15,817.58	11.54%
Salaries - Shrt Term Hourly	9,662.37	0.00%	18,115.81	0.00%	(8,453.44)	46.66-%

**SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2014**

	YTD 09-30-14		YTD 09-30-13		Difference	
Accrued Vacation Exp-Supervisor	-	0.00%	-	0.00%	-	0.00%
Accrued Vacation Exp-Classified	-	0.00%	-	0.00%	-	0.00%
Benefits - All Stores	126,562.43	0.00%	106,812.22	0.00%	19,750.21	18.49%
Total Salary & Benefits	\$ 585,156.47	0.00%	\$ 538,372.24	0.00%	\$ 46,784.23	8.69%
Other Inventory Expenses						
Freight In	\$ 77,085.31	0.00%	\$ 77,661.59	0.00%	\$ (576.28)	.74-%
Service Fees Expense	2,897.67	0.00%	2,975.65	0.00%	(77.98)	2.62-%
CRV Tax Paid	2,405.10	0.00%	2,172.98	0.00%	232.12	10.68%
Buyback Expense	2,482.75	0.00%	-	0.00%	2,482.75	100.00%
Invoice Balancing Over/Short	60.93	0.00%	(15.64)	0.00%	76.57	489.58%
Restocking Fees	-	0.00%	796.71	0.00%	(796.71)	100.00-%
Imprint Fees	10,614.09	0.00%	11,708.86	0.00%	(1,094.77)	9.35-%
Shrinkage Expense	25,216.74	0.00%	26,428.00	0.00%	(1,211.26)	4.58-%
Total Other Inventory Expenses	\$ 120,762.59	0.00%	\$ 121,728.15	0.00%	\$ (965.56)	.79-%
Other Service Expenses						
Computer System Support - Software	\$ -	0.00%	\$ 3,074.33	0.00%	\$ (3,074.33)	100.00-%
Computer System Support - Hardware	-	0.00%	-	0.00%	-	0.00%
Training Fees	-	0.00%	-	0.00%	-	0.00%
Contract Personnel	-	0.00%	-	0.00%	-	0.00%
Armored Car Service	3,127.12	0.00%	4,360.63	0.00%	(1,233.51)	28.29-%
Security System Service	-	0.00%	-	0.00%	-	0.00%
Total Other Service Expenses	\$ 3,127.12	0.00%	\$ 7,434.96	0.00%	\$ (4,307.84)	57.94-%
Travel & Mileage Expenses						
Conference Expense	\$ -	0.00%	\$ 485.57	0.00%	\$ (485.57)	100.00-%
Conference Fees Out of State	877.20	0.00%	-	0.00%	877.20	100.00%
Travel Expenses	295.00	0.00%	-	0.00%	295.00	100.00%

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2014

	YTD 09-30-14		YTD 09-30-13		Difference	
Mileage	57.80	0.00%	100.40	0.00%	(42.60)	42.43-%
Total Travel & Mileage Expenses	\$ 1,230.00	0.00%	\$ 585.97	0.00%	\$ 644.03	109.91%
Dues & Membership Expenses						
Dues & Membership	\$ 3,039.00	0.00%	\$ 3,645.50	0.00%	\$ (606.50)	16.64-%
Total Dues & Membership	\$ 3,039.00	0.00%	\$ 3,645.50	0.00%	\$ (606.50)	16.64-%
Insurance Expense						
Insurance Expense	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%	\$ -	0.00%
Total Insurance Expense	\$ 1,800.00	0.00%	\$ 1,800.00	0.00%	\$ -	0.00%
Utilities						
Utilities - Gas	\$ 515.05	0.00%	\$ 444.85	0.00%	\$ 70.20	15.78%
Utilities - Electric	5,100.55	0.00%	4,407.88	0.00%	692.67	15.71%
Utilities - Water	1,760.36	0.00%	2,207.63	0.00%	(447.27)	20.26-%
Utilities - Phone	-	0.00%	-	0.00%	-	0.00%
Utilities - Garbage	633.05	0.00%	1,590.37	0.00%	(957.32)	60.19-%
Total Utilities	\$ 8,009.01	0.00%	\$ 8,650.73	0.00%	\$ (641.72)	7.42-%
Equipment Maintenance & Rental						
Equipment - Non Inventory	\$ 2,607.60	0.00%	\$ 1,336.08	0.00%	\$ 1,271.52	95.17%
Repairs & Maint Contract Equip	1,209.18	0.00%	3,863.71	0.00%	(2,654.53)	68.70-%
Contract Misc Services	4,836.34	0.00%	3,933.49	0.00%	902.85	22.95%
Total Equipment Maintenance & Rental	\$ 8,653.12	0.00%	\$ 9,133.28	0.00%	\$ (480.16)	5.26-%
Legal, Audit & Bad Debt Expense						
Audits	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%

SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2014

	YTD 09-30-14		YTD 09-30-13		Difference	
Bad Debt - Customer	(36.90)	0.00%	-	0.00%	(36.90)	100.00%
Bad Debt - Vendor	5,779.30	0.00%	3,146.88	0.00%	2,632.42	83.65%
Total Legal, Audit & Bad Debt Expense	\$ 5,742.40	0.00%	\$ 3,146.88	0.00%	\$ 2,595.52	82.48%
Other Operating Expenses						
Depreciation	\$ 2,523.00	0.00%	\$ 5,115.00	0.00%	\$ (2,592.00)	50.67-%
Fixed Asset Disposal	-	0.00%	-	0.00%	-	0.00%
Postage	-	0.00%	-	0.00%	-	0.00%
Store & Office Use Supplies	3,855.77	0.00%	12,786.56	0.00%	(8,930.79)	69.85-%
Advertising	-	0.00%	5.45	0.00%	(5.45)	100.00-%
Credit Card Commissions	40,277.38	0.00%	40,325.21	0.00%	(47.83)	.12-%
Bank Charges - Returned Checks	-	0.00%	-	0.00%	-	0.00%
Bank Charges - Other	1,646.03	0.00%	1,750.04	0.00%	(104.01)	5.94-%
Miscellaneous Expenses	198.41	0.00%	179.37	0.00%	19.04	10.61%
Other Operating Expenses	-	0.00%	-	0.00%	-	0.00%
Total Other Operating Expenses	\$ 48,500.59	0.00%	\$ 60,161.63	0.00%	\$ (11,661.04)	19.38-%
Total Operating Expenses	\$ 786,020.30	0.00%	\$ 754,659.34	0.00%	\$ 31,360.96	4.16%
Other Income						
Interest Income	\$ 36,408.76	0.00%	\$ 64,880.01	0.00%	\$ (28,471.25)	43.88-%
Commission Income	3,576.98	0.00%	2,931.11	0.00%	645.87	22.03%
Miscellaneous Income	8,365.14	0.00%	11,638.97	0.00%	(3,273.83)	28.13-%
Catalog Income	6.00	0.00%	134.00	0.00%	(128.00)	95.52-%
Shipping & Postage Income	7,682.75	0.00%	6,646.78	0.00%	1,035.97	15.59%
Stamp Income	89.68	0.00%	262.41	0.00%	(172.73)	65.82-%
Ticket Sales Income	-	0.00%	(1,116.00)	0.00%	1,116.00	100.00%
LTO Interest Income	448.72	0.00%	692.84	0.00%	(244.12)	35.23-%
Calif Recycle Fee Collected	-	0.00%	-	0.00%	-	0.00%
NG Check Fee Collected	42.30	0.00%	20.00	0.00%	22.30	111.50%

**SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2014**

	YTD 09-30-14		YTD 09-30-13		Difference	
NG Check Collection	-	0.00%	-	0.00%	-	0.00%
Late Rental Return Fee	7,899.49	0.00%	8,005.12	0.00%	(105.63)	1.32-%
Photocopy Fee	3,091.51	0.00%	52.09	0.00%	3,039.42	999.99%
Textbook Re-wrap Fee	92.23	0.00%	80.25	0.00%	11.98	14.93%
Return Restocking Fee	4,729.33	0.00%	5,667.66	0.00%	(938.33)	16.56-%
VA Handling Fee	-	0.00%	18.98	0.00%	(18.98)	100.00-%
Textbook Rental Fee	180,507.20	0.00%	150,095.18	0.00%	30,412.02	20.26%
First Five Rental Fee	40,014.82	0.00%	40,486.93	0.00%	(472.11)	1.17-%
Supplies Rental Fee (Funded)	-	0.00%	(20.00)	0.00%	20.00	100.00%
Supplies Rental Fee (Store)	-	0.00%	-	0.00%	-	0.00%
Computer Rental Fee	-	0.00%	-	0.00%	-	0.00%
Grad Announcement Fee	-	0.00%	-	0.00%	-	0.00%
Notary Fee	10.00	0.00%	-	0.00%	10.00	100.00%
Grad Rental Income	-	0.00%	-	0.00%	-	0.00%
Closeout Books	139.94	0.00%	30.16	0.00%	109.78	363.99%
Fax Fee Income	36.50	0.00%	8.00	0.00%	28.50	356.25%
Consignment Sales	-	0.00%	-	0.00%	-	0.00%
Vendor Discounts	490.13	0.00%	539.04	0.00%	(48.91)	9.07-%
Total Other Income	\$ 293,631.48	0.00%	\$ 291,053.53	0.00%	\$ 2,577.95	0.89%
Net Operation Profit (Loss)	\$ 451,185.57	0.00%	\$ 493,282.37	0.00%	\$ (42,096.80)	8.53-%
Non Operational Income/Expenses						
Non Operational Income						
In-Kind Donation Received	\$ 71,216.05	0.00%	\$ 56,992.55	0.00%	\$ 14,223.50	24.96%
Non Operational Expenses						
Salaries - District Admin	\$ 7,416.45	0.00%	\$ 14,569.28	0.00%	\$ (7,152.83)	49.10-%
Salaries - Dist Supervisor	5,143.42	0.00%	4,148.58	0.00%	994.84	23.98%
Salaries - Dist Students	-	0.00%	-	0.00%	-	0.00%
Benefits - All Dist Staff	4,055.31	0.00%	5,137.54	0.00%	(1,082.23)	21.07-%
Rent Expense	16,890.00	0.00%	16,890.00	0.00%	-	0.00%

**SMCCCD - Bookstores Operation
YTD Detail Income Statement
For Period Ending September 30, 2014**

	YTD 09-30-14		YTD 09-30-13		Difference	
Donations	1,333.07	0.00%	13,943.18	0.00%	(12,610.11)	90.44-%
Investments - FMV Adjustment	-	0.00%	-	0.00%	-	0.00%
Total Non Operational Income/Expenses	\$ (36,377.80)	0.00%	\$ (2,303.97)	0.00%	\$ (34,073.83)	999.99-%
Year to Date Net Profit (Loss)	\$ 487,563.37	0.00%	\$ 495,586.34	0.00%	\$ (8,022.97)	1.62-%

DISTRICT CAFETERIAS
Balance Sheet Prev Year Comparison
As of September 30, 2014

	<u>Sep 30, 14</u>	<u>Sep 30, 13</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1100 - CASH & INVESTMENTS				
1112 - INVESTMENTS				
1112.10 - CASH IN COUNTY	\$ 443,651	\$ 340,605	\$ 103,046	30.25%
1112.11 - LAIF	863	861	2	0.24%
1112.12 - MORGAN STANLEY	34,355	36,574	(2,219)	100.0%
1112.21 - MARK TO MARKET ADJ	(23)	(4,250)	4,228	-99.47%
Total 1112 - INVESTMENTS	<u>\$ 478,846</u>	<u>\$ 373,789</u>	<u>\$ 105,057</u>	<u>28.11%</u>
Total 1100 - CASH & INVESTMENTS	<u>\$ 478,846</u>	<u>\$ 373,789</u>	<u>\$ 105,057</u>	<u>28.11%</u>
Total Checking/Savings	\$ 478,846	\$ 373,789	\$ 105,057	28.11%
Accounts Receivable				
1200 - ACCOUNTS RECEIVABLE				
1211 - MISC RECEIVABLE	\$ 30,181	\$ 23,874	\$ 6,306	26%
Total 1200 - ACCOUNTS RECEIVABLE	<u>\$ 30,181</u>	<u>\$ 23,874</u>	<u>\$ 6,306</u>	<u>26%</u>
Total Accounts Receivable	<u>\$ 30,181</u>	<u>\$ 23,874</u>	<u>\$ 6,306</u>	<u>26%</u>
Total Current Assets	<u>\$ 509,027</u>	<u>\$ 397,664</u>	<u>\$ 111,363</u>	<u>28%</u>
TOTAL ASSETS	<u><u>\$ 509,027</u></u>	<u><u>\$ 397,664</u></u>	<u><u>\$ 111,363</u></u>	<u><u>28%</u></u>

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Accounts Payable**

2116 · SMCCCD PAYABLE

\$ 24,276 \$ 6,702 \$ 17,574 262%

2126 · MISC PAYABLE

- - - 0%

2600 · DEFERRED REVENUE

10,505 4,713 5,792 123%

Total Accounts Payable\$ 34,781 \$ 11,415 \$ 23,366 205%**Total Current Liabilities**\$ 34,781 \$ 11,415 \$ 23,366 205%**Total Liabilities**

\$ 34,781 \$ 11,415 \$ 23,366 205%

Equity

3900 · Retained Earnings

\$ 456,337 \$ 353,375 \$ 102,961 29%

Net Income

\$ 17,909 \$ 32,873 \$ (14,964) -46%**Total Equity**\$ 474,246 \$ 386,248 \$ 87,997 23%**TOTAL LIABILITIES & EQUITY**\$ 509,027 \$ 397,664 \$ 111,363 28%

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
For the Quarter ended September 30, 2014

	<u>Jul 14 to Sep 14</u>	<u>Jul 13 to Sep 13</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 - VENDING INCOME	\$ 14,959	\$ 11,559	\$ 3,400	29.4%
5200 - FOOD SERVICE INCOME	24,066	31,430	(7,365)	-23.4%
5310 - INTEREST INCOME	2,052	5,418	(3,366)	-62.1%
5400 - EVENT RENTAL	21,328	18,317	3,011	16.4%
Total Income	\$ 62,404	\$ 66,725	\$ (4,321)	-6.5%
Expense				
5500 - COLLEGE SUPPORT	\$ 14,868	\$ 11,559	\$ 3,308	28.6%
6000 - SALARIES	12,018	11,229	789	7.0%
6210 - BENEFITS	2,459	1,962	497	25.3%
6700 - CONTRACTED SERVICES	8,585	8,096	489	6.0%
6899 - Other Operating Expenses	6,566	1,005	5,560	553.1%
Total Expense	\$ 44,495	\$ 33,852	\$ 10,643	31.4%
Net Income	\$ 17,909	\$ 32,873	\$ (14,964)	-45.5%

DISTRICT CAFETERIAS
Profit & Loss Prev Year Comparison
For the Quarter ended September 30, 2014

	<u>Jul 14 to Sep 14</u>	<u>Jul 13 to Sep 13</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
5100 - VENDING INCOME				
5100.6 - VENDING INCOME				
5100.62 - VENDING INCOME - COMPASS - FOOD	\$ 7,353	\$ 6,889	\$ 464	6.7%
Total 5100.6 - VENDING INCOME	<u>\$ 7,353</u>	<u>\$ 6,889</u>	<u>\$ 464</u>	<u>6.7%</u>
5100.7 - VENDING INCOME - PEPSI				
5100.70 - VENDING COMM CLEARING - PEPSI	\$ 91	\$ 118	\$ (26)	-22.4%
5100.72 - SKY - VENDING INC - PEPSI - BEV	\$ 2,638	\$ 1,480	\$ 1,158	78.3%
5100.73 - CAN - VENDING INC - PEPSI - BEV	\$ 2,035	\$ 1,216	\$ 820	67.4%
5100.74 - CSM - VENDING INC - PEPSI - BEV	\$ 2,841	\$ 1,857	\$ 984	53.0%
Total 5100.7 - VENDING INCOME - PEPSI	<u>\$ 7,606</u>	<u>\$ 4,670</u>	<u>\$ 2,936</u>	<u>62.9%</u>
Total 5100 - VENDING INCOME	\$ 14,959	\$ 11,559	\$ 3,400	29.4%
5200 - FOOD SERVICE INCOME				
5206 - FOOD SERVICE - PACIFIC DINING Special Income	\$ 1,981	\$ -	\$ 1,981	100.0%
5206.2 - Pacific Dining - Skyline	\$ 8,137	\$ 9,621	\$ (1,484)	-15.4%
5206.3 - Pacific Dining - Canada	\$ 4,924	\$ 5,929	\$ (1,005)	-16.9%
5206.4 - Pacific Dining - CSM	\$ 6,616	\$ 19,302	\$ (12,686)	-65.7%
5206.4K - Pacific Dining - CSM Kiosk	\$ 1,408	\$ 1,079	\$ 329	30.5%
5206 - FOOD SERVICE OTHERS	\$ 1,000	\$ (4,500)	\$ 5,500	-122.2%
Total 5206 - FOOD SERVICE - PACIFIC DINING	<u>\$ 24,066</u>	<u>\$ 31,430</u>	<u>\$ (7,365)</u>	<u>-23.4%</u>
Total 5200 - FOOD SERVICE INCOME	\$ 24,066	\$ 31,430	\$ (7,365)	-23.4%
5310 - INTEREST INCOME	\$ 2,052	\$ 5,418	\$ (3,366)	-62.1%
5400 - EVENT RENTAL	<u>\$ 21,328</u>	<u>\$ 18,317</u>	<u>\$ 3,011</u>	<u>16.4%</u>

Total Income	\$	62,404	\$	66,725	\$	(4,321)	-6.5%
Expense							
5500 · COLLEGE SUPPORT							
5500.12 · COLLEGE SUPPORT - SKY - COMPASS	\$	2,942	\$	2,708	\$	234	8.6%
5500.13 · COLLEGE SUPPORT - CAN - COMPASS	\$	1,422	\$	1,423	\$	(0)	-0.0%
5500.14 · COLLEGE SUPPORT - CSM - COMPASS	\$	2,988	\$	2,758	\$	230	8.3%
5500.16 · COLLEGE SUPPORT - PEPSI	\$	-	\$	118	\$	(118)	-100.0%
5500.22 · COLLEGE SUPPORT - SKY - PEPSI	\$	2,638	\$	1,480	\$	1,158	78.3%
5500.23 · COLLEGE SUPPORT - CAN - PEPSI	\$	2,035	\$	1,216	\$	820	67.4%
5500.24 · COLLEGE SUPPORT - CSM - PEPSI	\$	2,841	\$	1,857	\$	984	53.0%
Total 5500 · COLLEGE SUPPORT	\$	14,868	\$	11,559	\$	3,308	28.6%
6000 · SALARIES							
6110 · REGULAR SALARIES							
6111 · MANAGEMENT SALARY	\$	12,018	\$	11,229	\$	789	7.0%
6210 · BENEFITS							
6210.5 · BENEFITS							
6212 · BENEFITS	\$	2,459	\$	1,962	\$	497	25.3%
6700 · CONTRACTED SERVICES							
6710 · SERVICE CONTRACT & REPAIRS							
6711 · SERVICE CONTRACT	\$	2,329	\$	-	\$	2,329	100.0%
6711.2 · SKYLINE SERVICE CONTRACT	\$	725	\$	-	\$	725	100.0%
6711.3 · CANADA SERVICE CONTRACT	\$	-	\$	-	\$	-	0.0%
6711.4 · CSM SERVICE CONTRACT	\$	-	\$	158	\$	(158)	-100.0%
Total 6711 · SERVICE CONTRACT	\$	3,054	\$	158	\$	2,896	1,833.0%
6712 · REPAIR AND MAINTENANCE							
6712.2 · SKYLINE REPAIR & MAINTENANCE	\$	-	\$	-	\$	-	0.0%
6712.3 · CANADA REPAIR & MAINTENANCE	\$	-	\$	-	\$	-	0.0%
6712.4 · CSM REPAIR & MAINTENANCE	\$	-	\$	2,665	\$	(2,665)	-100.0%
Total 6712 · REPAIR AND MAINTENANCE	\$	-	\$	2,665	\$	(2,665)	-100.0%
6714 · UTILITY							
6714.2 · UTILITY-SKYLINE	\$	1,786	\$	1,632	\$	154	9.4%
6714.3 · UTILITY-CANADA	\$	1,125	\$	1,106	\$	19	1.7%
6714.4 · UTILITY-CSM	\$	2,619	\$	2,534	\$	85	3.4%
Total 6714 · UTILITY	\$	5,530	\$	5,272	\$	258	4.9%
Total 6710 · SERVICE CONTRACT & REPAIRS	\$	8,585	\$	8,096	\$	489	6.0%

6750 - OTHER CONTRACT SERVICES

Total 6700 - CONTRACTED SERVICES	\$ 8,585	\$ 8,096	\$ 489	6.0%
6851 - LOSS ON INVESTMENTS	\$ 3,274	\$ -	\$ 3,274	100.0%
6899 - Other Operating Expenses	\$ 3,292	\$ 1,005	\$ 2,286	227.4%
Total Expense	\$ 44,495	\$ 33,852	\$ 10,643	31.4%
Net Income	\$ 17,909	\$ 32,873	\$ (14,964)	-45.5%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Balance Sheet
As at September 30, 2014

	<u>09/30/2014</u>	<u>09/30/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Assets				
Current Assets				
Cash				
Bank of America-Checking	\$ 509,626	\$ 403,545	\$ 106,080	26.3%
Cash on hand	200	200	-	0.0%
Investment				
Cash in County	1,220,672	1,036,807	183,866	17.7%
East West Bank	1,280,601	1,000,000	280,601	28.1%
Unrealized Gain	(64)	(4,359)	4,295	-98.5%
Total Cash	\$ 3,011,035	\$ 2,436,193	\$ 574,841	23.6%
Accounts Receivable				
Accounts Receivable	\$ 87,236	\$ 122,514	\$ (35,278)	-28.8%
Interest Receivable	2,080	1,806	273	15.1%
Total Accounts Receivable	\$ 89,316	\$ 124,320	\$ (35,004)	-28.2%
Inventory				
ProShop Inventory	8,182	7,068	1,114	15.8%
Total Inventory	\$ 8,182	\$ 7,068	\$ 1,114	15.8%
Total Current Assets	\$ 3,108,533	\$ 2,567,582	\$ 540,952	21.1%
Fixed Assets				
Computer Equipment	\$ -	\$ -	\$ -	0.0%
Accumulated Depreciation - Equip	-	-	-	0.0%
Total Fixed Assets	\$ -	\$ -	\$ -	0.0%
Total Assets	\$ 3,108,533	\$ 2,567,582	\$ 540,952	21.1%
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$ 160,609	\$ 138,683	\$ 21,926	16%
Sales Tax Payable	175	1,487	(1,312)	-88%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Balance Sheet
As at September 30, 2014

	<u>09/30/2014</u>	<u>09/30/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Unapplied payments (annual dues)	3,921	3,225	696	22%
Deferred Incomes				
Deferred dues	271,939	256,399	15,540	6%
Deferred parking	32,178	6,990	25,188	360%
Deferred PT	5,960	32,903	(26,943)	-82%
Deferred Master Swim	7,688	5,220	2,468	47%
Deferred Rev-Retail Sales	-	-	-	#DIV/0!
Total Deferred Incomes	\$ 317,765	\$ 301,512	\$ 16,253	5%
Gift Certificates	2,502	1,371	1,131	82%
Referral Credit	-	9,447	(9,447)	0%
Total Current Liabilities	\$ 484,972	\$ 455,725	\$ 29,247	6%
Other Liabilities				
Loan from District	\$ 1,000,000	\$ 1,000,000	\$ -	0%
Total Liabilities	\$ 1,484,972	\$ 1,455,725	\$ 29,247	2%
Fund Balance				
Beginning Balance	\$ 1,344,968	\$ 816,784	\$ 528,185	65%
Profit/(Loss) for the period/year	278,594	295,074	(16,480)	-6%
Balance carry forward	\$ 1,623,562	\$ 1,111,857	\$ 511,704	46%
Total Liabilities and Fund Balance	\$ 3,108,533	\$ 2,567,582	\$ 540,951	21%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For The Quarter Ended September 30, 2014

	<u>09/30/2014</u>	<u>09/30/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Registrations	\$ 47,464	\$ 43,088	\$ 4,376	10.2%
Member Dues	708,192	637,606	70,586	11.1%
Day Pass	9,155	7,223	1,933	26.8%
Parking	20,387	18,168	2,219	12.2%
Replacement Card Fee	220	1,525	(1,305)	-85.6%
Personal Training	86,601	91,494	(4,893)	-5.3%
Group Exercise	10,063	16,227	(6,164)	-38.0%
Aquatics	218,029	188,484	29,545	15.7%
Retail	7,054	5,012	2,042	40.7%
Decline Fees	3,350	2,354	996	42.3%
Special Programs	-	1,771	(1,771)	-100.0%
Total Revenues	\$ 1,110,513	\$ 1,012,950	\$ 97,563	9.6%
Operating Expenses				
Aquatics Supplies	\$ 14,734	\$ 11,896	\$ 2,838	23.9%
Bank Fees and Credit Card Fee	29,077	24,535	4,541	18.5%
Bonus	-	100	(100)	-100.0%
Charitable Contributions	200	107	93	86.3%
Collection Fees	-	-	-	0.0%
Insurance	12,859	8,435	4,424	52.4%
Incentive Fee	-	-	-	0.0%
Janitorial Maintenance/Pool	22,617	25,340	(2,723)	-10.7%
Locker Room Supplies	9,787	11,577	(1,790)	-15.5%
Maintenance & Repairs Expense	-	1,806	(1,806)	-100.0%
Marketing Design/Management	9,242	7,372	1,871	25.4%
MediFit Management Fee	50,000	28,941	21,059	72.8%
Miscellaneous	6,200	7,940	(1,740)	-21.9%
Non-capitalized Equipment	-	-	-	0.0%
Office Supplies	11,966	5,115	6,851	133.9%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For The Quarter Ended September 30, 2014

	<u>09/30/2014</u>	<u>09/30/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Payroll	445,220	428,774	16,446	3.8%
Payroll Taxes & Benefits	107,346	102,906	4,440	4.3%
Printing	2,360	846	1,514	178.8%
Pro Shop COGS	3,472	2,901	571	19.7%
Software License fees	1,820	1,628	193	11.8%
Telephone & Pager	-	109	(109)	-100.0%
Towel, Laundry and Cleaning	2,919	3,810	(891)	-23.4%
Traveling and Entertainment	6,218	-	6,218	100.0%
Uniforms	715	65	649	993.0%
Total Operating Expenses	\$ 736,753	\$ 674,204	\$ 62,550	9.3%
Income/(Loss) from Operation before District and College Support	\$ 373,760	\$ 338,747	\$ 35,013	10.3%
District Support				
District Support Income				
Interest Income on Investments	10,728	1,806	8,922	494.0%
Operating Expenses charge back to District	25,000	15,600	9,400	60.3%
Unrealized Gain - Investment	-	-	-	0.0%
Total District Support Income	\$ 35,728	\$ 17,406	\$ 18,322	105.3%
District Support Expense				
Administrative Salary	\$ 43,980	\$ 35,379	\$ 8,601	24.3%
Administrative Benefits	12,759	8,474	4,285	50.6%
Donation	1,000	1,000	-	0.0%
Equipment Use Fee	3,000	3,000	-	0.0%
Miscellaneous Expenses	4,655	5,138	(483)	-9.4%

SMCCCD - Auxiliary Services
CSM Fitness Center (San Mateo Athletic Club and Aquatic Center)
Statement of Revenue and Expenses
For The Quarter Ended September 30, 2014

	<u>09/30/2014</u>	<u>09/30/2013</u>	<u>\$ Change</u>	<u>% Change</u>
Revenue				
Pool Maintenance	10,500	8,089	2,411	29.8%
Unrealized Loss - Investment	-	-	-	0.0%
Total District Support Expense	<u>\$ 75,895</u>	<u>\$ 61,079</u>	<u>\$ 14,816</u>	<u>24.3%</u>
Net Income/(Loss) after District Support but before College Support	<u>\$ 333,594</u>	<u>\$ 295,074</u>	<u>\$ 38,520</u>	<u>13.1%</u>
College Support				
Operating Expense charge back waived	\$ 25,000	\$ -	\$ 25,000	100.0%
Donation to College	30,000	-	30,000	100.0%
Total College Support Expense	<u>\$ 55,000</u>	<u>-</u>	<u>\$ 55,000</u>	<u>100.0%</u>
Income/(Loss) after District & College Support	<u>\$ 278,594</u>	<u>\$ 295,074</u>	<u>\$ (16,480)</u>	<u>-5.6%</u>

BOARD REPORT NO. 14-12-3C

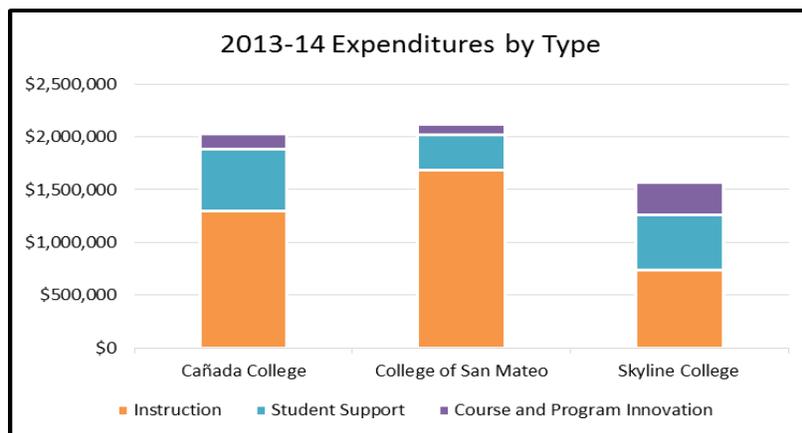
TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Kathryn Blackwood, Executive Vice Chancellor, 358-6869

**REPORT ON MEASURE G PARCEL TAX OVERSIGHT COMMITTEE
2013-14 ANNUAL REPORT TO THE COMMUNITY**

In June 2010, voters passed Measure G, the District’s parcel tax measure which provides approximately \$7,000,000 per year for a period of four years. On December 15, 2010, the Board approved the three Colleges’ initial plans for utilization of the Measure G funds. On December 14, 2011, the Board approved the plans for 2011-12 and on December 6, 2012, the Board approved the plans for 12-13. For 13-14, the Board approved the college plans as part of the adoption of the 2013/14 budget on September 25, 2013.

On November 11, 2014 the Oversight Committee completed and approved its fourth annual report. In summary, Measure G funds were used during the 2013/2014 year to;

- Support Instruction: saved or added 700 course sections and provided an additional class space for 28,000 students
- Increase Student Support Services: Added counseling and library services and provided peer mentoring
- Support Course and Program Innovation: Provided services for veterans, first generation students, foster youth and former incarcerated students. Supported math and reading programs to improve college success.



The complete Measure G Parcel Tax Annual Report to the Community is attached to this report which includes the college plans summarizing the vital activities supported by Measure G.



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MEASURE G PARCEL TAX OVERSIGHT COMMITTEE ANNUAL REPORT TO THE COMMUNITY – 2013/2014

In June 2010, the residents of San Mateo County supported the San Mateo County Community College students by approving the Measure G parcel tax. In an economic climate of deep cuts to education funding, a struggling economy and record unemployment, more students than ever are looking to Skyline College, College of San Mateo and Cañada College to upgrade their job skills or prepare them to transfer to increasingly scarce spaces at the University of California, the California State University and other 4-year institutions. Measure G funding helps our colleges maintain the classes and services needed to support these students.

2013-14 was the final year of receiving Measure G funding. All three colleges determined to apply some of the funding to a fifth year without a levy and are working with existing funding to incorporate the successful new programs and some level of funding for classes into future year budgets.

Although not required by law, the San Mateo County Community College District Board of Trustees created an oversight committee to assure the community that Measure G funds are expended for the purposes approved by the voters and to see that none of the funds are used for administrator salaries or benefits. The committee consists of 7 members appointed by the SMCCCD Board of Trustees. The committee met twice during the fiscal year and discussed financial reports and college activity plans with district budget officials and college presidents and reviewed the 2012/13 report to the community.

The committee is pleased to submit its fourth annual report.

2013/2014 in Review

The revenues. When the new parcel tax was placed on the property tax bills in 2010-11, seniors who had missed the deadline to apply for an exemption ahead of the property tax bills were able to request a refund of taxes they had paid. These exemptions are good for the life of the parcel tax. The district processed \$28,050 in refunds for 2013/14. The net revenues received for 2013/14 after the exemptions and including interest income was \$7,080,146.

The expenditures. The Board of Trustees approved the college plans as part of the adoption of the 2013/14 budget. College administrators consulted with faculty and staff and developed individual college plans to respond to the uses as stated in the Measure G ballot language.

During 2013/2014 year, Measure G funds were used to

- Save or add 700 course sections
- Provide an additional class space for 28,000 students
- Add counseling and library services
- Provide peer mentoring
- Provide services for veterans, first generation students, foster youth and former incarcerated students
- Support math and reading programs to improve college success

Each of the colleges

- added class sections¹ that enable students to progress toward the completion of their majors, degrees, and certificates;
- maintained student support programs that ensure the presence of necessary counseling, tutoring and other forms of support that are fundamental to high levels of student success;
- supported innovative course programs that are relevant and recent such as increasing distance education offerings and student leadership opportunities;
- and supported programs that address identified student needs and thus enable the colleges to move forward toward meeting their mission and goals.

College activities. In September 2013, the colleges reported to the oversight committee the many activities that have been made possible due to Measure G funding. Additional sections¹ of English, math and science classes were added. Student support services like counseling, extended library hours, help for veterans and disabled students, and tutoring were funded. Short intensive courses such as Math Jam (<http://www.canadacollege.edu/stemcenter/mathjam.php>) or Word Jam (<http://canadacollege.edu/wordjam/>) and other programs to help students accelerate their progress through math and English courses were continued. This year the colleges used some of the funding to provide additional professional development for full and part time faculty to assist with learning communities and improve distance education offerings. Cañada College expanded their College for Working Adults program, adding another cohort. CSM awarded innovation grants for various programs that improve our connection to the community. Skyline College added projects that impact student success initiatives such as Supplemental Instruction and Math Jam. More detailed information is provided on each college's page.

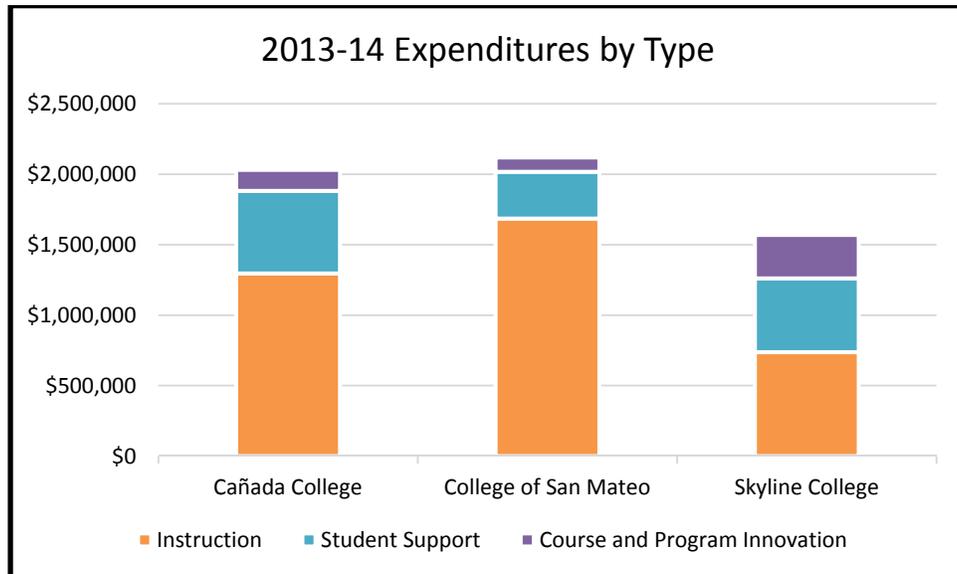
According to the Official Ballot language, Measure G funds will be used to:

- preserve job training programs in nursing, healthcare, computers, green technology, police and firefighting;
- maintain academic subjects including science, English and mathematics;
- keep libraries open and maintain library services;
- prepare students to transfer to four year colleges and universities;
- maintain academic counseling programs and other student services;
- attract and retain instructors;
- modernize classroom technology and computer labs;
- provide equipment and technology for science labs; and offer classes and labs necessary to meet student demand.

The college plans on the following pages summarize the vital activities supported by Measure G, link each of the activities to the language in the official ballot measure, and report the planned and actual expenditures for the 2013/2014 year along with planned expenditures for the remaining funds in 2014/2015. The 2013-14 plans were incorporated into the SMCCCD 2013-14 Final Budget Report that was adopted by the Board in September, 2013, and the 2014-15 plans were incorporated into the SMCCCD 2014-15 Final Budget report that was adopted by the Board in September, 2014.

¹ A section is an additional class of a particular course. For instance, a college might offer English 101 and have many sections of that class at different times and on different days. More sections of a class means it is available for more students.

In summary. The committee is gratified by the colleges’ planning and implementation of the activities funded with Measure G tax dollars and the District’s fiscal management of the funds. If you would like further information, formal financial reports and other items related to the activities of the Measure G Committee including meeting dates, agendas, and minutes are available on the Committee’s website located at: www.smccd.edu under the “Business and Community” tab.



Resource Plan & Accomplishments/Activities	Planned Carryover Amount	Measure G Criteria	Planned Amount	Expended Amount
	2014-15		2013-14	
<p>Instruction Plan: One of the largest reductions the College had to make in 2009-2010 was in the number of course sections. Measure G allows the College to increase the number of sections offered to our students. This year we plan to fund about 120 sections using Measure G. These sections provide opportunity for students to take needed basic skills, general education and career technical education courses. Having this access to courses increases opportunity for students to complete educational goals. In addition to these extra sections, we are developing programs through Neighborhood College that can be offered both Bayside and Coastside. Some classes will be offered in hybrid formats. In addition, distance education has been increased to provide increased flexibility for students. We will be expanding workforce curriculum as well. We are continuing and expanding the College for Working Adults program (CWA) which allows working students to take classes at convenient times. Our first cohort of CWA students graduated in Spring 2014, some with multiple degrees.</p> <p>Accomplishments/Activities in 2013-14:</p> <ul style="list-style-type: none"> • Funded 181 sections that served approximately 5,000 students. • Continued funding to coordinate and improve basic skills, distance education and workforce development offerings. • Continued funding a Workforce Development Specialist • Continued offering College for Working Adults serving an additional 30 students 	\$927,700	*Restoring funding to offer an adequate number of classes & labs to meet growing student demand	\$1,194,261	\$1,295,602
<p>Student Support Plan: The additional student support will expand our library hours, increase the limited counseling services, address a critical need to improve the transferability of our courses to four year universities, expand our new student orientation program, provide necessary support for veterans and first generation students, increase the number of students who complete the FAFSA (Free Application for Federal Student Aid) and are eligible for financial aid, expand tutoring, and further develop student communication.</p> <p>Accomplishments/Activities in 2013-14:</p> <ul style="list-style-type: none"> • Continued academic counseling with drop-in appointments utilized by students and began phasing out the use of Measure G to new Student Success & Support Program funding • Continued the Peer Mentoring Program to assist first generation students • Continued with added services for veterans and financial aid students • Library and Learning Center continued with extended evening hours • Library continued to offer services available on Saturdays, to include Math tutoring and librarian services 	\$512,955	*Maintaining academic counseling programs & other student services to promote student achievement, graduation & access to high-paying jobs *Keeping libraries open and maintaining library services	\$816,068	\$585,966
<p>Course and Program Innovation Plan: The MATH JAM and WORD JAM programs, Workforce Development, Basic Skills Success Program, Leadership Development, and Faculty Professional Development are all programs to improve access and success for our students. The MATH JAM and WORD JAM programs have proven to significantly improve student success by providing pre-course intensive preparation.</p> <p>Accomplishments/Activities in 2013-14:</p> <ul style="list-style-type: none"> • Continued working to increase the number of associate degrees and occupational certificates awarded • Continued to fund PEP (Priority Enrollment Program) for our local high school seniors • Continued to provide funding for the MATH JAM to improve success rates in Math • Continued to provide funding for the WORD JAM to improve success rates in English 	\$135,835	*Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting *Preparing students to transfer to four-year colleges & universities *Maintaining Core Academics	\$289,671	\$148,935
Total Measure G	\$1,576,490		\$2,300,000	\$2,030,503



**College of San Mateo
2014-2015 Measure G Plan Summary**

Resource Plan	Planned Carryover Amount	Measure G Criteria	Planned Amount	Amount Expended
	2014-15		2013-14	
<p>Instruction Plan: The college has moved many of the programs and support staff that were previously funded by Measure G to the general unrestricted fund beginning in FY 2014-2015. The college will use Measure G funds to maintain its 2013-2014 level of course offerings and also continue to expand offerings in well-documented, high-demand areas that are consistent with SMCCCD Board core values. Library services will be maintained to meet student demand at peak times. Measure G funds will also be used to offer courses in the community, including at Hillsdale High School and Half Moon Bay High School.</p> <p>Key Activities/Accomplishments 2013-14:</p> <ul style="list-style-type: none"> Funded approximately 250 course sections in math, English, science, and high-demand Career and Technical Education disciplines, such as nursing. Added library staff hours Funded classified staff positions in instructional support areas 	\$410,323	<p>*Restoring funding to offer an adequate number of classes and labs to meet growing student demand.</p> <p>*Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p> <p>*Maintaining core academics including Science, English, and Mathematics.</p> <p>Keeping libraries open and maintaining library services.</p>	\$1,802,400	\$1,685,675
<p>Student Support Plan: The college has implemented many changes to its student support programs, including the counseling model to address the Student Success and Support Act (SSSP). Funding has been used to offer adequate counseling hours and provide appropriate classified staff support in high-demand areas.</p> <p>Major Activities/Accomplishments 2013-14:</p> <ul style="list-style-type: none"> The college was able to recognize a carryover from 2013-14 of student support monies because of state funding of Student Success & Support Program. The new counseling/advising model has been fully implemented. The College was able to maintain classified staffing in key areas that directly support students in special programs and services, including, but not limited to the Veterans Resource Center and the Disabled Student Services Program. Total associate degrees awarded increased by approximately 64% and certificates awarded increased approximately 68% from the prior academic year. An outreach event to the Asian Pacific Islander Community known as the MANA Conference was held in March with over 600 community participants. 	\$241,248	*Maintain academic counseling programs and other student support programs to promote student achievement, graduation, and access to high-paying jobs.	\$482,600	\$331,496
<p>Course and Program Innovation Plan: The college will continue to offer innovation grants to support program and course-based innovative efforts. Funds allocated in prior years for other innovative activities such as the Five in Five Initiative, Distance Education, and Scholarship of Teaching and Learning have not been fully exhausted. Thus, new funding will not be allocated to these activities until existing funds are fully spent.</p> <p>Major Activities/Accomplishments 2013-14:</p> <ul style="list-style-type: none"> The following innovation grants were awarded in the 2013-14 year: Makerspace Incubation Project; Paperless Writing Center; Students for Success, Learning Community for English 848; Bridging the Gap from Incarceration into Higher Education; Hillsdale High School English Spring Conference. 	\$75,526	<p>*Preparing students to transfer to four-year colleges and universities.</p> <p>*Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.</p>	\$15,000	\$102,413
Total Measure G Request	\$727,098		\$2,300,000	\$2,119,585



**Skyline College 2014-2015
Measure G Plan Summary**

Resource Plan	Planned Carryover Amount	Measure G Criteria	Planned Amount	Expended Amount
	2014-15		2013-14	
<p>Instruction Plan: Class sections previously funded by Measure G will be supported by the general unrestricted fund beginning in FY 2014-2015. Measure G funding will allow Skyline College to support program and course innovation, expand access to quality programs through offerings in hybrid and online formats, and develop pathways to completion. Instruction supported programs include Early Childhood Education, distance education, Honors Transfer Program, and Learning Communities.</p> <p>Accomplishments/Activities in 2013-14:</p> <ul style="list-style-type: none"> • Offered approximately 285 Career and Technical Education, basic skills and transfer class sections during fall 2013 and spring 2014. • Provided Distance Education training for faculty; expanded distance education offerings across the curriculum. • Supported growth in internships for Early Childhood Education. 	\$231,191	*Funding to maintain core academics, including science, English and mathematics; preserving job training programs and preparing students to transfer to four-year colleges and universities.	\$719,189	\$736,530
<p>Student Services Plan: Meet student demand in the areas of (1) registration and admission services so students may enroll in classes; (2) Educational Opportunity Program & Services and Transfer Center Services; (3) Counseling and Career services; (4) Financial Aid services; (5) Veterans outreach and support; and (6) expanded Library Hours and electronic library media. Begin transitioning Measure G funded activities and programs to the Student Success and Support Program, where allowed.</p> <p>Accomplishments/Activities in 2013-14:</p> <ul style="list-style-type: none"> • Expanded assessment, orientation, counseling/advising and follow-up services to increase student access. • Increased concurrent enrollment by 14% compared to prior year due to the development of a robust outreach department and increased communications with high schools. • Developed and increased online resources for counseling/advising and financial literacy services. • Implemented veterans programming to include workshops and the development of a Veterans Advisory committee. • Developed and implemented a one-day matriculation process for new and returning students. • Consolidated processing of outgoing transcripts. 	\$636,436	*Provide academic counseling programs & other student services to meet increased student demand and promote student achievement, graduation & access to high-paying jobs *Keeping libraries open and maintaining library services	\$430,811	\$524,382
<p>Course and Program Innovation (CPI): Skyline College developed and supports projects that directly impact student learning and success. Programs include Supplemental Instruction, Math Academy, Math Jam, Center for Innovative Practices through Hip Hop Education & Research, Reading Initiative, Weekend College and New and Hourly Certificated Faculty participation.</p> <p>Accomplishments/Activities in 2013-14:</p> <ul style="list-style-type: none"> • Instituted change in Supplemental Instruction to allow for expanding capacity for tutoring more students. • Provided training for faculty and college community pertaining to effectively serving foster youth. • Provided orientation workshops for new part time faculty and support for part time faculty engagement in assessment and planning. • Supported Math Academy students through tutoring and mentoring. • Expanded capacity for outreach and recruitment for Career and Technical Education programs. • Supported faculty development for learning communities; allowed for expansion of learning community offerings. 	\$466,812	*Preserving job training programs in nursing, healthcare, computers, engineering, green technology (such as solar & wind energy), police and firefighting *Preparing students to transfer to four-year colleges & universities *Maintaining Core Academics *Attracting and retaining qualified instructors.	\$1,150,000	\$308,048
Total Measure G Request	\$1,334,439		\$2,300,000	\$1,568,960

MINUTES

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

December 11, 2013

The meeting was called to order at 10:25 p.m. by President Schwarz

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

Approval of Minutes of the December 6, 2012 meeting

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

Naming of Officers for 2014

President Schwarz said that in accordance with the bylaws of the Financing Corporation, the officers for 2014 will be:

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

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

President Schwarz announced that the next scheduled meeting of the Financing Corporation will be held on December 10, 2014.

It was moved by Director Miljanich and seconded by Director Mandelkern to adjourn the meeting. The meeting was adjourned at 10:27 p.m.

Submitted by

Patricia Miljanich
Secretary