

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**March 25, 2015**  
**District Office Board Room**  
**3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

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**6:00 p.m.      Roll Call**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

15-3-4      [Approval of the Minutes of the Study Session of March 11, 2015](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**NEW BUSINESS**

15-3-2A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

15-3-3A      [Re-Employment of Contract and Regular Faculty for the 2015-16 Academic Year](#)

**Approval of Consent Agenda**

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

15-3-1CA      [Ratification of November and December 2014 District Warrants](#)

15-3-2CA      [Approval of Agreement with JobTrain to Provide Career Pathway Services in Information Technology: Coding Program](#)

- 15-3-3CA [Ratification of Amendment to Agreement with Purple Communications for Interpretive Services](#)
- 15-3-4CA [Approval of the Use of the Glendale Unified School District Contract with Apple Computer for the Purchase of Products, Services and Related Items](#)
- 15-3-5CA [Approval of Community, Continuing and Corporate Education Youth Program, Summer 2015](#)
- 15-3-6CA [Approval of Curricular Additions and Modifications – Cañada College and Skyline College](#)
- 15-3-7CA [Approval for Categorical Funding Transfers](#)

### **Other Recommendations**

- 15-3-1B [Vote to Elect Members to the California Community College Trustees \(CCCT\) Board](#)
- 15-3-2B [Approval of District Equal Employment Opportunity Plan](#)
- 15-3-3B [Approval of Revisions to the Mission Statement for College of San Mateo](#)
- 15-3-4B [Approval of Substantive Change Proposal for Skyline College to be Submitted to the Accrediting Commission for Community and Junior Colleges \(ACCJC\)](#)
- 15-3-101B [Adoption of Resolution No. 15-1 Authorizing the Issuance and Sale of San Mateo County Community College District 2015 General Obligation Bonds \(Election of 2014\), Series A, in the Aggregate Principal Amount of Not To Exceed \\$230,000,000](#)
- 15-3-102B [Adoption of Resolution No. 15-2 Implementing Government Code Section 53094 to Exempt the 2015 Facilities Master Plan at Skyline College from the Application of City and County Zoning Ordinances](#)
- 15-3-103B [Adoption of Resolution No. 15-3 Implementing Government Code Section 53094 to Exempt the 2015 Facilities Master Plan at Cañada College from the Application of Town and County Zoning Ordinances](#)
- 15-3-104B [Adoption of Resolution No. 15-4 Implementing Government Code Section 53094 to Exempt the 2015 Facilities Master Plan at Cañada College from the Application of City and County Zoning Ordinances](#)
- 15-3-105B [Adoption of Resolution No. 15-5 Implementing Government Code Section 53094 to Exempt the 2015 Facilities Master Plan at College of San Mateo from the Application of City and County Zoning Ordinances](#)
- 15-3-106B [Approval of Agreement with ICF, International to Prepare an Environmental Impact Report for Facility Improvements at Cañada College, College of San Mateo and Skyline College](#)
- 15-3-107B [Authorization for Use of WSCA Contract with CDW-G for Purchase of Core Network Switches](#)
- 15-3-108B [Adoption of Resolution No. 15-6 Regarding Board Absence](#)
- 15-3-109B [Approval of Appointment/Reappointment to Bond Oversight Committee](#)

- 15-3-110B [Approval of Revisions to Board Policies: 1.35 Board Member Conduct; 2.02 Chancellor of the District; 2.29 Sexual Assault Education, Prevention, and Reporting; 6.87 Library and Learning Support Services; 7.23 Athletics; and 8.15 Purchasing](#)
- 15-3-111B [Approval of Contract with Ash Enterprises for Replacement and Installation of Star Projector at College of San Mateo's Planetarium](#)
- 15-3-112B [Authorization to Award a Design Contract and to Utilize the Lease-Leaseback Method for Cañada College Kinesiology/Wellness Center \(Building 1\) Project](#)
- 15-3-113B [Discussion and Possible Adoption of Resolution in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs](#)

### **INFORMATION REPORTS**

- 15-3-4C [Update on ACCEL](#)
- 15-3-5C [Early College Framework Discussion](#)

### **COMMUNICATIONS**

### **STATEMENTS FROM BOARD MEMBERS**

### **RECESS TO CLOSED SESSION**

1. Conference with Agency Property Negotiator  
Property: Surplus land at Cañada College, College of San Mateo and Skyline College  
Agency Negotiator: Ron Galatolo
2. Conference with Labor Negotiator  
Agency Negotiator: Eugene Whitlock  
Employee Organization: AFT

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
March 11, 2015, San Mateo, CA**

**The meeting was called to order at 6:02 p.m.**

**Board Members Present:** Vice President Dave Mandelkern, Trustees Richard Holober (by telephone), Thomas Mohr and Karen Schwarz, 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 Vice President of Student Services Robin Richards, District Academic Senate President Diana Bennett

Vice President Mandelkern announced that President Miljanich would not be present due to a family emergency.

**MINUTES**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the minutes of the January 28, 2015 meeting. The motion carried, all members present voting "Aye."

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the minutes of the January 31, 2015 Board retreat. The motion carried, all members present voting "Aye."

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the minutes of the February 25, 2015 joint meeting with the Sequoia Union High School District Board of Trustees. The motion carried, all members present voting "Aye."

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: RECOGNITION BY THE BOARD OF DISTRICT AND COLLEGE CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE (15-3-1B)**

Vice President Mandelkern said this award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Each of the Colleges and the District Office were invited to nominate one classified employee, and each will be honored by the Board tonight. Each district may forward the information for one nominee to the California Community Colleges Chancellor's Office for consideration of a statewide award; that nominee is selected by the Board.

President Stanback Stroud introduced the nominee from Skyline College, Maria Norris, Curriculum and Instructional Systems Specialist. She said Ms. Norris has dedicated more than 24 years to supporting community college students. She supports and sets the standards for the curriculum process in a way that is student-centered. She has played a leadership role in the CurricUNet and DegreeWorks programs. She is also instrumental in providing support for the structure of the College catalog. Ms. Norris is active in her community, including dedicating one day each week to caring for someone who is sick. President Stanback Stroud said Ms. Norris is a model employee. Vice President Mandelkern presented a certificate to Ms. Norris and congratulated her on behalf of the Board. Ms. Norris thanked the Board for this honor. She said "Skyline Shines" because everyone at the College helps one another to shine. She said she shares this award with her colleagues, including administrators, classified staff, deans and faculty. She introduced co-workers Kathleen Tshifunda and Theresa Tentes. She expressed special thanks to Debbie Carrington, District Human Resources Director, who was on the hiring committee when Ms. Norris was first hired and who has been a friend and mentor ever since.

President Claire introduced the nominee from College of San Mateo, Deborah Laulusa, Administrative Assistant in the Office of the Vice President, Instruction. He said Ms. Laulusa has been a District employee for 25 years. She began her career in the Athletics Program, where the student athletes benefited from her concern for their success and well-being. In her current position, she is responsible for overseeing the many important aspects of the College

schedule and catalog. Ms. Laulusa has served as an advisor to the Polynesian Club for 15 years. She organized the inaugural Polynesian Recognition Ceremony and is part of a team that is developing a Pacific Islander Learning Community, which will be the first of its kind in San Mateo County. She collaborated with the Peninsula Conflict Resolution Center to help organize the MANA Conference and the Pacific Islander Violence Prevention Conference. Ms. Laulusa organized the Tom Martinez appreciation event and was instrumental in establishing a scholarship in Coach Martinez's name. President Claire said he admires Ms. Laulusa's humility and her unwavering commitment to students. Vice President Mandelkern presented a certificate to Ms. Laulusa and congratulated her on behalf of the Board. Ms. Laulusa thanked the Board for this honor. She also thanked her supervisors and the College administration for supporting her work with students. She said she shares this award with her fellow classified staff members, many of whom work quietly behind the scene but contribute so much.

Vice President Richards introduced the nominee from Cañada College, Martha Chavez, Instructional Aide at the Cañada Menlo Park Center located in the JobTrain building. She said Ms. Chavez moved to Redwood City from Mexico 18 years ago and was trained as a photo technician. When her employer went out of business, she went to JobTrain to seek help in pursuing another career. While on a waiting list, she was hired by Cañada College because of the skills she already possessed. Ms. Chavez works with potential and current students, helping them connect with classes being offered at the College. She is one of only two permanent employees at the Center and was instrumental in helping it win a J. Russell Kent Award for Outstanding Community Service in 2000. During a change of Center directors and staff, Ms. Chavez acted as de facto program coordinator and, with direction from the dean, was responsible for all activities at the Center. Ms. Chavez helped found Una Mano Amiga to provide assistance to Latinas with cancer and has volunteered with El Concilio which is committed to improving the quality of life for underserved populations. Vice President Richards said Ms. Chavez is passionate about helping students. Vice President Mandelkern presented a certificate to Ms. Chavez and congratulated her on behalf of the Board. Ms. Chavez's son said his mother is honored to receive this award. He said she helps many people in the community.

Vice Chancellor José Nuñez introduced the nominee from the District, Michele Rudovsky, Facilities Manager at College of San Mateo. He said Ms. Rudovsky started as a Project Engineer seven years ago. She was also a Project Manager and Maintenance Engineer prior to obtaining her current position. He said the Facilities Manager position is similar to a City Manager because the Colleges are like small cities. He said Ms. Rudovsky is dedicated to the academic mission. She has revamped many processes to insure accountability for outcomes and consistency. During a severe winter storm, Ms. Rudovsky mobilized the community, both within the College and with outside agencies, to set up an emergency shelter on the College of San Mateo campus. Ms. Rudovsky is a lifelong learner and has become a leader in the area of training and professional development opportunities for the Facilities team. She participates in emergency management exercises along with representatives from the College constituencies. Ms. Rudovsky was formerly employed by the San Francisco Zoo and continues to volunteer there regularly. Vice Chancellor Nuñez said Ms. Rudovsky provides true leadership and is an exemplary team player. Vice President Mandelkern presented a certificate to Ms. Rudovsky and congratulated her on behalf of the Board. Ms. Rudovsky introduced her parents who were in the audience. She said she is deeply honored and thanked the Board for their support.

Vice President Mandelkern said the Board had a very difficult choice to make and he thanked all of the honorees for their work on behalf of students. He said that, based on a survey among all Board members, the candidate whose name will be submitted for a statewide award is Deborah Laulusa.

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

None

#### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (15-3-1A)**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the actions in Board Report No. 15-3-1A. The motion carried, all members present voting "Aye."

## **Other Recommendations**

### **ACCEPTANCE OF 2014-15 MID-YEAR BUDGET REPORT AND APPROVAL OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING DECEMBER 31, 2014 (15-3-100B)**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to accept the budget report and approve the Transfers and Income Adjustments. The motion carried, all members present voting “Aye.”

## **INFORMATION REPORTS**

### **DISCUSSION OF 2014 SCORECARD REPORT – THE COLLEGE INDICATORS (15-3-1C)**

Jing Luan, Vice Chancellor of Educational Services and Planning, said the District is required to present the most recent Scorecard information to the Board of Trustees and to solicit dialog among Board members. He said he and his colleagues from the three Colleges are present to answer questions and address concerns that the Board may have.

Trustee Mohr said the report contains important data, such as completion rates and persistence, which needs to be broken down further. He said discussions during the strategic planning process include development of a dashboard which will contain data that is more accurate, more timely and more in tune with the real conditions at the Colleges. He said that data will help determine how we are doing in terms of student outcomes. Trustee Mohr said that when we have good data, we are in a position to have discourse with faculty, staff, the Academic Senate and Presidents about what the strengths and weaknesses are and to then address how to correct the weaknesses.

Trustee Schwarz asked for clarification on the statement in the board report that “the Scorecard also did away with the use of Peer Groups, which in years past invited more questions than answers.” Vice Chancellor Luan said the concept of peer group comparisons was good but that it was poorly executed. He said colleges were sometimes placed in a group with which they shared very few characteristics. Dean McVean said the comparisons were often perceived to be inaccurate and the decision was made to remove peer group comparisons when the Accountability Reporting for the Community Colleges (ARCC) was changed to the new Scorecard system.

Trustee Schwarz noted that the data used in the report is from 2007 and 2008. Chancellor Galatolo said the age of the data is a concern, along with the fact that less than ten percent of the student population is counted. He said that, while the Scorecard contains important metrics by which to capture data, he believes there are many more important metrics. He noted that the strategic planning process includes a plan to develop a dashboard to capture data in a more comprehensive manner which will be more beneficial for strategic decision-making.

Vice President Mandelkern said he believes it is extremely useful to have a dashboard or scorecard of metrics that can be used to gauge progress and help provide course and direction. However, he said he agrees with Trustee Mohr’s past comments that a map is needed; simply having the speed and direction is not sufficient. Vice President Mandelkern said the strategic plan is the map that sets out the goals. The dashboard or scorecard can then be used as milestones along the way to determine the progress being made.

### **SPRING 2015 CENSUS REPORT (15-3-2C)**

Vice Chancellor Luan said the Colleges continue to see interesting shifts in their demographics, such as a decrease in the number of female students, an increase in non-resident students, and an increase in concurrently enrolled students. Vice President Mandelkern said this data will be highly relevant as the strategic planning discussions continue.

## **STUDY SESSION**

### **NEED FOR AND IMPACT OF REMEDIATION IN ENGLISH AND MATH (15-3-3C)**

Sandra Comerford, Vice President of Instruction at College of San Mateo, said the discussion will focus on strategies to improve the success of basic skills students. She asked the presenters to introduce themselves: Carsbia Anderson, Interim Vice President, Student Services, Skyline College; Sarah Perkins, Vice President, Instruction, Skyline College; Ray Hernandez, Dean, Science/Math/Technology, Skyline College; Angélica Garcia, Dean,

Counseling/Advising and Matriculation, Skyline College; Aaron McVean, Dean, Planning, Research and Institutional Effectiveness, Skyline College; Jennifer Taylor-Mendoza, Dean, Academic Support and Learning Technologies, College of San Mateo; Mary Gutierrez, Dean, Language Arts/Learning Resources, Skyline College; William Minnich, Interim Dean, Enrollment Services, Skyline College; Gregory Anderson, Vice President, Instruction, Cañada College; Robin Richards, Vice President, Student Services, Cañada College; Jennifer Hughes, Vice President, Student Services, College of San Mateo.

Dean McVean distributed a handout showing data from the State Scorecard report on remedial progress rates for English, Math and ESL over a five year period for the three Colleges and the State. He said the data will provide the context for the discussion at this meeting. Dean McVean said that whether using the State Scorecard, College Student Equity Plans or separate internal reports, the conclusion does not change; the conclusion is that students are not progressing at acceptable levels and students are beginning their careers at below transfer level courses at too high a rate.

Vice President Hughes said the presenters will share some of the strategies the Colleges are using to address the issue. She said they would first like to ask Board members what they believe are some of the reasons that students are not progressing through the sequence of courses.

Trustee Mohr said he believes early intervention is necessary in order to prepare students for college. He said there is a vacuum between high schools and colleges. He said they must plan and work together, both on instruction and on the level of confidence, joy of learning and everyday experiences students have before they come to college. Trustee Mohr it is also important that students have a vision for themselves and an educational plan. He said advising and counseling are critical to make this possible. Trustee Mohr said data shows that a majority of students who begin their career in basic skills classes and move on do not complete college level courses. He said the conversation should include what is being done to prepare students for transfer level courses so that they can bypass the obstacle of having to take basic skills courses.

Student Trustee Bajwa said there is gap between the senior year of high school and community college. He said high school seniors have the option to take English and Math and if they do not take these courses, they are more likely to test into lower coursework at a college. He said there are online testing resources available that can help students prepare for testing and enable them to start college coursework at a higher level; however, many students are unaware of these valuable resources. He said he believes testing resources should be made more readily available to students to help them test as high as they can. Student Trustee Bajwa said the support services on the campuses, such as the learning centers and the Math and English resource centers, are also extremely valuable and he would like to see these advertised more widely to beginning students.

Trustee Schwarz said she has been involved with the ACCEL group in Half Moon Bay and has learned from College of San Mateo ESL Professor Jennifer Castello the importance of ESL students learning in their own language so that they can comprehend the material before moving on. She said she believes more time should be taken to help prepare these students. Trustee Schwarz said she also volunteers at Project Read and has observed that the majority of students are not prepared for college level courses; she said more basic preparation is needed. Trustee Schwarz said another issue is the validity of placement tests.

Vice President Mandelkern said there is an issue he would categorize as “life happens.” He said students have many pressures, such as a sick family member, change in work schedule, transportation problems, etc. that have a negative impact, particularly on students who are at risk and are in remedial programs. He said it is important to understand that students are dealing with pressures in the lives, both inside and outside of the classroom, that affect their ability to progress.

Vice President Hughes said Board members articulated many of the issues that will be discussed. She said the presenters have identified key areas related to the lack of success in basic skills education: entering skills, understanding college, motivation/study skills, finances, and professional development. The presenters distributed a document listing some of the activities being conducted to address these problems. They highlighted the following selected programs and activities:

Entering Skills: High School and Early Intervention

Cañada College – Multiple Measure Study; Math Jam/Word Jam; Middle College High School; Beating the Odds

College of San Mateo – First Year Success Program

Skyline College – Common Core Alignment; Multiple Measures for Placement; Orientation

Trustee Schwarz asked if peers are involved in the orientation process. Dean Garcia said Title 5 requires that specific elements be include in orientation. She said it is common across the three Colleges that the initial orientation includes an explanation of what it means to be part of a multi-college district, followed by more specific campus-wide programs. She said peers will often participate in orientation programs geared to specific groups of students. Vice President Hughes said orientation should provide enough information to get students started and further orientation activities should continue throughout students' experiences at the Colleges.

Trustee Mohr said data from the Long Beach Promise indicates that they were able to decrease the number of students going into remedial programs by approximately 50%. He said this is due to the colleges and high schools agreeing on the rigor of the curriculum and working together to increase students' confidence that they can be successful.

Understanding College: Advising and Support Services

Skyline College – Career Advancement Academies; BSI Student Success Initiative (for students who are on academic probation); BuddyUp.org

College of San Mateo – Pathway to College summer bridge program; EOPS/CARE (which are successful but difficult to scale up to reach the number of students needing help)

Cañada College – ESO! Start Strong, Stay Strong, Finish Strong; College for Working Adults

Vice President Mandelkern said he hopes further discussion will include how to expand successful programs to include a greater number of students.

Motivation/Study Skills: Developmental Education

College of San Mateo – Acceleration; Learning Communities (faculty sharing best practices)

Cañada College – Acceleration; Learning Communities; ACCEL

Skyline College – Supplemental Instruction and Open Tutoring; Open Source Textbooks; College Success Initiative Pilot Program (Wrap-Around Services)

Finances

Financial Aid; Scholarships; SparkPoint

Vice President Mandelkern complimented the SparkPoint Program for offering the kinds of services – both financial assistance and life assistance – that can help make all students successful.

Professional Development

Skyline College – Center for Transformative Teaching and Learning

College of San Mateo – Center for Academic Excellence; Tutor Inquiry Group and Faculty Inquiry Group; Learning Communities Coordinating Council

Cañada College – ACES Professional Development; Communities of Practice

Trustee Mohr said professional development is critical and he asked the presenters if they believe enough resources are being invested in this area. Vice President Gregory Anderson said he believes the resource allocation model

developed by Executive Vice Chancellor Blackwood allows a level of flexibility for the Colleges to use the resources in a way they believe is necessary. He said he believes the resources are sufficient but they need to be used more efficiently. Vice President Comerford said the focus at College of San Mateo in the last year has been on enhancing professional development and more resources have been devoted to this area. Vice President Perkins said Skyline College has been able to develop robust tools and opportunities with the resources that are available.

Trustee Schwarz said she applauds the hard work being done to make things better for the students and employees of the District. She asked what percentage of students still choose to meet with a counselor in person. Vice President Richards said all certificate/degree and transfer students must meet with a counselor to meet the Student Success and Support Program (SSSP) requirement to complete orientation, advising and assessment. She added that DegreeWorks has been very helpful for students, allowing them to monitor their progress.

Trustee Mohr said he is very pleased to have had this discussion regarding teaching and learning, which is the basic mission of the District. He said he believes the Board's work is more meaningful when they hear the insights, experiences and goals as described by the presenters.

Student Trustee Bajwa thanked the presenters for accepting student input on these important matters. He said he is proud to be a student in a district in which faculty, staff and administrators work hard to make sure students achieve the success they need to move on to the next level.

Vice President Mandelkern thanked the presenters for the informative and well-researched presentation.

### **COMMUNICATIONS**

Vice President Mandelkern said the Board received:

- a letter from the San Mateo County Union Community Alliance with an article from *Labor*, the newspaper of the San Mateo County Central Labor Council & Building and Construction Trades Council, regarding the Trades Introduction Program (TIP) recent class graduation
- a letter from San Mateo County Superior Court Judge Joseph Scott seeking nominations for citizens to serve on the 2015-16 Civil Grand Jury
- two letters from an inmate at a California correctional facility requesting subscriptions to newspapers and/or magazines for inmates' education
- a letter from the Coalition for Fair Employment in Construction regarding Project Labor Agreements
- an email from a Skyline College student regarding a class that she learned was not CSU transferable

### **BOARD MEMBER COMMENTS**

Student Trustee Bajwa said he had an opportunity to attend the March in March Rally in Sacramento on March 2, along with students from each of the Colleges. Nicole Harris, President of the Associated Students of Skyline College, was a guest speaker. Students met with legislators to discuss core issues of interest to students. Student Trustee Bajwa said some District students will attend the National Grassroots Legislative Convention and National Student Lobby Day in Washington, D.C. on March 27-30. Students will have the opportunity to learn skills in student advocacy and to lobby elected representatives on student issues.

Trustee Mohr said he attended the State of the Valley Conference; the Behind the Scenes event of the Jewish Community Relations Council; the Peninsula Conflict Resolution Center dinner; Good Morning Redwood City; and the Redwood City San Mateo County Chamber of Commerce Bus Tour to Sacramento. He said that at all events, he received very positive feedback about the three Colleges. Trustee Mohr said he participated in the ACCEL Conference. He said it was professionally organized by Vice President Gregory Anderson and Larry Teshara, Director/Principal of the San Mateo Adult School. He said the work of ACCEL has done much to enhance the interface between the adult schools and the Colleges. Trustee Mohr complimented Jonathan Bissell, Director of Community, Continuing and Corporate Education, on an excellent presentation he made to the Education Committee of the Redwood City San Mateo County Chamber of Commerce.

Trustee Schwarz said she attended the ACCEL Conference and said it is encouraging to see everyone working together. She said she has been working with a group which is attempting to reestablish an adult school on the Coastside. Trustee Schwarz said she and Trustee Mohr participated in a meeting with chancellors and instructors

from Kazakhstan who were interested in learning about the District's governance structure. Trustee Schwarz said she will attend the Skyline College President's Breakfast on March 19.

Vice President Mandelkern said he attended the NPower Opening Reception, welcoming NPower's Bay Area program to the College of San Mateo campus. The program offers free training for veterans in the field of Information Technology and the Chief Information Officer for the Stanford Healthcare System said he will hire the entire first class as interns. Vice President Mandelkern said he looks forward to seeing his colleagues on the Board and others at the Skyline College President's Breakfast.

**RECESS TO CLOSED SESSION**

Vice President Mandelkern said that during Closed Session, the Board will hold a conference with agency labor negotiator Eugene Whitlock; the employee organization is AFT.

The Board recessed to Closed Session at 8:45 p.m.

The Board reconvened to Open Session at 9:30 p.m.

**CLOSED SESSION ACTIONS TAKEN**

Vice President Mandelkern announced that at the Closed Session just concluded, the Board took no actions.

**ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Mohr to adjourn the meeting. The motion carried, all members present voting "Aye." The meeting was adjourned at 9:32 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 25, 2015 meeting.

Dave Mandelkern, Vice President-Clerk



# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**

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Civil Rights Activist Dolores Huerta speaks at Skyline College  
Photo Credit: Raul Guerra.

# SKYLINE COLLEGE BOARD REPORT

## MARCH 25, 2015

### PRESIDENT'S BREAKFAST DRAWS MORE THAN 400 COMMUNITY MEMBERS



Skyline College hosted the 15th Annual President's Breakfast on Thursday, March 19 at the South San Francisco Convention Center, drawing a crowd of over

400 people for an early morning breakfast fundraiser. Attendees gathered from all across northern San Mateo County, including representatives from national, state and local government; the San Mateo Community College Board of Trustees; our sister colleges and fellow educators; and the local business community.

The President's Breakfast is the primary fundraiser for the President's Innovation Fund (PIF) which enables Skyline College to provide programs that expand students' world view, ultimately making them more informed, engaged and responsible members of our community. Over the last 15 years, the PIF has made possible more than \$308,000 in grants supporting 133 programs. Donations to the fund have enabled Skyline College faculty and staff to develop many of the dynamic programs and services that continue to benefit students and our community today.

After a live student performance of selections from Skyline College's spring musical *Grease*, Skyline College President Dr. Regina Stroud took the podium to announce the President's Innovation Fund Grant recipients for 2014-15. Speaking of the winners, past and present, Dr. Stroud stated, "The inspiration of the Skyline College faculty and staff to dream out loud and develop innovative programs that support student success never ceases to amaze me. Your dreams have become part of this institution."

This year's guest speaker, Skyline College alumnus and President's Council member Damien Guzman, spoke about his own journey from struggling high school student to successful corporate attorney in Silicon Valley, and how his story of struggle, and overcoming his obstacles, was not a unique one.

"For some of us, education is not a straight line through which one progresses from grade school to grad school, perhaps on a path

cleared by family tradition or financial support. Rather, for some of us, the path is full of obstacles and pitfalls where one wrong step often results in significant setbacks," Guzman said. "This is where the President's Innovation Fund truly shines."

Guzman concluded by stating, "The programs made possible by the President's Innovation Fund are immensely helpful. They work because they allow Skyline College to put into practice new ideas to engage students in the process of learning, enabling students to apply their newfound knowledge to the real world."

Guzman's remarks were followed by a video created by Bryan Kingston that featured interviews with students who had been affected by a PIF-funded program—specifically ASTEP, CIPHER, Hermanos, Kababayan and the Honors Transfer Program but with stories common to many other programs in the history of the PIF. The students each described how one of these programs had transformed their college experience, and changed their lives, demonstrating the clear effectiveness of programs started through the President's Innovation Fund.



The event concluded with moving remarks from SMCCD Vice Chancellor of Auxiliary Services and Enterprise

Operations Tom Bauer, who through a deeply personal story of love and loss, stressed how a single action, at the right time and at the right place, can have a lasting and profound impact on an individual.

The contributions made at the President's Breakfast touch lives on a personal level, helping to transform educational experiences and create pathways to success for individual Skyline College students.

This year's Breakfast successfully continued that mission.

Article by Connor Fitzpatrick. Photos by Raul Guerra.

## SKYLINE COLLEGE BOARD REPORT

### MARCH 25, 2015

#### SKYLINE COLLEGE WELCOMES CIVIL RIGHTS ACTIVIST DOLORES HUERTA TO CAMPUS



On Wednesday, March 18, civil rights activist, community organizer and co-founder of United Farm Workers, Dolores Huerta, spoke to a full crowd at the Skyline College Theater. Ms.

Huerta has battled inequality for over 50 years, taking especially strong stands for unions, workers, immigrants, women, and the LGBTQ community. Her work has garnered her numerous awards including the Medal of Freedom, the nation's highest civilian honor.

Huerta spoke to Skyline College students and staff on a variety of topics, but she opened by highlighting the theme of the speaker series: raising consciousness. Huerta stressed that “knowledge itself doesn’t really cut it. We have to combine knowledge with action and that’s the way that we can really make a difference in this world.”

Huerta cited examples like climate change where scientific knowledge is routinely ignored and political leaders are slow to enact impactful change. The overtly partisan political landscape in Washington, D.C., Huerta argued, is driven by a wealthy few, including major corporations that are free to pour virtually unlimited amounts of money into political causes; often these funds are directed towards attacking unions, immigrants, or minorities. She went on to describe the plight of labor unions, specifically a move in the U.S. to destroy labor unions and all they stand for.

Shifting focus, Huerta described the U.S. as a nation of immigrants, but also as a nation that often forgets to give credit to the minorities that established its foundation. She stressed the need for comprehensive K-12 ethnic studies education that highlights the contributions of people of color in order to paint a truer picture of American history.

Huerta also placed special emphasis on women’s collective struggle for equality, quoting Coretta Scott King by saying “We will never have peace in the world unless women take power.” She called on women to take charge of their lives, do away with stereotypes of what a woman should be, and to take credit for their work, ideas and accomplishments even in the face of backlash.

While the barriers to meaningful, democratic change and social equality are high, there are ways to overcome them and raise our voices for progress. One of the key ways to do so, according to Huerta, is to vote.

“Things will not change unless we make it happen,” Huerta stated. “We have the power, but we’ve got to get out there and we’ve got to do the work.”

She then led the audience in a call and response, calling out “Who’s got the power?” while the audience responded, “We’ve got the power!”

“What kind of power?”

Then alternately, “People power!” and “Voting power!”

The call and response proved an inspiring reminder of Huerta’s history as a leader of the worker’s rights movement, where she originated and championed the United Farmworkers’ motto “Si se puede!” or “Yes we can!” – a motto coopted by President Obama during his 2008 presidential campaign.

With an eye towards educating the next generation, Huerta brought her community organizing to Skyline College, and inspired the students and staff in attendance with a vision for making change by exercising our rights and getting out there to do the work or moving the world in the right direction.

Article by Connor Fitzpatrick. Photo by Raul Guerra.

## SKYLINE COLLEGE BOARD REPORT

### MARCH 25, 2015

#### SKYLINE COLLEGE RECEIVES FINAL APPROVAL TO OFFER BACHELOR'S DEGREE PROGRAM IN RESPIRATORY CARE



On Monday, March 16, 2015, the California Community Colleges Board of Governors gave final approval to Skyline College and 11 other community colleges to participate in a landmark pilot program that allows them to offer bachelor's degrees in field such as respiratory therapy, dental hygiene and aerospace manufacturing technology.

"This is an appropriate expansion of our mission designed to meet the needs of an economy that is requiring more workers with four-year degrees," said Geoffrey L. Baum, president of the Board of Governors. "We have consulted closely with the leadership of the California State University system throughout this process and are pleased to approve these innovative pilot programs that will provide students with affordable degree options in fields that have demonstrated job growth."

Initial approval was granted in January, pending additional evaluation of the proposals by the California Community Colleges Chancellor's Office and further consultation with California State University and the University of California.

Skyline College's new baccalaureate degree program in respiratory care will be one of just three 4-year degree programs in this field offered in the state of California (Modesto Junior College was also selected to create a program as part of this pilot project, and one other currently exists at a private college in Southern California.) The first cohort of 25 students is expected to begin in the fall of 2016.

"This is a great opportunity to provide further education for the profession of Respiratory Care, and Skyline College is well poised to meet this need," said Dean of Math, Science and Technology Raymond Hernandez. "This is yet another way in which Skyline Shines."

Article by Jennifer Owen-Blackmon. Photo by Maryam Hadi.

#### DR. JOY DEGRUY SPEAKS AT SKYLINE COLLEGE



On Thursday, March 12, Skyline College welcomed internationally renowned researcher, educator and author of *Post Traumatic Slave Syndrome*, Dr. Joy DeGruy.

With over twenty years of practical experience as a professional in the field of social work, she is known for giving practical insight into various cultural and ethnic groups that form the basis of contemporary American society.

During her address to a packed crowd of Skyline College students and staff, DeGruy discussed the topic of the legacy of slavery, the taboo around the word, and the deeply rooted effects of slavery and its surrounding institutions that still deeply impact the African American community to this day. She argued that slavery led to deep-seeded and ongoing multi-generational trauma, but that the discussion of slavery and this trauma is something that is shied away from and in many cases discouraged. Throughout her lecture she underscored the idea of "cognitive dissonance," the anxiety that results from simultaneously holding contradictory or otherwise incompatible attitudes and beliefs.

Drawing on an examination of the institution of chattel slavery, and pulling from words from a variety of scholars, DeGruy



Painted a picture of over 300 years of American slavery and illustrated the ways the resulting trauma has continued to affect African Americans and has directly contributed to a cycle of post-traumatic stress syndrome, dubbed "slave syndrome" by DeGruy, that has very real consequences that spread inexorably from one generation to the next.

## SKYLINE COLLEGE BOARD REPORT

### MARCH 25, 2015

DeGruy concluded her remarks by stressing that to begin to solve this problem, and to begin to heal, all of us need to break the taboo on the discussion of slavery and speak about it, learn about it, and more deeply explore the truth. She summarized with a call to action for the crowd: “Tell your stories. Our children don’t know who they are because we stopped telling our stories. It doesn’t matter if it’s a good story, or a bad story, or if we lost everything, because what we have in the end is each other.”

With this message in mind, the students and staff who attended the event will find it hard not to go forth and speak more knowledgeably about their own stories, and to try, at the very least, to better understand those stories within the undeniable and ongoing legacy of slavery.

Article by Connor Fitzpatrick. Photos by Maryam Hadi.

### SKYLINE COLLEGE HOSTS SECOND ANNUAL BROTHERS AND SISTERS CONFERENCE



Skyline College concluded its African American Heritage Month events with the second annual Brothers and Sisters Conference. The conference serves as a transitional and welcoming opportunity for

African American high school students as they graduate and move on to college. The conference also strengthens Skyline College’s existing outreach efforts to increase the number of African American students on campus.

This year’s theme was “It’s Your Time to Shine,” focusing on college success and how to navigate through the college system. The students experienced an engaging keynote speaker, participated in workshops, went on a campus tour showcasing our premiere CAA/CTE programs (Automotive, Cosmetology, and Respiratory Therapy), and lastly heard inspirational stories and important information from our student panel.

The schools that participated this year were: Lowell High School, Jefferson High School, Oceana High School, Westmoor High School, El Camino High School, South City High School and Capuchino High School.

Article by Kwame Thomas. Photo by Maryam Hadi.

### STUDENTS FROM CHINESE HIGH SCHOOL VISIT SKYLINE COLLEGE



Skyline College may receive more students from an elite Chinese high school in the

coming years. Principal Xiuying Zhang and selected students from Hebei No. 42 High School, Hebei Province, China visited our campus on March 1. Hebei No. 42 High School is one of the most prestigious and most international high schools in China, sending many of its graduates to colleges and universities overseas, including Skyline College.

The visit was part of the 2015 Skyline College Executive Speaker Series hosted by the Skyline College Asian Studies Center in conjunction with the International Student Program (ISP) and organized by Asian Studies Professor Dr. Hui Pate.

Principal Zhang and her students were greeted by Wissem Bennani, ISP Manager, upon their arrival, and they started off with a campus tour guided by Roma Feng, ISP Student Assistant, and Xing Wei or “Star” – a current Skyline College international student and alumna of Hebei No. 42 High School.

Following the campus tour, Principal Zhang gave a presentation about intercultural communication, stressing the importance of cultural exchange and encouraging students to study abroad. She also focused on the Chinese educational system and her first-hand experience working with inbound foreign students and outbound Chinese students. After the presentation, students from Skyline College and Hebei No. 42 High School had an opportunity to network and socialize.

One student stated, “It was a job watching her share those experiences and insights with all of us.” Another student commented, “I think that we really need to have more communication between China and America in order to shrink the distance between us, and also to eliminate the misunderstandings caused by our different cultural perspectives.”

Article by Hui Pate and Chikako Walker. Photo by Hui Pate.

## SKYLINE COLLEGE BOARD REPORT

### MARCH 25, 2015

### 8TH ANNUAL ROCK THE SCHOOL BELLS: KNOWLEDGE RULES EVERYTHING AROUND ME



On Saturday, March 7, the Center for Innovative Practices through Hip Hop Education and Research (CIPHER) hosted their 8th Annual Rock The School Bells Hip Hop Conference with over 400 participants from various middle schools, high schools, college/universities, and

non-profit organizations. Youth participants were able to choose from a choice of 20 workshops such as:

- *Hip Hop Healing*
- *Hip Hop Profiling: Exploring Stereotypes and Identity*
- *A Better Tomorrow: Addressing Police Brutality through Hip Hop*
- *Knowledge through the Word: A Spoken Word, Emcee, and Poetry Workshop*
- *A Story of Independence: Building a Hip Hop Legacy*
- *Raptivism: Making Your Own Freedom Song*

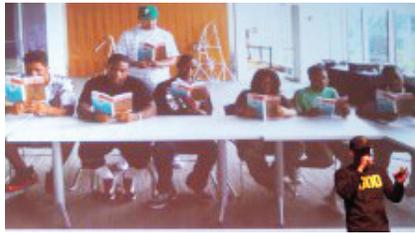
In addition, we were able to host our 2nd installment of workshops for educators, administrators, graduate students, and other professionals who work directly with youth and students. Participants learned about the different ways in which Hip Hop pedagogies can be utilized in various educational spaces through workshops such as Hip Hop, Chess, and Life Strategies and Verses from the Abstract: Student Engagement through Youth Voice, Restorative Justice, and other Hip Hop Practices.



Interim VPSS Carsbia Anderson provided the welcome address and Jasiri X was the conference's featured keynote speaker. Jasiri is the founding member of the anti-violence community organization IHood Media, where he leads

a team of educators and artists in teaching young people media literacy and media creation. He is a new millennium civil rights activist working closely with his mentor Harry Belafonte to address ills of today's society.

Participants were able to meet with representatives from different Skyline College programs and services such as the Career Advancement Academy; Youth Entrepreneurship Program; SparkPoint; Financial Aid; Retail, Hospitality, and Tourism Program; and the Digital Arts Program.



Rock The School Bells was a successful event filled with workshops, music, education, art, and positive energy. This event could not have been possible without the support of the President's Innovation

Fund; Career Advancement Academy; Skyline College Bookstore; Rockstar; Youth Entrepreneurship Program; Retail, Hospitality, and Tourism Program; and the many vendors who donated to the event. A special recognition goes to all of the volunteers – students, staff, faculty, and administrators – who donated their time and efforts to make this event a huge success.

Here are some testimonials from the event:

“RTSB continues to improve each year, exposing more and more youth to the power of Hip Hop, knowledge, and community. The conference brings together youth, artists, and educators in a true sense of community.”

“There is no event on the planet like RTSB. If you are an educator, and administrator or a kid in search of inspiration-- this is the place.”

“Rock The School Bells (RTSB) and its staff are pioneering a way to make Hip Hop accessible and taught with dignity and pride. RTSB should serve as a model for other educators planning to throw Hip Hop events for the youth. This event and movement are only going to get bigger.”

Proceeds from Rock The School Bells will go towards educational scholarships for high school and college students.

Article by Nate Nevado. Photos by Berlin Tomas and Shane Menez.

## SKYLINE COLLEGE BOARD REPORT

### MARCH 25, 2015

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#### SKYLINE COLLEGE MAINTAINS ACCREDITATION STATUS



The week of February 2, Skyline College received its expected action letter from the Accrediting Commission for Community and Junior Colleges (ACCJC), signed by President Barbara A. Beno, on the action taken by the Commission at its January 2015 meeting. Based on our “Follow Up Report” submitted in October, 2014, which was required as a result of our last accreditation visit in fall of 2013, the Commission found that the College has addressed and resolved all the deficiencies in College policies, procedures and practices which had led to noncompliance with Standard III.A.1.b.

Congratulations and commendations are deserved by the Skyline College community for maintaining the accredited status of the College, which allows us to continue serving students and contribute to their success. Thank you to everyone for your hard work to ensure that we maintain our Accreditation and are in full compliance with the Commission’s requirements. However, lest we rest on our laurels, the next report required from the College will be a Midterm Report due in October 2016 where we will address additional recommendations that resulted from our last accreditation visit. Much like painting the Golden Gate Bridge, the work of accreditation is an ongoing process.

The College of San Mateo and Cañada College also received favorable action letters on their continued accreditation status based on their respective Follow Up Reports and a Follow Up Visit each received. We congratulate them as well.

At this time, the ACCJC is also providing notification of all the January 7-9, 2015 actions taken on the accredited status of institutions by sending the “Commission Actions on Institutions” list to the U.S. Department of Education, the relevant state agency, and to programmatic accreditors. The actions list is also being posted on the accjc.org website for access by interested individuals and members of the public.

Article by Aaron McVean. Photo by Maryam Hadi.

#### LEE MUN WAH LEADS DIVERSITY TRAINING FOR STUDENTS AT SKYLINE COLLEGE



On Tuesday, February 10, Skyline College students, staff and faculty welcomed internationally renowned Chinese American documentary

filmmaker, author, poet, Asian folk teller, educator, community therapist and master diversity trainer Lee Mun Wah to our campus to screen his documentary, *If These Halls Could Talk*, and facilitate diversity and conflict resolution training specifically for Skyline College students. *If These Halls Could Talk* is a documentary that focuses on college students and their dialogue about race and racism as well as other diversity issues in higher education.

Skyline College professors, including Communication Studies Professors Jennifer Mair and Danielle Powell and English Professor and Professional Development Coordinator Nina Floro, joined the day’s event and brought their classes to participate in training. Skyline College student Boris Shkurko said, “I felt enlightened by Mr. Lee’s willingness to dig deeper into biases that society is often unwilling to address.”

By using a combination of film, personal stories, experiential exercises, discussion and lecture, the program offered:

- a deeper understanding of how gender and race can enhance and stimulate a stronger sense of community and cooperation
- a deeper understanding of divergent communication styles, perspectives, and expectations
- ways to mediate gender and race issues cross-culturally
- strategies for beginning conversations about gender and race.

Lee Mun Wah believes that when we value others for their uniqueness and differences, then we enhance the possibilities for our children and ourselves. He is the Executive Director of Stirfry Seminars & Consulting, an agency that provides educational tools and workshops on issues pertaining to cross-cultural communication and awareness, mindful facilitation, and conflict mediation techniques. Lee Mun Wah’s films include award-winning *The Color of Fear*, *Stolen Ground*, and *Walking Each Other Home*. Other films include *Last Chance for Eden* and, most recently, *If These Halls Could Talk*.

Article and photo submitted by John Saenz.

## SKYLINE COLLEGE BOARD REPORT

### MARCH 25, 2015

#### SPARKPOINT AT SKYLINE COLLEGE AWARDS 25 GROVE SCHOLARS FOR SPRING 2015



The Grove Scholarship Program celebrates its tenth successful semester, awarding 25 new and continuing Career and Technical Education (CTE) scholars in Spring 2015. Recipients were selected on a competitive basis among approximately 90 applications from diverse

academic programs.

On January 30, 2015 the selected students met in the Career Services Center to complete the Grove Scholarship orientation. The orientation gave participants an overview of the expectations for the Grove Scholars Program which include: maintenance of a 75% completion rate, 2.0 GPA, enrollment in at least one CTE course, financial workshop attendance and participation in the Student Awards Ceremony. The orientation also highlighted SparkPoint Center services such as benefits access, personal financial classes available for college credit, the food pantry, and the Career Services Center. A celebratory lunch was served to congratulate recipients.

Grove Scholarships are funded by a generous \$125,000 grant from the Grove Foundation, named after Andy Grove, a founder of Intel Group Corporation. Each scholarship is worth up to \$2000 per semester, and includes individualized financial coaching, as well as access to an Individual Development Account where Grove Scholars receive up to \$200 in matching funds for a total of \$2,200 per semester and \$4,400 of funding per school year.

Article by Andrea Doffoney Anyanwu. Photo by Angelita Gajeton.

#### SKYLINE COLLEGE APPROVED TO ESTABLISH MIDDLE COLLEGE IN FALL 2015



The South San Francisco Unified School District School Board voted unanimously at its last meeting to establish a middle college program on the Skyline College campus.

This partnership is in keeping with the Skyline College 2012-2017 Strategic Plan to strengthen community connections.

The Skyline Middle College is a bold, creative and innovative educational opportunity undergirded by a wide array of bundled support services ranging from intrusive coaching, tutoring, career exploration, specialized college success classes, along with community service experiences. The goal of the Skyline Middle College is to provide students with pathways to accelerate their academic success and career goals while contributing to their community and civil society.

Starting fall 2015, 50 students in the 11th grade will form the entering cohort. The enrolled students will fit one of the following profiles:

- Highly motivated achievers
- Gifted but not thriving in high school learning environment
- Underachieving due to socioeconomic or other social factors that place them at risk of not graduating

The students will take a combination of core high school courses in English, United States history, government and economics, along with tuition-free college courses to earn their high school diploma, plus one or more of the following three options: 1) career technical education certificate; 2) units toward an Associate degree; 3) transferable units to a four-year institution of higher education.

Article and graphic submitted by Raymond Jones.

# SKYLINE COLLEGE BOARD REPORT

## MARCH 25, 2015

### THE LEARNING CENTER AWARDED THREE-YEAR RENEWAL FOR TUTOR TRAINING PROGRAM



The College Reading & Learning Association's International Tutor Training Program Certification certifies post-secondary

education tutor training programs in two-year and four-year colleges and universities. The Skyline College Learning Center recently received a three-year renewal and was recognized for the strength of its program.

This program is aligned with the CSU transferable LSKL 110 Tutor Training course offered each fall and spring for prospective tutors and students interested in teaching careers. Students who complete this course can apply to become peer tutors in the Learning Center and are also well-positioned to serve as supplemental instruction leaders. The LSKL 110 course and the CRLA certification are an important professional development opportunity for students that also provide them with experience as they transfer to four-year colleges and universities.

Starting in fall 2015, students completing the LSKL 110 course will receive Level I CRLA certification upon completion of the course as part of the expanded curriculum and increase in units from 1.0 to 1.5 units. Future plans include exploring UC transfer possibilities.

Article and photo by David Reed.

### EVENTS

#### **THE AMERICAN INSTITUTE OF BUILDING DESIGN 2015**

March 25 - March 27, 2015

9:00 a.m. - 5:00 p.m.

Skyline College, Pacific Heights, ESTM Lab

#### **CITD BUSINESS AND INDUSTRY LEADERS ADVISORY FORUM**

Wednesday, April 8, 2015

12:00 p.m. - 1:30 p.m.

Skyline College, Room TBD

#### **“MEET YOUR MAJOR” FAIR**

Tuesday, April 14, 2015

12:00 p.m. - 3:00 p.m.

Building 6, Fireside Dining Room

#### **PARALEGAL CAREER NIGHT**

Thursday, April 16, 2015

5:00 p.m. - 9:00 p.m.

Building 6, Second Floor

#### **ASIAN STUDIES CENTER INTERNATIONAL TRADE PROGRAM PRESENTS**

**FRANK F. REXACH**

Thursday, April 23, 2015

12:00 p.m. - 1:30 p.m.

Building 4, Multicultural Center

#### **SKYLINE COLLEGE SPRING MUSICAL “GREASE”**

Friday, April 24, 2015

7:30 p.m.

Saturday, April 25, 2015

7:30 p.m.

Sunday, April 26, 2015

2:00 p.m.

Theater, Building 1



# President’s Report to the SMCCCD Board of Trustees

*President Michael Claire ~ March 25, 2015*

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## Deb Laulusa Named SMCCCD Classified Employee of the Year

On March 11, the Board of Trustees selected **Deb Laulusa** as the San Mateo County Community College District Classified Employee of the Year. Deb is an administrative assistant in the Office of Instruction and is responsible for many technical aspects of our curriculum and scheduling. Her name will be forwarded to the State Chancellor’s Office as the SMCCCD representative for the State Classified Employee of the Year Award. The criteria for this award include outstanding service to the college and to the community-at-large.



Deb has made many contributions to the college community. Her engagement with the college community goes well beyond her official duties, however. Deb served as the division assistant in the Kinesiology/Athletics/Dance Division prior to her current assignment. She was often the first point of contact for student athletes and she excelled in this regard. She consistently showed genuine concern for the success and well-being of CSM’s athletes.

Deb has been a true leader in the college’s efforts to provide outreach and support to San Mateo County’s Pacific Islander community. Over the last fifteen years, she has served as an advisor to the college’s Polynesian Club. In this capacity, Deb has organized the annual Polynesian forum which is held at CSM; this event draws 400–500 high school students from throughout

the Bay Area. In addition, Deb works directly with Polynesian Club members to support the goals of the club, as well as the goals of individual students. She has helped to organize the inaugural Polynesian Recognition Ceremony to recognize graduates, transfer students, scholarship recipients and their families. Also, Deb is part of a team that is developing a Pacific Islander Learning Community and certificate program at the college. This program will be the first of its kind in San Mateo County.

She has been a co-leader in collaboration with the Peninsula Conflict Resolution Center to organize the MANA Conference. This is a major two-day youth event that is now held at College San Mateo. The MANA Conference draws approximately 800 Pacific Islander youth from the greater Bay Area region. Deb further collaborated with the Peninsula Conflict Resolution Center to organize the Pacific Islander Violence Prevention Conference, hosted by CSM. This particular conference drew members from Bay Area law enforcement agencies and was a major success. ■

## Edelman Earns CSM's 17th Super Bowl Ring



New England Patriot and CSM alum **Julian Edelman** has earned CSM's 17th Super Bowl ring, following a tradition begun by NFL greats John Madden and Bill Walsh. Edelman's performance in the Super Bowl had a major impact on the game as Edelman caught the winning touchdown pass from quarterback Tom Brady with two minutes left as the Patriots overcame a 10-point fourth quarter deficit to pull out a 28-24 victory.

Subsequently, Edelman was widely covered by the national and local press for his role in the Super Bowl including a visit to CSM by ESPN for an interview with Head Football Coach **Bret Pollack** about Edelman's experience as a CSM Bulldog. A link to the interview is available at [collegeofsanmateo.edu/athletics](http://collegeofsanmateo.edu/athletics).

Edelman, CSM's quarterback in 2005, led the Bulldogs to an 8-3 season, passing for 1,312 yards and 14 touchdowns and rushing for 17 touchdowns and a CSM record of 1,253 yards. He now joins other elite athletes and coaches hailing from CSM who also earned Super Bowl rings: John Madden, Bill Walsh, Neal Dahlen, Dick Vermeil, Steve Shafer, Bill Ring and Mike Solari. (Content contributed by Fred Baer) ■

## An International Celebration of Lunar New Year



On February 18, the International Student Center and the International Student Club joined forces to welcome in the Lunar New Year (or Spring Festival) with a celebration for the CSM community. The college's international students created culture boards and offered holiday treats from their respective cultures, which included Hong Kong, Taiwan, Korea, Malaysia, Indonesia, and China. More than 150 students attended the event, sampling country-specific cuisine and feasting on a Chinese buffet. "We have a large population of international students who celebrate the Lunar New Year and we wanted to acknowledge this important tradition as well as create a space for students

to celebrate and share their cultures with the greater campus community,” said Danni Redding Lapuz, international education program manager.

The celebration featured the sounds and splendor of the traditional lion dance, performed by international students and staff. One student commented, “The food was great and the information from other cultures, I loved it.” The event received an overwhelming 99 percent from those who responded to a survey question that “CSM is doing a good job supporting diversity and representation on campus.”



Children from the Mary Meta Lazarus Child Development Center also joined the festivities by participating in lion dancing as well as playing the drum, gong, and cymbals. Louise Piper, director of the center, shared, “The children and their parents were thrilled to attend this event. A number of families at the center celebrate Lunar New Year and this was a wonderful way to honor their home culture. For others it was their first time experiencing a lion dance. We were particularly excited about the way that the students interacted with the children, allowing them to try on the lion head and play their instruments. It was a truly wonderful event.”

Additional support was provided by DIAG and ASCSM. (Content contributed by Danni Redding Lapuz; Photos by Myo Aung) ■

## More Lunar New Activities

Also in celebration of Lunar New Year, CSM’s Library Makerspace and DIAG hosted two presentations by **Pauline Tsui**, a Chinese brush artist and Asian Art Museum docent. Ms. Tsui’s first session was about Chinese New Year customs and traditions followed by a hand’s-on workshop where attendees created a lucky red banner with Chinese brush calligraphy. ■

## A Celebration of Black History Month

Black History Month at CSM was truly focused on history. In light of the recent incidents happening in Ferguson, Missouri, it was fitting that CSM prompt student discussion by promoting the viewing of the six-part “Eyes on the Prize” series which focuses on the civil rights movement from 1954–65. The film series, hosted by the Umjoa Program, included movies such as *The Great Debaters* and *12 Years a Slave* to help students understand the great struggle and triumph of African Americans throughout the years. CSM also celebrated inventors including Alfred Cralle, who invented the ice cream scoop, and what better way to experiment with his invention than making homemade ice cream with the children at the Child Development Center! The children learned about Cralle, his invention, where ice cream comes from, how to make it, and of course they enjoyed eating it! Rudy Ramirez shared information about the blues and how African Americans used this genre of music to express their pain. Through experiential learning by playing songs such as “Stormy Monday,” Rudy showed the unique contributions of African Americans to American music. Tradition continued by ending the month with the “Karamu,” the feast that give thanks and pays homage to African American ancestors. In addition, Students were able to discuss how they can add their contributions to social justice and equity. And, after participants reflected together and remembered together, they gathered around the table to enjoy soul food together. It truly was nourishment for the soul. (Article contributed by Krystal Romero) ■

COLLEGE OF SAN MATEO'S  
BLACK HISTORY MONTH CELEBRATION 2015  
FRIDAY, FEBRUARY 27TH

**EYES ON THE PRIZE**  
America's Civil Rights Years  
1954-1965

Our end of the month soul food celebrations will start with a viewing of  
**Eyes on the Prize: America's Civil Rights Years: Volume 5**  
**Alan's Scared of Your Jails (1960-1961)**  
Black college students take a leadership role in the civil rights movement as lunch counter sit-ins spread across the South. "Freedom Riders" also try to desegregate interstate buses, but they are brutally attacked as they travel.

Followed by  
**Karamu (Feast)**  
The CSM Karamu event is our traditional celebratory feast, where through the communal sharing of food, individuals create a time and space to honor the history and achievements of African Americans.

**Friday, February 27th**  
12:10pm - 1:20pm (Documentary)  
1:30-2:00pm (Lunch and Discussion)  
EOPS Orientation/Meeting Space, Bldg. 10 room 180

For more information, please contact Krystal Romero,  
at (650) 376-7222 or [krystalromero@csmateo.edu](mailto:krystalromero@csmateo.edu)

## CSM Alum Honored Posthumously - 69 Years Later



On Friday, February 20th, a special and long overdue award ceremony was held at CSM's Hall of Fame Plaza to honor the late **Kosei Kato**, who was a CSM student in 1946–1947. Mr. Kato had won a physical education award in the fall 1946 semester

but had never received it due to discrimination against Japanese Americans. His achievements included setting a record for most push-ups completed and earning an impressive 998 cumulative points in all tests combined. The ceremony was attended by 20 members, including three generations, of the Kato family. Dean Andreas Wolf presented the family with a beautiful award plaque and letter. The Kato family was very appreciative of the college's acknowledgment of Mr. Kato's athletic achievements. (Article contributed by Sylvia Aguirre-Alberto; Photo by Alexis Madayag) ■

## PAU Brings Distinguished Psychologist to CSM

On February 27, Palo Alto University sponsored a lecture by world renowned psychologist **Dr. Philip Zimbardo** to a standing-room-only audience in CSM's Bayview Dining Room. Dr. Zimbardo shared insights from over fifty years of pioneering research on the psychology of evil—including one of the most well-known studies of all time, The Stanford Prison Experiment. He also discussed how these insights have



Photo source: Palo Alto University

informed and inspired his new life mission, the Heroic Imagination Project; it trains people around the world to be wise and effective leaders and rise up and take action against challenging situations. Dr. Zimbardo has served as president of the American Psychological Association, designed and narrated the award-winning 26-part PBS series, *Discovering Psychology*, and published more than 50 books including *Shyness*, *The Lucifer Effect*, *The Time Cure* and *The Time Paradox*. ■

## CSM Hosts NPower's Inaugural Bay Area Classes for U.S, Armed Forces Veterans

CSM has become a community Partner with NPower, a non-profit organization that serves veterans who are eager to apply their military experience and develop new



Photo source: NPower

skills toward careers in technology. CSM is pleased to be the location of NPower's inaugural San Francisco Bay Area class consisting of 41 veterans who representing the Army, Air Force, Navy and Marines; four are female, one of whom served as a Blackhawk helicopter pilot. Their service includes the following tours of duty: Afghanistan, Iraq, War, Gulf War, and Vietnam.

The program at CSM includes a morning session focusing on information technology followed by

an afternoon session on healthcare information technology. Both tracks include technical classes, mentoring from business leaders, paid apprenticeships and career development workshops at leading corporations and nonprofits, industry-recognized certifications as well as employment and alumni services. More than 80 percent of NPower’s alumni are employed or pursuing higher education within one year of graduation. The program is provided free of charge to veterans. ■

## Library Makerspace Offers “Hour of Code”



Photo source: Library as incubator project website

CSM’s Library Makerspace is hosting “Hour of Code” on Thursdays from March 5 – April 30 at 2–3 pm in the Library’s classroom. “Hour of Code” is a recent nationwide movement designed to introduce the basics of computer coding and programming to students of all ages. Through easy-to-follow tutorials, anyone can start to learn the concepts and technical knowledge behind basic coding. Started by the non-profit Code.org in 2013, the organization aims to use annual “Hour of Code” events to promote computer science across the curriculum, with a special focus on engaging females and persons of color, two demographic groups typically underrepresented in the world of computer science. Coding is expected to be the next “language” taught in primary and secondary schools around the world, and engaging students now can only benefit them in the long run. ■



## CSM Introduces New Mobile App

CSM recently launched a new, free mobile application (app) that provides users with easy access to frequently used college information. Users can view the CSM Event Calendar, campus map, employee directory, grades, courses and assignments. To get started, download the Ellucian GO app to your smartphone and/or iPad/tablet. Once Ellucian GO is installed, open the app and search for and select College of San Mateo. In the future, you will need only to select the Ellucian GO app on your device and it will automatically go to the CSM content. For more information visit [collegeofsanmateo.edu/connect/mobile.asp](http://collegeofsanmateo.edu/connect/mobile.asp). (Article contributed by Valerie Tyler) ■



## Kudos

~ Middle College English teacher **Greg Lance** was recently honored by the San Mateo Union High School District as the winner of the Golden Apple Award. The award is given to employees who have exhibited exemplary service, improved quality, saved the District time and/or money or increased program effectiveness. Since 2009, Greg has been actively involved in the Hillsdale Effect, which has morphed into the Hillsdale Effect and Middle College Effect. He transferred from Hillsdale to Middle College in August 2011.



Photo courtesy of Greg Quigley

Greg and his teaching colleague, **Michael Clardy**, have assigned summer reading in recent years that has included *Half the Sky* and *Beyond the Beautiful Forevers*. Both the reading assignments have been followed up with fall semester screenings of *Half the Sky* and *Girl Rising*, films that address challenges women face in various parts of the world. In both cases, Greg worked with groups of Middle College and Hillsdale students to promote, in the local community and on the CSM campus, the issues addressed in the films. Students have raised money that has been donated to local causes, such as the Afghan Relief Agency in San Francisco and NamasteDirect. (Article contributed by Greg Quigley)

~ Bulldogs offensive lineman **Kiloa Mahoni** signed with University of Louisville.

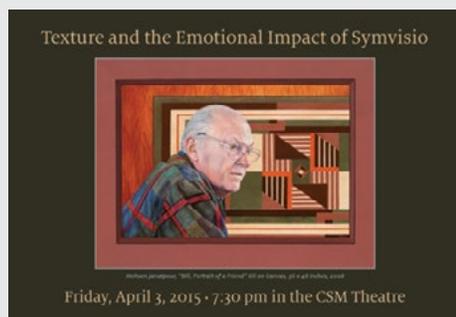
~ **Hansen Sekona**, CSM's assistant coach for inside linebackers and special teams, will head to the University of Washington as a graduate assistant coach and will also be entering the master's program in sports leadership. Sekona played at CSM from 2006–07 before transferring to Kansas State University where he played in all 24 games while earning his bachelor's degree. He has served as assistant coach at CSM for three seasons. ■

## UPCOMING EVENTS

### Jazz Under the Stars

Saturday, March 28 • 7–10 pm  
Science Building, Rooftop

### Texture and the Emotional Impact of Symvisio



Professor Mohsen Janatpour's  
Lecture and Art Exhibition  
Friday, April 3 • 7:30–10 pm  
CSM Theatre

### 'Get Linked' Spring Job Fair 2015

Tuesday, April 7 • 9:30 am – 1 pm  
College Center, Bayview Dining Room

### Free Income Tax Preparation (VITA)

Every Saturday through 4/11 (except 3/28) • 9:00 am - 1:00 pm

### The Village Opening & Mural Unveiling

Thursday, April 16 • 11 am – 1 pm

### Connect to College

A Night of Information for  
High School Seniors and Parents  
Thursday, April 16 • 6–8 pm  
College Center, Bayview Dining Room

### CSM Earth Day

Promoting Sustainability on Campus  
Wednesday, April 22 • 10 am – 2 pm  
College Center Plaza

### 2015 Scholarship Awards Ceremony

A Celebration of Achievement  
through Scholarship  
Friday, May 1 • 6:00–8:30 pm  
College Center, Bayview Dining Room

### 6th Annual CSM Asian Pacific American Film Festival

Friday, May 1 • 6:30–9:30 pm

*White Light, Black Rain*

Saturday, May 2 • Afternoon Matinee, 1 pm

*UPAJ: Improvise*

Saturday, May 2 • Evening Program, 7 pm

*Cruisin' J-Town: Workshop Performance by Hiroshima.*

### Commencement

May 29, 5:30 pm • Gymnasium

### Jazz On the Hill

Saturday, June 6 • 11 am – 6 pm

## Student Success Story: Jasmine Flores

**UC San Diego, B.A., Sociology**

**San Jose State University, Electrical Engineering**

As a little girl, CSM transfer student Jasmine Flores learned about science and math from her father. Their conversations sparked her curiosity. “I was intrigued to learn how math and science, and especially physics, apply to the world,” Jasmine says. Her growing interest in those subjects guided her decision to major in engineering and also led to a NASA internship. Jasmine is currently enrolled in San Jose State University’s (SJSU) highly competitive electrical engineering program.



*Photo by Alexis Madayag*

Jasmine got an early start on her college education by attending community college classes while she was a student at Newark Memorial High School. It was

an experience that changed her mind about college. She explains, “I found that I really liked the community college environment so I decided I would finish my first two years at CSM even though I was eligible to attend a university right out of high school. I chose CSM because I had grown up on the Peninsula and knew it had a beautiful campus and a great reputation as a transfer school. In hindsight, it was the right move. I was able to pursue my major in engineering plus I saved a lot of money which has helped to pay for my university education.”

Jasmine took classes at both CSM and Cañada College to prepare for her major. “My professors were very supportive and encouraging. They rooted for my success which made me feel more secure in a difficult field of study. The field of engineering can be intimidating for women because there are so few of us in this major compared to male students. However, I’ve learned to stay focused on my own success and I’ve formed friendships with other women in my classes.”

The preparation for her major was rigorous; it relied heavily on science and math and demanded long hours of work outside the classroom, but Jasmine was anything

but intimidated. “My classes were tough and I struggled in a few, but I have always liked being challenged. Applied Calculus II taught by CSM Professor Nishanian was definitely my favorite math class; he was friendly and always willing to help. Succeeding in that class helped to boost my confidence so I could continue with my engineering major. I had many great professors who genuinely cared about their students.”

At the end of her second year at CSM, Jasmine had achieved a strong academic record; consequently she was selected to participate in a summer internship sponsored by NASA. “My internship gave me the opportunity to see first-hand the kind of graduate work that is being done and how it differs from undergraduate studies. Another benefit was that I met people working and studying in the field. Because I attended community college, I had this great opportunity.”

In fall 2014, Jasmine transferred from CSM to SJSU as an electrical engineering major. “I feel that I was extremely well-prepared for university-level work because of my community college education. I’m really loving college and I’m up for the challenges of tough classes. I have CSM to thank for molding me into the student I am today.”

After graduation, Jasmine plans to pursue a career as a power engineer working with electrical power systems. ■



# Cañada College

report to the  
SMCCCD Board of Trustees

March 25, 2015

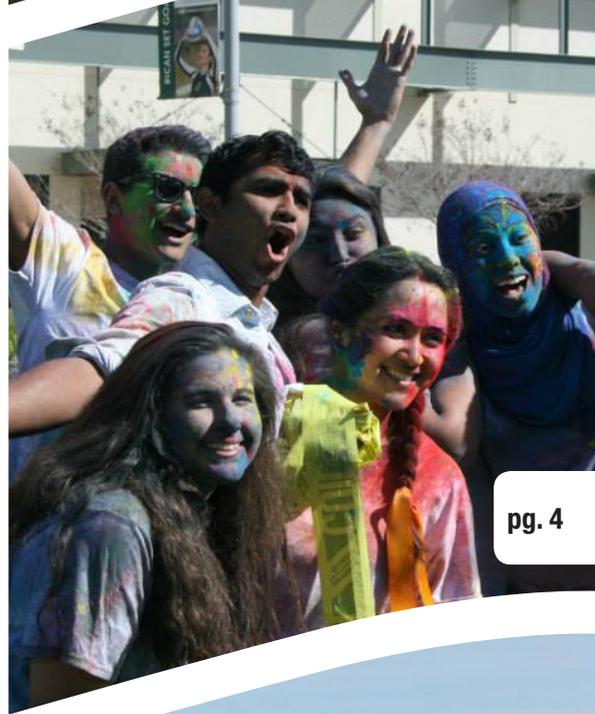
Edited by Larry G. Buckley, PhD

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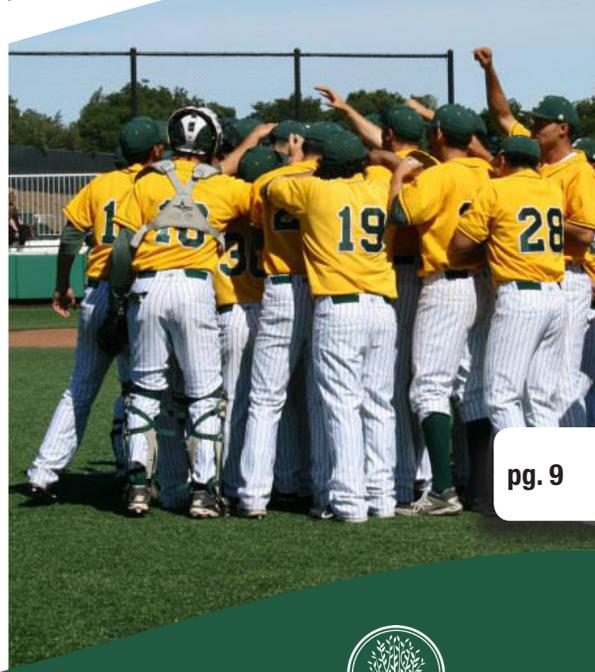
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## Regina Blok Retires

Campus faculty, staff, students, and friends gathered to celebrate the career, and retirement, of our Disability Resource Center Director, Regina Blok. Several of Regina's colleagues spoke publically of her enduring impact and legacy on campus in the service of students, faculty, and staff. Regina was joined by her husband Johann. Together they regaled those attending with stories of their life in California and plans for retirement in Oregon and Florida.

It was a moving event with lots of tears. Some were tears of sadness for a friend leaving. Others were tears of joy remembering a brilliant career. A retirement gift, Regina received a crystal vase as a home for the many flowers she surrounds herself with every day. And, a gift certificate to a restaurant on the Big Island of Hawai'i where she and Johann are planning a retirement vacation in the next few weeks. Goodbye Regina. You were the best, and will always be missed!



## Ontiveros, New Counseling Services Assistant

Elizabeth Ontiveros joins the Counseling Services Department as their new Division Assistant. She brings more than 15 years' experience supporting executive level administrators in the corporate and higher education sectors. Elizabeth holds a B.S. degree in Business Administration with a concentration in Human Resource Management from San José State University and an A.A degree in Accounting from Foothill College.

Before joining Cañada College, Elizabeth was the Human Resources Coordinator for Associated Students at San José State University. Born in the Philippines and raised in the Bay Area, she enjoys her free time by hiking and exploring the local park trails with her husband Joe, crocheting, extreme couponing and is studying to obtain her CA Real Estate Salesperson license. Additionally, she can speak some Spanish and can understand Tagalog.



## ASCC's Welcome Week Celebration

Student Government helped welcome students back to campus the week of Jan. 26 during their bi-annual Welcome Week event. They walked students to their new classes, helped them connect to Student Services, and provided breakfast and snacks for morning and night students. The first 100 people who visited the ASCC booth each day received a free notepad, pen, and pencil. Also, the ASCC greeted new students to their Student Senate meeting which has a new day and time--every Wednesday from 3:30-5pm in CIETL.

## Redwood Symphony Concert

In a salute to spring, Redwood Symphony will present a world premiere, two soloists and two masterpieces of the 20th century (a Sibelius symphony and a Bartok concerto) in a single concert at 8 p.m. Saturday, March 28, in the Main Theater of Cañada College.

The concert will feature “Variations,” a world premiere, composed and performed by Redwood Symphony’s co-principal bassoonist, Douglas McCracken. Most people will recognize the theme from childhood. Violin soloist Miranda Liu will make her Redwood Symphony debut in Bela Bartok’s Violin Concerto No. 2.

Maestro Eric Kujawsky will explain the subtleties in his pre-concert talk at 7 p.m. Tickets from \$10-\$25 are available at [RedwoodSymphony.org](http://RedwoodSymphony.org), and children under 18, accompanied by an adult, are admitted free.

## Reflections on Accreditation

Each morning, when I open my email, there is a note from the State Chancellor’s Office of Communications that provides links to newspaper, and other news outlet, stories from around the state about happenings at our community colleges. The last few weeks this daily communication has been dominated by stories of the recent actions taken by ACCJC. While the majority of institutions had their accreditation reaffirmed at the Commission’s most recent meeting, four were placed on Warning or Show Cause status. Most of the stories emanating from various community newspapers have either celebrated their colleges being reaffirmed, or vilified individuals and groups seen as “responsible” for their colleges being placed on sanction.

The gist of these articles is that there is some one thing or another that has brought an institution to “success” or “failure” in the accrediting process. I’m not certain that any one thing makes such a difference, but it had me thinking about what was the one thing that made the greatest impression on our recent visiting team. I found the answer in the Team Chair’s report to the Commission, where he wrote, faculty and staff together have “demonstrated impressive leadership and guidance” in providing a “comprehensive and rapid response” to the recommendations. In my discussion with the Team Chair he emphasized this further, stating, “I’ve never seen a college in which faculty and Classified work so well together.” That’s Cañada!





## ASCC HoliFest

On February 26, the ASCC celebrated Cañada's first ever celebration of Holi. Students, faculty and staff arrived at the Upper Lawn wearing white and enjoyed cultural music and dancing, samosas and laddus, and covering each other in over 50 pounds of powdered color. Holi Festival originated in South Asia, where people come together to celebrate the end of winter.



## Adult School Visit

On February 13 I had the opportunity to visit the Sequoia Union Adult School in Fair Oaks where the school's Director, Lionel de Maine, and his staff gave me a personal tour. There, I spoke with program coordinators and visited multiple classes at different levels, including a class where the students were on the brink of beginning their first semester at Cañada. It was wonderful seeing their excitement to come to Cañada and continue their goals of achieving their Associates degree to build a stronger financial foundation for themselves and their families.

Sequoia Adult School has been serving our community since 1921; the school opened its Fair Oaks site in 1989. There, students can study English as a Second Language and take classes needed to earn a High School Diploma or GED certificate. The adult school also holds a partnership with Sequoia Adult School Scholars (SASS), an organization that provides financial support and assistance to Sequoia District Adult School ESL and GED students. SASS provides student support so they can enroll in community college to continue their education and expand their career options. Almost all SASS recipients attend Cañada College. As a result, Cañada and SASS have forged a strong partnership as exemplified by several significant collaborative efforts. Cañada's ESL Retention Specialist, Diana Espinosa, works closely with SASS students on course selection, changes, and certificate requirements. Also, instructors complete two progress reports per semester for each SASS recipient, enabling SASS to monitor student progress. Additionally, an entry-level Cañada ESL class is taught at Sequoia District Adult School.



This is a valuable partnership that wouldn't have been possible with staff at the Sequoia Adult School and our Cañada staff. Thank you to Diana Espinosa, Jenny Castello, and Noel Chavez for their work in strengthening the partnership that Cañada holds with the Sequoia Adult School and providing students with the support they need to transition comfortably and successfully to Cañada.



## ASCC Elections

As we celebrate the New Year and new semester, the coming of Spring for Student Senate also means Student Senate Elections are just around the corner. This year, the Student Senate has been very fortunate to recruit some of the most diverse student leaders. With numerous intersections of identity--our students represent the multitude of voices our student population at Cañada encompasses.

The students range from 15-44 years old, represent over 21 ethnicities, some already have degrees, are parents, are first generation college

students, work other jobs, are part of various programs on campus, and between them can speak over 10 languages. Help us ensure our student leader voices remain strong and represent our entire campus--please encourage your students to apply to Student Senate this Spring!

## ECE Conference

On Saturday February 7, 2015, over 130 students, Early Childhood professionals, staff and faculty braved the rain and gathered in Building 6 to participate in "The Changing Early Childhood and Child Development Landscape; Challenges, Opportunities and Your Role." The first 75 registrants received a prominent book entitled, *Leading Anti-Biased Early Childhood Programs*. Jean-Marie Houston, a keynote and Cañada graduate, gave a realistic, energetic talk that included: investing in yourself; the positive and not-so-positive changes being made in the EC field, her history and love of the field, and how she rose to her educational leadership position at the San Mateo County Office of Education.

Our own Val Goines discussed the Child Development Training Consortium's stipend program at Cañada. Cece Rebelé, Program Services Coordinator for the ECE Department, conducted an informational PowerPoint and presentation on the California Child Development Permit Process. Maryanne Patterson from the SMCOE discussed the "Race to the Top" and the "Big Lift" programs and professional development / quality rating (QRIS) strategies in the county.

Our Panel of Experts included: Angel Barrios of Head Start; Jane Danbold, Director of Transitional Kindergarten for our County; Edna Carmona, Principal of the Redwood City School District Preschools; Iris Postigo, owner and Director of Mi Escuelita Preschool; Christine Shreve, Director at Holy Cross Preschool; and Margarita Mazaracki, Marketing and Recruitment Specialist at Bright Horizons Family Solutions. All of our Conference sessions were very well received - more chairs were needed! Student comments included: "(the) facilitators were all wonderful; greater understanding of what QRIS is and how it works; Conference really motivated me to obtain my certificate & my BA degree; very informative; nice to hear that sometimes we all struggle; Cañada is ideal as a "Center for Learning."



## Grant Joins Cañada

Marcella Grant joins Cañada College as the new Assistant Project Director for the CALSTEP grant. Prior to joining Canada College, Marcella managed various STEM programs for the Educational Partnership Center at the University of California, Santa Cruz. She also has previous experience working at Hewlett-Packard and NASA. She earned her Bachelor's degree in Electrical Engineering from San Jose State University and a Masters of Business Administration from Keller Graduate School of Management.

Marcella is a former MESA student and continues to judge MESA Regional Competitions. She also enjoys riding her scooter and developing her DJ skills.

## Disability Resource Center

From the fall 2013 to the fall 2014 semester, the Cañada College Disability Resource Center grew by almost 10% to a total of 198 students. The Disability Resource Center (or DRC, DSPS at some other schools) is a voluntary program that serves students with all types of disabilities- ranging from visual, hearing, or mobility impairments to psychological, developmental or learning disabilities. Located in Building 5 Room 303, right around the corner from The Grove, the DRC provides individualized services based on the disability related needs of students. In order to qualify for services students must provide a medical verification of their disability and then meet with a qualified DRC staff person to determine a plan. It is then the student's responsibility to share this plan with the appropriate individuals- including and often most importantly their instructors. Some of the services provided include; extra time on exams, assistance with in class note taking via a Livescribe Smart Pen or a volunteer student note taker, hands free computer usage training with Dragon Naturally Speaking software, textbook and exam reading assistance with the help of the computer application Kurzweil 3000 and many more. In a 2013 report to the California Community College's Chancellor's Office it was shown that state wide students who volunteered with their college's DSPS categorically funded program demonstrated "13 percent greater persistence and essentially the same retention level; and were 7 percent more likely to complete their degree and certificate goals" than their peers without disabilities.

Current Cañada College DRC staff includes Interim Director Max Hartman, Academic Counselor To Nhu Do, Office Assistant Krystal Martinez, Alternate Media Specialist Don Lariviere, Instructional Aide Cynthia Martin, and a team of student workers. The DRC is currently accepting applications for a full time tenure track Learning Disability Specialist/ Disability Resource Center Counselor and is hoping to offer Learning Disability assessment and diagnostic services as early as fall 2015. It is the expectation of the DRC that with the addition of an LD Specialist the already growing program will see their numbers climb even higher. If you have any questions about the DRC, would like to refer a student to our program, or are interested in learning about how you can better serve Cañada College students with disabilities please do not hesitate to contact the DRC at (650) 306-3259 or email Max Hartman at [hartmanmax@smccd.edu](mailto:hartmanmax@smccd.edu). We are again pleased to have another excellent director for our Disability Resource Center.

## Disability Resource Center (cont.)

Replacing Regina Blok, Max Hartman began as the Interim DRC Director on Monday, February 2, 2015. This interim appointment will be through December 31, 2015 – so we will be advertising for the permanent position sometime in the late summer/early fall.

Max Hartman has worked in community college disability services since 2007. He holds an MS in Rehabilitation Counseling from San Francisco State University and is a nationally certified Rehabilitation Counselor. Before joining the Cañada family for the fall 2014 semester, he worked at Solano College in Fairfield and Merritt College in Oakland. In his disability services career he has served as a classified staff member providing one on one and group trainings on all things related to assistive technology and alternate media and has been a DRC faculty member serving as both a counselor and instructor. He lives in San Bruno with his wife Lauren, an attorney practicing out of Redwood City. In the tradition of the Cañada College Disability Resource Center, Max is slowly incorporating purple into his wardrobe.



## TRIO Conference

With Michael Tubbs, Stockton City Councilman, Professor at the Langston Hughes Academy, and former White House intern, who delivered a moving Keynote Address at the 5th Annual Regional TRIO Conference held at Cañada this past Saturday. His message to those attending, “Education doesn’t make you a better person than others, but it does make you better equipped to transform society.”



## Enrollments and Budget

It is my value to have available to you timely information regarding enrollments and budget. We’ve been slower to share this with you this spring than I would have preferred. I apologize for the delay. However, official Census Day data was finally released by Vice Chancellor Jing Luan’s office that provides a clearer picture of enrollment statistics and trends. The data helps explain why we’ve had some of the enrollment challenges we’ve faced this semester. For the seventh semester in a row we experienced a drop in “course enrollments.” Comparing back to just Spring, 2012, we now have 1,066 fewer enrollments, which constitutes some 300 fewer potential sections (35 students each) necessary to meet student demand. Of course, there is good news in the data too. Despite declines in college headcounts across the state and nation, Cañada’s headcount has generally remained steady. (It is down just 143 individuals over the past

three years.) This trend is indicative of the successful recruitment efforts the college has employed. Other positive news is that our enrollment management efforts have our load factor improving, whereas most other colleges are experiencing decreasing productivity. Vice President Gregory Anderson is preparing a report to be released tomorrow that will provide further examination of how we addressed these trends this semester.

## Students Recognized with Sequoia Award

Two Cañada College Upward Bound students were presented with the prestigious Sequoia Awards. The Sequoia Awards recognized outstanding Redwood City residents who volunteer and are dedicated to improving the lives of others in our community. Samuel Medrano and Jennifer Castro are both Upward Bound students and seniors at Sequoia High School. Both students have volunteered throughout high school. Samuel is being recognized for his exceptional service as a member of the Sequoia High School Dream Club and advocacy for undocumented students. As an ally, Samuel has presented at conferences and enjoys educating students and teachers about the opportunities that are available to undocumented students.



Jennifer Castro is also a recipient of this award. She is being recognized for her involvement in coordinating Science Superheroes. This innovative program is part of Sequoia High School's STEM Club. She coordinates visits to local elementary schools and mentors young students. A goal of Science Superheroes is for young students, especially first-generation students, to see themselves as future scientists.

Both students credit Cañada College Upward Bound for motivating them to continue their education and for guiding them to service opportunities in their communities. Both Samuel and Jennifer have also participated in concurrent enrollment and STEM, a summer program for high school students. The Sequoia Awards were presented on March 5th at the Sofitel Hotel in Redwood Shores. Each recipient will receive a \$6,000 scholarship to continue their education. Samuel and Jennifer demonstrate the power of TRIO in our community. #TRIOWORKS

## Newest Additions to Our Cañada Family



Salumeh Eslamieh and her husband, Marty welcomed their son Kasra on February 11th. He arrived safe and sound!



Dani Isabella Gaspar was born on February 20th, weighing in at 5.13 lbs and measuring 19.5 inches. Her parents are Eric and Tamra Gaspar.



## Cañada College Men's Basketball Team in State Final Four

For the first time since the 1990's, the Cañada College Colts men's basketball team secured a spot in the California Community College Athletic Association (CCCAA) Final Four! The team traveled to Southern California and played Saddleback College in the semi-finals on Friday, March 13. The Colts lost in overtime in the semifinals of the state championships, but were recognized as the top team from the North by the California Community College Coaches Association. In fact, the team swept the NorCal men's basketball awards.

Mike Reynoso was named Coach of the Year, sophomore Rohndell Goodwin was named Player of the Year and guard Crisshawn Clark was named Freshman of the Year. We are proud of Coach Reynoso and the accomplishments of his team. He has fashioned this extraordinary group of young student athletes into a championship caliber team both on the court and in the classroom. Congratulations to the entire team on such a powerful year!



## Cañada's 2nd Annual Colt Classic

Cañada fans were in full effect at Colt Field sporting green and rooting on their home team for the 2nd Annual Colt Classic on March 17. The Colts lost to CSM in a close battle that ended in a 6-5 win for the Bulldogs.

During the game, the men's basketball team was recognized for their achievements this season. Also, several student clubs and organizations, including the Athletics Department, ASCC, EOPS, Communications 180, Business & Entrepreneurship, Journalism, Glee, International Culture Exchange and Pre Nursing, held information booths and hosted festive, St. Patrick's Day activities for children. Fans also received baseball hats and posters of the Colts baseball team as a commemorative giveaways.

# Fiesta Cañada and Connect to College Night in April

## Discover Cañada Week

### Connect to College

Thursday, **April 9**  
from **6 to 8 p.m.**  
at **Cañada College**  
4200 Farm Hill Blvd, Redwood City, CA

A **Night**  
to **Learn** about:

- **University** transfer services
- **Scholarships** and financial aid
- **Support** services

[Canadacollege.edu/connect](http://Canadacollege.edu/connect)



Saturday, **April 11**  
from **12 to 6 p.m.**  
at **Cañada College**  
4200 Farm Hill Blvd, Redwood City, CA

Join us for a celebration of all  
**Cultures** in our **Community!**

Bring your  
**Family & Friends**  
to enjoy festival events including:

- Live **Music & Dance** by community groups
- **Art & Crafts** for kids
- **Giveaways** (must be present at drawing to win)
- **Food Trucks** and more!

[Canadacollege.edu/fiesta](http://Canadacollege.edu/fiesta)

Opportunity to win a **\$1,000** Scholarship\* to attend Cañada College!

\*Must be present at the time of drawing announcement, and must be satisfactorily enrolled as a student at Cañada College.



Redwood City, Ca - 02/2015  
Follow us on Facebook:  
[facebook.com/canadacollegeRWC](http://facebook.com/canadacollegeRWC)



# DACA Renewal FREE Workshop at law offices of Goodwin Procter, LLP

# DACA *Renewal* FREE WORKSHOP

Deferred Action for Childhood Arrivals



DACA Clinic 2014

Registration Required at:

[tinyurl.com/dacadreamer2015](http://tinyurl.com/dacadreamer2015)

**More Info:** 650-306-3345 or email us at [candreamers@gmail.com](mailto:candreamers@gmail.com)

Limited space available (priority given to Cañada College Students)

**Please remember to bring:**

CA ID/Driver's License

Two Passport style photos

Check or money order for \$465

Initial DACA application social security card

Work authorization card

**THURSDAY**

**APRIL 9, 2015**

**4-7 p.m.**

at the

**Law Offices of  
Goodwin Procter, LLP  
135 Commonwealth Dr.  
Menlo Park, CA**

**Free Transportation, Tour,  
and Dinner!**

**Receive assistance  
from Attorneys and  
volunteers on your  
DACA renewal form!**

Meet outside of the  
Cañada Library at **3 p.m.**

**Eligible if DACA expired from NOW through September 10!**

Sponsored by



Cañada College  
**DREAMers**  
Student Club



COMMUNITY  
LEGAL SERVICES IN  
EAST PALO ALTO

**BOARD REPORT 15-3-2A**

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**

None

**B. PUBLIC EMPLOYMENT**

**Cañada College**

<b>Patricia Sehl</b>	Program Services Coordinator	Athletics, Kinesiology, & Dance/Library/ Learning Resources
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New full-time, 12-month classified employment, effective March 16, 2015.

<b>Daniel Barba</b>	Assistant Project Director	Athletics, Kinesiology, & Dance/Library/ Learning Resources
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New full-time, 12-month classified employment, effective March 16, 2015.

**Skyline College**

<b>Alina Din</b>	Program Services Coordinator	Global Learning Programs & Services
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New full-time, 12-month classified employment, effective March 16, 2015.

<b>Alessandra Zanassi</b>	Division Assistant	Global Learning Programs & Services
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New full-time, 12-month classified employment, effective March 16, 2015.

**C. REASSIGNMENT**

None

**D. TRANSFER**

None

**E. CHANGES IN STAFF ALLOCATION**

**Cañada College**

1. Recommend a creation of a new classification titled, “External Funding and Compliance Officer” at grade 192E of the Academic/Classified Exempt Supervisory Salary Schedule (35). In addition, recommend a temporary change in staff allocation to add one full-time, 12-month External Funding and Compliance Officer position at Cañada College, effective April 1, 2015. Also recommend the reclassification of Victoria Nunes to the External Funding and Compliance Officer position, effective April 1, 2015.

**College of San Mateo**

1. Recommend a change in salary level of the Director of Business Development and Marketing classification to a new grade 192E (from 191E) of the Academic/Classified Exempt Supervisory Salary Schedule (35), effective April 1, 2014. Accordingly, recommend an increase in placement for the incumbent, Beverly Madden, effective April 1, 2014.

**District Office**

1. Recommend a creation of a new classification titled, “Energy and Sustainability Manager” at grade 190E of the Academic/Classified Exempt Supervisory Salary Schedule (35). In addition, recommend a change in staff allocation to add one full-time, 12-month Energy and Sustainability Manager position at the District Office, effective February 1, 2015. Also recommend the reclassification of Joseph Fullerton to the Energy and Sustainability Manager position, effective February 1, 2015.
2. Recommend a creation of a new classification titled, “Community Education Coordinator” at grade 27 of the Classified Salary Schedule (60). In addition, recommend a change in staff allocation to add one full-time, 12-month Community Education Coordinator position, effective March 26, 2015.

**F. LEAVE OF ABSENCE**

None

**PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**College of San Mateo**

**Dean Drumheller**

Laboratory Technician

Math/Science

Retiring effective June 30, 2015 with 9 years of service. Not eligible for District retiree benefits.

**2. Resignation****Cañada College****Justine Walsh**

Laboratory Technician

Science and Technology

Correction to March 11, 2015 Board Report. Resigning effective May 31, 2015.

**College of San Mateo****Tracy Deville**

Nursing Professor

Math/Science

Resignation effective June 1, 2015.

**G. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS****None****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>
CSM	Student Services	1	03/26/2015	04/15/2015	<b>Assistant Project Director:</b> Continuation of outreach and education activities at CSM and Cañada College during the Affordable Care Act Open Enrollment period.
Skyline	Global Learning Programs & Services	3	03/26/2015	06/30/2015	<b>Shuttle Driver:</b> Operate shuttle vehicle for the Global Mentorship Program within the African Diaspora Program; transport students to and from campus; remain alert to prevent accidents; maintain order in the vehicle; refuel vehicle as needed.
Skyline	Center for Workforce Development	1	03/26/2015	06/30/2015	<b>Program Services Coordinator:</b> Assist administrators and faculty in organizing programs and services, such as employer outreach and internship coordination; participate in Bay Area Consortium Meetings; assist in planning events; assist in program communication; provide career resources.

Skyline	Admissions & Records	2	03/26/2015	06/30/2015	<b>Admissions &amp; Records Asst. II:</b> Assist with maintenance of Admissions email account & phone lines, including providing information & correspondence to students, staff & the general public; scanning & indexing of confidential docs.
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**BOARD REPORT NO. 15-3-3A**

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

**RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY  
FOR THE 2015-16 ACADEMIC YEAR**

The academic employees listed below were evaluated during the 2014-15 academic year in accordance with District policy and collective bargaining agreement and are recommended for re-employment pursuant to the Board of Trustee’s authority by the California Education Code.

**RECOMMENDATIONS**

A. It is recommended that the following Contract I employees be re-employed in Contract II status for the 2015-16 academic year:

Soonyoung Hwang An	Sara Lawrence	Rebekah Sidman-Taveau
Jiaolan Renee Bu	Doniella Maher	Diana Tedone
Michael Cross	Carol Newkirk-Sakaguchi	Kwame Thomas
Denaya Dailey	Colby Nixon	John Ulloa
Jesenia Diaz	Ruben Parra	Christopher Walker
Valeria Estrada	Santiago Perez	Shawn Westmoreland
Erik Gaspar	Mustafa Popal	Ronda Wimmer
Kent Gomez	Danielle Powell	Lale Yurtseven
Carla Grandy	Stephanie Roach	Lavinia Zanassi
Jessica Hurless	Michael Sherer	Helen Zhang
Emily Kurland		

B. It is recommended that the following Contract II employees be re-employed in the first year of Contract III/IV status for the 2015-16 academic year:

Rebecca Alex	Bruce Greenstein	Carmen Richardson
Carina Antilla-Suarez	Michelle Hawkins	Bill Schwarz
Siriporn (Sara) Aranyakul	Kym Jackson	Paula Silva
Paul Bridenbaugh	Hyla Lacefield	Ami Smith
Tammy Calderon	Elizabeth LaRochelle	Po Tong
Younga Choi	Vincent Li	Jeremy Wallace
Serena Chu	Melissa Matthews	Phillip Williams
Gloria Darafshi	Aurora Medrano	Robert Williams
Attila Elteto	Candace Nance	Adam Windham
Amir Esfahani	Suzanne Poma	

C. It is recommended that the following employees be advanced to their second year of Contract III/IV status for the 2015-16 academic year:

Michael Brunicardi	Nathan Jones	Nicholas Martin
Catherine Ciesla	Jessica Lopez	Jesse Raskin
Lorraine DeMello	Susan Mahoney	Sarita Santos
Lorena Gonzalez		

D. It is recommended that the following second-year Contract III/IV employees be advanced to Regular (Tenure) status beginning with the 2015-16 academic year:

Zachary Bruno	David Hasson	Autumn Newman
Tracy DeVille	Michael Hoffman	Christopher Smith
Yelena Feinman	Julia Johnson	Amber Steele
Alison Field	Jessica Kaven	Elsa Torres
Christopher Gibson	Steven Lehigh	Edmond Yee
Steven Gonzales		

San Mateo County Community College District

March 25, 2015

**BOARD REPORT NO. 15-3-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF NOVEMBER AND DECEMBER 2014 DISTRICT WARRANTS**

Attached as Exhibits A and B are the warrants in excess of \$10,000 that were issued in the months of November and December 2014 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. The District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period November 1, 2014 through December 31, 2014 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 NOVEMBER 1-30, 2014  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
055072	11/04/14	U.S. Bank National Association ND, .	361,870.91	Districtwide Procurement Card Payment
055093	11/06/14	Coulter Construction Inc.	22,184.80	Cañada & Skyline Construction Projects
055101	11/06/14	SMC College Ed Housing Corp - Canada Vista	76,313.00	Cañada Vista Monthly Rent Payment
055102	11/06/14	SMC College Ed Housing Corp - College Vista	42,305.00	College Vista Monthly Rent Payment
055106	11/06/14	VALIC Retirement Services Company	256,147.96	Tax Shelter Annuities
055191	11/13/14	Associated Std-CSM	75,000.00	Interbank Transfer
055193	11/13/14	Casey Printing, Inc.	16,860.17	CSM Class Schedules Printing Services
055195	11/13/14	Computerland	20,421.76	Districtwide Computer Purchases
055204	11/13/14	Noll & Tam	27,200.00	CSM Construction Design Services
055205	11/13/14	SM County Community College District	34,187.60	Replenish Flex Spending Account
055269	11/20/14	Romero-Arias, Debora A.	12,395.00	CSM Interpreter Services
055275	11/20/14	Coulter Construction Inc.	10,514.90	Cañada Construction Project
055279	11/20/14	Sino-US Education Consulting Limited to Beijing	12,100.00	International Students Recruitment Services
055281	11/20/14	Intermountain Electric Company	20,334.75	Cañada & CSM Construction Projects
055283	11/20/14	Noll & Tam	79,690.00	CSM Construction Design Services
055285	11/20/14	San Mateo County Schools Insurance Group	185,055.79	Dental & Vision Premium Payment
055286	11/20/14	Schneider Electric Buildings Americas, Inc.	11,664.50	Districtwide Building Management System Maintenance
055287	11/20/14	School Project for Utility Rate Reduction (SPURR)	36,638.91	Utilities
055294	11/20/14	Sutro Tower Inc.	18,846.00	KCSM TV Broadcast Site Lease at Sutro Tower
472222	11/05/14	Atlas Pellizzari Electric, Inc.	38,592.00	Cañada & Skyline Construction Projects
472234	11/05/14	City of Redwood City	14,773.42	Utilities
472300	11/06/14	American Federation of Teachers	63,654.06	Monthly Union Dues
472306	11/06/14	C S E A	11,501.06	Monthly Union Dues
472308	11/06/14	CalPERS	547,051.81	Monthly PERS Classic Members Contribution Advance Payment
472309	11/06/14	CalPERS	58,549.15	Monthly PERS New Member Contribution Advance Payment
472314	11/06/14	City of San Bruno	19,258.70	Utilities
472315	11/06/14	County of San Mateo	105,785.82	CSM Annual Sewer Tax
472322	11/06/14	El Camino Charter Lines	14,250.00	Skyline Becalos Students Transportation Services
472344	11/06/14	MassMutual Retirement Service	48,492.23	Tax Shelter Annuities
472346	11/06/14	Mercer Health & Benefit Administration LLC	18,942.00	Districtwide Annual Student Professional Insurance
472358	11/06/14	Public Empl Ret Sys	1,394,248.38	Districtwide Health Insurance Premium for November 2014
472419	11/13/14	Strata Information Group	108,000.00	Districtwide Professional & Management Services
472421	11/13/14	Tandus Centiva US LLC	36,964.81	Cañada Theater Carpet Maintenance
472429	11/14/14	Apple Computer, Inc.	33,294.13	Districtwide Computer Purchases
472442	11/14/14	Carpet Maintenance Supply	12,551.79	Skyline Facilities Carpet Cleaning Equipment Purchase
472444	11/14/14	CDW LLC	121,776.53	Districtwide Computer Purchases

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 NOVEMBER 1-30, 2014  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
472450	11/14/14	Employment Development Department	20,753.58	Quarterly Unemployment Tax Payment
472452	11/14/14	FieldTurf USA	127,930.04	Districtwide Baseball Fields Turf Replacement
472479	11/14/14	OMG Center for Collaborative Learning	20,100.00	Skyline Qualitative Data Collection & Analysis Services
472502	11/17/14	AEDIS Inc.	13,900.53	District Office Restroom Renovation
472504	11/17/14	Allana Buick & Bers, Inc.	288,301.71	Cañada Construction Project
472512	11/17/14	Eternal Construction, Inc.	44,308.00	CSM Construction Project
472525	11/17/14	Pac Gas & Elec Co	136,798.00	Utilities
472527	11/17/14	PlanetBids, Inc.	11,330.00	Districtwide Vendor Management System
472532	11/17/14	Allana Buick & Bers, Inc.	15,173.77	Cañada Construction Project
472557	11/20/14	Calif Water Service Co	21,514.51	Utilities
472565	11/20/14	County of San Mateo	12,891.10	Monthly Parking Income Allocation
472583	11/20/14	Hatchuel Tabernik and Associates	10,468.75	Cañada Student Degree External Evaluation Consultation Services
472606	11/20/14	Pac Gas & Elec Co	27,525.61	Utilities
472619	11/20/14	Robert A. Bothman	37,295.91	Districtwide Construction Projects
472620	11/20/14	San Francisco State University	70,397.84	Cañada CalSTEP Grant Related Services
472634	11/20/14	Strategic Energy Innovations	11,000.00	Skyline Climate Corps Bay Area Fellows
472641	11/20/14	Westlake Village Apartments	49,120.00	Skyline Becalos Students Apartments Rent
472673	11/24/14	BKF Engineers	15,887.53	Skyline Engineering Services
472679	11/24/14	County of San Mateo	23,067.00	Districtwide Legal Consulting Services
472702	11/24/14	Sowiski, Mona C.	11,500.00	Skyline Executive Leadership Retreat Services
472746	11/25/14	Hartford Life & Accident Insurance Co.	39,164.02	Monthly Life Insurance
472757	11/25/14	Vavrinek, Trine, Day & Co.	20,000.00	Districtwide Audit Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1501483	11/03/14	US Treasury - Federal Payroll Tax	1,751,866.02	Federal Payroll Tax
J1501483	11/03/14	EDD - State Payroll Tax	348,808.35	State Payroll Tax
J1501483	11/03/14	EDD - State Payroll Tax	21,394.04	State Tax - Disability Insurance
J1501484	11/03/14	State Teacher Retirement - Defined Benefit	712,519.46	STRS Retirement - Defined Benefit 95%
J1501575	11/06/14	State Teacher Retirement - Cash Balance	72,600.30	STRS Retirement - Cash Balance
J1501633	11/06/14	State Teacher Retirement - Defined Benefit	37,501.02	STRS Retirement - Defined Benefit Balance
J1501704	11/19/14	US Treasury - Federal Payroll Tax	83,754.29	Federal Payroll Tax
J1501912	11/28/14	US Treasury - Federal Payroll Tax	1,638,935.49	Federal Payroll Tax
J1501912	11/28/14	EDD - State Payroll Tax	324,670.63	State Payroll Tax
J1501912	11/28/14	EDD - State Payroll Tax	15,954.19	State Tax - Disability Insurance

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 NOVEMBER 1-30, 2014  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
113750	11/18/14	Cengage Learning	33,167.99	Purchase of Inventory
113772	11/18/14	SMCC College District	198,423.20	Salaries & Benefits Reimbursement For October 2014
113805	11/26/14	Pearson Education Inc.	10,554.86	Purchase of Inventory
113807	11/26/14	Pepsi Cola	11,832.54	Purchase of Inventory
EFT#98095	11/24/14	Board Of Equalization	10,027.60	Sales Tax Payment for October 2014
		Subtotal	<u>10,267,854.82</u>	89%
		Warrants Issued ≤ \$10,000	<u>1,330,472.41</u>	11%
		Total Non-Salary Warrants Issued	<u><u>11,598,327.23</u></u>	100%
District Accounts Payable		Ck#472218-472758, #939671-939857, DD55029-55365	6,202,136.78	
District Payroll		Ck#102658-103381, DD50081124-50082821	11,082,527.66	
SMCCCD Bookstores		Ck#113749-113823, EFT#98095	<u>375,141.81</u>	
		Total Warrants Including Salaries - November 2014	<u><u>17,659,806.25</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DECEMBER 1-31, 2014  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
055398	12/02/14	U.S. Bank National Association ND, .	306,629.11	Districtwide Procurement Card Payment
055430	12/04/14	Computerland	22,658.17	Districtwide Computer Purchases
055431	12/04/14	Constellation NewEnergy, Inc.	90,718.95	Utilities
055434	12/04/14	InfoRev Media	40,761.06	District Office Wireless Presentation System
055436	12/04/14	Interline Brands Inc.	10,031.46	Facilities Custodial Supplies Purchase
055437	12/04/14	Intermountain Electric Company	125,827.50	Cañada & CSM Construction Projects
055439	12/04/14	McMahon, Richard	11,075.22	SMAC Hospitality Expenses
055442	12/04/14	Noll & Tam	11,042.10	CSM Construction Design Services
055446	12/04/14	SMC College Ed Housing Corp - Canada Vista	75,358.00	Cañada Vista Monthly Rent Payment
055447	12/04/14	SMC College Ed Housing Corp - College Vista	46,100.00	College Vista Monthly Rent Payment
055451	12/04/14	SMCCCD Bookstore	60,273.67	Cañada Special Programs Books/Supplies Purchase
055452	12/04/14	Swinerton Management & Consulting	185,064.76	Program Management Services
055454	12/04/14	VALIC Retirement Services Company	254,787.04	Tax Shelter Annuities
056017	12/12/14	Advance Soil Technology Inc.	27,176.00	Skyline Geotechnical Inspections
056021	12/12/14	Computerland	28,121.04	Districtwide Computer Purchases
056024	12/12/14	El Camino Charter Lines	11,400.00	Skyline Becalos Students Transportation Services
056034	12/12/14	OmniUpdate, Inc.	22,500.00	Campus Annual License Purchase
056035	12/12/14	Purple Communications Inc.	23,910.00	CSM Interpreter Services
056036	12/12/14	Schneider Electric Buildings Americas, Inc.	11,664.50	Districtwide Building Management System Maintenance
056037	12/12/14	School Project for Utility Rate Reduction (SPURR)	38,989.41	Utilities
056038	12/12/14	SM County Community College District	22,525.29	Replenish Flex Spending Account
056055	12/12/14	Young Electric Company, Co.	12,750.00	Skyline Electrical Project
056138	12/18/14	Coulter Construction Inc.	18,598.00	District Office Construction Project
056177	12/22/14	Computerland	69,031.00	Districtwide Computer Purchases
056183	12/22/14	San Mateo County Schools Insurance Group	185,496.22	Dental & Vision Premium Payment
056184	12/22/14	SMC College Ed Housing Corp - Canada Vista	76,383.00	Cañada Vista Monthly Rent Payment
056185	12/22/14	SMC College Ed Housing Corp - College Vista	46,550.00	College Vista Monthly Rent Payment
056190	12/22/14	SMCCCD Bookstore	53,062.01	CSM Special Programs Books/Supplies Purchase
056191	12/22/14	Swinerton Management & Consulting	181,730.25	Program Management Services
056193	12/22/14	VALIC Retirement Services Company	242,688.72	Tax Shelter Annuities
472768	12/03/14	CDW LLC	71,516.83	Districtwide Computer Purchases
472770	12/03/14	City of San Bruno	12,893.82	Utilities
472801	12/03/14	Newcomb Anderson McCormick, Inc.	21,255.00	Districtwide Construction Projects
472806	12/03/14	Pac Gas & Elec Co	22,300.31	Utilities
472807	12/03/14	Pac Gas & Elec Co	57,313.73	Utilities
472808	12/03/14	Pac Gas & Elec Co	11,099.78	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DECEMBER 1-31, 2014  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
472824	12/04/14	American Federation of Teachers	56,562.54	Union Dues For November 2014
472827	12/04/14	Bigbreak, LLC	13,842.44	CSM Child Development Center Meals Program
472828	12/04/14	C S E A	12,782.03	Union Dues For November 2014
472831	12/04/14	CalPERS	543,697.98	Monthly PERS Classic Members Contribution Advance Payment
472832	12/04/14	CalPERS	66,096.98	Monthly PERS New Member Contribution Advance Payment
472839	12/04/14	Comm College League/Calif	39,057.00	Skyline Library Subscription
472846	12/04/14	EBSCO	13,570.68	Skyline Library Subscription
472871	12/04/14	Jade Distribution Inc.	10,045.70	San Mateo Athletic Club Custodial Supplies
472875	12/04/14	MassMutual Retirement Service	44,772.21	Tax Shelter Annuities
472885	12/04/14	Public Empl Ret Sys	1,372,145.66	Districtwide Health Insurance Premium For December 2014
472888	12/04/14	Robert A. Bothman	32,144.53	Cañada & CSM Construction Projects
472909	12/04/14	Voorhees Group, LLC	30,930.00	Strategic Planning Professional Services
473373	12/10/14	Atlas Pellizzari Electric, Inc.	10,536.00	Skyline Electrical Project
473381	12/10/14	CDW LLC	39,773.58	Districtwide Computer Purchases
473385	12/10/14	City of Redwood City	10,087.64	Utilities
473394	12/10/14	Eternal Construction, Inc.	30,208.00	CSM Construction Project
473408	12/10/14	IntelliResponse Systems Inc.	60,000.00	Annual Hosting & Maintenance Services Fees
473430	12/10/14	Pac Gas & Elec Co	30,209.76	Utilities
473507	12/12/14	Strategic Planning Online, LLC	14,000.00	Cañada Cloud Application Service Plan
473518	12/17/14	Allana Buick & Bers, Inc.	13,560.00	CSM Construction Project
473524	12/17/14	B.T. Mancini Co. Inc.	30,733.00	Cañada Construction Project
473535	12/17/14	CDW LLC	14,900.81	Districtwide Server and Meraki Software License Fee
473544	12/17/14	Eternal Construction, Inc.	137,417.98	District Office Restroom Renovation
473588	12/17/14	Pac Gas & Elec Co	21,722.29	Utilities
473598	12/17/14	Peterson Power Systems, Inc.	14,030.59	Districtwide Generators Annual Maintenance Services
473613	12/17/14	Strata Information Group	54,000.00	Districtwide Professional & Management Services
473634	12/18/14	Burke, Williams & Sorensen, LLP	13,267.00	Construction Contracts Review Services
473636	12/18/14	CalPERS	542,580.41	Monthly PERS Classic Members Contribution Advance Payment
473637	12/18/14	CalPERS	69,013.84	Monthly PERS New Member Contribution Advance Payment
473642	12/18/14	County of San Mateo	11,000.00	Prior Year ERAF Deficit Adjustment Payment
473646	12/18/14	Ellucian Support Inc.	364,463.00	Banner TCP Annual Maintenance & Services
473655	12/18/14	Goodwill Industries of San Francisco, San Mateo & Marin	17,529.50	Skyline Training Cohorts & Instructors Program
473686	12/18/14	Steinberg Architects	13,320.00	Districtwide Standards Review Legal Services
473689	12/18/14	U.S. Postal Services	12,840.50	Community Education Postage Purchase
473709	12/22/14	Burke, Williams & Sorensen, LLP	54,648.50	CSM Construction Legal Services
473713	12/22/14	Deaf Services of Palo Alto, Inc.	13,254.16	Skyline Interpreter Services
473724	12/22/14	Newcomb Anderson McCormick, Inc.	37,808.81	Cañada Construction Engineering Services
473738	12/22/14	American Federation of Teachers	52,701.67	Union Dues For December 2014

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 DECEMBER 1-31, 2014  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
473740	12/22/14	C S E A	12,796.33	Union Dues For December 2014
473774	12/22/14	MassMutual Retirement Service	38,672.21	Tax Shelter Annuities
473777	12/22/14	Public Empl Ret Sys	1,434,910.27	Districtwide Health Insurance Premium For January 2015
473790	12/22/14	State of California, Department of Industrial Relations	17,345.09	Districtwide Annual Workers' Comp Assessment Fees
473802	12/22/14	Wesco Graphics, Inc.	20,410.95	Community Education Schedule Printing Services
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1502012	12/01/14	State Teacher Retirement - Defined Benefit	666,948.73	STRS Retirement - Defined Benefit 95%
J1502018	12/05/14	State Teacher Retirement - Defined Benefit	20,408.26	STRS Retirement - Defined Benefit Balance
J1502021	12/08/14	State Teacher Retirement - Cash Balance	55,629.74	STRS Retirement - Cash Balance
J1502384	12/18/14	State Teacher Retirement - Cash Balance	46,199.36	STRS Retirement - Cash Balance
J1502385	12/18/14	State Teacher Retirement - Defined Benefit	656,796.40	STRS Retirement - Defined Benefit 95%
J1502388	12/19/14	US Treasury - Federal Payroll Tax	65,727.35	Federal Payroll Tax
J1502389	12/22/14	US Treasury - Federal Payroll Tax	1,562,791.29	Federal Payroll Tax
J1502389	12/22/14	EDD - State Payroll Tax	309,359.43	State Payroll Tax
J1502389	12/22/14	EDD - State Payroll Tax	13,157.14	State Tax - Disability Insurance
Subtotal			11,349,689.29	86%
Warrants Issued ≤ \$10,000			1,882,408.86	14%
Total Non-Salary Warrants Issued			<u>13,232,098.15</u>	100%
District Accounts Payable	Ck#472759-473803, #939858-939967, DD55377-56194		9,737,265.70	
District Payroll	Ck#103382-104078, DD50082822-50084547		9,142,672.97	
SMCCCD Bookstores	Ck#113824-113865, EFT#57407		79,595.19	
Total Warrants Including Salaries - December 2014			<u>18,959,533.86</u>	

**BOARD REPORT NO. 15-3-2CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Robin Richards, Vice President, Student Services, Cañada College, 306-3339

**APPROVAL OF AGREEMENT WITH JOBTAIN TO PROVIDE CAREER PATHWAY SERVICES IN INFORMATION TECHNOLOGY: CODING PROGRAM**

As indicated in Board Report Number 14-12-100B, 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”.

At the December 10, 2014 meeting, the Board of Trustees approved the acceptance the San Francisco Foundation grant for \$149,694 for January-December 2015 to conduct the activities.

The proposed project is a collaboration among Cañada College, Sequoia Adult School, and JobTrain. The primary educational services (intensive 16 week IT Coding Coursework and wraparound services) will be conducted at JobTrain as part of this grant proposal. An agreement for providing educational services has been developed that outlines the following responsibilities for JobTrain:

1. Create curriculum for a 16-week ICT Coding Course, incorporating Cañada College courses and essential work skills (about 480 hours of instruction).
2. Recruit potential students and conduct assessments of their skills and needs in collaboration with Sequoia Adult School.
3. Conduct the ICT Coding Course for 20-25 students in Spring 2015 as part of the Collaborative for Successful Career Pathways.
4. Develop at least five ICT Coding internships and facilitate job placement for the participants.
5. Provide wrap-around, case management services for the students in the ICT Coding program, to include advising, transportation, child care, etc.
6. Collect data on the potential students and the participants and provide the data for evaluation of the outcomes and activities listed in Attachment B.
7. Participate in the Collaborative for Successful Career Pathways (C4SCP) meetings.
8. Provide final financial report on expenditures.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement with JobTrain to conduct educational services in the amount of \$108,769 as part of the BAWFC grant project.

**BOARD REPORT NO. 15-3-3CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Krystal Romero, Director of Student Support, 378-7223  
Susan Harrison, Director of General Services 358-6879

**RATIFICATION OF AMENDMENT TO AGREEMENT WITH PURPLE COMMUNICATIONS FOR INTERPRETIVE SERVICES**

In July, 2014, the District entered into a one-year contract with Purple Communications to provide ASL Interpretive services, in an amount not to exceed \$75,000, to College of San Mateo's DSP&S population. The numbers of students needing these special services and the hours of class time the interpreters will be needed varies from semester to semester and is not completely quantified until the semester is underway. For the 2014-15 year, numbers of students and services needed has exceeded the expectation for the original contract amount.

The District needs to amend the original agreement to an amount not to exceed \$150,000 in order to continue to provide these mandated services to the students in an uninterrupted manner. While Government Code section 53060 creates an exception to competitive bidding laws for special services and advice, District policy provides that the Board approve any contract with a new vendor over the statutory bid limit currently at \$86,000.

Additionally, the District intends to conduct a formal Request for Qualifications and Proposals prior to the beginning of the 2015-2016 academic year to identify qualified vendors for this service.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Agreement with Purple Communications to provide interpretive services in an amount not to exceed \$150,000 through June 30, 2015.

**BOARD REPORT NO. 15-3-4CA**

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

**APPROVAL OF THE USE OF THE GLENDALE UNIFIED SCHOOL DISTRICT  
CONTRACT WITH APPLE COMPUTER FOR THE PURCHASE OF PRODUCTS,  
SERVICES AND RELATED ITEMS**

In October, 2013 Glendale Unified School District awarded Bid Number P-13 13-14 for Apple Computer Products, Services and Related Items to Apple Computer Corporation. This was a public, competitive bid process, and pursuant to Public Contract Code §20118, 20652, the Proposal provided that school and community college districts throughout California would be able to purchase (or “Piggyback”) from this contract.

The District seeks Board approval to use the Glendale Unified School District contract with Apple Computer for the purchase of products, services and related items. The pricing structure of this bid is based on the current government and educational price list for Apple products.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve use of the Glendale Unified School District contract, where appropriate, for the purchase of Apple products, services and related items. The contract terms are for 1 (one) year with an additional 4 (four) year renewals effective October 15, 2013 (total of 5 years from award date, through October 15, 2018).

**BOARD REPORT NO. 15-3-5CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Jonathan Bissell, Director of Community, Continuing and Corporate Education  
Community, Continuing and Corporate Education, 574-6179

**APPROVAL OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION  
YOUTH PROGRAM, SUMMER 2015**

The Division of Enterprise Operations requests the approval of the award-winning College for Kids program for young people entering 5<sup>th</sup> through 8<sup>th</sup> grades in San Mateo County. The division plans to offer the academic enrichment program at College of San Mateo and Cañada College as part of the District's community outreach activities.

The three-week College for Kids Program will be offered at Cañada College from June 15<sup>th</sup> through July 2<sup>nd</sup>. The program will be offered at College of San Mateo from July 6<sup>th</sup> through July 23<sup>rd</sup>. The courses available at all locations will consist of: Academics, Science, Computers & Engineering, and Fun, Fitness & Recreation. Classes will be taught from 8:30 a.m. to 4:50 p.m. for a full day camp Monday through Friday, with opportunities for students to select a half day camp from 8:30 a.m. to 11:50 a.m. or from 1:00 p.m. to 4:50 p.m.

The total fee per participant will be \$1,499 for the full day camp or \$749 for a half day camp. Scholarships will be available for those students needing assistance. The fees will cover the cost of instructors, student aides, supplies, and insurance. The programs will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board approve the Community, Continuing and Corporate Education Summer Youth Program consisting of College for Kids at College of San Mateo and Cañada College, as detailed in the report.

**BOARD REPORT NO. 15-3-6CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jing Luan, Ph.D., Vice Chancellor, Educational Services and Planning, 358-6880

**APPROVAL OF CURRICULAR ADDITIONS AND MODIFICATIONS  
CAÑADA COLLEGE AND SKYLINE COLLEGE**

The addition of three Associate Degrees for Transfer and five certificates to the Cañada College and Skyline College catalogs is proposed at this time. Additionally, four courses are proposed to be offered in the distance education mode and thirty-two courses have been modified.

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

**RECOMMENDATION**

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

San Mateo County Community College District

March 25, 2015

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

APPROVED BY: Danielle Behonick, Curriculum Committee Chair  
Cañada College

Douglas Hirzel, Academic Senate President  
Cañada College

Lawrence Buckley, President  
Cañada College

**PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – CAÑADA COLLEGE**

**CAREER AND PERSONAL DEVELOPMENT**

137 Life and Career Planning

**ENGINEERING**

100 Introduction to Engineering

**PHILOSOPHY**

103 Critical Thinking  
200 Introduction to Logic

**PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE**

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

**BIOLOGY**

**Biology – Associate in Science Degree for Transfer** – 33 units in the major area + Certified completion of the California State University General Education-Breadth pattern for STEM (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) STEM pattern, and other requirements for the Associate Degree for Transfer

**Nutrition and Dietetics – Associate in Science Degree for Transfer** – 32 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

San Mateo County Community College District

March 25, 2015

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

APPROVED BY: Dennis Wolbers, Curriculum Committee Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

**PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**

**AMERICAN SIGN LANGUAGE**

- 111 American Sign Language I
- 112 American Sign Language II

**ANTHROPOLOGY**

- 150 Introduction to Archaeology: Bones, Beads and the Basics of Material Culture

**ART**

- 231 Watercolor I
- 405 Sculpture I
- 411 Ceramics I

**BIOLOGY**

- 170 Principles of Applied Bioscience
- 171 Laboratory Principles of Applied Bioscience
- 215 Organismal Biology: Core I
- 250 Human Anatomy
- 260 Human Physiology

**BUSINESS**

- 221 Global Business Communications and Negotiation
- 241 Doing Business in Asia
- 269 Warehousing and Logistics

**ECONOMICS**

- 102 Principles of Microeconomics

**GEOGRAPHY**

- 100 Physical Geography
- 300 Geographic Information Science

**GEOLOGY**

- 220 Historical Geology

**HISTORY**

- 101 History of Western Civilization II
- 104 World Civilizations I
- 201 United States History I

**KINESIOLOGY – DANCE**

- 400.1 Dance Performance and Production I
- 400.2 Dance Performance and Production II
- 400.3 Dance Performance and Production III
- 400.4 Dance Performance and Production IV

**LEARNING SKILLS**

- 110 Effective Tutoring and Practicum

**MATHEMATICS**

- 200 Elementary Probability and Statistics
- 201 Quantitative Reasoning
- 253 Calculus with Analytic Geometry III

**OCEANOGRAPHY**

- 100 Survey of Oceanography
- 101 Oceanography Laboratory/Field Study

**POLITICAL SCIENCE**

- 115 Comparative Government

**PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE**

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

**ART**

**Graphic Design – Certificate of Achievement (21 units)**

**Web Design – Certificate of Achievement (15 units)**

## **EARLY CHILDHOOD EDUCATION**

**Fundamentals in Early Childhood Education – Career Certificate** (11 units)

**School-Age Certificate – Certificate of Achievement** (16 units)

## **ECONOMICS**

**Economics – Associate in Arts Degree for Transfer** – 21-25 units in the major area + Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern, and other requirements for the Associate Degree for Transfer

## **HEALTH SCIENCE**

**Health Navigator – Certificate of Achievement** (17-19 units)

**BOARD REPORT NO. 15-3-7CA**

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

**APPROVAL FOR CATEGORICAL FUNDING TRANSFERS**

The 2014-15 state budget provides for the flexibility of categorical funds for the 2014-15 budget year, providing that certain categorical funds may be used for the purposes of any other categorical program. Before exercising this flexibility, districts are required to discuss the redirection of funds at a regularly scheduled public meeting and take testimony from the public. The following changes are brought forward for the public meeting and Board approval. Due to the legislation allowing districts to be deemed fully compliant with state regulations in any program that has transferred funds in or out of it, the District is transferring at least \$1 out of and into each program. Staff recommends approval of these transfers.

<b>Program</b>	<b>Transfer To</b>	<b>Amount</b>
Equal Employment/Staff Diversity	P/T Faculty Compensation	\$7,798
Transfer/Articulation	P/T Faculty Office Hours	\$1
PT Faculty Office Hours	P/T Faculty Compensation	\$1
PT Faculty Compensation	P/T Health Insurance	\$1
PT Faculty Health Insurance	Transfer/Articulation	\$1

**RECOMMENDATION**

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

**BOARD REPORT NO. 15-3-1B**

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

**VOTE TO ELECT MEMBERS TO THE CALIFORNIA COMMUNITY  
COLLEGE TRUSTEES (CCCT) BOARD**

The election of members to the CCCT Board of the Community College League of California will take place between March 10 and April 25. There are seven (7) seats up for reelection on the board; one of those seven is a vacancy created by a board member who was not reelected at the district level in November.

Each community college district governing board shall have one vote for each of the seven seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms.

The ten trustees who have been nominated for election to the CCCT Board are listed on the attached sheet in the order of the Secretary of State's random drawing. Also attached are biographic sketches and statements of candidacy for each of the candidates.

Ballots must be signed and returned to the League office, postmarked no later than April 25.

**RECOMMENDATION**

It is recommended that the Board vote to elect members to the California Community College Trustees Board.



**2015 CCCT BOARD ELECTION**  
**CANDIDATES LISTED IN SECRETARY OF STATE'S**  
**RANDOM DRAWING ORDER OF JANUARY 26, 2015**

1. \*Ann H. Ransford, Glendale CCD
2. \*Janet Chaniot, Mendocino-Lake CCD
3. Richard Watters, Ohlone CCD
4. \*Bernard "Bee Jay" Jones, Allan Hancock CCD
5. Don Edgar, Sonoma County CCD
6. Brent Hastey, Yuba CCD
7. Janet Green, Riverside CCD
8. Bill Freeman, Hartnell CCD
9. \*Doug Otto, Long Beach CCD
10. \*M. Tony Ontiveros, North Orange County CCD

\* Incumbent



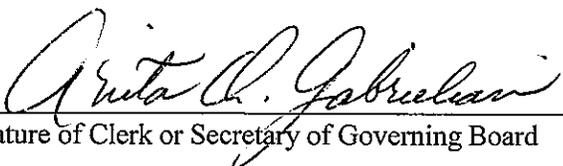
CCCT BOARD  
NOMINATION FORM  
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Glendale Community  
College District nominates Ann H. Ransford to be a  
candidate for the CCCT Board.

This nominee is a member of the Glendale Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

  
Signature of Clerk or Secretary of Governing Board

## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Ann Ransford

DATE: January 28, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The most critical issue is hiring the League CEO, as change in long term leadership can be challenging. Additionally, as community colleges' roles & recognition expand, the League must continue its education policy leadership and advocacy and partner with others for the betterment of community colleges and students success.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

For CCCT I served on CTE, ETP, and Accreditation Workshop committees; co-led a Conference session; wrote for Board Focus; and produced a video. State and local board experience and a career in community colleges help me contribute by asking key questions, identifying solutions, assisting in priority-setting, and making sound decisions.

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

### PERSONAL

NAME: Ann Ransford	DATE: January 28, 2015
ADDRESS: 1846 Caminito del Cielo	CITY & ZIP CODE: Glendale CA 91208
PHONE: 818-549-9182	EMAIL: ransford@glendale.edu

### EDUCATION

CERTIFICATES/DEGREES:  
 MA, Pacific Oaks College  
 Various courses, USC School of Gerontology  
 BA, Cal State University San Jose  
 Community College, Administrative Credential  
 Adult Education Credential  
 Community College Credential, FSA Gerontology

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Trustee, Glendale Community College

OTHER: Director of Communications, Marketing & Foundation, GCC 1999-2007  
 Executive Director, Glendale College Foundation, Inc. GCC 1987-1999  
 Executive Director, Los Angeles Council on Careers for Older Americans 1983-1987  
 Adult Education Instructor/Coordinator Retirement Seminars, GCC 1972-1987

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Glendale Community College District

YEARS OF SERVICE ON LOCAL BOARD: 6 years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Clerk, Vice President, and President

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

Presenter, Navigating the Excellence in Trusteeship Program (ETP) 2014 League Trustee Conference  
Awarded - Excellence in Trusteeship Program (ETP) certificate  
CCCT - served on various committees  
Currently nominated as CCCT representative to Community College League of California Board  
Represented CCCT at Board of Governors meetings

**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

Attended the 2013 & 2014 ACCT Congresses and Legislative Conferences and serve as the GCC board representative to ACCT.

**CIVIC AND COMMUNITY ACTIVITIES**

I served a 6-year term, including chair, on the City of Glendale Parks, Recreation & Community Services Commission; and have been a member of the executive boards of the YWCA, YMCA, Chamber of Commerce, Rotary, Committee on Aging, Temple Sinai, Rose Float Association, Campbell Center, Career Encores, and Life Services.

**OTHER**

Selected for inclusion as a trustee to serve on an ACCJC accreditation team.

I would very much like to continue my service and participation on the CCCT Board of the League.

I respectfully ask for your vote. Thank you.

The logo features the text "CCCT BOARD NOMINATION FORM 2015" centered over a sunburst graphic. The sunburst is composed of numerous thin, radiating lines that create a starburst effect behind the text.

CCCT BOARD  
NOMINATION FORM  
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

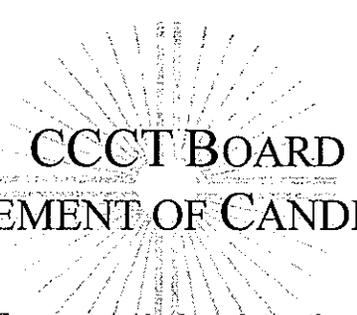
Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Mendocino-Lake Community College District nominates Janet Chaniot to be a candidate for the CCCT Board.

This nominee is a member of the Mendocino-Lake Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

A handwritten signature in black ink, appearing to read "Arturo Reyes", is written over a horizontal line.

Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Janet Chaniot DATE: 02/02/15

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Issues: **\*\*Improving access, success, diversity, and equity.**

**\*\*Matching local, state and federal resources to students' needs.**

**\*\*Meeting 21st century needs for educated, skilled citizens.**

Activities: **\*\*Publish best practices in the areas above.**

**\*\*Support legislation and programs aligned with system goals.**

**\*\* Provide services to facilitate increased transfer rates and CTE.**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

**\*\*Experience in secondary and community college education.**

**\*\*Service to CCLC and CCCT as an officer of the board.**

**\*\*Work with national and international organizations to support programs for students of all ages.**

**\*\*Perspective of small, rural colleges in partnership with other districts.**



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

Name: Janet Chaniot Date: 02/02/2015  
 Address: 9430 West Road  
 City: Potter Valley Zip: 95469  
 Phone: 707-743-1310 707-972-6722  
(home) (office)  
 E-Mail: kiks@pacific.net

**EDUCATION**

Certificates/Degrees: B.A. - University of Michigan, Ann Arbor, M.A. - University of California, Berkeley, M.A. - University of San Francisco, Teaching Credential, Administrative Services Credential

**PROFESSIONAL EXPERIENCE**

Present Occupation: Retired Teacher/Administrator (some part-time teaching)  
 Other: Experience in Education: Part-time Instructor at Mendocino College, with service on the curriculum committee and the Academic Senate, Administrative/Teacher in private alternative high school during a period of successful state Department of Education campaign to regain a public K-12 school, Department Chair at Colegio Roosevelt in Lima, Peru

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: Mendocino-Lake Community College District  
 Years of Service on Local Board: 13  
 Offices and Committee Memberships Held on Local Board: Chair, Vice-Chair, Clerk, Policy Committee member.

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*)

Two terms on CCCT Board, currently serving as 1st Vice President. Meetings with legislators to improve understanding of Community College issues and to lobby for legislation which improves the Community College system. Active participant in numerous educational conferences including community college trustee and legislative conferences.

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_  
Work with Congressman Mike Thompson to support the Community College Caucus.  
Participate in the 2005 Higher Education Law and Policy Institute.  
\_\_\_\_\_  
\_\_\_\_\_

**CIVIC AND COMMUNITY ACTIVITIES**

- \*\*California Retired Teachers Association  
\_\_\_\_\_
- \*\*Local Community Services Board (member)  
\_\_\_\_\_
- \*\*Western Association of Schools and Colleges (WASC school and community college accreditation visiting committee member)  
\_\_\_\_\_
- \*\*North Coast Resolutions (board member, volunteer mediator)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER**

- \*\*National Council of Teachers of English (NCTE)  
Chair, Standing Committee on International Concerns  
\_\_\_\_\_  
Chair, Committee to implement Robert Shafer Memorial Award for excellence in teaching English as a global language  
\_\_\_\_\_  
Presenter at numerous national and international conferences  
\_\_\_\_\_  
\*\*World Council for Curriculum and Instruction, participant at Triennial Conference in Amristar, India  
\_\_\_\_\_  
International Federation for the Teaching of English, presenter at the Melbourne, Australia, Quadrennial Convention  
\_\_\_\_\_



CCCT BOARD  
NOMINATION FORM  
2015

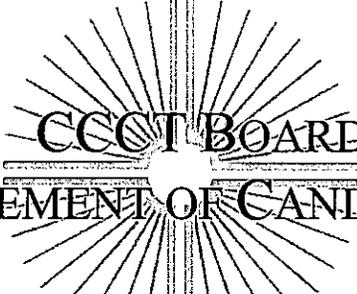
Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Ohlone Community  
College District nominates Richard Watters to be a  
candidate for the CCCT Board.

This nominee is a member of the Ohlone Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

Gari Browning  
Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Richard Watters

DATE: 2/11/15

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I think the two major issues CCCT and the League should focus on are: implementing the goals recommended by the Commission on the Future 2020 Vision and lobbying for California Community Colleges to provide necessary funding to fully implement Student Success initiatives and address an equitable funding formula.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

With my 20 years experience working in higher education and experience as a trustee, I can offer my strategic planning and project management skills to assist with the implementation of goals and actions plan, and to lobby the legislature for CCCT and League initiatives.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

NAME: RICHARD WATTERS	DATE: 2/7/14
ADDRESS: 6887 GRAHAM AVENUE	CITY & ZIP CODE: NEWARK, CA 94560
PHONE: 510-648-4616	EMAIL: RWATTERS@OHLONE.EDU

**EDUCATION**

CERTIFICATES/DEGREES: BA IN ENGLISH; BS IN HOSPITALITY & TOURISM; MA IN HIGHER EDUCATION ADMINISTRATION (IN PROGRESS); CALIFORNIA LICENSED REALTOR

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION:
OTHER:

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: OHLONE COMMUNITY COLLEGE DISTRICT
YEARS OF SERVICE ON LOCAL BOARD:
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: PRESIDENT, VICE PRESIDENT, AUDIT COMMITTEE

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

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**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

Member and former board member, National Orientation Directors Association; Member, National Association of Student Personnel Administrators; Member, American College Personnel Association; Member, National Association of Campus Activities; Member, Association of College Unions-International; Member, Association of College and University Housing Officers – International.
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**CIVIC AND COMMUNITY ACTIVITIES**

School Site Council, Bunker Elementary School; Superintendent's Advisory Council, Newark Unified School District;

**OTHER**

The logo features a central sunburst design with rays emanating from a central point. Overlaid on this design is the text "CCCT BOARD" in a serif font, followed by "NOMINATION FORM" in a larger, bold serif font, and "2015" at the bottom in a bold serif font.

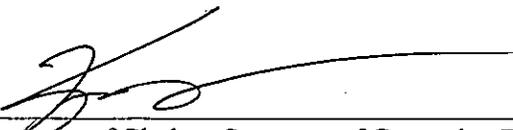
CCCT BOARD  
NOMINATION FORM  
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

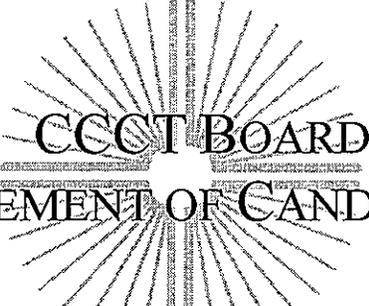
The governing board of the Allan Hancock Community College District nominates Bernard "Bee Jay" Jones to be a candidate for the CCCT Board.

This nominee is a member of the Allan Hancock Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

A handwritten signature in black ink, appearing to be "B. Jones", is written over a horizontal line.

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Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Bernard "Bee Jay" Jones

DATE: January 21, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

1. As the gateway to the middle class, we must ensure that funding for high cost programs in CTE are supported at the state level.
2. Programs for the underprepared and underrepresented must be strengthened.
3. Faculty and staff diversity must be a core value.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I know that students are successful when they are connected, directed, engaged, focused, nurtured and valued. As a trustee my goal is to provide the means by which our faculty and staff ensure that student success supported and remains at the core of every college's mission.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

NAME: Bernard "Bee Jay" Jones	DATE: January 21, 2015
ADDRESS: 3123 Manley Drive	CITY & ZIP CODE: Lompoc, CA 93436
PHONE: (805) 733-1166	EMAIL: bernard.jones@verizon.net

**EDUCATION**

CERTIFICATES/DEGREES: B.S., Physics, Southwest Texas State University, 1978 M.A., Public Administration, University of Houston, 1988
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**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Aerospace Engineer, General Dynamics
OTHER: 23 years U.S. Air Force officer; retired as a Lt. Col. All 23 years in aerospace, space launch and spacecraft acquisition.

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Allan Hancock Joint Community College District
YEARS OF SERVICE ON LOCAL BOARD: 10
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Vice President and President

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

CCCT Board 2008-Present
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**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

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**CIVIC AND COMMUNITY ACTIVITIES**

Santa Barbara County Human Relations Commission (Previously - 2 years) and very active in my church.

**OTHER**



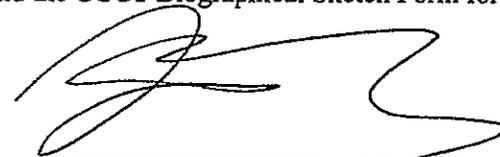
CCCT BOARD  
NOMINATION FORM  
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

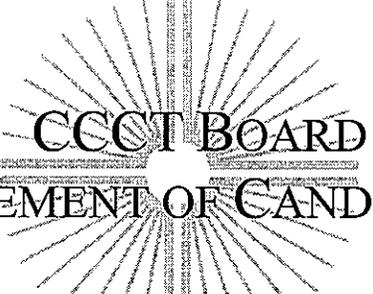
Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the Sonoma County Community  
College District nominates Don Edgler to be a  
candidate for the CCCT Board.

This nominee is a member of the Sonoma County Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Donald S. Edgar, Esq.

DATE: February 12, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The success of our colleges can be measured by actual positive outcomes by students in job placement and successful transitions to four year universities. Focusing on necessary outcomes of certificate completion and graduation, and improving access for all by reducing and eliminating barriers are important for CCCT and the League.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I can contribute to further develop a culture of sharing and collegiality among the districts and California universities, especially as to recognizing, sharing and exchanging best practices toward strengthening transfer opportunities, certificate training, and enhanced and broader utilization of technology to improve access, contain costs, and increase student success.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

NAME: Donald S. Edgar, Esq.	DATE: February 12, 2015
ADDRESS: 408 College Avenue	CITY & ZIP CODE: Santa Rosa, CA 95401
PHONE: 707-799-4090	EMAIL: don@classattorneys.com

**EDUCATION**

<p>CERTIFICATES/DEGREES:</p> <ul style="list-style-type: none"> <li>-University of Southern California School of Law, Los Angeles, CA Juris Doctor, May 1988</li> <li>-University of California, San Diego, CA, Bachelor of Science, Management Science, May 1981</li> <li>-Santa Rosa Junior College, Santa Rosa, CA Associate of Arts, May 1979</li> </ul>
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**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Attorney at Law, Edgar Law Firm
<p>OTHER:</p> <ul style="list-style-type: none"> <li>Member, State Bar of California</li> <li>Member, Bar of The District of Columbia</li> <li>Member, American Bar Association</li> <li>Member, United States Supreme Court Bar Association</li> <li>Member, Sonoma County Bar Association</li> <li>Member, Association of Trial Lawyers of America (AAJ)</li> <li>Member, California Trial Lawyers Association (CAOC)</li> <li>Member, Sonoma County Trial Lawyers Association (CAOSC)</li> <li>Member, Consumer Attorneys Association of Los Angeles</li> </ul>

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Santa Rosa Junior College
YEARS OF SERVICE ON LOCAL BOARD: Six
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board Clerk, 2011/2012 through 2012/2013 Terms

Santa Rosa Junior College Foundation Board, 2009/2010 through 2014/2015 Terms  
 Vice President, 2013/2014 through 2014/2015 Terms  
 Bear Cub Athletic Trust Board, 2009/2010 through 2014/2015 Terms  
 Board Facilities Committee, 2014/2015 Term

#### STATE ACTIVITIES

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

#### NATIONAL ACTIVITIES

*(ACCT and other organizations, boards, committees, etc.)*

#### CIVIC AND COMMUNITY ACTIVITIES

Board Member, Board of Community Services, City of Santa Rosa, 1994-98  
 Member, Active 20/30 International #50, 1989-98  
 President, Sonoma County Taxpayers' Association, 1993  
 Vice-President, Santa Rosa Downtown Association, 1993  
 Board Member, Santa Rosa Thursday Night Market Association, 1993  
 Adjunct Professor, Sonoma State University (Business Law) 1989-91  
 Board Member, Petaluma Fair Board (appointed by Gov. Pete Wilson) 1998-02  
 Soccer Coach, Annadel Youth Soccer League, 1999, 2003, 2004  
 Board of Trustees, Cardinal Newman High School, 2011/2012 through 2014/2015 Terms  
 Board Finance Committee, Cardinal Newman High School, 2011/2012 through 2014/2015 Terms  
 Buildings and Grounds Committee, Cardinal Newman High School, 2011/2012 through 2014/2015 Terms  
 Diocesan Pastoral Council, Diocese of Santa Rosa, 2011-13  
 Board Member, Sonoma County Legal Services Foundation  
 Board Member, Sonoma County Teen Court  
 Judge Pro Tem, Sonoma County Superior Court  
 Board Member, Sonoma County Bar Association  
 Board of Directors, Neptune Swimming

#### OTHER

The logo features a sunburst design with rays emanating from a central point. Overlaid on this design is the text "CCCT BOARD" in a serif font, followed by "NOMINATION FORM" in a larger, bold serif font, and "2015" at the bottom in a similar serif font.

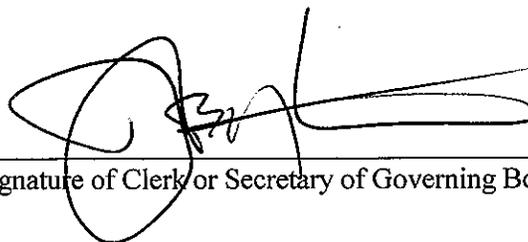
CCCT BOARD  
NOMINATION FORM  
2015

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Mail to:  
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Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

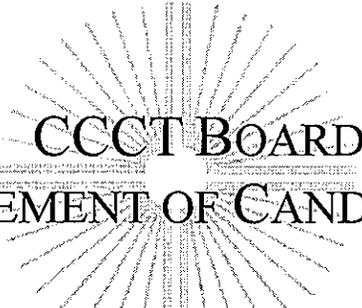
The governing board of the Yuba Community College District nominates Brent Hasteley to be a candidate for the CCCT Board.

This nominee is a member of the Yuba Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

A handwritten signature in black ink, appearing to be "Brent Hasteley", written over a horizontal line.

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Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Brent Hastey

DATE: January 20, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I pledge to work cooperatively and collaboratively with community college colleagues throughout California to reduce the cost of a college degree, to improve student success rates and to improve access, affordability and services for all. I will also work towards a fuller integration of technology to better serve student needs.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I bring my extensive experience in local government, my working knowledge of the legislative process, and my commitment to maintaining affordability for all California college students. I envision an expanded partnership with K-12 districts, UC, CSU and the private sector to create clear and open pathways for improved student success.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

NAME: Brent Hastey	DATE: January 20, 2015
ADDRESS: 3024 Plumas-Arboga Road	CITY & ZIP CODE: Olivehurst, CA 95961
PHONE: 530-400-1992 Cell 530-741-3223 Home	EMAIL: bhastey@gmail.com

**EDUCATION**

CERTIFICATES/DEGREES: AA Yuba College  
BS Golden Gate University

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Owner of Plumas Lake Self Storage  
Adjunct Instructor for Central Texas College

OTHER:

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Yuba Community College District

YEARS OF SERVICE ON LOCAL BOARD: 7 years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President 2012 & 2013; Board Vice President, 2011; Clerk of the Board 2010; Governing Board's Policy and Finance Committee 2013 & 2014; Board's Audit Committee 2015

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

Workshop Presenter with YCCD Chancellor Douglas Houston at: (1) 2013 Community College League of California Trustee Conference Presentation: New Trustee Orientation; (2) 2013 Rural Community College Alliance Presentation: A Rural Community College Collaborate; (3) 2014 CCLC Annual Convention Presenter: Trustee Roles in the Accreditation Process (4)2014 ACCJC Cerritos College Accreditation Team

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**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

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**CIVIC AND COMMUNITY ACTIVITIES**

(1)Elected to the Yuba County Water Agency Board of Directors; (2)Chairman of the Board: Bank of Feather River; (3)Public Member of the Yuba County Local Agency Formation Commission (LAFCO); (4) Yuba Feather Rivers Rotary Club, Past President; (5)Yuba County Board of Supervisors 1993-2001; (6)Sacramento Area Council of Governments, Past Chairperson
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**OTHER**

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The logo features a central sunburst design with rays emanating from a central point. Overlaid on the sunburst is the text "CCCT BOARD" in a serif font, followed by "NOMINATION FORM" in a larger, bold serif font, and "2015" at the bottom in a smaller serif font.

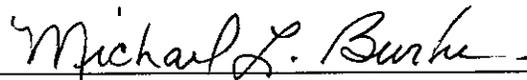
CCCT BOARD  
NOMINATION FORM  
2015

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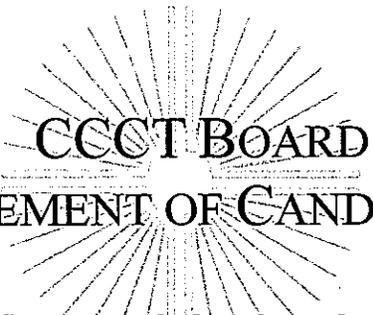
The governing board of the Riverside Community College District nominates Trustee Janet Green to be a candidate for the CCCT Board.

This nominee is a member of the Riverside Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

A handwritten signature in cursive script that reads "Michael L. Burke".

*Michael L. Burke*

Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Janet Green

DATE: February 12, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

1. Differential funding to Districts for CTE/workforce development; two-thirds job growth requires more than a high school diploma/GED, but less than a BS/BA.
2. Funding, stability/responsibility - including bonding for facilities/technology, Student Success Initiative, AB 86 transitioning from K12 school districts to community college districts, flexibility, i.e., counselors/librarians moved to the right side.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Vast experience as a full professor, director of health services carried AB529 for health service association to get financial assistance for students who could not afford health center fees, administrative experience as dean of evening college sheriff's academy, and governor appointee to state emergency medical services committee.



## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

### PERSONAL

NAME: JANET GREEN	DATE: FEBRUARY 12, 2015
ADDRESS: 17338I Rancho Road	CITY & ZIP CODE: Riverside, CA 92504
PHONE: (951) 780-7559	EMAIL: <a href="mailto:janetgreen@juno.com">janetgreen@juno.com</a>

### EDUCATION

CERTIFICATES/DEGREES: Master's Degree in Administration of Vocational Education from California State University, Long Beach

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Retired Nurse/Educator

OTHER:

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Riverside Community College

YEARS OF SERVICE ON LOCAL BOARD: Eight (8)

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President, Vice President, Secretary, Chair-Resources Committee, and Planning and Operations Committee

### STATE ACTIVITIES

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

CCLC Advisory Committee on Legislation Member

### NATIONAL ACTIVITIES

*(ACCT and other organizations, boards, committees, etc.)*

ACCT Public Policy Committee Associate Member

### **CIVIC AND COMMUNITY ACTIVITIES**

Ms. Green has served as chair, president or as a board member on numerous civic and professional organizations including the Board of Fair Housing Council of Riverside County, Inc.; Inland Agency Board of Directors; State Bar Board of Governors; Youth Justice Center; Catholic Charities of San Bernardino and Riverside Counties; NAACP of Riverside County; The Latino Network Association; Youth Justice Center of San Bernardino; San Bernardino Sexual Assault Agency; Child Abuse Center of Riverside; Friends of RCC Forensics; Riverside International Relations Council; and Uptown Kiwanis Club and Rotary East (Riverside). She also has held appointments by the Governor of California to the Emergency Medical Services Advisory Committee, the State Bar Board of Governance, and the State Bar Foundation. And she served for six years as the only public member on the Judicial Task Force to rewrite the Civil Jury Instructions.

### **OTHER**

As a community college trustee, Ms. Green has continued in leadership roles outside the institution, serving on the Inland Valley Trustees and CEOs Association and the Advisory Committee on Legislation for the Community College League. She recently was appointed to the Athena International Board of Directors, which provides women in leadership programs and support to local Athena chapters across the United States, the United Kingdom, and India.

An avid career tech and business proponent, Ms. Green has conducted personnel management seminars in Canada, management and marketing sessions for People's Republic of China government employees, and management workshops for the Center for Civic Education. She has been recognized as the American Business Woman of the Year and the Air Force Nurse of Western Pennsylvania, was a Riverside Press-Enterprise Caring Nurse Award recipient, and received an Excellence Award from ASRCC. Riverside City College and Norco College students also honored her for service and support to the Career Insight Forum and the Upward Bound Program.



CCCT BOARD  
NOMINATION FORM  
2015

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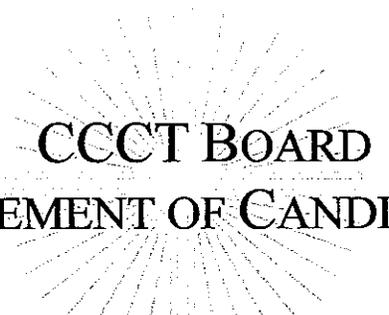
The governing board of the Hartnell Community College District nominates Bill Freeman to be a candidate for the CCCT Board.

This nominee is a member of the Hartnell Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



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Signature of Clerk or Secretary of Governing Board



## CCCT BOARD

### STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2015 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: Bill Freeman
DATE: 2/14/2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

I believe the two ~~ISSUES~~ ISSUES ARE  
 (1) Funding or Fees Students pay for their classes;  
 and (2) Services for Disabled Students.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I believe that more Advocacy on the part of Trustees State wide is the answer. I would be willing to meet with the Governor to make things better for all of the Community College Students.



## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

### PERSONAL

NAME: <u>Bill Freeman</u>	DATE: <u>2/14/2015</u>
ADDRESS: <u>1654 Atherton Way</u>	CITY & ZIP CODE: <u>SALINAS, CA 93906</u>
PHONE: <u>831-809-8493</u>	EMAIL: <u>WWJF1961@aol.com</u>

### EDUCATION

CERTIFICATES/DEGREES: <u>A.A. Degree From Hartnell B.A Degree From Sacramento State IN GOVERNMENT.</u>
--

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: <u>TRUSTEE - Hartnell College</u>
OTHER:

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: <u>Hartnell College</u>
YEARS OF SERVICE ON LOCAL BOARD: <u>12</u>
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

### STATE ACTIVITIES

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

**NATIONAL ACTIVITIES***(ACCT and other organizations, boards, committees, etc.)*

I WENT TO PRESIDENT OBAMA'S SWEARING IN EVENT IN 2009. I HAVE GONE TO SEVERAL NATIONAL CONVENTIONS AS A TRUSTEE OF HARTWELL COLLEGE.

**CIVIC AND COMMUNITY ACTIVITIES**

I HAVE WORKED FOR THE PAST 31 YEARS ON CAMPAIGNS FOR DEMOCRATIC CANDIDATES. I HAVE BEEN A SANTA CLAUS FOR DISABLED CHILDREN SINCE 1999. I HAVE HELPED OUT WITH THE SPECIAL OLYMPICS. I WON AN AWARD AS A VOLUNTEER WITH THE BIG BROTHERS AND BIG SISTERS ORGANIZATION.

**OTHER**

I RAN FOR MAYOR OF THE CITY OF SALINAS IN 2010 AND 2014.



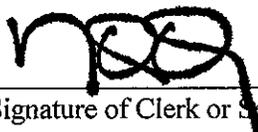
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NOMINATION FORM  
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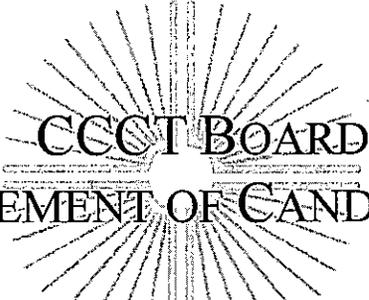
The governing board of the Long Beach Community College District nominates Doug Otto to be a candidate for the CCCT Board.

This nominee is a member of the Long Beach Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



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Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Doug Otto

DATE: February 9, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

CCLC has recently undergone a change in leadership at the top. It needs to recruit and hire a visionary leader and develop a new strategic plan to lead California Community Colleges into the future. CCCT should play a central role in these efforts.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I have been an active CCCT board member for six years. I taught the Board about student success, co-chaired CCLC's Commission on the Future of Community Colleges, served on the CCLC Board of Directors and co-chaired the League's Organizational Task Force. I was recently nominated as CCCT's vice president.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

NAME: Doug, Otto	DATE: February 9, 2015
ADDRESS: 111 West Ocean Blvd., Ste. 1900	CITY & ZIP CODE: Long Beach 90808
PHONE: (Cell) 562-889-1005	EMAIL: <a href="mailto:doug@dwottolaw.com">doug@dwottolaw.com</a>

**EDUCATION**

CERTIFICATES/DEGREES: Long Beach City College; Stanford University BA; Union Theological Seminary/Columbia University MA; University of Chicago JD

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Trial Attorney

OTHER: Adjunct Professor at Southwestern University School of Law for 15 years

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Long Beach Community College District

YEARS OF SERVICE ON LOCAL BOARD: Elected 2004; Re-elected 2008; Re-elected 2012 = 11 years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President Board of Trustees; Vice President Board of Trustees; Chair Audit Committee; Chair Trustees Goals Committee; Chair Presidential Search Committee; Chair Measure E \$440M Bond Campaign

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

- 1) Board of Directors Community College Leadership Development Initiatives (CCLDI) 2006-2010; Presenter at Summer Leadership Academy, Chair Bylaws Committee, Member Strategic Plan Task Force;
- 2) Board of Directors CCCT 2009-2015: Chair Student Success Committee, presenter at numerous conferences and conventions;
- 3) Board of Directors CCLC 2010-2012: Co-chair Commission on the Future of Community Colleges, Co-chair CCLC organizational Task Force; participant in California Leadership Alliance for Student Success (CLASS) program.

**NATIONAL ACTIVITIES***(ACCT and other organizations, boards, committees, etc.)*

None
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**CIVIC AND COMMUNITY ACTIVITIES**

Chair Long Beach Strategic Plan 2010; Chair City Manager's Downtown Business Development Advisory Committee; Chair Long Beach Planning Commission; Chair Citizens Transportation Task Force; President Long Beach Arts Council; President Long Beach Foundation for Architectural & Cultural Heritage; President Long Beach Bar Association; Founding Member Board of Directors; Chair Long Range Planning and Member Executive Committee Aquarium of the Pacific; Member Long Beach Ethics Task Force; Unsuccessful candidate for Mayor of Long Beach; Chaired Mayor's Transition Team
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**OTHER****AWARDS:**

Rockefeller Foundation Scholarship to Union Theological Seminary (1971-1971) Long Beach Preservationist of the year (1990) Long Beach Bar Association Lawyer of the Year (2005) City of Long Beach David Landry Award for Community Service (2001) Long Beach City College Distinguished Blue Ribbon Alumni Award (2008) National Conference for Equality & Justice Humanitarian Award (2009) California State Bar Association Solo and Small Firm Section Attorney of the Year (2011)
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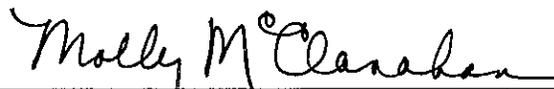
CCCT BOARD  
NOMINATION FORM  
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

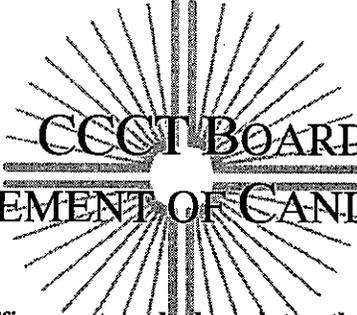
Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the North Orange County Community College District nominates M. Tony Ontiveros to be a candidate for the CCCT Board.

This nominee is a member of the North Orange County Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



**CCCT BOARD**  
**STATEMENT OF CANDIDACY**

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Manny Ontiveros, Trustee, North Orange County CCCD

DATE: February 11, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The League is currently in a state of transition. It is imperative we examine its current role and responsibilities to ensure we are meeting the needs of our districts. The League must continue to be our primary voice in Sacramento, in regards to budget and advocacy efforts.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Last year we faced many leadership challenges. However, being on the executive board provided me with the opportunity to work closely with the CEOs to ensure the League continued without missing a beat. I will use my trustee experience to ensure we continue to become a stronger and responsive organization.



**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

NAME: Manny Ontiveros	DATE: February 11, 2015
ADDRESS: PO Box 28796	CITY & ZIP CODE: Anaheim, 92807
PHONE: (562) 868-1753	EMAIL: trusteeontiveros@yahoo.com

**EDUCATION**

CERTIFICATES/DEGREES: Master's Degree, Political Science, Cal State Fullerton and Bachelor of Arts Degree, Criminology, Law and Society, University of California, Irvine
---

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Probation Officer
OTHER: Adjunct Political Science Professor, Golden West College

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: North Orange County CCD
YEARS OF SERVICE ON LOCAL BOARD: 16
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President, 2002, 2008 and 2015.

**STATE ACTIVITIES**

*(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)*

CCCT member since 2009; 2014 CCCT President; 2014 Member of the Chancellor's Office Consultation Council; 2014 Trustee Representative on the Chancellor's Baccalaureate Degree Study Group; 2015 Graduate of Effective Trusteeship program; League Presenter of Board/CEO Relationships in 2004, 2005, and 2008; Past member of the ACES Committee; Past President, California Association of Latino Community College Trustees and Administrators.

**NATIONAL ACTIVITIES**

*(ACCT and other organizations, boards, committees, etc.)*

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**CIVIC AND COMMUNITY ACTIVITIES**

Member, Anaheim Beautiful Graduate of Leadership Anaheim
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**OTHER**

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**BOARD REPORT NO. 15-3-2B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF DISTRICT EQUAL EMPLOYMENT OPPORTUNITY PLAN**

District staff have produced a proposed Equal Opportunity Plan; a copy is attached to this report. As stated in the Introduction section, the Plan's immediate focus is equal employment opportunity in recruitment and hiring policies and practices, pursuant to the applicable Title 5 regulations, and the steps the District will take in the event of underrepresentation of monitored groups. The Plan also includes requirements for a complaint procedure for noncompliance with Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the Plan.

Title 5 requires that the Board of Trustees approve the Equal Employment Opportunity Plan. The proposed Plan has been presented to the District Participatory Governance Council and, upon approval by the Board, will be submitted to the State Chancellor's Office.

**RECOMMENDATION**

It is recommended that the Board approve the District's Equal Employment Opportunity Plan.



## **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

**July 1, 2014 – June 30, 2017**

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## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

### EQUAL EMPLOYMENT OPPORTUNITY PLAN

#### 1. INTRODUCTION

The San Mateo County Community College District Equal Employment Opportunity Plan (the “Plan”) was adopted by the governing board on **(date)**. The Plan reflects the District’s commitment to equal employment opportunity. It is the District’s belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment which is welcoming to all will foster diversity and promote excellence. Through an educational experience in an inclusive environment, our students will be better prepared to work and live in an increasingly global society.

The Plan’s immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) and the steps the District shall take in the event of underrepresentation of monitored groups. The Plan contains an analysis of the demographic makeup of the District’s workforce population and an analysis of whether underrepresentation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all, and procedures for dissemination of the Plan. To properly serve a growing diverse population, the District will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

The Plan will be reviewed by the District at least once every three years and be revised as necessary and submitted to the State Chancellor’s Office. The State Chancellor’s Office retains the authority to review plans on a case-by-case basis.

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Ron Galatolo, Chancellor

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Date

## 2. DEFINITIONS<sup>1</sup>

- a. **Adverse Impact:** a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b. **Diversity:** means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socioeconomic backgrounds.
- c. **Equal Employment Opportunity:** means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:
  - (1) identifying and eliminating barriers to employment that are not job related; and
  - (2) creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code section 12940.
- d. **Equal Employment Opportunity Plan:** a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- e. **Equal Employment Opportunity Programs:** all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.
- f. **Ethnic Group Identification:** means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- g. **In-house or Promotional Only Hiring:** means that only existing District employees are allowed to apply for a position.

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<sup>1</sup> Title 5 section 53001. All subsequent references are also to Title 5 unless otherwise specified.

- h. **Monitored Group:** means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- i. **Person with a Disability:** any person who (1) has a physical or mental impairment as defined in Government Code section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- j. **Reasonable Accommodation:** means the efforts made on the part of the District in compliance with Government Code section 12926.
- k. **Screening or Selection Procedures:** any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include review of application forms, the full range of assessment techniques, including but not limited to traditional skills demonstration tests, physical, educational, and work experience requirements, and interviews.
- l. **Significantly Underrepresented Group:** means any monitored group for which the percentage of persons from that group employed by the district in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

### **3. POLICY STATEMENT<sup>2</sup>**

The San Mateo County Community College District is committed to the principles of equal employment opportunity and diversity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The District believes that in order to effectively address and comply with federal and state mandates and the District's goals on equal employment opportunity and diversity, the Board of Trustees, administration, faculty and classified staff must recognize that equal employment opportunity and diversity are shared responsibilities.

An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

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<sup>2</sup> Section 53002.

#### **4. DELEGATION OF RESPONSIBILITY, AUTHORITY AND COMPLIANCE<sup>3</sup>**

It is the goal of the District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

##### **Governing Board**

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operations, and for ensuring equal employment opportunity as described in the Plan. The Board of Trustees is responsible for adopting a plan that is in compliance Title 5 of the California Code of Regulations.

##### **Chancellor**

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the Board of Trustees regarding statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

##### **Equal Employment Opportunity Officer**

The District has designated the Vice Chancellor – Human Resources & Employee Relations as its equal employment opportunity officer who is responsible for the day-to-day implementation of the Plan. If the designation of the equal employment opportunity officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of title 5, sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

##### **College Equal Employment Opportunity Advisory Committees**

Each college has an Equal Employment Opportunity Advisory Committee to act as an advisory body to the equal employment opportunity officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committees shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment

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<sup>3</sup> Section 53020.

opportunity progress, and provide suggestions for Plan revisions as appropriate. A member from each college advisory committee shall serve as a member of the District wide committee.

### **Agents of the District**

Any organization or individual, whether or not an employee of the District, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

### **Good Faith Effort**

The District shall make a continuous good faith effort to comply with all the requirements of this Plan.

## **5. ADVISORY COMMITTEE<sup>4</sup>**

The District has established a District-wide Equal Employment Opportunity Advisory Committee (the “Advisory Committee”) to assist the District in implementing its Plan. The Advisory Committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The Advisory Committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The equal employment opportunity officer shall train the Advisory Committee on equal employment compliance and the Plan itself. The Advisory Committee shall receive training in all of the following:

- the requirements of Title 5 and of state and federal nondiscrimination laws;
- identification and elimination of bias in hiring;
- the educational benefits of workforce diversity; and
- the role of the advisory committee in carrying out the District’s EEO plan.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups.

The Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the Board of Trustees, the Chancellor, and the equal employment opportunity officer.

Each college has its own Equal Employment Opportunity Advisory Committee which shall be composed in a manner similar to the District-wide Equal Employment Opportunity Advisory committee and carry out similar functions regarding hiring and equal employment opportunity issues at that college.

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<sup>4</sup> Section 53005.

## 6. COMPLAINTS<sup>5</sup>

### **Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026).**

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing.

A complainant may not appeal the District's determination pursuant to section 53026 to the State Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the State Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or District level using the process provided by section 53026. (See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at: <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx> (Complaint Form) <http://extranet.cccco.edu/Divisions/Legal/Resources.aspx> (Guidelines for Minimum Conditions Complaints)).

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The complaint shall be filed with the equal employment opportunity officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the chief executive officer. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the requirements of section 59300 et seq.

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<sup>5</sup> Section 53026.

### **Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)**

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice Chancellor – Human Resources & Employee Relations is responsible for receiving such complaints and for coordinating their investigation. Campus complaint officers may be assigned investigation responsibilities. The District’s discrimination and sexual harassment complaint procedures are summarized in Administrative Procedure 2.19.2.

## **7. NOTIFICATION TO DISTRICT EMPLOYEES<sup>6</sup>**

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan.

The Plan and subsequent revisions will be distributed to the District’s Board of Trustees, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committees. The Plan will be available on the District’s website, and when appropriate, may be distributed by e-mail. Each year, the District office will provide all employees with a copy of the board’s Equal Employment Opportunity Policy Statement and written notice summarizing the provisions of the District’s Equal Employment Opportunity Plan. The policy statement will be printed in the college catalogs and class schedules. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the District. The annual notice will contain the following provisions:

1. The importance of the employee’s participation and responsibility in ensuring the Plan’s implementation.
2. Where complete copies of the Plan are available, including in every campus library, on the college and District internet site and the Office of Human Resources.

## **8. TRAINING FOR SCREENING/SELECTION COMMITTEES<sup>7</sup>**

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall – prior to their participation – receive training that includes, but is not limited to:

- the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.)and of state and federal nondiscrimination laws;
- the educational benefits of workforce diversity;
- the elimination of bias in hiring decisions; and
- best practices in serving on a selection or screening committee.

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<sup>6</sup> Section 53003(c)(3).

<sup>7</sup> Section 53003(c)(4).

Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory: individuals who have not received this training will not be allowed to serve on screening/selection committees. The Office of Human Resources is responsible for providing the required training. Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

## **9. ANNUAL WRITTEN NOTICE TO COMMUNITY-BASED AND PROFESSIONAL ORGANIZATIONS<sup>8</sup>**

The equal employment opportunity officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice will also include the internet address where the District advertises its job openings and the names, departments and phone numbers of individuals to call in order to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources.

## **10. ANALYSIS OF DISTRICT WORKFORCE AND APPLICANT POOL<sup>9</sup>**

The District shall annually collect employee demographic data and shall monitor applicants for employment on an ongoing basis in order to evaluate the implementation of this Plan and to provide data needed for the reports required by this Plan. For purposes of the data collection and reports required to be made, each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate multiple ethnic groups with which he or she identifies, but shall be counted in only one ethnic group for reporting purposes. Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories.

The District shall gather information and conduct a periodic, longitudinal analysis of its employees and applications, broken down by numbers of persons from monitored group status in each of the following seven job categories:

- (1) executive/administrative/managerial;
- (2) faculty and other instructional staff;
- (3) professional nonfaculty;
- (4) secretarial/clerical;
- (5) technical and paraprofessional;
- (6) skilled crafts; and

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<sup>8</sup> Section 53003(c)(5).

<sup>9</sup> Section 53003(c)(6); Section 53004.

(7) service and maintenance.

Monitored groups are men, women, American Indians/Alaskan Natives (Native Americans), Asians, Blacks/African-Americans, Filipinos, Hispanics/Latinos, Pacific Islanders, Whites/Caucasians, and persons with disabilities.

The District shall annually report to the State Chancellor, in a manner prescribed by the State Chancellor, this data for the results of its annual survey of employees at each college in the district.

This information is gathered to determine whether additional measures are required pursuant to section 53006 and to implement and evaluate the effectiveness of those measures. However, in determining whether additional measures are necessary to ensure that monitored groups have not been excluded on an impermissible basis, analysis of the separate subgroups is not necessary. The District will review this information at least once every three years.

## **11. ANALYSIS OF DEGREE OF UNDERREPRESENTATION AND SIGNIFICANT UNDERREPRESENTATION<sup>10</sup>**

This component cannot be completed until such time as the State Chancellor's Office provides workforce availability data. At the time that such data is provided, the District will revise this component of the Plan.

## **12. METHODS TO ADDRESS UNDERREPRESENTATION<sup>11</sup>**

The District will ensure equal employment opportunity, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups that are protected from discrimination. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The equal employment opportunity provisions are applicable to all full-time and part-time hiring, including any hiring meant to address the ratio of full-time to part-time faculty that may be required by Education Code section 87482.6.

This Plan component cannot be completed until such time as the State Chancellor's Office provides workforce availability data referenced in Title 5 section 53003(c)(7). At the time that such data is provided, the District will revise this component of the Plan.

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<sup>10</sup> Section 53003(c)(7).

<sup>11</sup> Section 53003(c)(8).

The District will continue, with the assistance of the Equal Employment Opportunity Advisory Committee, to implement its equal employment opportunity, hiring, recruitment, and promotional policies and procedures consistent with the following:

### **Recruitment**

Efforts will be undertaken on a regular basis to develop and contact new recruitment sources that ensure diverse pools of candidates. Diverse pools should include, but not be limited to, men, women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. College Equal Employment Opportunity Advisory Committees are encouraged to utilize and notify the district of additional recruitment options that may enable the district to obtain a diverse pool of applicants. All recruitment announcements will state that the district is an “Equal Employment Opportunity Employer.”

### **Job Announcements**

The District’s job announcements will state clearly job specifications setting forth the knowledge, skills, and abilities necessary to job performance. For all positions, job requirements will include demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. For faculty and administrative positions, requirements will also include knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination. All faculty and administrative positions will state as a preferred or desired qualification knowledge of multiculturalism and training in cultural proficiency. Job specifications, including any “required,” “desired,” or “preferred” qualifications beyond the state minimum qualifications which the District wishes to utilize, will be reviewed by the equal employment opportunity officer before the position is announced, to ensure conformity with equal employment regulations and state and federal nondiscrimination laws. All job announcements shall state that the District is an “Equal Employment Opportunity Employer.”

For identified public contact or community liaison positions, bilingual ability in the language spoken by a significant number of students may be a required qualification. Before bilingual ability in the identified languages can be made a required qualification, will identify the specific positions that may require bilingual ability and the language(s) needed; and in which positions bilingual ability in a particular language may be listed as a required, preferred, or desired qualification.

### **Review of Initial and Qualified Applicant Pools<sup>12</sup>**

The application for employment shall provide for self-identification of the applicant’s gender, ethnic group identification and, if applicable, his or her disability. This information shall be kept confidential and shall be used only in research, monitoring, evaluating the effectiveness of the District’s equal employment opportunity program, or any other purpose specifically authorized in Title 5, or by any applicable statute or regulation.

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<sup>12</sup> Section 53023.

After the application deadline has passed, the composition of the initial applicant pool shall be recorded and reviewed by the equal employment opportunity officer or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the “qualified applicant pool.”

The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the equal employment opportunity officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in Title 5 section 53006(a).

### **Screening/Selection Committee Procedures<sup>13</sup>**

The District seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit, and will extend to all candidates a fair, impartial examination of qualifications based on job-related criteria.

All screening or and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

- (1) provided to the State Chancellor upon request;
- (2) designed to ensure that for all positions, meaningful consideration is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. “Meaningful consideration” means that candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position;
- (3) based solely on job-related criteria; and
- (4) designed to avoid an adverse impact, as defined above, and monitored by means consistent with this section to detect and address any adverse impact which does occur for any monitored group.

The District may not designate or set aside particular positions to be filled by members of any group defined in terms of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry or sexual orientation, or engage in any other practice which would result in discriminatory or preferential treatment prohibited by state or federal law. The District will not apply the Plan in a rigid manner which has the purpose or effect of so discriminating.

The District shall review all of its job specifications to ensure that seniority or length of service may be taken into consideration only to the extent it is job related, is not the sole criterion, and is included in the job announcement consistent with the requirements of this Plan.

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<sup>13</sup> Section 53024.

Selection testing for employees shall follow procedures as outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."

Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.

The Board of Trustees or its designee shall have the authority to make all final hiring decisions based upon careful review of the candidate or candidates recommended by a screening committee. This includes the right to reject all candidates and to order further review by the screening committee or to reopen the position where necessary to further achievement of the objectives of this Plan or to ensure equal employment opportunity. However, a consistent pattern of not hiring qualified candidates from a monitored group who are recommended by screening committees may give rise to an inference that the selections are not consistent with the objectives of equal employment opportunity.

### **13. ADDITIONAL MEASURES TO SUPPORT DIVERSITY AND ENSURE EQUAL EMPLOYMENT OPPORTUNITY<sup>14</sup>**

The District shall review the information gathered pursuant to Title 5 section 53003(c)(6) (Component 10) to determine if significant underrepresentation of a monitored group may be the result of non job-related factors in the employment process. For the purposes of this subdivision, the phases of the employment process include but are not limited to recruitment, hiring, retention and promotion. The information to be reviewed shall include, but need not be limited to:

- (1) longitudinal analysis of data regarding job applicants, gathered pursuant to section 53003(c)(6), to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool;
- (2) analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate significant underrepresentation of a monitored group; and
- (3) analysis pursuant to section 53003(c)(7) to determine whether the group is significantly underrepresented.

Where the review described above identifies that significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process, districts shall implement additional measures designed to address the specific area of concern. These additional measures shall include the following:

- (1) review its recruitment procedures and identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;

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<sup>14</sup> Section 53006.

(2) consider various other means of reducing the significant underrepresentation which do not involve taking monitored group status into account, and implement any such techniques which are determined to be feasible and potentially effective;

(3) determine whether the group is still significantly underrepresented in the category or categories in question after the measures described in (1) and (2) have been in place a reasonable period of time; and

(4) review each locally established "required," "desired" or "preferred" qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with:

- (A) any requirements of federal law; and
- (B) qualifications which the Board of Governors has found to be job-related throughout the community college system, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to the diversity of community college students; or

(5) discontinue the use of any locally established qualification that has not been found to satisfy the requirements set forth in paragraph (1)(4) of this subdivision; and

(6) continue using qualification standards meeting the requirements of paragraph (4) of this subdivision only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of paragraph (4) and be expected to have a less exclusionary effect; and

(7) consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need.

For purposes of this section, "a reasonable period of time" means three years, or such longer period as the State Chancellor may approve, upon the request of the Equal Employment Opportunity Advisory Committee and the District Chancellor, where the District has not filled enough positions to appreciably affect its work force in the job category in question.

The District will continue, with the assistance of the Equal Employment Opportunity Advisory Committee, to implement its equal employment opportunity, hiring, recruitment, and promotional policies and procedures.

#### **14. DEVELOPING AND MAINTAINING AN INSTITUTIONAL COMMITMENT TO DIVERSITY<sup>15</sup>**

The District recognizes that establishing and maintaining a richly diverse workforce is an ongoing process that requires continued institutionalized effort and that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment

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<sup>15</sup> Section 53003(c)(9); Section 53024.1.

that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

Having a District that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well planned out, well funded, and supported by the leadership of the District can be of great value.

The District will sponsor cultural events and speakers on issues dealing with diversity, and explore how to infuse diversity into the classroom and curriculum. The District will promote the concept of cultural proficiency and it will develop an evaluation form that integrates diversity into the evaluation of employees. The District will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations.

This District shall locally develop, and implement on a continuing basis, indicators of its institutional commitment to diversity such as:

- a. conducting surveys of campus climate on a regular basis, and implements concrete measures that utilize the information drawn from the surveys.
- b. conducting exit interviews with employees who voluntarily leave the district, maintains a data base of exit interviews, analyzes the data for patterns impacting particular monitored groups, and implements concrete measures that utilize this information.
- c. providing training on elimination of bias in hiring and employment.
- d. providing cultural awareness training to members of the campus community.
- e. maintaining a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.
- f. auditing and/or maintenance of job descriptions and/or job announcements
- g. providing training for the board of trustees receives on the elimination of bias in hiring and employment at least once every election cycle.
- h. timely and thoroughly investigating all harassment and discrimination complaints, and takes appropriate corrective action in all instances where a violation is found.
- i. timely complying with the requirements of Government Code section 12950.1 (AB1825), and includes all forms of harassment and discrimination in the training.
- j. having District publications and the website convey its diversity and commitment to equal employment opportunity.
- k. having a mission statement that conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.
- l. requiring applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.
- m. encouraging staff members serve as resources, consultants, mentors and/or leaders to colleagues at other districts in the areas of EEO and diversity enhancement.

- n. maintaining updated curricula, texts, and/or course descriptions to expand the global perspective of the particular course, readings or discipline.
- o. addressing issues of inclusion/exclusion in a transparent and collaborative fashion.
- p. attempting to gather information from applicants who decline job offers to find out why, records this information, and utilizes it.
- q. conducting longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.
- r. Highlight the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.
- s. Conduct diversity dialogues, forums, and cross-cultural workshops.
- t. Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
- u. Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the District's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the District's website. The website will also list contact persons for further information on all of these topics.
- v. Promote various cultural celebrations on campus.
- w. Recognize multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for community college employees.
- x. Have a formal diversity program on campus that is visible, valued and adequately funded.
- y. Develop leadership opportunities with current staff focusing on diversity.
- z. Ensure that top administrative staff support diversity objectives and that the diversity and/or equal employment opportunity officer position is maintained as a cabinet or other high-level administrative position.
- aa. Seek direct contact with student, professional, community and other organizations that represent the diverse community we serve. These organizations can serve as resources for referring potential candidates.

## **15. ACCOUNTABILITY AND CORRECTIVE ACTION<sup>16</sup>**

The District shall annually certify to the State Chancellor that it has timely complied with all of the following:

- (1) recorded, reviewed and reported the data required regarding qualified applicant pools;
- (2) reviewed and updated, as needed, the Strategies Component of the Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of Title 5.

## **16. PERSONS WITH DISABILITIES: ACCOMMODATIONS**

Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

The Office of Human Resources is responsible for handling requests from applicants and employees seeking reasonable accommodations.

## **17. GRADUATE ASSUMPTION PROGRAM OF LOANS FOR EDUCATION**

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

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<sup>16</sup> Section 53024.2.

**BOARD REPORT NO. 15-3-3B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jennifer Hughes, Vice President, Student Services, College of San Mateo,  
574-6118

**APPROVAL OF REVISIONS TO THE MISSION STATEMENT FOR  
COLLEGE OF SAN MATEO**

College of San Mateo has revised its Institutional Priorities which are part of the College's Mission Statement. Specifically, a new Institutional Priority has been added, "Support Professional Development," and minor changes in the wording of the existing Institutional Priorities have been made. These changes were recommended and approved by the Institutional Planning Committee (IPC) which is a participatory governance committee with representation from all constituents.

The revised Mission Statement and Institutional Priorities are outlined below. Changes are noted in red. The last revision occurred in June 2012.

**Mission Statement**

College of San Mateo provides an exceptional educational opportunity to residents of San Mateo County and the Greater Bay Area Region. The college is an open-access, student-centered institution that serves the diverse educational, economic, social, and cultural needs of its students and the community. College of San Mateo fosters a culture of excellence and success that engages and challenges students through a comprehensive curriculum of basic skills, career and technical programs, and transfer preparation. It uses analysis of quantitative and qualitative data and information, collaborative integrated institutional planning, and assessment to inform decision-making and ensure continuous improvement. Its programs and services are structured, delivered, and evaluated to prepare students to be informed and engaged citizens in an increasingly global community. To achieve this mission, the college has adopted the following Institutional Priorities:

1. Improve Student Success
2. Promote Academic Excellence
3. ~~Promote~~ **Develop Relevant Responsive**, High-Quality Programs and Services
4. **Support Professional Development (New Priority)**
5. ~~Promote~~ **Implement the Integrated Planning Cycle and Ensure** Fiscal Stability and the Efficient Use of Resources
6. Enhance Institutional Dialog

**RECOMMENDATION**

It is recommended that the Board of Trustee approve the revisions to College of San Mateo's Mission Statement.

**BOARD REPORT NO. 15-3-4B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor- Superintendent

PREPARED BY: Aaron McVean, Dean, Planning, Research and Institutional Effectiveness (PRIE), and Accreditation Liaison Officer (ALO), Skyline College, 738-4454

**APPROVAL OF SUBSTANTIVE CHANGE PROPOSAL FOR SKYLINE COLLEGE TO BE SUBMITTED TO THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)**

The attached substantive change proposal is to request formal approval by the ACCJC to offer a Baccalaureate Degree in Respiratory Therapy at Skyline College. In accordance with the ACCJC's Substantive Change Manual, Sections 5.2, 5.2.1 and 5.2.2, New Educational Program, Skyline College meets the ACCJC requirements to submit a substantive change proposal.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the substantive change proposal for Skyline College.

# SKYLINE COLLEGE

## Substantive Change Proposal for the Baccalaureate Program in Respiratory Care

Submitted to the  
Accrediting Commission for Community and Junior Colleges (ACCJC)

April 7, 2015

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**A. A CONCISE DESCRIPTION OF THE PROPOSED CHANGE AND THE REASONS FOR IT.****1. A clear and concise description of the change.**

On September 28, 2014, California Governor Jerry Brown signed SB 850 (Block) authorizing the Board of Governors of California's Community Colleges (BOG), in consultation with representatives of the California State University (CSU) and University of California (UC), to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges. The Board of Governors was charged to develop a process for selection of the pilot programs. Skyline College submitted an application for the Baccalaureate Degree Pilot Program on December 19, 2014 and was announced as one of the 15 successful applicants on January 21, 2015. The Board of Governors (BOG) of the California Community College (CCC) System formally approved the pilot programs on March 17, 2015. Skyline College will be offering a baccalaureate program in Respiratory Care beginning the Fall semester of 2016.

**2. Evidence of a clear relationship to the institution's stated mission.**

The state mission of Skyline College is:

“To empower and transform a global community of learners.”

Further, the Vision and Values of Skyline College reinforce this mission (referred to at the Mission, Vision, Values; or MVV), as follows:

Vision Statement: “Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, and economic personal fulfillment.”

Values Statement: “Education is the foundation of our civilized democratic society.”

A Baccalaureate Degree program in Respiratory Care is perfectly aligned with the MVV, not only empowering students, but furthering their education toward the fulfillment of their intellectual, cultural, social, and, in particular, economic goals. (<http://www.skylinecollege.edu/aboutskyline/mission.php>)

**3. Discussion of the rationale for the change including but not limited to labor market analysis.**

In California, the number of Respiratory Care Practitioners is expected to grow faster than the average growth rate for all occupations. Jobs for Respiratory Therapists are expected to increase by 17.7 percent or 2,500 jobs between 2012 and 2020. An average of 500 new jobs and replacement needs is expected each year. Employment upon graduation, on average, for these programs is approximately 85% with Skyline College at 88%, showing strong demand. While graduate employment rates are high, there is a significant gap of baccalaureate degree prepared graduates. Given the choice, employers surveyed would prefer employees who have obtained a baccalaureate level of education.

There are 53 accredited baccalaureate degree granting Respiratory Care Programs situated on the East Coast and Midwest, with only 6 programs situated in the Western United States—only one of which is in California. There are currently no Respiratory Care Programs offered at the California State University (CSU) or the University of California (UC) systems. The sole program in California is in Southern California at Loma Linda University, a private institution, and is offered at a substantial cost. However, with the identified need for baccalaureate degree prepared graduates, California demonstrates a significant gap

in meeting these needs. California holds the highest number of licensed Respiratory Therapists in the nation with more than 21,000 (Texas is second with under 14,000). Most practitioners have completed their education in California and hold an Associate's Degree that is accredited by then Committee on Accreditation for Respiratory Care (CoARC). With the demand for greater degree attainment, Skyline College's Respiratory Care Program will provide not only an education for new students entering the field, but also a pathway for Associate Degree graduates to easily return for their baccalaureate degree.

The median wage for Respiratory Therapists in California is \$76,253 annually and \$33.55 per hour. This is the prevailing wage for practitioners who provide direct care with patients regardless of whether they hold an associate or baccalaureate degree. However, a baccalaureate degree provides advancement beyond direct patient care to a higher level of responsibility and an attendant increase in wage earnings. Many Respiratory Care departments institute clinical ladders which allow practitioners to advance based on experience and education attainment. It is for these reasons that Skyline College proposed to offer a baccalaureate program in Respiratory Care.

## B. A DESCRIPTION OF THE PROGRAM TO BE OFFERED IF THE SUBSTANTIVE CHANGE INVOLVES A NEW EDUCATIONAL PROGRAM, OR CHANGE IN DELIVERY MODE.

### 1. The educational purposes of the change are clear and appropriate.

The educational purposes of this Bachelor of Science in Respiratory Care program will address the needed education and training to prepare respiratory care practitioners for practice in the workforce. Rapidly changing technology has increased expectations for the profession of Respiratory Care. Both national and state professional organizations representing respiratory care programs have advised that education at the baccalaureate level is required for today's respiratory care practitioners (AARC Taskforce "RT 2015 and Beyond", CSRC Baccalaureate Statement). The profession of Respiratory Care began more than a half a century ago and has evolved from an on-the-job trained workforce to a college educated and licensed profession. In this era, respiratory care practitioners are expected to assess and quantify their patients' condition while appropriately applying algorithmic protocols in the provision of respiratory care. Critical thinking, decision-making, and competence to perform these responsibilities at an advanced level are demanded of practitioners.

The Bachelor of Science in Respiratory Care program at Skyline College builds upon its well-established Associate of Science (AS) program in Respiratory Care. Students will complete Committee on Accreditation for Respiratory Care (CoARC) requirements for the associate degree as well as complete required lower division general education courses. A minimum of 17 units of upper division major course work builds upon the 48.5 units of lower division major course work and includes employer identified skills and abilities in the areas of advanced cardiopulmonary pathophysiology, respiratory disease management, health education, leadership and management, and research principles. The baccalaureate degree also includes a minimum of 9 units of upper division general education courses as per CSU guidelines. Additionally, 39 lower division general education units will count toward the overall units required for the baccalaureate.

Following a "2+2" model, students who complete a CoARC accredited AS Degree in Respiratory Care can then continue on to the baccalaureate degree. The major curriculum builds upon the associate level coursework at an advanced level. Current licensed practitioners locally and across the state who have attained an accredited associate degree would also be eligible to matriculate in to the programs California currently employs 21,000 practitioners. Most hold an associate degree and will potentially seek baccalaureate degree attainment (see [Respiratory Care Board Website](#) and [Skyline College](#)

[Employer Survey](#)). Additionally, the program courses will be offered in face-to-face and distance (online and hybrid) modalities to allow for greater access to practitioners locally and across the state. Skyline College will leverage relationships with other Respiratory Care program educators, industry managers, and State professionals in order to respond to demand for access into the baccalaureate program.

**2. The proposed program meets Eligibility Requirements, Accreditation Standards and Commission policies related to student learning programs and services and resources.**

**Eligibility Requirements**

Skyline College continues to fulfill each of the twenty-one eligibility requirements for accreditation set forth by the Western Association of Schools and Colleges:

1. Authority

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. All programs offered at Skyline College, including distance education, are overseen by the ACCJC.

2. Mission

Skyline College's educational mission-vision-values are clearly defined and are reviewed on an ongoing basis by the Skyline College Governance Council (CGC) and the San Mateo County Community College District (SMCCCD) Board of Trustees, in accordance with Board policy. The mission-vision-values were most recently updated in June 2012, following a comprehensive and participatory process. Skyline College utilizes a combined Mission-Vision-Values Statement that clearly articulates the College's educational purposes, the students we serve, and our commitment to student learning. Skyline College mission-vision-values information is published in the current catalogue and on our website.

3. Governing Board

Skyline College is one of three colleges that comprise the San Mateo County Community College District (SMCCCD), along with the College of San Mateo (CSM) and Cañada College. A five-member Board of Trustees governs the district and its colleges. San Mateo County voters elect the five Trustees (at large) for four-year terms. Students elect a non-voting student Trustee each year for a one-year term. The Board's organization, which includes authority, membership, election, and terms of office is outlined in Board Policy 1.02. The duties and responsibilities of the Board are detailed in Board Policy 1.10.

**Evidence:**

Board of Trustees Web Site

<http://www.smccd.edu/accounts/smccd/default.shtml>

Board Policy 1.02

[https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1\\_02.pdf](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1_02.pdf)

Board Policy 1.10

[https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1\\_10.pdf](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1_10.pdf)

4. Chief Executive Officer (CEO)

The SMCCCD Board of Governors appoints a Chancellor to act as CEO of all three colleges in the District, and the Chancellor oversees a President at each of the three district colleges. The Chancellor's duties are outlined under Board Policy 2.02. Each of the three Presidents administer his/her college, as outlined under Board Policy 2.03: "The Chancellor shall delegate to each College President the executive responsibility for leading and directing the College operations including Administrative Services, the Office of the President, the Office of the Vice President of Instruction, the Office of the Vice President of Student Services, Research, Marketing, and Public Relations."

5. Administrative Capacity

Skyline College has sufficient academic and support services administrative staff with appropriate preparation and experience to provide the administrative services necessary to support the College's mission and purpose. In addition to the President, Skyline College has Vice Presidents of Instruction, Student Services, and Administrative Services; Deans of Academic Support and Learning Technologies, Business/Education/Professional Programs, Counseling/Advising/Matriculation, Enrollment Services, Kinesiology/Athletics/Dance, Language Arts; Science/Math/Technology and Social Science/Creative Arts; Planning/Research/Institutional Effectiveness; and Directors of Allied Health, Business Services; the Center for International Trade Development (CITD), the Learning Center/TRiO, Library Services, Marketing/Communications/Public Relations, and Workforce Development.

6. Operational Status

Skyline College has been in continuous operation since 1969. In the 2013/14 academic year, the College had a unique headcount of 17,850 (8,478 FTES) enrolled in 692 courses offered in 1,243 sections. Approximately 43 percent of these students listed transfer as their educational goal while 30 percent and 14 percent listed educational and career development, respectively, as their goal.

7. Degrees

Skyline College offers over 34 Associate of Arts and Associate of Science degrees, 17 Associate Degrees for Transfer (1 pending approval by the State Chancellors Office), and 53 Certificate Programs. The degrees and majors offered by Skyline College are listed in the catalogue and online at <http://www.skylinecollege.edu/academics/degreescertificates.php>

8. Educational Programs

The degree programs offered at Skyline College are aligned with its mission and meet the California Education Code of Regulations, Title 5 curriculum requirements. When combined with the general education component, this represents two years of full-time academic work. All course outlines of record and degrees have been carefully reviewed, and include student learning outcomes that students can achieve through class content, assignments, and activities. All curricula, including courses offered through distance learning, undergo approval by the Board of Trustees. Training for faculty is designed to ensure that pedagogical techniques are appropriate to distance education and that the quality of education mirrors that of face-to-face sections of the same or equivalent courses. Student learning outcomes are utilized in all courses in order to assess effectiveness of the instruction and to improve the students' learning experience. Program and course descriptions are found in the catalogue, available both in print and on the web <http://www.skylinecollege.edu/catalogschedule/>

#### 9. Academic Credit

Skyline College awards academic credit using the Carnegie standard unit, in accordance with the California Community Colleges Chancellor's Office requirements under California Code of Regulations and Title 5. Sections of courses offered through distance education courses earn the same credits as other sections of the same courses.

#### 10. Student Learning and Achievement

Each course and program offered at Skyline College has defined and measurable student learning outcomes. These student learning outcomes are assessed by a variety of methods. Coordinated by department and discipline faculty, every course across all modes of delivery or locations, follows the course outline of record and the defined student learning outcomes. The College has also defined student learning outcomes for general education and for the institution. For a listing of Institutional Student Learning Outcomes, rubrics, and assessment information, please see

<http://www.skylinecollege.edu/sloac/isloassessments.php>. Program Student Learning Outcomes are listed in the annual skyline College Catalogue, in both print and electronic format.

<http://www.skylinecollege.edu/catalogschedule/>

#### 11. General Education

Skyline College requires a minimum of 19 units in general education towards degree attainment, with a minimum of 3 units each across natural sciences, humanities and social sciences, and a minimum of 2 courses in language and rationality (one each from group a and group b). General Education requirements introduce students to areas of study that develop breadth of outlook and contribute to balanced development. The purpose of the program in General Education is to assist students in moving toward the following goals:

- Developing critical and constructive thinking for problem solving and value discrimination;
- Understanding their relationship to their biological, physical, and cultural environment;
- Understanding the creative activity of others and participating to some extent in creative activity;
- Using basic mechanical, mathematic, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively;
- Developing a code for personal and civic life as a responsible citizen in a democracy; and,
- Maintaining good mental and physical health and social adjustment.

Detailed information about general education requirements is published annually in the Skyline College Catalogue, available in both print and electronic format.

<http://www.skylinecollege.edu/catalogschedule/>. The Skyline College General Education Handbook is available at:

<http://www.skylinecollege.edu/curriculumcommittee/assets/General%20Education%20Fall%202013%207.9.2013.pdf>.

#### 12. Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions. Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say

whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth. The District's faculty has the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others. Employment by the district does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution. Protecting academic freedom is the responsibility of the College community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate. Academic freedom applies to all courses, including distance education.

<http://skylinecollege.edu/generalinformation/academicfreedom.php> .

### 13. Faculty

Skyline College has 104 full-time faculty and approximately 206 part-time faculty (AY 2013-14). All faculty meet or exceed the minimum requirements for their disciplines based on regulations for the minimum qualifications for California Community College faculty. Clear statements of faculty roles and responsibilities can be found in the Skyline College Faculty Handbook, at <http://skylinecollege.edu/insideskylinecollege/assets/documents/FacultyHandbook.pdf> and the American Federation of Teachers (AFT) contract ([www.aft1493.org](http://www.aft1493.org)) Faculty carry out comprehensive program reviews every six years; develop, implement, and assess annual program plans; and develop, implement, and assess student learning outcomes. Faculty evaluation procedures are negotiated as part of the union contract. Faculty teaching online or hybrid courses are subject to the same evaluation schedule and procedures as faculty teaching face-to-face sections.

### 14. Student Services

Skyline College offers a comprehensive array of student services for all of its students, including those enrolled in distance education courses. Unless exempted, each new student is required to participate in the matriculation process; which involves assessment for admissions, appropriate course placement, college orientation, academic career and personal counseling. All student support services programs promote the objective of serving the whole student and supporting student success. <http://www.skylinecollege.edu/officevpss/index.php>

### 15. Admissions

Skyline College adheres to admissions policies consistent with its mission as a public California community college and compliant with California Code of Regulations, Title 5. Information about admissions requirements is available in the catalogue, in the schedule of classes and on district and college websites. <http://skylinecollege.edu/admissions/>

### 16. Information and Learning Resources

Skyline College provides long-term and short-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of its students. The library is staffed to assist students, including both onsite and distance learners, in the use of College resources. Wireless internet is available throughout the campus and through computers in the library and learning center without charge to students. The institution is

committed to enhancing its learning resources across all possible locations and delivery methods.  
<http://www.skylinecollege.edu/library/> .

17. Financial Resources

Skyline College, through the San Mateo County Community College District, has a publicly documented funding base that is reviewed and revised on an annual basis. The baccalaureate degree program and courses are integrated into the annual budget that is approved by the Board of Trustees.

18. Financial Accountability

The San Mateo County Community College District undergoes an annual external financial audit for the district and the 3 colleges. The audit is conducted by a contracted certified public accountant and in accordance with the standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these audit reports on a regular basis. The District's audits for the last eight or more years show no financial audit adjustments and no major findings. The District audit is available through the following link (under Documents): <http://www.smccd.edu/accounts/smccd/financialservices/auditreports.php>

19. Institutional Planning and Evaluation

Skyline College practices participatory governance within an established and integrated institutional planning process that is specifically linked to institutional mission-vision-values, goals, and strategic priorities. The College engages in ongoing and systematic cycles of planning, implementation, and evaluation, in order to maximize effectiveness in promoting academic excellence and student success. A detailed overview of Skyline College's institutional planning and evaluation processes is provided in Skyline College Planning and Governance Resources (<http://www.skylinecollege.edu/prie/resources.php>)

20. Public Information

Regularly updated information about all aspects of a Skyline College education, including both onsite and distance education, are available to the public through the Skyline College website, annually published course catalogues, and class schedules published for each semester. Information includes, among others, the College mission-vision-values and goals, academic calendar, degrees and certificates offered, graduation requirements, costs and refund policies, available learning resources, grievance procedures, names and credentials of faculty and administrators, names of members of the Board of Trustees, and relations with Accrediting Commission. The San Mateo County Community College District Board of Trustees provides assurance that Skyline College complies with all ACCJC/WASC requirements and accreditation standards and policies. The College maintains contact with the Commission through its Accreditation Liaison Officer.

21. Relations with the Accrediting Commission

The SMCCCD Board of Trustees provides assurance that Skyline College complies with all of the requirements, standards, and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC)/ Western Association of Schools and Colleges (WASC); describes itself in the same manner to all of its accrediting agencies; communicates changes, if any, in its status; and discloses information required by the Commission. Skyline College maintains contact with the Commission through its Accreditation Liaison Officer (ALO).

### **Accreditation Standards and Commission Policies Related to Student Learning Programs, Services, and Resources**

Skyline College meets all accreditation standards of the Accrediting Commission for Community and Junior College (ACCJC). The ACCJC last visited Skyline College in Fall 2013. A Follow-up Report has since been completed and addressed the college recommendation. The report was accepted by ACCJC. The college's accreditation is continued through 2019. A Midterm Report will be submitted as request by ACCJC by October 2016.

#### ***Standard I: Institutional Mission and Effectiveness***

**Skyline College demonstrates a strong commitment to a mission, vision, and values (MVV) that emphasizes student learning and student achievement. Using quantitative and qualitative information, the College evaluates and improves its programs and services. The baccalaureate program supports the College's MVV, and will be evaluated to ensure its effectiveness in promoting student learning, success, and achievement.**

##### **A. Mission**

The addition of a Baccalaureate Degree in Respiratory Care supports the college mission, vision, and values (MVV) and is aligned with the purposes, character, and student population. College goals aligned with the MVV, identify a central role in the preparation of the region's workforce and expand networks and partnerships with businesses, the community and non-profit organizations. Industry has identified a need for baccalaureate degree prepared graduates and the program address the gap in providing this educational opportunity to students in California.

##### **B. Assuring Academic Quality and Institutional Effectiveness**

Skyline College assures academic quality and institutional effectiveness through an integrated process of planning and resource allocation. The College demonstrates a commitment to ongoing dialogue about student success in all its forms, including student learning outcomes, and student achievement, with particular attention given to equity. The baccalaureate degree program will be regularly reviewed, through the established Program Review process at Skyline College, for promoting student learning, success, and achievement, and meeting institution-set standards.

##### **C. Institutional Integrity**

Skyline College provides clear and accurate information to current and prospective students, personnel, its community, and all persons and organizations related to its mission. Information on the baccalaureate degree program will be disseminated through regular and established means, including the college catalog, website, and handbooks.

#### ***Standard II: Student Learning Programs and Services***

**Skyline College offers high-quality instructional programs, student support services, and library and learning support services. The College provides a strong learning environment that facilitates the achievement of our student learning outcomes, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility. Courses in the Respiratory Care Baccalaureate degree are held to the same academic rigor, review, and student learning outcomes assessment as other courses; and undergo the same approval process. Added rigor will apply for lower and upper division courses.**

##### **A. Instructional Programs**

Skyline College actively builds comprehensive curriculum for the baccalaureate degree that is informed by community input, faculty expertise and data analysis. The program has gathered data for developing

curriculum and student learning outcomes through external scans, workforce surveys and advisory meetings. The baccalaureate program is aligned to meet both ACJCC and CoARC accreditation standards. Student Learning Outcomes (SLOs) will be established and listed at the course, program, and institutional level. They will clearly be in alignment with each other and the College's mission-vision-values.

Skyline College uses a participatory governance model to support campus-wide dialogue that informs strategic planning and the addition of this program. Members of all campus constituency groups participate in this process through their representation on constituency-specific governance groups, outlined in Skyline College Planning and Governance Resources (<http://www.skylinecollege.edu/prie/resources.php>), and in the College's Compendium of Committees, (located on the Participatory Governance website, <http://www.skylinecollege.edu/participatorygovernance/index.php>)

Skyline College continues to meet the instructional programs component of this standard, ensuring that all instructional programs address and promote the mission-vision-values and the integrity of the institution; design, implement, and measure the effectiveness of student learning outcomes on an ongoing basis; and meet the varied educational needs of our diverse students. The institution assures the quality and improvement of instructional courses and programs across all modalities of delivery, conducts ongoing assessment, and ensures the centrality of faculty leadership in establishing and maintaining quality programs and instruction.

#### B. Library and Learning Support Services

Skyline College supports student learning, success, and achievement by providing library and learning support services that are sufficient to support its educational programs. The College evaluates its library and learning support services to assure their effectiveness in meeting student needs. Additional resources will be added to support the Baccalaureate Degree in Respiratory Care program, including dedicated subscriptions and library resources, dedicated tutoring and learning support services.

#### C. Student Support Services

Skyline College is proactive in ensuring that all areas within Student Support Services provide continued, high quality, and comparable support all students regardless of their educational goals. The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission-vision-values. Student support services address the identified needs of students and enhance a supportive learning environment characterized by promotion of student access, progress, learning, and success while ensuring accountability, affordability, and transparency. Skyline College provides an environment that encourages personal and civic responsibility, as well as intellectual, aesthetic, and personal development for all of its students. In addition to established student support services that assist all students at Skyline College, dedicated services and staff will be provided to support the baccalaureate program, including counseling, financial aid, and learning resources.

### ***Standard III: Resources***

#### A. Human Resources

In an effort to continuously enhance our human resources, Skyline College engages in an integrated planning process that is both participatory and transparent. Guided by the College's strategic priorities, mission-vision-values, and goals; each stage of this integrated process incorporates multiple voices, promotes equity and excellence, and utilizes promising practices that maximize institutional effectiveness and student success.

Skyline College's recruitment, hiring, retention, and ongoing professional development principles and practices are designed to attract a diverse, talented, engaged faculty and staff who are committed to student success for all learners. The Skyline College Human Resources Plan: Staffing for Student Success provides additional detail about our integrated planning for Human Resources, position allocation and prioritization, constituent participation in the process, equity and excellence in staffing, and the College's commitment to ensuring "sufficient" staffing at all levels while also striving for a standard of excellence/ideal staffing above that minimum standard. Personnel are treated equitably, evaluated regularly and systematically, and provided with opportunities for professional development.

The District Office of Human Resources supports all hiring; including orientation for hiring committees; which, among other functions, helps ensure transparency and clarity in position descriptions and advertising of positions.

**Evidence:**

Skyline College Human Resources Plan: Staffing for Student Success

<http://www.skylinecollege.edu/prie/resources.php>

District Office of Human Resources

<http://www.smccd.edu/accounts/smccd/departments/humanresources/default.shtml>

Center for Transformative Teaching and Learning (CTTL) <http://www.skylinectl.org>

Student Learning Outcomes Assessment Cycle (SLOAC) <http://www.skylinecollege.edu/sloac/>

Office of Planning, Research, and Institutional Effectiveness (PRIE) <http://www.skylinecollege.edu/prie/>

B. Physical Resources

Physical resources which include facilities, equipment, land, and other assets, support student learning programs and services, and improve institutional effectiveness. Skyline College integrates physical resource planning with institutional planning. **The College provides safe and sufficient physical resources that support and assure the integrity and quality of programs and services for Baccalaureate program in Respiratory Care.** In order to ensure the ongoing effectiveness and quality of these resources, the College uses multiple measures, including Program Review, the Educational and Facilities Master Planning Project (EFMPP), the District Facilities Master Plan, and the College Technology Plan. Through the Annual Program Planning (APP) process, divisions and programs identify facility and equipment needs based on their mission and consistent with achieving student and program learning outcomes. Equipment requests are forwarded to the appropriate Vice President, and facility needs are forwarded to the President's Cabinet, where projects are prioritized. Based on cost, priority, and/or need, certain projects are completed immediately while others are placed in a capital project category. Funding of capital projects utilizes the Educational and Facilities Master Planning Project, through a process which ensures that new facilities and building modernization projects are consistent with institutional mission-vision-values and goals. After being vetted by the EFMPP, capital projects are forwarded to the District and placed on the District Facilities Master Plan.

**Evidence:**

Comprehensive Program Review <http://www.skylinecollege.edu/programreview/>

Annual Program Planning <http://www.skylinecollege.edu/annualprogramplanning/index.php>

Educational and Facilities Master Planning Project (EFMPP)

<http://www.skylinecollege.edu/prie/educationfacilities.php>

District Facilities Master Plan

<http://www.smccd.edu/accounts/smccd/departments/facilities/masterplan.shtml>

### C. Technology Resources

Skyline College utilizes appropriate technology resources to improve institutional effectiveness and to support student learning programs and services. Technology planning is integrated with institutional planning, and is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems. In collaboration with the district, the College provides a robust technology infrastructure and technology resources that includes: smart classrooms; 100% campus wireless Internet access coverage; program-specific instructional computer labs; Student Services, Career, and Transfer computer labs; and a comprehensive set of both administrative software services and student-enabling software services that support all learners.

The Skyline College Education Master Plan 2013-2019

(<http://skylinecollege.edu/prie/educationmasterplan.php>) and Skyline College Technology Plan provide the overarching doctrines for all decisions about technology. The identification of instructional and administrative technology needs and priorities is a collaborative process and is addressed throughout various stages of the integrated planning and budget cycle. District ITS also plays a critical role in identifying campus instructional and administrative needs and trends. The College provides ongoing capacity building and professional development opportunities for faculty and staff.

#### **Evidence:**

Skyline College Technology Plan 2012-2015

<http://www.skylinecollege.edu/technologyadvisorycommittee/index.php>

Skyline College Education Master Plan 2013-2019 <http://www.skylinecollege.edu/prie/index.php>

District Information Technology Services (ITS) <http://www.smccd.edu/accounts/smccd/departments/its/>

### D. Financial Resources

Skyline College has sufficient financial resources to support its student learning programs and services and to improve institutional effectiveness. Through sound fiscal management and strong leadership, the College has maximized resources and continues to demonstrate a reasonable expectation of both short-term and long term solvency and stability. The San Mateo County Community College District is also in sound fiscal shape, and the baccalaureate degree resources provided by both the College and the district remain stable and sufficient.

Financial planning at the College is conducted through an integrated, well-documented, and participatory process that involves all constituencies and is grounded in Skyline College's mission-vision-values. Independent external audits are conducted annually. The results of the audits are reported to the Board of Trustees and audit reports are posted on the District website. The District utilizes the California Community College Sound Fiscal Management Self-Assessment Checklist as a barometer for the fiscal health of the institution and as a guide to maintain long-term and short-term financial stability.

#### **Standard IV: Leadership and Governance**

##### A. Decision-making Roles and Processes

Skyline College is fundamentally committed to education as an ideal, and to the empowerment and fulfillment of all learners. The College enacts a level of participatory governance that reflects the College's "students first" philosophy and engage in this process with mutual respect between constituencies and appreciation for the diversity of perspectives and ideas, histories and experiences, cultures and abilities. Because the College believe that students' success is inextricably linked to success in governance and planning, the College strives to make the best decisions at optimal times in order to best serve the students at every stage of their educational journey.

Participatory governance and planning are guided by the College's mission-vision-values and goals and, when successful, result in the accomplishment of the institutional learning outcomes and strategic priorities. Participatory governance and planning are designed to facilitate broad-based engagement that fosters innovation and collaboration. The result is outstanding programs and services for the Skyline College community and this baccalaureate degree program.

#### B. Chief Executive Officer

The Chancellor of the SMCCCD and the President of Skyline College hold responsibility for the quality of the institution, providing effective leadership in ensuring institutional effectiveness. The Chancellor of the SMCCCD has long been an active advocate for the ability of community colleges to offer the baccalaureate degree. The President of Skyline College has ensured that the development of the baccalaureate program has been integrated with resource planning in order that allocation will support student learning, success, and achievement.

#### C. Governing Board

The Board of Trustees of the San Mateo County Community College District (SMCCCD) has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of all programs and services of the District and Skyline College. The Baccalaureate Degree program in Respiratory Care has been approved by the Board of Trustees.

#### **Evidence**

SMCCCD Board of Trustees Minutes November 24, 2014 <https://smccd-public.sharepoint.com/BoardofTrusteesMinutes/2014-11-24%20Minutes.pdf>

### C. A DESCRIPTION OF THE PLANNING PROCESS WHICH LED TO THE REQUEST FOR THE CHANGE.

#### 1. The change's relationship to the institution's planning, evaluation and stated mission.

The San Mateo County Community College District (SMCCCD; the District) has long been active in the effort to make it easier for its community to attain a baccalaureate degree, starting in 2001 when the District receive a \$1 million grant (AB 493) to start the University Center at Cañada College. In 2009, the District sponsored, and Assembly Member Lou Papan carried, a bill that would have established the SMCCCD Baccalaureate Partnership Program to encourage four-year institutions to work with us on offering BA degree programs on our campuses. In 2010, the District sponsored, and Assembly Member Hill carried, AB 2400 that would have allowed Grossmont-Cuyamaca CCD, San Diego CCD and SMCCCD to offer baccalaureate degrees in a limited number of fields, in an eight-year pilot program. That bill did not pass and it was reintroduced in 2011, again not passing. In each of these efforts, District staff traveled to Sacramento to testify in favor of the bills before various committees. District staff have also

been active in the Community College Baccalaureate Association (BACC), a national organization that promotes and supports community colleges that offer baccalaureate programs.

When SB 850 (Block) was announced, Skyline College prepared to apply to become one of the 15 colleges in the baccalaureate pilot program. A Steering Committee was formed that included the Vice President of Instruction, Vice President of Administrative Services, Vice President of Student Services, Dean of Planning, Research, and Institutional Effectiveness (PRIE) who is also the Accreditation Liaison Officer (ALO), Dean of Enrollment Services, Dean of Science, Math and Technology (the Division in which the Associate's Degree program is located), and the Director of the Respiratory Care Program, who is also faculty in the program. The application for the program was reviewed, approved, and signed by the Academic Senate President, VP-SS, VP-I, VP-AS, President, and District Chancellor.

This program is seen as supporting the College's goal, outlined in its Balanced Scorecard Goals and Strategies 2013/14 – 2015/16, to:

“Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services to lead the San Francisco Bay region in transferring students, awarding degrees and certificates and reflecting social and educational equity.”

A key strategy identified to support this goal is:

Strategy 1.1. INNOVATIVE PROGRAMS, SERVICES & MODES OF DELIVERY: An innovative and comprehensive balance of programs, courses, services and modes of delivery that meet student and community needs.

The baccalaureate program in Respiratory Care is one such strategy, supports the goal, and is aligned with the mission of Skyline College as described in Section A above.

## **2. The assessment of needs and resources which has taken place.**

The Baccalaureate Degree program steering committee is comprised of representatives from every major area within the College that is expected to be impacted by the program. Each member of the Steering Committee was tasked with convening their operational areas to discuss what processes would be required to support the program, and then to identify the resources needed to implement those process. As outlined in greater detail in Section D below, there are additional resources that will be required in Student Support Services, Instruction, and Library and Learning Support, specifically. One-time startup costs and ongoing costs have both been identified.

## **3. The anticipated effect of the proposed change on the institution.**

The development of the Baccalaureate Degree program at Skyline College is expected to have a positive and lasting effect. A baccalaureate program will require the creation of new Student Support Service processes for students from the application all the way through matriculation. Dedicated orientation, counseling, financial aid, tutoring, and articulation agreements will be in place for the program. Skyline College will also for the first time be offering upper-division course work, including upper-division general education as well as upper-division discipline work in Respiratory Care.

**4. A clear statement of the intended benefits that will result from the change.**

The Baccalaureate Degree program at Skyline College will greatly benefit the students and community served by the College, as well as benefit current professionals in the field of Respiratory Care. As described in detail in Section A.3 above, there is an increasing demand for more highly educated practitioners in the field of Respiratory Care, and a paucity of institutions that offer the baccalaureate degree, particularly in the western region. The labor market demand coupled with expected earnings for successful graduates make this a very desirable program to spur economic development in the local community. Further, the ability to offer a seamless pathway from the Associate of Science degree through a Baccalaureate Degree all at Skyline College will greatly benefit students by facilitating their successful transfer to a four-year degree program at the same institution.

**5. A description of the preparation and planning process for the change, i.e., when did the change go into effect.**

On September 28, 2014, California Governor Jerry Brown signed SB 850 (Block) authorizing the Board of Governors of California's Community Colleges (BOG), in consultation with representatives of the California State University (CSU) and University of California (UC), to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges. The Board of Governors was charged to develop a process for selection of the pilot programs. Skyline College submitted an application for the Baccalaureate Degree Pilot Program on December 19, 2014 and was announced as one of the 15 successful applicants on January 21, 2015. The Board of Governors (BOG) of the California Community College (CCC) System formally approved the pilot programs on March 17, 2015. Skyline College will be offering a baccalaureate program in Respiratory Care beginning the Fall semester of 2016.

**D. EVIDENCE THAT THE INSTITUTION HAS ANALYZED AND PROVIDED FOR ADEQUATE HUMAN, PHYSICAL, TECHNOLOGY AND FINANCIAL RESOURCES AND PROCESSES NECESSARY TO INITIATE, MAINTAIN, AND MONITOR THE CHANGE AND TO ASSURE THAT THE ACTIVITIES UNDERTAKEN ARE ACCOMPLISHED WITH ACCEPTABLE QUALITY.**

**1. Adequate and accessible student support services: enumerate services as detailed as possible; provide non-password required electronic links where available.**

There are several student support services that will be offered to support the baccalaureate program. Many of these services are similar or identical to services offered to students pursuing an Associate's Degree at Skyline College.

**Testing**

Students admitted into the Respiratory Care program are expected to meet, through established admission criteria, the CSU basic competency requirements in English and mathematical computation (Title V, Section 40402.1). Testing services are provided for students needing to validate one or both competency requirements. With a staffed Testing Center, and a dedicated testing space with 24

computers, testing options are made available to students throughout the week at varying times. Testing staff will collaborate with Respiratory Care faculty, and English and mathematics faculty, to determine what additional testing is needed to help students meet both the program admissions and graduation requirements. The testing office also collaborates with the Disability Resource Center (DRC) to provide testing accommodations for students that have a verified need. Keeping in line with CSU graduation requirements, if it is determined that students will need to complete a Writing Skills Test (WST) for graduation from the program, Testing Center staff will collaborate with the program faculty, as well as CSU Testing Staff, to determine appropriate testing materials and protocols.

Considering differing modes of instruction (in-person, online, hybrid) the Testing staff and facilities can accommodate the need for proctoring prerequisite (ie. Chemistry) or make-up exams for faculty request.

### **Orientation**

An in-person orientation is provided to all students. The focus of the orientation provides both an orientation to the college and the program. The first section of the orientation is an overview of the college itself. The second section of the orientation provides program information and specifics students need for course planning as well as next step. Overall, the orientation is the first opportunity for the students to interact and meet one another as a cohort, as well as the counselor, faculty and support staff work directly with students through the two year program. The orientation is counselor led in collaboration with Respiratory Care Program faculty. At the very least, the orientation covers:

- A brief orientation to the college itself:
  - Registration procedures
  - Student services on campus (counseling, career, disability resources, SparkPoint, learning support resources)
- A description of the cohort model and how students work together to support one another through the 2 year program.
- Course and graduation requirements (major, upper division general education and general graduation requirements);
- Students are oriented to what courses will be available when and given a module to follow for their academic planning as it pertains to the program.
- Next Steps (i.e. Dates and deadlines, financial aid, counseling appointments and expectations etc.)

Additional requirements that may be outstanding are reviewed separately by a counselor during one-on-one counseling appointments.

### **Counseling**

A dedicated counselor will be assigned to work with our new BS in Respiratory Care Program. The counselor provides one-on-one counseling and/or group counseling as needed. During an initial counseling session, the counselor works with the individual students to review program graduation requirements and the results of the Degree Audit Report. Students entering the program with course deficiencies are advised on the appropriate courses to take at Skyline College to meet those deficiencies. Students enter the program as a cohort, thus semester-by-semester course work is pre-established. As

such, counselors work with students to develop individual Student Educational Plans (SEPs) that incorporate these courses and any other courses the student needs to complete to meet program graduation requirements, including any lower-division or upper-division general education.

Throughout the semester, the counselor meets with students to follow-up on their success in the courses. Individualized counseling and appropriate referrals are made to Skyline College programs and services to support student success (i.e., Learning Center, Financial Aid, Career Center, Spark Point, etc.). In addition, the counselor consults with program faculty to determine student progress in the course. As part of our Early Alert Program, counselors consult with program faculty to determine individual student success in the program. Students whom Respiratory Care faculty identify as having difficulties are referred to the counselor who will determine appropriate intervention strategies to support student success.

As a measure to ensure academic success, students are required to meet with a counselor at least twice in the semester, beyond the initial counseling appointments. A suggested timeline for these appointments is determined in collaboration with the instructional faculty. To determine student progress, students are required to bring to their counseling sessions an Academic Progress Report (APR). The APR will require that students obtain a mid-term grade from the instructor. The APR provides both the counselor and the student a clear barometer to gauge student success in the coursework.

Throughout the academic year, counselors track students to ensure satisfactory academic progress and make appropriate referrals to programs and resources that can support their success. Throughout a student's enrollment at Skyline College, counselors are available to provide student with the psycho-social support.

### **Follow-Up Services**

As described in the counseling section, RT baccalaureate students receive services associated with Early Alert, which generates additional outreach from counseling. In addition to these services, students will have access to the following programs and support:

*Disability Resource Center-* <http://www.skylinecollege.edu/disabilityresources/index.php> Students with documented learning or physical disabilities or mental health issues, are eligible to receive appropriate and reasonable accommodations (e.g. extended time on exams, access to alternative media, Smart Pen, text conversion, etc.). Services may include meeting with a Learning Disability specialist, an Alternative Media Specialist, and the DRC Counselor and Coordinator.

*Career Services Center-* <http://www.skylinecollege.edu/careercenter/index.php> Available services and programs include assessments such as the Myers-Briggs Inventory, Strong Interest Inventory, and career exploration. RT students will receive structured workshops for career and internship readiness during and upon completion of the baccalaureate degree. Students will have access to completing mock interviews in preparation for job prospects upon completion of the program. In collaboration with the RT faculty and staff, the Career Services Center collaborates on providing internship placements as deemed appropriate by the RT program and curriculum.

*SparkPoint at Skyline College –* [www.skylinecollege.edu/sparkpoint](http://www.skylinecollege.edu/sparkpoint) As a one stop financial education and financial coaching service center, Spark Point services and resources are aimed at assisting students and community members to achieve financial stability. RT students have access to programs and

services including: Food Pantry, Financial Coaching, Access to Public Benefits, Credit Repair program, and the Grove Scholarship Program.

*Student Success Program* – Students who experience academic difficulty and are on academic probation can receive additional outreach and counseling support via the Student Success Program. RT students meet with an SSP Counselor, who will discuss with RT program faculty to determine whether a student needs to take a reduced course load to achieve a minimum 2.0 GPA. The RT counselor then collaborates with the SMT Dean and Dean of Counseling throughout the SSP process to ensure a student remains eligible for the RT program, while also following Title IV regulations associated with students on probation.

*Student Life* - <http://www.skylinecollege.edu/centerforstudentlife/> As a Skyline College student, RT students will have access to the diverse and expansive list of clubs and student-led organizations, including the Associated Students of Skyline College. Baccalaureate RT students would be eligible to organize a student club that focuses on the needs of RT students.

### **Articulation**

In recognition of the need to develop new upper-division general and major courses, the Articulation Officer (AO) will support Respiratory Care discipline faculty in the development of curriculum that supports established policy and program needs. In addition, the AO will attend all meetings and conferences to determine policy and practice for the development of upper-division curriculum, per Chancellor's Office recommendations. In supporting the faculty in the development of upper-division general education courses, the AO will work with faculty to develop curriculum that meets CSU and UC requirements, thereby ensuring the transferability of units for students seeking additional education beyond the Bachelor's Degree in Respiratory Care from Skyline College.

### **Financial Aid**

Skyline offers access to many resources, including fee waivers, grants, scholarships, work study programs and loans. - See more at: <http://www.skylinecollege.edu/financialaid/index.php>

*Focused Workshops* - <http://www.skylinecollege.edu/financialaid/events.php> The Financial Aid Office is committed to resourcing students financially but also with the financial education needed to support the effective use of financial aid. Educational Workshops cover a wide variety topics that illustrate a commitment to financial aid education including: Financial Aid 101 which covers Student Rights and Responsibilities, Satisfactory Academic Policy, Unusual Circumstances, Deadlines; Scholarship Workshop; Cal Grant Workshop. Additionally, workshops are presented twice weekly to provide guidance on the FAFSA | Dream Act Applications. As part of the College's philosophy of borrowing as a last resort, Financial Aid committed to the effective use of this obligation by providing in-person loan counseling – and partnering with SparkPoint at Skyline College to ensure utilization of eligible public benefits and other resources including food pantry to minimize the use of personal loan. Financial Aid loan workshops include: Keep down Loan Indebtedness; Default Prevention; and Financial Literacy/Capability

*Financial Aid TV* - <http://www.skylinecollege.edu/financialaid/financialaidtv.php> Additional resources to support baccalaureate students include Financial Aid TV which provides 24/7 access to: comprehensive

instructional videos available on the College's website; tutorials on "How to Apply", renewal of FAFSA Application; data retrieval tool; SAP, and more.

*Financial Aid Packaging* - Financial Aid awards are determined once a student has completed their file to include: Federal and State Grants, Federal Direct Loans, Federal Work Study, Scholarships and any additional aid once determined eligible. All Financial Aid applications are online and documents to complete files are located on the College's website. Students are notified via email of incomplete files and links to the electronic forms.

*Financial Aid Counseling* - Students will be able to meet with a Financial Aid Counselor to: ensure compliance if over a certain unit level and receive assistance with appeal; monitor Satisfactory Academic Progress (SAP) for Successful Program Completion; and, create a Student Educational Plan.

*Federal And State Reporting* - Skyline College will recertify program participation agreement in January, 2016 for the Department of Education's approval. Additionally, we will renew institutional participation agreement in January, 2016 for California Student Aid Commissions (CSAC) approval.

### **Admissions and Records**

<http://www.skylinecollege.edu/admissions/index.php>

*Development of Curriculum and Major - System Programming - Banner and DEGREEWORKS* –

<http://www.skylinecollege.edu/academics/degreeworks.php>

Substantial changes will be made to our current systems Banner and DEGREEWORKS. The SMCCCD ITS team will analyze, construct, implement and test needed modifications. In addition to the expertise of the ITS team, A & R Program Services Coordinator-Degree Audit will advise planning prior to, and during development of Curriculum and Major(s).

The following are identified modifications: mitigate negative impacts of Associate and Baccalaureate-level programs running concurrently; separate Lower/Higher-level coursework based on how it affects and appears on the student record (transcript); articulate courses; calculate GPA based on lower/higher-level coursework; determine the need for a separate GPA for higher level coursework; modify the Academic Transcript so that the higher-level coursework is added to the transcript information; create new Degree types in both systems; update current A & R policies to support this student population; analyze if current policies support or hinder this student population.

*External Transcripts* - Pre-evaluation will be needed to determine: RT Program eligibility; Financial Aid (unit limits) eligibility; determine if high school grades, SAT scores will be required and evaluated as part of the program requirements.

*College And Program Application* – For the Institutional Application, Open CCCApply will support "institutional" application. Students will be directed to the appropriate path for the baccalaureate program. For the Program Application, an Electronic program application will be developed according to program requirements. Application due dates and deadlines will be to be set early enough to support Financial Aid eligibility, disbursement and appeal deadlines.

## 2. Sufficient and qualified faculty and staff to effect and sustain the change.

The Respiratory Care program is fully accredited by CoARC and has faculty that meet the accreditation requirement. Respiratory Care Discipline Instructional Faculty assigned to this program include:

Name	Status	Qualifications
<b>Dr. Ijaz Ahmed</b>	FT	AS Respiratory Care, MD, MS, Licensed RCP
<b>Raymond Hernandez</b>	FT	AS Respiratory Care, MPH, Licensed RCP
<b>Brian Daniel</b>	FT	AS Respiratory Care, BS – Allied Health (completion 2015), Licensed RCP
<b>Karsten Roberts</b>	PT	AS Respiratory Care, MS Respiratory Care Leadership, Licensed RCP
<b>Paige Brown-Kelly</b>	PT	AS Respiratory Care, MA Health Services Administration, Licensed RCP
<b>Lee Guion</b>	PT	BS Respiratory Care, MA Gerontology
<b>Heather Esparza</b>	PT	AS Respiratory Care, Licensed RCP
<b>Scott Kawamura</b>	PT	AS Respiratory Care, BA Sociology, Licensed RCP

Table 1 – Skyline College Discipline Prepared Instructional Faculty

Student Services deans and directors and their associated staff supporting the baccalaureate program include:

- A. Angélica Garcia, Ed.D., Dean of Counseling
- B. William Minnich, Interim Dean of Enrollment Services
- C. David Reed, Director of The Learning Center (tutoring programs)
- D. Tom Hewitt, Director of the Library
- E. Amory Cariadus, Director of Student Development
- F. Alina Varona, Coordinator of Career Advancement Academies (CAAs)

## 3. Professional development for faculty and staff to effect and sustain the change.

The SMCCCD is community supported, meaning that the funding for this program will come from the District's property tax revenue. The District will dedicate sufficient resources for this program as it is a strategic priority of both the District and Skyline College, and is seen as an integral part of serving our students and community. Proof of the resources is in the District's financial statements: the District ended 2013/14 with over \$20M in ending balance, approximately 17% of expenditures. The District's ongoing revenues from property taxes and student fees exceed the state revenue limit by more than \$25M, which leaves ample resources for starting this program. The District is also committed to professional development and allocates funding from its general fund for both faculty and staff professional development annually. Additionally, the SMCCCD Board of Trustees approved support for this pilot at their November 24, 2014 public meeting.

Support for Professional Development is widely available. Skyline College funds and staffs the Center for Transformative Teaching and Learning (CTTL) which is the hub for professional development on campus. Skyline College places great value in developing the skills and talents of its faculty and staff, and believes well-prepared and well-equipped faculty are essential to student success. CTTL services are in integral part of the College's support of a successful baccalaureate program.

Skyline College, with support from the District, will provide both funding and professional development support for the curriculum development for the major courses as well as for the upper division general

education courses. The College and District are committed to providing any resources identified to support the successful implementation of the pilot program.

**4. Appropriate equipment and facilities, including adequate control over any off-campus site.**

Skyline College's Respiratory Care facilities are new (6 years old) and meet the needs of program instruction. The program has dedicated classroom/lab space (1275 sq ft) for meeting the needs of didactic and laboratory instruction along with storage facilities (370 sq ft). The lab space is equipped with current respiratory and health care equipment allowing relevant didactic experience supporting effective preparation for clinical rotations providing patient care. There are nine lab stations equipped with full sets of respiratory equipment including state of the art ventilators, oxygen and carbon dioxide monitors, as well as pulmonary diagnostic tools. Through annual planning, comprehensive program review, and student learning outcomes assessment, program faculty are able to assess and determine equipment needs through the college's planning and budget processes. Each year the program has received new or upgraded resources.

There is also a dedicated computer lab for allied health students which houses approximately seven computers and space for small study groups (430 sq ft). Students are able to access credential preparation software as well as a library of other Respiratory Care specific and health related software/multimedia resources. A simulation lab is proposed to be constructed using recently passed bond funds. Patient simulators for lab courses allow students to comprehensively practice skills and abilities towards competencies.

Skyline College's program is affiliated with eleven active clinical sites in San Mateo and San Francisco Counties including premier centers such as UCSF, San Francisco General Hospital and Stanford. Close collaboration with the program's Medical Director ensures current standards of medical practice are met.

**5. Sustainable fiscal resources including the initial and long-term amount and sources of funding for the proposed change and analysis of fiscal impact on the institution's budget.**

SMCCCD has strong management and fiscal leadership. The Chancellor, Deputy Chancellor, Executive Vice Chancellor and Controller have close to 100 combined years of community college experience. The District is the only public higher education institution in the state to hold the bond rating possible, and just succeeded in passing a \$388 million bond for capital outlay projects. Having received commendations from the grand jury for our construction management program, we are prepared to continue developing our campuses with integrity and attention to detail. In our 2013-14 audit, the District received zero audit findings for financial statements as well as zero findings for federal and state compliance. The District possesses unrestricted general fund reserves of 17% of expenditures.

Skyline College has a history of financial stability to support student learning programs and services. Overall, the College relies primarily on its share of the District's general unrestricted fund which is distributed among the three colleges and District sites through a resource allocation model. Skyline College's general unrestricted fund for FY 2013-14 was \$31,541,061 and is \$34,967,675 for FY 2014-15. Seventy-four percent (74%) of the unrestricted fund is expended on salaries and 22% on benefits. The College maintains a 2% - 3% reserve separate from the District reserves to sustain the institution should allocations or other revenues decline. For FY 2014-2015, grants and categorical funds provide additional financial support amounting to \$3,172,374. To further provide stability, Skyline College continued to tap new grant awards and other revenue sources amounting to \$4,218,436, for a total of \$7,390,810.

**6. A comparative analysis of the budget, enrollment and resources; identify new or reallocated funds.**

The baccalaureate degree will build upon the existing associate degree program which is fully funded by the College. The additional programming to complete the baccalaureate degree will include an projected additional cost to the college of \$668,777 in ongoing personnel and support services; \$43,000 in support materials and professional development; and \$310,000 of one time startup costs (e.g., upgraded lab equipment, technology, and learning resources, etc.), as outlined in the Table 2 below.

<b>Resources Needs for Baccalaureate Degree</b>	<b>Budget</b>
<b>Personnel</b>	\$ 525,772
<b>Operating</b>	\$ 143,005
<b>Total Annual Budget</b>	<b>\$ 668,777</b>
<b>One Time Startup Costs</b>	<b>\$ 310,000</b>

**Table 2 – Year 1 Projected Resource Needs**

Beginning in the Fall Semester of 2016, the first Cohort of 40 students will be admitted as juniors in the baccalaureate program (see Table 3 below). Skyline College expects there to be an increasing demand for the baccalaureate program as cohorts completing their AS degree combine with existing practitioners seeking the higher degree.

<b>Cohort</b>	<b>Size</b>	<b>Entry Date</b>	<b>Graduation Date</b>
<b>1</b>	40 students	Fall 2016	Spring 2018
<b>2</b>	40 students	Fall 2017	Spring 2019
<b>3</b>	40 students	Spring 2018	Fall 2019
<b>4</b>	40 students	Fall 2018	Spring 2020

**Table 3 – Five-year enrollment projections for the proposed baccalaureate program and the number of anticipated graduates.**

**7. A plan for monitoring achievement of the desired outcomes of the proposed change.**

The Baccalaureate Degree in Respiratory Care program at Skyline College will be included in the regular process of Program Review in order to monitor the desired outcomes of the program.

**8. Evaluation and assessment of student success, retention, and completion.**

All programs at Skyline College, as part of the regular process of Program Review, engage in the assessment of student learning, success, retention, and completion. Each year, programs engage in the Annual Program Planning (APP) process, reviewing information on metrics related to student learning, success, and achievement, including retention and progression, in a disaggregated form. Resource requests are made during this annual process, tied to program goals, and supported by information. Every six years, programs engage in the Comprehensive Program Review (CPR) process, setting long term goals for the program to track through the APP process. The Baccalaureate Degree program in Respiratory Care will engage in this process.

## E. EVIDENCE THAT THE INSTITUTION HAS RECEIVED ALL NECESSARY INTERNAL OR EXTERNAL APPROVALS.

### 1. A clear statement of what faculty, administrative, governing board, or regulatory agency approvals are needed, and evidence that they have been obtained.

The California Community College Chancellor's Office (CCCCO) required that the application to participate in the baccalaureate degree pilot program be approved by the Board of Trustees, District Chancellor, College President and Vice Presidents, and the Academic Senate President. The submitted application included a signature page signed by these individuals. Approvals required for the establishment of the baccalaureate degree program at Skyline College were as follows:

- CCC Board of Governors  
([http://californiacommunitycolleges.cccco.edu/Portals/0/DocDownloads/PressReleases/MAR2015/PR\\_4YearDegreeMarchApp\\_March-16-2015.pdf](http://californiacommunitycolleges.cccco.edu/Portals/0/DocDownloads/PressReleases/MAR2015/PR_4YearDegreeMarchApp_March-16-2015.pdf))
- SMCCCD Board of Trustees  
(<https://smccd-public.sharepoint.com/BoardofTrusteesMinutes/2014-11-24%20Minutes.pdf>)
- Skyline College Academic Senate  
([http://www.skylinecollege.edu/academicsenate/assets/fall2014/110614/Resolution%20RPTHPi lotBaccalaureate\\_curric110514.docx](http://www.skylinecollege.edu/academicsenate/assets/fall2014/110614/Resolution%20RPTHPi lotBaccalaureate_curric110514.docx))
- Accreditation of the Respiratory Care Program at Skyline College by the Committee on Accreditation for Respiratory Care (CoARC; <http://skylinecollege.edu/respiratorytherapy/>)

All requisite approvals have been obtained.

### 2. Legal requirements have been met.

The legal requirements to establish the Baccalaureate Degree in Respiratory Care have been met. These include:

- Successful submission of the application to participate in the Baccalaureate Degree Pilot Program to the CCCCCO.
- Selection and approval of the application by the Board of Governors of the CCC System.
- Submission and approval of this Substantive Change Proposal by the ACCJC (pending)

### 3. Governing board action to approve the change and any budget detail supporting the change.

The SMCCCD Board of Trustees formally approved the development of the Baccalaureate Degree in Respiratory Care. (<https://smccd-public.sharepoint.com/BoardofTrusteesMinutes/2014-11-24%20Minutes.pdf>)

## F. EVIDENCE THAT EACH ELIGIBILITY REQUIREMENT WILL STILL BE FULFILLED SPECIFICALLY RELATED TO THE CHANGE.

1. **All requirements should be addressed, and requirements that are particularly impacted by the change should be addressed in detail.**

### **Eligibility Requirements**

Skyline College continues to fulfill each of the twenty-one eligibility requirements for accreditation set forth by the Western Association of Schools and Colleges:

1. **Authority**

Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), of the Western Association of Schools and Colleges (WASC), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. All programs offered at Skyline College are overseen by the ACCJC.

2. **Mission**

Skyline College's educational mission-vision-values are clearly defined and are reviewed on an ongoing basis by the Skyline College Governance Council (CGC) and the San Mateo County Community College District (SMCCCD) Board of Trustees, in accordance with Board policy. The mission-vision-values were most recently updated in June 2012, following a comprehensive and participatory process. Skyline College utilizes a combined Mission-Vision-Values Statement that clearly articulates the College's educational purposes, the students we serve, and our commitment to student learning. Skyline College mission-vision-values information is published in the current catalogue and on our website. Distance education opportunities further

3. **Governing Board**

Skyline College is one of three colleges that comprise the San Mateo County Community College District (SMCCCD), along with the College of San Mateo (CSM) and Cañada College. A five-member Board of Trustees governs the district and its colleges. San Mateo County voters elect the five Trustees (at large) for four-year terms. Students elect a non-voting student Trustee each year for a one-year term. The Board's organization, which includes authority, membership, election, and terms of office is outlined in Board Policy 1.02. The duties and responsibilities of the Board are detailed in Board Policy 1.10.

**Evidence:**

Board of Trustees Web Site

<http://www.smccd.edu/accounts/smccd/default.shtml>

Board Policy 1.02

[https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1\\_02.pdf](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1_02.pdf)

Board Policy 1.10

[https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1\\_10.pdf](https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/1_10.pdf)

4. **Chief Executive Officer (CEO)**

The SMCCCD Board of Governors appoints a Chancellor to act as CEO of all three colleges in the District, and the Chancellor oversees a President at each of the three district colleges. The Chancellor's duties are outlined under Board Policy 2.02. Each of the three Presidents administer his/her college, as outlined under Board Policy 2.03: "The Chancellor shall delegate to each College

President the executive responsibility for leading and directing the College operations including Administrative Services, the Office of the President, the Office of the Vice President of Instruction, the Office of the Vice President of Student Services, Research, Marketing, and Public Relations.”

5. Administrative Capacity

Skyline College has sufficient academic and support services administrative staff with appropriate preparation and experience to provide the administrative services necessary to support the College’s mission and purpose. In addition to the President, Skyline College has Vice Presidents of Instruction, Student Services and Administrative Services; Deans of Academic Support and Learning Technologies, Business/Education/Professional Programs, Counseling/Advising/Matriculation, Enrollment Services, Kinesiology/Athletics/Dance, Language Arts, Science/Math/Technology, and Social Science/Creative Arts; Planning/Research/Institutional Effectiveness; and Directors of Allied Health, Business Services, the Center for International Trade Development (CITD), the Learning Center/TRiO, Library Services, Marketing/Communications/Public Relations, and Workforce Development.

6. Operational Status

Skyline College has been in continuous operation since 1969. In the 2013/14 academic year, the College had a unique headcount of 17,850 (8,478 FTES) enrolled in 692 courses offered in 1,243 sections. Approximately 43 percent of these students listed transfer as their educational goal while 30 percent and 14 percent listed educational and career development, respectively, as their goal.

7. Degrees

Skyline College offers over 47 Associate of Arts and Associate of Science degrees, 13 Associate Degrees for Transfer (5 pending approval by the State Chancellors Office), and 55 Certificate Programs. The degrees and majors offered by Skyline College are listed in the catalogue and online at <http://www.skylinecollege.edu/academics/degreescertificates.php>

8. Educational Programs

The degree programs offered at Skyline College are aligned with its mission and meet the California Education Code of Regulations, Title 5 curriculum requirements. When combined with the general education component, this represents two years of full-time academic work. All course outlines of record and degrees have been carefully reviewed, and include student learning outcomes that students can achieve through class content, assignments, and activities. All curricula, including courses offered through distance learning, undergo approval by the Board of Trustees. Training for faculty is designed to ensure that pedagogical techniques are appropriate to distance education and that the quality of education mirrors that of face-to-face sections of the same or equivalent courses. Student learning outcomes are utilized in all courses in order to assess effectiveness of the instruction and to improve the students’ learning experience. Program and course descriptions are found in the catalogue, available both in print and on the web <http://www.skylinecollege.edu/catalogschedule/>

9. Academic Credit

Skyline College awards academic credit using the Carnegie standard unit, in accordance with the California Community Colleges Chancellor’s Office requirements under California Code of Regulations and Title 5. Sections of courses offered through distance education courses earn the same credits as other sections of the same courses.

#### 10. Student Learning and Achievement

Each course and program offered at Skyline College has defined and measurable student learning outcomes. These student learning outcomes are assessed by a variety of methods. Coordinated by department and discipline faculty, every course across all modes of delivery or locations, follows the course outline of record and the defined student learning outcomes. The College has also defined student learning outcomes for general education and for the institution. For a listing of Institutional Student Learning Outcomes, rubrics, and assessment information, please see <http://www.skylinecollege.edu/sloac/isloassessments.php>. Program Student Learning Outcomes are listed in the annual skyline College Catalogue, in both print and electronic format. <http://www.skylinecollege.edu/catalogschedule/>

#### 11. General Education

Skyline College requires a minimum of 18 units in general education towards degree attainment, with a minimum of 3 units each across natural sciences, humanities and social sciences, and a minimum of 2 courses in language and rationality (one each from group a and group b). General Education requirements introduce students to areas of study that develop breadth of outlook and contribute to balanced development. The purpose of the program in General Education is to assist students in moving toward the following goals:

- Developing critical and constructive thinking for problem solving and value discrimination;
- Understanding their relationship to their biological, physical, and cultural environment;
- Understanding the creative activity of others and participating to some extent in creative activity;
- Using basic mechanical, mathematic, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively;
- Developing a code for personal and civic life as a responsible citizen in a democracy; and,
- Maintaining good mental and physical health and social adjustment.

Detailed information about general education requirements is published annually in the Skyline College Catalogue, available in both print and electronic format.

<http://www.skylinecollege.edu/catalogschedule/>. The Skyline College General Education Handbook is available at: <http://www.skylinecollege.edu/curriculumcommittee/assets/General%20Education%20Fall%202021%207.9.2013.pdf>.

#### 12. Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions. Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth. The District's faculty has the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others. Employment by the district does not in any way restrict or limit

the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution. Protecting academic freedom is the responsibility of the College community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate. Academic freedom applies to all courses, including distance education.

<http://skylinecollege.edu/generalinformation/academicfreedom.php> .

### 13. Faculty

Skyline College has 104 full-time faculty and approximately 206 part-time faculty (AY 2013-14). All faculty meet or exceed the minimum requirements for their disciplines based on regulations for the minimum qualifications for California Community College faculty. Clear statements of faculty roles and responsibilities can be found in the Skyline College Faculty Handbook, at <http://skylinecollege.edu/insideskylinecollege/assets/documents/FacultyHandbook.pdf> and the American Federation of Teachers (AFT) contract ([www.aft1493.org](http://www.aft1493.org) ) Faculty carry out comprehensive program reviews every six years; develop, implement, and assess annual program plans; and develop, implement, and assess student learning outcomes. Faculty evaluation procedures are negotiated as part of the union contract. Faculty teaching online or hybrid courses are subject to the same evaluation schedule and procedures as faculty teaching face-to-face sections.

### 14. Student Services

Skyline College offers a comprehensive array of student services for all of its students, including those enrolled in distance education courses. Unless exempted, each new student is required to participate in the matriculation process; which involves assessment for admissions, appropriate course placement, college orientation, academic career and personal counseling. All student support services programs promote the objective of serving the whole student and supporting student success. <http://www.skylinecollege.edu/officevpss/index.php>

### 15. Admissions

Skyline College adheres to admissions policies consistent with its mission as a public California community college and compliant with California Code of Regulations, Title 5. Information about admissions requirements is available in the catalogue, in the schedule of classes and on district and college websites. <http://skylinecollege.edu/admissions/>

### 16. Information and Learning Resources

Skyline College provides long-term and short-term access to sufficient print and electronic information and learning resources through its library and programs to meet the educational needs of its students. The library is staffed to assist students, including both onsite and distance learners, in the use of College resources. Wireless internet is available throughout the campus and through computers in the library and learning center without charge to students. The institution is committed to enhancing its learning resources across all possible locations and delivery methods. <http://www.skylinecollege.edu/library/> .

### 17. Financial Resources

Skyline College, through the San Mateo County Community College District, has a publicly documented funding base that is reviewed and revised on an annual basis. The baccalaureate

degree program and courses are integrated into the annual budget that is approved by the Board of Trustees.

18. Financial Accountability

The San Mateo County Community College District undergoes an annual external financial audit for the district and the 3 colleges. The audit is conducted by a contracted certified public accountant and in accordance with the standards contained in the Government Auditing Standards issued by the Comptroller General of the United States. The Board of Trustees reviews these audit reports on a regular basis. The District's audits for the last eight or more years show no financial audit adjustments and no major findings. The District audit is available through the following link (under Documents): <http://www.smccd.edu/accounts/smccd/financialservices/auditreports.php>

19. Institutional Planning and Evaluation

Skyline College practices participatory governance within an established and integrated institutional planning process that is specifically linked to institutional mission-vision-values, goals, and strategic priorities. The College engages in ongoing and systematic cycles of planning, implementation, and evaluation, in order to maximize effectiveness in promoting academic excellence and student success. A detailed overview of Skyline College's institutional planning and evaluation processes is provided in Skyline College Planning and Governance Resources (<http://www.skylinecollege.edu/prie/resources.php>)

20. Public Information

Regularly updated information about all aspects of a Skyline College education, including both onsite and distance education, are available to the public through the Skyline College website, annually published course catalogues, and class schedules published for each semester. Information includes, among others, the College mission-vision-values and goals, academic calendar, degrees and certificates offered, graduation requirements, costs and refund policies, available learning resources, grievance procedures, names and credentials of faculty and administrators, names of members of the Board of Trustees, and relations with Accrediting Commission. The San Mateo County Community College District Board of Trustees provides assurance that Skyline College complies with all ACCJC/WASC requirements and accreditation standards and policies. The College maintains contact with the Commission through its Accreditation Liaison Officer.

21. Relations with the Accrediting Commission

The SMCCCD Board of Trustees provides assurance that Skyline College complies with all of the requirements, standards, and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC)/ Western Association of Schools and Colleges (WASC); describes itself in the same manner to all of its accrediting agencies; communicates changes, if any, in its status; and discloses information required by the Commission. Skyline College maintains contact with the Commission through its Accreditation Liaison Officer (ALO).

**G. EVIDENCE THAT EACH ACCREDITATION STANDARD WILL STILL BE FULFILLED SPECIFICALLY RELATED TO THE CHANGE AND THAT ALL RELEVANT COMMISSION POLICIES ARE ADDRESSED.**

- 1. All Accreditation Standards should be addressed and those that are particularly impacted by the change should be addressed in detail. There should be a description of the process for monitoring and evaluating the effectiveness and learning outcomes expected through the proposed change.**
- 2. Depending on the nature of the proposed change, the Commission may ask for more detailed information to assist the staff and the Committee on Substantive Change in their review.**
- 3. Failure to address Eligibility Requirements, Accreditation Standards and Commission policies could result in the proposal being considered incomplete or rejected an subject to an additional fee(s).**

**Accreditation Standards and Commission Policies Related to Student Learning Programs, Services, and Resources**

Skyline College meets all accreditation standards of the ACCJC. The Accrediting Commission for Community and Junior College (ACCJC) last visited Skyline College in Fall 2013. A Follow-up Report has since been completed and addressed the college recommendation. The report was accepted by ACCJC. The college's accreditation is continued through 2019. A Midterm Report will be submitted as request by ACJCC by October 2016.

***Standard I: Institutional Mission and Effectiveness***

**Skyline College demonstrates a strong commitment to a mission, vision, and values (MVV) that emphasizes student learning and student achievement. Using quantitative and qualitative information, the College evaluates and improves its programs and services. The baccalaureate program supports the College's MVV, and will be evaluated to ensure its effectiveness in promoting student learning, success, and achievement.**

**A. Mission**

The addition of a Baccalaureate Degree in Respiratory Care supports the college mission, vision, and values (MVV) and is aligned with the purposes, character, and student population. College goals aligned with the MVV, identify a central role in the preparation of the region's workforce and expand networks and partnerships with businesses, the community and non-profit organizations. Industry has identified a need for baccalaureate degree prepared graduates and the program address the gap in providing this educational opportunity to students in California.

**B. Assuring Academic Quality and Institutional Effectiveness**

Skyline College assures academic quality and institutional effectiveness through an integrated process of planning and resource allocation. The College demonstrates a commitment to ongoing dialogue about student success in all its forms, including student learning outcomes, and student achievement, with particular attention given to equity. The baccalaureate degree program will be regularly reviewed, through the established Program Review process at Skyline College, for promoting student learning, success, and achievement, and meeting institution-set standards.

### C. Institutional Integrity

Skyline College provides clear and accurate information to current and prospective students, personnel, its community, and all persons and organizations related to its mission. Information on the baccalaureate degree program will be disseminated through regular and established means, including the college catalog, website, and handbooks.

#### ***Standard II: Student Learning Programs and Services***

**Skyline College offers high-quality instructional programs, student support services, and library and learning support services. The College provides a strong learning environment that facilitates the achievement of our student learning outcomes, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility. Courses in the Respiratory Care Baccalaureate degree are held to the same academic rigor, review, and student learning outcomes assessment as other courses; and undergo the same approval process. Added rigor will apply for lower and upper division courses.**

### A. Instructional Programs

Skyline College actively builds comprehensive curriculum for the baccalaureate degree that is informed by community input, faculty expertise and data analysis. The program has gathered data for developing curriculum and student learning outcomes through external scans, workforce surveys and advisory meetings. The baccalaureate program is aligned to meet both ACJCC and CoARC accreditation standards. Student Learning Outcomes (SLOs) will be established and listed at the course, program, and institutional level. They will clearly be in alignment with each other and the College's mission-vision-values.

Skyline College uses a participatory governance model to support campus-wide dialogue that informs strategic planning and the addition of this program. Members of all campus constituency groups participate in this process through their representation on constituency-specific governance groups, outlined in Skyline College Planning and Governance Resources (<http://www.skylinecollege.edu/prie/resources.php>), and in the College's Compendium of Committees, (located on the Participatory Governance website, <http://www.skylinecollege.edu/participatorygovernance/index.php>)

Skyline College continues to meet the instructional programs component of this standard, ensuring that all instructional programs address and promote the mission-vision-values and the integrity of the institution; design, implement, and measure the effectiveness of student learning outcomes on an ongoing basis; and meet the varied educational needs of our diverse students. The institution assures the quality and improvement of instructional courses and programs across all modalities of delivery, conducts ongoing assessment, and ensures the centrality of faculty leadership in establishing and maintaining quality programs and instruction.

### B. Library and Learning Support Services

Skyline College supports student learning, success, and achievement by providing library and learning support services that are sufficient to support its educational programs. The College evaluates its library and learning support services to assure their effectiveness in meeting student needs. Additional resources will be added to support the Baccalaureate Degree in Respiratory Care program, including dedicated subscriptions and library resources, dedicated tutoring and learning support services.

### C. Student Support Services

Skyline College is proactive in ensuring that all areas within Student Support Services provide continued, high quality, and comparable support all students regardless of their educational goals. The institution

recruits and admits diverse students who are able to benefit from its programs, consistent with its mission-vision-values. Student support services address the identified needs of students and enhance a supportive learning environment characterized by promotion of student access, progress, learning, and success while ensuring accountability, affordability, and transparency. Skyline College provides an environment that encourages personal and civic responsibility, as well as intellectual, aesthetic, and personal development for all of its students. In addition to established student support services that assist all students at Skyline College, dedicated services and staff will be provided to support the baccalaureate program, including counseling, financial aid, and learning resources.

***Standard III: Resources***

A. Human Resources

In an effort to continuously enhance our human resources, Skyline College engages in an integrated planning process that is both participatory and transparent. Guided by the College's strategic priorities, mission-vision-values, and goals; each stage of this integrated process incorporates multiple voices, promotes equity and excellence, and utilizes promising practices that maximize institutional effectiveness and student success.

Skyline College's recruitment, hiring, retention, and ongoing professional development principles and practices are designed to attract a diverse, talented, engaged faculty and staff who are committed to student success for all learners. The Skyline College Human Resources Plan: Staffing for Student Success provides additional detail about our integrated planning for Human Resources, position allocation and prioritization, constituent participation in the process, equity and excellence in staffing, and the College's commitment to ensuring "sufficient" staffing at all levels while also striving for a standard of excellence/ideal staffing above that minimum standard. Personnel are treated equitably, evaluated regularly and systematically, and provided with opportunities for professional development.

The District Office of Human Resources supports all hiring; including orientation for hiring committees; which, among other functions, helps ensure transparency and clarity in position descriptions and advertising of positions.

***Evidence:***

Skyline College Human Resources Plan: Staffing for Student Success

<http://www.skylinecollege.edu/prie/resources.php>

District Office of Human Resources

<http://www.smccd.edu/accounts/smccd/departments/humanresources/default.shtml>

Center for Transformative Teaching and Learning (CTTL) <http://www.skylinectl.org>

Student Learning Outcomes Assessment Cycle (SLOAC) <http://www.skylinecollege.edu/sloac/>

Office of Planning, Research, and Institutional Effectiveness (PRIE) <http://www.skylinecollege.edu/prie/>

B. Physical Resources

Physical resources which include facilities, equipment, land, and other assets, support student learning programs and services, and improve institutional effectiveness. Skyline College integrates physical

resource planning with institutional planning. **The College provides safe and sufficient physical resources that support and assure the integrity and quality of programs and services for Baccalaureate program in Respiratory Care.** In order to ensure the ongoing effectiveness and quality of these resources, the College uses multiple measures, including Program Review, the Educational and Facilities Master Planning Project (EFMPP), the District Facilities Master Plan, and the College Technology Plan. Through the individual Program Review Process, divisions and programs identify facility and equipment needs based on their mission and consistent with achieving student and program learning outcomes. Equipment requests are forwarded to the appropriate Vice President, and facility needs are forwarded to the President's Cabinet, where projects are prioritized. Based on cost, priority, and/or need, certain projects are completed immediately while others are placed in a capital project category. Funding of capital projects utilizes the Educational and Facilities Master Planning Project, through a process which ensures that new facilities and building modernization projects are consistent with institutional mission-vision-values and goals. After being vetted by the EFMPP, capital projects are forwarded to the District and placed on the District Facilities Master Plan.

**Evidence:**

Comprehensive Program Review <http://www.skylinecollege.edu/programreview/>

Annual Program Planning <http://www.skylinecollege.edu/annualprogramplanning/index.php>

Educational and Facilities Master Planning Project (EFMPP)  
<http://www.skylinecollege.edu/prie/educationfacilities.php>

District Facilities Master Plan  
<http://www.smccd.edu/accounts/smccd/departments/facilities/masterplan.shtml>

C. Technology Resources

Skyline College utilizes appropriate technology resources to improve institutional effectiveness and to support student learning programs and services. Technology planning is integrated with institutional planning, and is designed to meet the needs of learning, teaching, college-wide communications, research, and operational systems. In collaboration with the district, the College provides a robust technology infrastructure and technology resources that includes: smart classrooms; 100% campus wireless Internet access coverage; program-specific instructional computer labs; Student Services, Career, and Transfer computer labs; and a comprehensive set of both administrative software services and student-enabling software services that support all learners.

The Skyline College Education Master Plan 2013-2019 (<http://skylinecollege.edu/prie/educationmasterplan.php>) and Skyline College Technology Plan provide the overarching doctrines for all decisions about technology. The identification of instructional and administrative technology needs and priorities is a collaborative process and is addressed throughout various stages of the integrated planning and budget cycle. District ITS also plays a critical role in identifying campus instructional and administrative needs and trends. The College provides ongoing capacity building and professional development opportunities for faculty and staff.

**Evidence:**

Skyline College Technology Plan 2012-2015  
<http://www.skylinecollege.edu/technologyadvisorycommittee/index.php>

Skyline College Education Master Plan 2013-2019 <http://www.skylinecollege.edu/prie/index.php>

District Information Technology Services (ITS) <http://www.smccd.edu/accounts/smccd/departments/its/>

#### D. Financial Resources

Skyline College has sufficient financial resources to support its student learning programs and services and to improve institutional effectiveness. Through sound fiscal management and strong leadership, the College has maximized resources and continues to demonstrate a reasonable expectation of both short-term and long-term solvency and stability. The San Mateo County Community College District is also in sound fiscal shape, and the baccalaureate degree resources provided by both the College and the district remain stable and sufficient.

Financial planning at the College is conducted through an integrated, well-documented, and participatory process that involves all constituencies and is grounded in Skyline College's mission-vision-values. Independent external audits are conducted annually. The results of the audits are reported to the Board of Trustees and audit reports are posted on the District website. The District utilizes the California Community College Sound Fiscal Management Self-Assessment Checklist as a barometer for the fiscal health of the institution and as a guide to maintain long-term and short-term financial stability.

### **Standard IV: Leadership and Governance**

#### A. Decision-making Roles and Processes

Skyline College is fundamentally committed to education as an ideal, and to the empowerment and fulfillment of all learners. The College enacts a level of participatory governance that reflects the College's "students first" philosophy and engage in this process with mutual respect between constituencies and appreciation for the diversity of perspectives and ideas, histories and experiences, cultures and abilities. Because the College believe that students' success is inextricably linked to success in governance and planning, the College strives to make the best decisions at optimal times in order to best serve the students at every stage of their educational journey.

Participatory governance and planning are guided by the College's mission-vision-values and goals and, when successful, result in the accomplishment of the institutional learning outcomes and strategic priorities. Participatory governance and planning are designed to facilitate broad-based engagement that fosters innovation and collaboration. The result is outstanding programs and services for the Skyline College community and this baccalaureate degree program.

#### B. Chief Executive Officer

The Chancellor of the SMCCCD and the President of Skyline College hold responsibility for the quality of the institution, providing effective leadership in ensuring institutional effectiveness. The Chancellor of the SMCCCD has long been an active advocate for the ability of community colleges to offer the baccalaureate degree. The President of Skyline College has ensured that the development of the baccalaureate program has been integrated with resource planning in order that allocation will support student learning, success, and achievement.

#### C. Governing Board

The Board of Trustees of the San Mateo County Community College District (SMCCCD) has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of all programs and services of the District and Skyline College. The Baccalaureate Degree program in Respiratory Care has been approved by the Board of Trustees.

**Evidence**

SMCCCD Board of Trustees Minutes November 24, 2014 <https://smccd-public.sharepoint.com/BoardofTrusteesMinutes/2014-11-24%20Minutes.pdf>

### H. EVIDENCE THAT THE BACCALAUREATE PROGRAM MEETS THE MINIMUM REQUIREMENTS FOR THE DEGREE (120 SEMESTER UNITS OR EQUIVALENT)

The Bachelor of Science degree in Respiratory Care will include the following requirements:

- Completion of 120 semester units including 48 semester units of general education course work in alignment with the CSU-GE Breadth requirements and 65.5 semester units of Respiratory Care.
- General Education requirements:
  - Lower division 39 semester unit pattern
    - Area A – English Language Communication and Critical Thinking
    - Area B – Scientific Inquiry and Quantitative Reasoning
    - Area C – Arts and Humanities
    - Area D – Social Sciences
    - Area E – Lifelong Learning
  - Upper Division: 9 semester units
    - Physical/Life Sciences (3 units)
    - Arts/Humanities (3 units)
    - Social Sciences (3 units)
- Completion of lower division coursework for a CoARC accredited Associate of Science (AS) Degree in Respiratory Care.
- Completion of a minimum of 17 upper division semester units in Respiratory Care:
  - Advanced Cardiopulmonary Pathophysiology (3 units)
  - Advanced Respiratory Disease Management (3 units)
  - Principals of Health Education in Respiratory Care (3 units)
  - Research Methodology and Quantitative Principles (3 units)
  - Respiratory Care Leadership and Management (3 units)
  - Culminating industry work based learning project focusing on one or more of the curriculum areas (2 units)
  - Additional elective units as needed to meet the 120 graduation requirement.
  - Note: Up to 9 units of prerequisite courses (Chemistry, Anatomy, Physiology, and Microbiology) may be double-counted to meet general education requirements in Area B Scientific Inquiry

Curriculum for the upper division Respiratory Care and general education courses will be submitted in the fall 2015 to the Skyline College Curriculum Committee and the SMCCCD Board of Trustees for approval for submission to the state for approval. These courses will be developed by faculty who meet qualifications for teaching upper division courses in their respective disciplines. The outcome of the baccalaureate degree program is to prepare students beyond direct patient care to practice in areas in research, management, and clinical and outpatient education.

## I. EVIDENCE THAT THE BACCALAUREATE PROGRAM MEETS THE MINIMUM BACCALAUREATE LEVEL GENERAL EDUCATION REQUIREMENTS.

- 1. 36 semester units or equivalent.**
- 2. Distributed across the major areas for General Education (arts/humanities, natural science, mathematics, social science, and oral/written communication).**
- 3. Integrated throughout the curriculum (distributed to both lower and upper division courses)**

The baccalaureate degree in Respiratory Care will include 48 semester hours of general education. Of these 48 semester hours, 39 semester units will be lower division and aligned with the CSU-GE Breadth General Education requirements. An additional 9 semester units of upper-division general education course work will be required in the third and fourth year of the baccalaureate degree following a specified pattern.

Lower Division General Education 39 semester unit pattern:

- Area A – English Language Communication and Critical Thinking (9 units)
  - A1: Oral Communication (3 units)
  - A2: Written Communication (3 units)
  - A3: Critical Thinking (3 units)
- Area B – Scientific Inquiry and Quantitative Reasoning (9 units)
  - B1: Physical Science (3 units)
  - B2: Life Science (3 units)
  - B3: Laboratory activity related to one of the completed science courses chosen from B1 or B2 (1 unit)
  - B4: Mathematics/Quantitative Reasoning (3 units)
- Area C – Arts and Humanities (9 units) one course from C1 and one course from C2 and one course from either C1 or C2
  - C1: Arts (3 units with option of 3 additional units)
  - C2: Humanities (3 units with option of 3 additional units)
- Area D – Social Sciences (9 units) Courses must be selected from at least two different subject areas-
  - Note: Consistent with CSU graduation requirements, students must complete the American History, Constitution, and American Ideals requirement as a graduation requirement. Students can complete this requirement by taking appropriate History and/or Political Sciences courses from Area D.

Area E – Lifelong Learning (3 units) - Not all courses may be completed in physical activity.

California Community Colleges or other certifying institutions can certify up to 39 lower division general education CSU-GE Breadth units. Students who are certified to have completed 39 semester units of lower division CSU-GE Breadth units will only be required to complete a minimum of 9 semester upper division general education units in the baccalaureate program following the specified pattern.

Upper Division General Education - 9 semester unit pattern

- Physical/Life Sciences (3 units)

- Arts/Humanities (3 units)
- Social Sciences (3 units)

While some courses may be listed in more than one general education area, a course may be applied to meet only one subject requirement. Students who have completed AP and/or IB tests will be awarded general education credit per the CSU System-wide Credit for External Exams (EO AA-2014-21).

#### J. EVIDENCE THAT THE LIBRARY AND LEARNING RESOURCES ARE SUFFICIENT IN QUALITY, CURRENCY, VARIETY, QUANTITY, AND DEPTH TO SUPPORT THE BACCALAUREATE PROGRAM.

Through robust library services, Skyline College supports the quality of its instructional programs. The College ensures that library and learning resources are available to students regardless of location or means of delivery and that these services are sufficient in quantity, currency, depth and variety. The library, along with discipline specific support centers, provide students with accessible, high-quality support.

The library provides students, staff, and faculty with resources, services, and facilities that directly contribute to the MVV of the College and to the achievement of student learning outcomes at the course, program, and institutional levels. Skyline College librarians, faculty, and staff select and maintain a variety of current and authoritative materials that compliment and support every academic and vocational program offered at the College. In addition to supporting all instructional programs, the library's resources and services also support the College's intellectual, aesthetic, and cultural activities.

The library houses over 50,000 titles, hosts a robust online database collection and has access to over 100,000 e-book titles. The Library currently has two print journals in the Respiratory Care discipline. They are *Chest* and *American Journal of Respiratory and Critical Care Medicine*. In addition, the Library has subscriptions to *Heart and Lung*, *Hospital Practice* and *JAMA - Journal of the American Medical Association*. In the near future, the Library will be purchasing a subscription to the online EBSCO CINAHL (Cumulative Index to Nursing and Allied Health Literature) database.

The Selection of library resources is informed and guided by the learning needs of students. Using the Collection Development Policy for guidance, librarians work with classroom faculty and the community to build and maintain a library collection that supports student learning needs. Librarians work with faculty in the following ways to gain detailed and current information about student learning needs:

- Faculty Participation in Collection Development: Information about student learning needs is provided when classroom faculty work with librarians to assess the quality and adequacy of library holdings in the subject areas in which they teach. Using online forms, faculty can recommend that the library purchase specific books or begin subscriptions to specific journals so that students will have access to materials that enable them to complete their assignments and meet course learning outcomes. Faculty are also consulted on larger collection development issues as they arise, such as starting or ending subscriptions to specialized online databases and/or expensive journals, selecting expensive reference works, and withdrawing books.

- **Library Representation on the College Curriculum Committee:** Since a librarian serves on the Curriculum Committee, the library is kept informed about all new and modified courses, programs, certificates, and degrees. The librarian reviews student learning outcomes and the Course Outline of Record for all courses that come before the committee. Both of these documents give library faculty information regarding resources the library can provide to support learning needs of students.
- **Research Workshops:** Skyline College librarians teach approximately 100 research workshops each semester, covering the basic principles of research for courses in a variety of academic disciplines and Career Technical Education programs. Since these workshops are tailored to the specific subjects, assignments, and projects required by each instructor, librarians gain detailed information about student learning needs. Librarians work with classroom faculty to ensure that the library has the necessary print and online materials for students to complete their projects.
- **Program and Institutional Student Learning Outcomes (PSLOs and ISLOs):** Faculty generated descriptions of student learning outcomes at the program and institutional levels help guide the selection of library materials.

Skyline College librarians, working with faculty and staff, select and maintain educational equipment and materials in the following categories:

- **Library Online Resources:** Faculty librarians provide expertise in the selection and maintenance of educational materials and equipment that enhance student learning, and provide both onsite and remote support to students in accessing and effectively utilizing these resources:
  - **Research Databases:** The library subscribes to a comprehensive array of academic research databases covering the social sciences, humanities, natural sciences, law, business, and current events. An interdisciplinary suite of databases is offered via the EBSCOhost Premier Package, which includes Academic Search Premier, America: History & Life, eBook Academic Collection, PsycARTICLES, and more. Other key databases include AccessScience, ACS Chemistry Journals, ARTstor, CountryWatch, Ethnic NewsWatch, Films On Demand Digital Educational Video, Grove Music Online, Historical San Francisco Chronicle, JAMA Online, JSTOR, Newspaper Source Plus, Oxford English Dictionary, ProQuest Biology Journals, and ScienceMagazine Online. A complete list of the library's more than 40 subscription research databases (organized by subject and title) can be found at the library's homepage.
  - **E-book Collections:** The library offers more than 112,000 academic e-books through the EBSCO eBook Academic Collection. Through its membership in the Peninsula Library System (PLS), students also have access to two additional subscription e-book collections: Overdrive (approximately 5,000 popular fiction and nonfiction titles), and Safari Books Online (approximately 5,000 titles in technology, digitalmedia, and business).
- **Computer and Network Technology:** The library has a wide area network of 84 computers available for public use. Thirty-eight computers are in the library's computer classroom and are used for information literacy workshops. The remaining 46 are in the main reading room and are available for daily use. In addition to accessing the Internet, these computers also offer

Microsoft Office. For those with laptop and tablet computers, the library offers wireless Internet access and wireless printing.

There are several avenues through which the College assesses the effectiveness of the library's collection to ensure that it is of sufficient quantity, quality, depth and variety. The primary method of evaluating the collection is through the ongoing collection development activities of Skyline College librarians. Collection development is a continuous and systematic effort to ensure that the library offers current, authoritative books, journals, and databases that support and enhance the curriculum and meet the learning needs of students. This process involves selecting new materials by consulting bibliographies, literature reviews, publishers' catalogs, and reputable book review sources; discarding out-of-date materials; and staying abreast of current research trends in the academic disciplines taught on this campus.

All activities related to selecting, managing, and discarding library materials are guided by the Skyline College Library Collection Development Policy. This document is a guide for all those involved in decisions regarding the collection so that coordination and consistency in materials management is developed and maintained. Each full-time librarian has been assigned specific subject areas and is responsible for a systematic evaluation of the holdings in these subjects on a regular basis. The goal is to maintain the strengths and correct the weaknesses of the collection by anticipating, identifying, and responding to the changing information and education needs of students and faculty.

An important function of the Collection Development Policy is to identify the desired level of scholarly quality, content, and complexity for each subject area in which the library collects materials. Section VII of the Collection Development Policy identifies the "level" of collecting in 77 subjects and disciplines relevant to the College's curriculum. The levels are defined as follows:

- initial study = introductory works
- basic study = introductory and intermediate works
- advanced study = introductory, intermediate, and advanced works

By identifying the scope and comprehensiveness of collection development in subjects taught at Skyline College, the library ensures that all courses and programs have adequate materials in the library and that the library's acquisition plans are directly related to the College's educational offerings. This process will be implemented for collection development in support of the Bachelor's degree program.

## K. EVIDENCE THAT FACULTY QUALIFICATIONS ARE RIGOROUS AND APPROPRIATE IN REGARD TO:

### 1. Discipline expertise.

The Respiratory Care program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC) and employs faculty that meet this accreditation requirement. Respiratory Care Instructional Faculty assigned to this program hold the minimum qualifications to teach within the discipline per Minimum Qualifications for Faculty and Administrators in California Community Colleges. Faculty also hold industry expertise in the subject matter to which they are assigned.

All faculty meet requirements for licensure in the state of California. Each have completed coursework in the field of Respiratory Care through a CoARC accreditation education program. Many are directly working in a health care institution and provide direct care to patients and/or hold positions in management, education, research, or other applicable specialty areas in Respiratory Care. To maintain licensure, all faculty complete a minimum of 15 continuing education units every two years. Each faculty member has unique discipline expertise they bring which synergistically provides a comprehensive, enriching experience to the students in the program (see resumes). Faculty are identified and assigned to teach courses focused in their area of expertise and are supported by the Program Director to ensure effective teaching and learning is provided in the classroom and student learning outcomes are met.

**2. Level of assignment (at least one degree level above the baccalaureate degree for faculty assigned to baccalaureate degree courses or equivalent).**

The Associate Degree in Respiratory Care CoARC accredited pathway program will remain intact. Faculty identified to teach courses at the associate degree level major coursework currently meet the minimum qualifications, as required by the Minimum Qualification for Faculty and Administrators in California Community Colleges, holding a Baccalaureate Degree with a minimum of two years applicable experience or an Associate Degree with a minimum of six years applicable experience.

Faculty who will be teaching baccalaureate degree courses will hold a minimum of a Master's Degree and professional experience for the course content for which they will be assigned.

<b>Name</b>	<b>Status</b>	<b>Qualifications</b>	<b>Baccalaureate Coursework</b>
<b>Dr. Ijaz Ahmed</b>	FT	AS Respiratory Care, MD, MS, Licensed RCP	Culminating Respiratory Care Project
<b>Dr. Carla Grandy</b>	FT	PhD Earth Sciences	Research Methodologies and Qualitative Principals
<b>Raymond Hernandez</b>	FT	AS Respiratory Care, MPH, Licensed RCP	Principals of Health Education in Respiratory Care
	FT	Arts and Humanities	
	FT	Social Sciences	
<b>Brian Daniel</b>	FT	AS Respiratory Care, BS – Allied Health (completion 2015), Licensed RCP	Associate Degree Major Coursework
<b>Karsten Roberts</b>	PT	AS Respiratory Care, MS Respiratory Care Leadership, Licensed RCP	Advanced Cardiopulmonary Pathophysiology
<b>Paige Brown-Kelly</b>	PT	AS Respiratory Care, MA Health Services Administration, Licensed RCP	Respiratory Care Leadership and Management
<b>Lee Guion</b>	PT	BS Respiratory Care, MA Gerontology	Advanced Respiratory Care Disease Management
<b>Jim Harvey</b>	PT	MS Physiology, Licensed RCP, RPFT	BS Respiratory Major Elective
<b>Heather Esparza</b>	PT	AS Respiratory Care, Licensed RCP	Associate Degree Major Coursework

<b>Scott Kawamura</b>	PT	AS Respiratory Care, BA Sociology, Licensed RCP	Associate Degree Major Coursework
<b>Joseph Rice</b>	PT	AS Respiratory Care, MBA Health Service Management	BS Respiratory Major Elective

**Table 4 – Skyline College Discipline Prepared Instructional Faculty**

**BOARD REPORT NO. 15-3-101B**

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

**ADOPTION OF RESOLUTION NO. 15-1 AUTHORIZING THE ISSUANCE AND SALE OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT 2015 GENERAL OBLIGATION BONDS (ELECTION OF 2014), SERIES A, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$230,000,000**

Attached is a resolution authorizing the issuance of up to \$230M in bonds from the \$388M election in November 2014. In adopting this resolution, the Board is also approving the Preliminary Official Statement and the Bond Purchase Agreement, both of which have been distributed to the Board.

The Preliminary Official Statement was reviewed and approved for transmittal to the Board of Trustees by staff and its financing team. The preliminary official statement must include all facts that would be material to an investor in the Bonds. Material information is information that there is a substantial likelihood would have actual significance in the deliberations of the reasonable investor when deciding whether to buy or sell the Bonds.

The security for the Bonds is described in the section of the Preliminary Official Statement entitled "SECURITY FOR THE BONDS;" information about the taxable property in the District is described in "PROPERTY TAXATION."

District Staff and the Financing Team are available to answer any questions Board members may have.

Attachments:

Resolution 15-1 – Exhibit A  
Preliminary Official Statement – Exhibit B  
Bond Purchase Agreement – Exhibit C

**RECOMMENDATION**

It is recommended that Board adopt Resolution 15-1 authorizing the issuance and sale of San Mateo County Community College District 2015 General Obligation Bonds (Election of 2014), Series A, in the aggregate principal amount of not to exceed \$230,000,000.

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**RESOLUTION NO. 15-1**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT 2015 GENERAL  
OBLIGATION BONDS (ELECTION OF 2014), SERIES A, IN THE AGGREGATE  
PRINCIPAL AMOUNT OF NOT TO EXCEED \$230,000,000**

**Adopted March 25, 2015**

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EXHIBIT A FORM OF SERIES A BOND

**RESOLUTION NO. 15-1****A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT 2015 GENERAL OBLIGATION BONDS (ELECTION OF 2014), SERIES A, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$230,000,000**

**RESOLVED**, by the Board of Trustees (the "Board") of the San Mateo County Community College District (the "District"), as follows:

**WHEREAS**, a special bond election was duly and regularly held in the San Mateo County Community College District (the "District") on November 4, 2014, under the procedures specified in Proposition 39 (Article XIII A Section 1, paragraph (b) of the California Constitution) for the purpose of submitting a ballot measure to the qualified electors of the District (the "2014 Authorization"), an abbreviated form of which ballot measure is set forth below:

To prepare College of San Mateo, Cañada College and Skyline College students for universities and high-demand jobs; modernize math and science classrooms and labs; upgrade computer, biotechnology and job training facilities; upgrade access for disabled students; ensure classrooms meet earthquake, fire and safety requirements; and replace aging infrastructure with energy efficient systems, shall San Mateo County Community College District issue \$388,000,000 in bonds within legal limits, with annual independent audits, Citizen's Oversight and all proceeds benefiting your local community colleges?

**WHEREAS**, more than 55% of the votes cast at said election were in favor of said ballot measure; and

**WHEREAS**, the Board of Trustees of the District is authorized to provide for the issuance and sale of any series of bonds on behalf of the District under the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 53506 of said Code (the "Bond Law"); and

**WHEREAS**, the Board of Trustees of the District wishes at this time to institute proceedings for the sale of an initial series of bonds under the 2014 Authorization (the "Series A Bonds") in the aggregate principal amount of not-to-exceed \$230,000,000; and

**WHEREAS**, the Board is authorized to provide for the issuance and sale of the Series A Bonds pursuant to the provisions of the Bond Law; and

**WHEREAS**, this Board hereby authorizes the issuance and sale of the Series A Bonds pursuant to this resolution.

## ARTICLE I

### DEFINITIONS; AUTHORITY

**Section 1.01. Definitions.** The terms defined in this Section 1.01, as used and capitalized herein, shall, for all purposes of this Resolution, have the meanings ascribed to them below, unless the context clearly requires some other meaning.

**“Articles,” “Sections”** and other subdivisions are to the corresponding Articles, Sections or subdivisions of this Resolution, and the words “herein,” “hereof,” “hereunder” and other words of similar import refer to this Resolution as a whole and not to any particular Article, Section or subdivision hereof.

**“Board”** means the Board of Trustees of the San Mateo County Community College District, San Mateo County, California.

**“Bond Construction Fund”** means the fund established and held by the Treasurer pursuant to Section 3.02.

**“Bond Counsel”** means any attorney or firm of attorneys nationally recognized for expertise in rendering opinions as to the legality and tax exempt status of securities issued by public entities.

**“Bond Law”** has the meaning given to said term in the recitals.

**“Bond Payment Date”** means, unless otherwise specified in the Purchase Contract, (i) with respect to interest on the Series A Bonds, March 1 and September 1 of each year, commencing March 1, 2016 and (ii) with respect to the principal payments on the Series A Bonds, September 1 of each year, commencing September 1, 2016.

**“Closing Date”** means the date upon which there is an exchange of Series A Bonds for the proceeds representing the purchase price of the Series A Bonds by the Original Purchaser.

**“Continuing Disclosure Certificate”** has the meaning given that term in Section 5.04 hereof.

**“Controller”** means the Controller of the County.

**“County”** means the County of San Mateo, California.

**“Debt Service”** means the scheduled amount of interest and amortization of principal on the Series A Bonds payable on the Series A Bonds during the period of computation, excluding amounts scheduled during such period which relate to principal which has been retired before the beginning of such period.

**“Depository”** means (a) initially, DTC, and (b) any other Securities Depository acting as Depository pursuant to Section 2.04.

**"Depository System Participant"** means any participant in the Depository's book-entry system.

**"District"** means the San Mateo County Community College District and any successor thereto.

**"District Representative"** means the Chancellor of the District, the Executive Vice Chancellor of the District, the Chief Financial Officer of the District, or any other person authorized by resolution of the Board of Trustees of the District to act on behalf of the District with respect to this Resolution and the Series A Bonds.

**"DTC"** means The Depository Trust Company, New York, New York, and its successors and assigns.

**"Federal Securities"** means United States Treasury notes, bonds, bills or certificates of indebtedness or those securities for which the faith and credit of the United States are pledged for the payment of principal and interest.

**"Information Services"** means (i) the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System and (ii) such other information services identified in a written Request of the District.

**"Interest and Sinking Fund"** means the fund established and held by the County for the District under Section 3.04.

**"Issuance Expenses"** means all items of expense directly or indirectly reimbursable to the District relating to the issuance, execution and delivery of the Series A Bonds including, but not limited to, filing and recording costs, settlement costs, printing costs, reproduction and binding costs, legal fees and charges, fees and expenses of the Paying Agent, financial and other professional consultant fees, costs of obtaining credit ratings, municipal bond insurance premiums, fees for execution, transportation and safekeeping of the Series A Bonds and charges and fees in connection with the foregoing.

**"Official Statement"** means, inclusively, the preliminary and final official statements for the sale of the Series A Bonds in the forms approved by the District pursuant to Section 4.03.

**"Original Purchaser"** means Morgan Stanley & Co. LLC, as the first purchaser of the Series A Bonds pursuant to the Purchase Contract.

**"Outstanding,"** when used as of any particular time with reference to Series A Bonds, means all Series A Bonds except:

(a) Series A Bonds theretofore canceled by the Paying Agent or surrendered to the Paying Agent for cancellation;

(b) Series A Bonds paid or deemed to have been paid within the meaning of Section 9.02 hereof; and

(c) Series A Bonds in lieu of or in substitution for which other Series A Bonds shall have been authorized, executed, issued and delivered by the District pursuant to the Resolution.

**“Owner”** or **“Bondowner”** means any person who shall be the registered owner of any Outstanding Series A Bond.

**“Paying Agent”** means The Bank of New York Mellon Trust Company, N.A., the paying agent appointed by the District and acting as paying agent, registrar and authenticating agent for the Series A Bonds, its successors and assigns, and any other corporation or association which may at any time be substituted in its place, as provided in Section 6.01.

**“Permitted Investments”** means any of the following which at the time acquired or made are legal investments for the District under applicable State of California laws:

(i) any bonds or other obligations which as to principal and interest constitute direct obligations of, or are unconditionally guaranteed by, the United States of America, including obligations of any of the Federal agencies and Federally sponsored entities set forth in clause (iii) below to the extent unconditionally guaranteed by the United States of America;

(ii) any certificates, receipts, securities or other obligations evidencing ownership of, or the right to receive, a specified portion of one or more interest payments or principal payments, or any combination thereof, to be made on any bond, note, or other obligation described above in clause (i);

(iii) obligations of the Federal National Mortgage Association, the Government National Mortgage Association, Federal Home Loan Banks and Federal Home Loan Mortgage Corporation;

(iv) obligations of any state, territory or commonwealth of the United States of America or any political subdivision thereof or any agency or department of the foregoing; provided that at the time of their purchase such obligations are rated not lower than their respective ratings on the Bonds by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds);

(v) any bonds or other obligations of any state of the United States of America or any political subdivision thereof (A) which are not callable prior to maturity or as to which irrevocable instructions have been given to the trustee of such bonds or their obligations by the obligor to give due notice of redemption and to call such bonds for redemption on the date or dates specified in such instructions, (B) which are secured as to principal and interest and redemption premium, if any, by a fund consisting only of cash or bonds or other obligations of the character described above in clause (i), (ii) or (iii) which fund may be applied only to the payment of such principal of and interest and redemption premium, if any, on such bonds or other obligations on the interest payment dates and the maturity date or dates thereof or the specified redemption date or dates pursuant to such irrevocable instructions, as appropriate, (C) as to which the principal of and interest on the bonds and obligations of the character described above in clause (i), (ii) or (iii) which have been deposited in such fund along with any cash on deposit in such fund are sufficient to pay the principal of and interest and redemption premium, if any, on the bonds or other obligations described in this clause (v) on the interest payment dates and the maturity date or dates thereof or on the redemption date or dates specified in the irrevocable instructions referred to in subclause (a) of this clause (v), as appropriate, and (D) which have been rated not lower than their respective ratings on the Bonds by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds);

(vi) bonds, notes, debentures or other evidences of indebtedness issued or guaranteed by any corporation which are, at the time of purchase, rated by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds) in their respective highest short-term Rating Categories, or, if the term of such indebtedness is longer than three (3) years, rated not lower than their respective ratings on the Bonds by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds);

(vii) demand or time deposits or certificates of deposit, whether negotiable or nonnegotiable, issued by any bank or trust company organized under the laws of any state of the United States of America or any national banking association (including the Trustee), provided that such certificates of deposit shall be purchased directly from such a bank, trust company or national banking association and shall be either (A) continuously and fully insured by the Federal Deposit Insurance Corporation, or (B) continuously and fully secured by such securities and obligations as are described above in clauses (i) through (iv), inclusive, which shall have a market value (exclusive of accrued interest) at all times at least equal to the principal amount of such certificates of deposit and shall be lodged with the Trustee, as custodian, by the bank, trust company or national banking association issuing such certificates of deposit, and the bank, trust company or national banking association issuing each such certificate of deposit required to be so secured shall furnish the Trustee with an undertaking satisfactory to it that the aggregate market value of all such obligations securing each such certificate of deposit will at all times be an amount equal to the principal amount of each such certificate of deposit and the Trustee shall be entitled to rely on each such undertaking;

(viii) taxable commercial paper or tax-exempt commercial paper rated in their respective highest Rating Categories by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds);

(ix) variable rate obligations required to be redeemed or purchased by the obligor or its agent or designee upon demand of the holder thereof secured as to such redemption or purchase requirement by a liquidity agreement with a corporation and as to the payment of interest and principal either upon maturity or redemption (other than upon demand by the holder thereof) thereof by an unconditional credit facility of a corporation, provided that the variable rate obligations themselves are rated in their respective highest Rating Categories for its short-term rating, if any, and not lower than their respective ratings on the Bonds for its long-term rating, if any, by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds), and that the corporations providing the liquidity agreement and credit facility have, at the date of acquisition of the variable rate obligation by the Trustee, an outstanding issue of unsecured, uninsured and unguaranteed debt obligations rated not lower than their respective ratings on the Bonds by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds);

(x) any repurchase agreement with any bank or trust company organized under the laws of any state of the United States or any national banking association (including the Trustee) having a minimum permanent capital of one hundred million dollars (\$100,000,000) and with short-term debt rated by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds) in their respective four highest short-term rating categories or government bond dealer reporting to, trading with, and recognized as a primary dealer by the Federal Reserve Bank of New York, which agreement is secured by any one or more of the securities and obligations described in clauses (i), (ii) or (iii) above, which shall have a market value (exclusive of accrued interest and valued at least monthly) at least equal to the principal

amount of such investment and shall be lodged with the Trustee or other fiduciary, as custodian for the Trustee, by the bank, trust company, national banking association or bond dealer executing such repurchase agreement, and the entity executing each such repurchase agreement required to be so secured shall furnish the Trustee with an undertaking satisfactory to it that the aggregate market value of all such obligations securing each such repurchase agreement (as valued at least monthly) will be an amount equal to the principal amount of each such repurchase agreement and the Trustee shall be entitled to rely on each such undertaking;

(xi) any cash sweep or similar account arrangement of or available to the Trustee, the investments of which are limited to investments described in clauses (i), (ii), (iii), (iv) and (x) of this definition of Investment Securities and any money market fund, the entire investments of which are limited to investments described in clauses (i), (ii), (iii), (iv) and (x) of this definition of Investment Securities and which money market fund is rated in their respective highest Rating Categories by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds); provided that as used in this clause (xi) and clause (xii) investments will be deemed to satisfy the requirements of clause (x) if they meet the requirements set forth in clause (x) ending with the words "clauses (i), (ii) or (iii) above" and without regard to the remainder of such clause (x);

(xii) a guaranteed investment contract with a financial institution or insurance company which has at the date of execution thereof an outstanding issue of unsecured, uninsured and unguaranteed debt obligations or a claims paying ability rated not lower than their respective ratings on the Bonds by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds);

(xiii) shares of beneficial interest in diversified management companies investing exclusively in securities and obligations described in clauses (i) through (xii) of this definition of Investment Securities and which companies are rated in their respective highest Rating Categories by Moody's (if Moody's is then rating the Bonds) and Standard & Poor's (if Standard & Poor's is then rating the Bonds) or have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in such securities and obligations and with assets under management in excess of \$500,000,000; and

(xiv) investment agreements with a domestic or foreign bank or corporation (other than a life or property casualty insurance company) the long-term debt of which, or, in the case of a guaranteed corporation the long-term debt, or, in the case of a monoline financial guaranty insurance company, claims paying ability, of the guarantor, is rated on the date of execution of such investment agreement not lower than "Aa2" by Moody's (if Moody's is then rating any of the District's Outstanding Bonds) and "AA" by Standard & Poor's (if Standard & Poor's is then rating any of the District's Outstanding Bonds);

(xv) the Local Agency Investment Fund (as that term is defined in Section 16429.1 of the California Government Code, as such section may be amended or recodified from time to time); and

(xvi) any investment approved by the Board for which confirmation is received from each rating agency then rating any of the Bonds that such investment will not adversely affect such agency's rating on such Bonds.

**“Principal Office”** means the principal office of the Paying Agent for the payment of the Series A Bonds and the administration of its duties hereunder; the office or offices will be identified in a written notice filed with the District by the Paying Agent.

**“Purchase Contract”** means the bond purchase agreement, dated the date of sale of the Series A Bonds, by and between the Original Purchaser and the District, pursuant to which the Original Purchaser agrees to purchase all of the Series A Bonds, subject to the conditions contained in Section 4.01 hereof.

**“Regulations”** means temporary and permanent regulations promulgated under the Tax Code.

**“Resolution”** or **“Bond Resolution”** means this Resolution.

**“Supplemental Resolution”** means any resolution supplemental to or amendatory of this Resolution, adopted by the Board in accordance with Article VIII hereof.

**“Tax Code”** means the Internal Revenue Tax Code of 1986 as in effect on the Closing Date or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the Closing Date, together with applicable temporary and final Regulations promulgated under the Tax Code.

**“Treasurer”** means the Treasurer-Tax Collector of the County, or deputy or designee thereof.

**“Written Request of the District”** means an instrument in writing signed by the District Representative or by any other officer of the District duly authorized by the District and listed on a Written Request of the District for that purpose.

## ARTICLE II

### THE SERIES A BONDS

**Section 2.01. Authorization.** The Series A Bonds are hereby authorized to be issued by the District under and subject to the terms of the Bond Law and this Resolution; provided, that the aggregate principal amount of the Series A Bonds shall not exceed \$230,000,000. This Resolution constitutes a continuing agreement with the Owners of all of the Series A Bonds issued or to be issued hereunder and then Outstanding to secure the full and final payment of principal of and the interest on all Series A Bonds which may from time to time be executed and delivered hereunder, subject to the covenants, agreements, provisions and conditions herein contained. The Series A Bonds shall be designated the "San Mateo County Community College District 2015 General Obligation Bonds (Election of 2014), Series A".

**Section 2.02. Terms of Series A Bonds.**

(a) Form; Numbering. The Series A Bonds shall be issued as fully registered Bonds, and shall be lettered and numbered as the Paying Agent shall prescribe. The Series A Bonds shall be issued in the denomination of \$5,000 each or any integral multiple thereof, but in an amount not to exceed the aggregate principal amount of Series A Bonds maturing in the year of maturity for which the denomination is specified.

(b) Date of the Series A Bonds. The Series A Bonds shall be dated the Closing Date, or such other date as shall be specified in the Purchase Contract.

(c) CUSIP Identification Numbers. "CUSIP" identification numbers shall be imprinted on the Series A Bonds, but such numbers shall not constitute a part of the contract evidenced by the Series A Bonds and any error or omission with respect thereto shall not constitute cause for refusal of any purchaser to accept delivery of and pay for the Series A Bonds. In addition, failure on the part of the District to use such CUSIP numbers in any notice to Owners of the Series A Bonds shall not constitute an event of default or any violation of the District's contract with such Owners and shall not impair the effectiveness of any such notice.

(d) Maturities; Interest. The Series A Bonds shall mature on September 1 in the years and amounts set forth in the Purchase Contract.

The Board hereby authorizes the issuance of a portion of the Series A Bonds with a maturity greater than 30 years but not greater than 40 years pursuant to Section 53508.6 of the Bond Law, but only if the useful life of the facilities which are financed with the proceeds of the Series A Bonds having a maturity greater than 30 years equals or exceeds the maturity date of such Series A Bonds. A District Representative who is familiar with the projects to be financed with the proceeds of the Series A Bonds is authorized to make such determination and to execute a certificate to such effect in the event the Series A Bonds have a maturity greater than 30 years.

The Series A Bonds shall bear interest at such rate as shall be determined upon the sale thereof in accordance with Section 4.01 hereof, payable semi-annually on Bond Payment Dates, or such other dates as shall be specified in the Purchase Contract.

Each Bond shall bear interest from the Series A Bond Payment Date next preceding the date of registration and authentication thereof unless (i) it is registered and authenticated as of a Bond Payment Date, in which event it shall bear interest from such date, or (ii) it is registered and authenticated prior to a Bond Payment Date and after the close of business on the fifteenth (15th) day of the month preceding such Series A Bond Payment Date, in which event it shall bear interest from such Series A Bond Payment Date, or (iii) it is registered and authenticated prior to February 15, 2016, in which event it shall bear interest from the date described in paragraph (b) of this Section 2.02; *provided, however*, that if at the time of authentication of a Bond, interest is in default thereon, such Series A Bond shall bear interest from the Series A Bond Payment Date to which interest has previously been paid or made available for payment thereon.

Interest on the Series A Bonds shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

(e) Payment. Interest on the Series A Bonds, including the final interest payment upon maturity, is payable by check of the Paying Agent mailed on the Series A Bond Payment Date via first-class mail to the Owner thereof at such Owner's address as it appears on the Series A Bond register maintained by the Paying Agent at the close of business on the fifteenth (15th) day of the month preceding the Series A Bond Payment Date (the "Record Date"), or at such other address as the Owner may have filed with the Paying Agent for that purpose, or upon written request filed with the Paying Agent as of the Record Date by an Owner of at least \$1,000,000 in aggregate principal amount of Series A Bonds, by wire transfer.

**Section 2.03. Redemption**. The Series A Bonds will be subject to redemption as provided in the Official Statement and the Purchase Contract.

The Paying Agent shall give notice of the redemption of the Series A Bonds at the expense of the District. Such notice shall specify: (a) that the Series A Bonds or a designated portion thereof are to be redeemed, (b) the numbers and CUSIP numbers of the Series A Bonds to be redeemed, (c) the date of notice and the date of redemption, (d) the place or places where the Series A Bonds must be submitted for redemption, descriptive information about the Series A Bonds, including the dated date, interest rate and stated maturity date. Such notice shall further state that on the specified date there shall become due and payable upon each Bond to be redeemed, the portion of the principal amount or Maturity Amount of such Series A Bond to be redeemed, together with interest accrued or accreted to said date, and redemption premium, if any, and that from and after such date interest with respect thereto shall cease to accrue or accrete and be payable.

Notice of redemption shall be by first class mail, postage prepaid, to the original purchaser of the Series A Bonds, to a Securities Depository and to an Information Service that disseminates securities redemption notices, and to the District and to the County, and by registered or certified mail or personal delivery to the respective Owners of any Series A Bonds designated for redemption at their addresses appearing on the Series A Bond Register of the Paying Agent, in every case at least 30 days, but not more than 60 days, prior to the redemption date; provided that neither failure to receive such notice nor any defect in any notice so mailed shall affect the sufficiency of the proceedings for the redemption of such Series A Bonds. Any such redemption notice may provide that redemption of the Series A Bonds shall be conditioned upon receipt by the District of sufficient funds to redeem the Series A Bonds on the proposed redemption date.

The District may direct the Paying Agent to send a conditional redemption notice that provides that redemption is subject to the availability of sufficient funds on the proposed

redemption date. The District has the right to rescind any notice of the optional redemption of Series A Bonds by written notice to the Paying Agent on or before the dated fixed for redemption. Any notice of optional redemption shall be cancelled and annulled if for any reason funds will not be or are not available on the date fixed for redemption for the payment in full of the Series A Bonds then called for redemption, and such cancellation will not constitute a default hereunder. The District and the Paying Agent have no liability to the Owners or any other party related to or arising from such rescission of redemption. The Paying Agent shall mail any such notice of rescission of redemption in the same manner as the original notice of redemption was sent under this Section.

#### **Section 2.04. Book-Entry System.**

(a) Original Delivery. The Series A Bonds shall be initially delivered in the form of a separate single fully registered Bond (which may be typewritten) for each maturity of the Series A Bonds. Upon initial delivery, the ownership of each such Series A Bond shall be registered on the Registration Books in the name of Cede & Co. (the "Nominee"). Except as provided in subsection (c), the ownership of all of the Outstanding Bonds shall be registered in the name of the Nominee on the Registration Books.

With respect to Bonds the ownership of which shall be registered in the name of the Nominee, the District and the Paying Agent shall have no responsibility or obligation to any Depository System Participant or to any person on behalf of which the Depository holds an interest in the Series A Bonds. Without limiting the generality of the immediately preceding sentence, the District and the Paying Agent shall have no responsibility or obligation with respect to (i) the accuracy of the records of the Depository, the Nominee or any Depository System Participant with respect to any ownership interest in the Series A Bonds, (ii) the delivery to any Depository System Participant or any other person, other than an Owner as shown in the Registration Books, of any notice with respect to the Series A Bonds, including any notice of redemption, (iii) the selection by the Depository of the beneficial interests in the Series A Bonds to be redeemed in the event the District elects to redeem the Series A Bonds in part, (iv) the payment to any Depository System Participant or any other person, other than an Owner as shown in the Registration Books, of any amount with respect to principal, premium, if any, or interest on the Series A Bonds or (v) any consent given or other action taken by the Depository as Owner of the Series A Bonds. The District and the Paying Agent may treat and consider the person in whose name each Bond is registered as the absolute owner of such Series A Bond for the purpose of payment of principal, premium and interest on such Series A Bond, for the purpose of giving notices of redemption and other matters with respect to such Series A Bond, for the purpose of registering transfers of ownership of such Series A Bond, and for all other purposes whatsoever. The Paying Agent shall pay the principal of and interest and premium, if any, on the Series A Bonds only to the respective Owners or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge all obligations with respect to payment of principal of and interest and premium, if any, on the Series A Bonds to the extent of the sum or sums so paid. No person other than an Owner shall receive a Bond evidencing the obligation of the District to make payments of principal, interest and premium, if any, pursuant to this Resolution. Upon delivery by the Depository to the Nominee of written notice to the effect that the Depository has determined to substitute a new nominee in its place, and subject to the provisions herein with respect to Record Dates, such new nominee shall become the Nominee hereunder for all purposes; and upon receipt of such a notice the District shall promptly deliver a copy of the same to the Paying Agent.

(b) Representation Letter. In order to qualify the Series A Bonds for the Depository's book-entry system, the District and the Paying Agent shall execute and deliver to such Depository a letter representing such matters as shall be necessary to so qualify the Series A Bonds. The execution and delivery of such letter shall not in any way limit the provisions of subsection (a) above or in any other way impose upon the District or the Paying Agent any obligation whatsoever with respect to persons having interests in the Series A Bonds other than the Owners. The Paying Agent agrees to comply with all provisions in such letter with respect to the giving of notices thereunder by the Paying Agent. In addition to the execution and delivery of such letter, the District may take any other actions, not inconsistent with this Resolution, to qualify the Series A Bonds for the Depository's book-entry program.

(c) Transfers Outside Book-Entry System. In the event that either (i) the Depository determines not to continue to act as Depository for the Series A Bonds, or (ii) the District determines to terminate the Depository as such, then the District shall thereupon discontinue the book-entry system with such Depository. In such event, the Depository shall cooperate with the District and the Paying Agent in the issuance of replacement Bonds by providing the Paying Agent with a list showing the interests of the Depository System Participants in the Series A Bonds, and by surrendering the Series A Bonds, registered in the name of the Nominee, to the Paying Agent on or before the date such replacement Bonds are to be issued. The Depository, by accepting delivery of the Series A Bonds, agrees to be bound by the provisions of this subsection (c). If, prior to the termination of the Depository acting as such, the District fails to identify another Securities Depository to replace the Depository, then the Series A Bonds shall no longer be required to be registered in the Registration Books in the name of the Nominee, but shall be registered in whatever name or names the Owners transferring or exchanging Bonds shall designate, in accordance with the provisions of this Article 2. Prior to its termination, the Depository shall furnish the Paying Agent with the names and addresses of the Participants and respective ownership interests thereof.

(d) Payments to the Nominee. Notwithstanding any other provision of this Resolution to the contrary, so long as any Series A Bond is registered in the name of the Nominee, all payments by the District or the Paying Agent with respect to principal of and interest and premium, if any, on such Series A Bond and all notices with respect to such Series A Bond shall be made and given, respectively, as provided in the letter described in subsection (b) of this Section or as otherwise instructed by the Depository.

**Section 2.05. Form of Series A Bonds.** The Series A Bonds, the form of the Paying Agent's certificate of authentication and registration and the form of assignment to appear thereon shall be substantially in the form, with necessary or appropriate variations, omissions and insertions, as permitted or required by this Resolution, as set forth in Exhibit A attached hereto.

**Section 2.06. Execution of Series A Bonds.** The Series A Bonds shall be executed on behalf of the Board by the facsimile signatures of the President and countersigned by the Vice President/Clerk of the Board of Trustees who are in office on the date of adoption of this Resolution or at any time thereafter, and the seal of the District shall be impressed, imprinted or reproduced by facsimile thereon. If any officer whose signature appears on any Series A Bond ceases to be such officer before delivery of the Series A Bonds to the purchaser, such signature shall nevertheless be as effective as if the officer had remained in office until the delivery of the Series A Bonds to the purchaser. Any Series A Bond may be signed and attested on behalf of the Board by such persons as at the actual date of the execution of such Series A Bond shall be the proper officers of the District although at the nominal date of such Series A Bond any such person shall not have been such officer of the District.

Only such Series A Bonds as shall bear thereon a certificate of authentication and registration in the form set forth in Exhibit A attached hereto, executed and dated by the Paying Agent, shall be valid or obligatory for any purpose or entitled to the benefits of this Resolution, and such certificate of the Paying Agent shall be conclusive evidence that the Series A Bonds so registered have been duly authenticated, registered and delivered hereunder and are entitled to the benefits of this Resolution.

**Section 2.07. Transfer of Series A Bonds.** Any Series A Bond may, in accordance with its terms, be transferred, upon the books required to be kept pursuant to the provisions of Section 2.09 hereof, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Series A Bond for cancellation at the Principal Office at the Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed. The Paying Agent shall require the payment by the Owner requesting such transfer of any tax or other governmental charge required to be paid with respect to such transfer.

Whenever any Series A Bond or Series A Bonds shall be surrendered for transfer, the District shall execute and the Paying Agent shall authenticate and deliver a new Bond or Bonds, for like aggregate principal amount.

No transfers of Series A Bonds shall be required to be made (a) fifteen days prior to the date established by the Paying Agent for selection of Series A Bonds for redemption or (b) with respect to a Bond after such Series A Bond has been selected for redemption.

**Section 2.08. Exchange of Series A Bonds.** Bonds may be exchanged at the Principal Office of the Paying Agent for a like aggregate principal amount of Series A Bonds of authorized denominations and of the same maturity. The Paying Agent shall require the payment by the Owner requesting such exchange of any tax or other governmental charge required to be paid with respect to such exchange.

No exchanges of Series A Bonds shall be required to be made (a) fifteen days prior to the date established by the Paying Agent for selection of Series A Bonds for redemption or (b) with respect to a Bond after such Series A Bond has been selected for redemption.

**Section 2.09. Bond Register.** The Paying Agent shall keep or cause to be kept sufficient books for the registration and transfer of the Series A Bond (the "Registration Books"), which shall at all times be open to inspection by the District upon reasonable notice; and, upon presentation for such purpose, the Paying Agent shall, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on said books, Bonds as herein before provided.

**Section 2.10. Temporary Bonds.** The Series A Bonds may be initially issued in temporary form exchangeable for definitive Bonds when ready for delivery. The temporary Bonds may be printed, lithographed or typewritten, shall be of such denominations as may be determined by the District, and may contain such reference to any of the provisions of this Resolution as may be appropriate. Every temporary Bond shall be executed by the District upon the same conditions and in substantially the same manner as the definitive Bonds. If the District issues temporary Bonds it will execute and furnish definitive Bonds without delay, and thereupon the temporary Bonds may be surrendered, for cancellation, in exchange therefor at the Principal Office of the Paying Agent and the Paying Agent shall deliver in exchange for such temporary Bonds an equal

aggregate principal amount of definitive Bonds of authorized denominations. Until so exchanged, the temporary Bonds shall be entitled to the same benefits pursuant to this Resolution as definitive Bonds executed and delivered hereunder.

**Section 2.11. Bonds Mutilated, Lost, Destroyed or Stolen.** If any Series A Bond shall become mutilated the District, at the expense of the Owner of said Bond, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like maturity and principal amount in exchange and substitution for the Series A Bond so mutilated, but only upon surrender to the Paying Agent of the Series A Bond so mutilated. Every mutilated Bond so surrendered to the Paying Agent shall be canceled by it and delivered to, or upon the order of, the District. If any Series A Bond shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the District and, if such evidence be satisfactory to the District and indemnity satisfactory to it shall be given, the District, at the expense of the Owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like maturity and principal amount in lieu of and in substitution for the Series A Bond so lost, destroyed or stolen. The District may require payment of a sum not exceeding the actual cost of preparing each new Bond issued under this Section and of the expenses which may be incurred by the District and the Paying Agent in the premises. Any Series A Bond issued under the provisions of this Section 2.11 in lieu of any Series A Bond alleged to be lost, destroyed or stolen shall constitute an original additional contractual obligation on the part of the District whether or not the Series A Bond so alleged to be lost, destroyed or stolen be at any time enforceable by anyone, and shall be equally and proportionately entitled to the benefits of this Resolution with all other Bonds issued pursuant to this Resolution.

### ARTICLE III

#### **ISSUE OF SERIES A BONDS; APPLICATION OF SERIES A BOND PROCEEDS; SECURITY FOR THE SERIES A BONDS; INTEREST AND SINKING FUND**

**Section 3.01. Issuance and Delivery of Series A Bonds.** At any time after the adoption of this Resolution, the District may issue and deliver the Series A Bonds. The District Representative shall be, and is hereby, directed to cause the Series A Bonds to be printed, signed and sealed, and to be delivered to the Original Purchaser upon the Treasurer's receipt of the purchase price therefor, and upon the Original Purchaser's performance of the conditions imposed by the District. The Paying Agent is hereby authorized to deliver the Series A Bonds to the Original Purchaser, upon receipt of a Written Request of the District.

**Section 3.02. Application of Proceeds of Sale of Series A Bonds.** The proceeds from the sale of the Series A Bonds, to the extent of the principal amount thereof, shall be paid to the Treasurer to the credit of the fund hereby created and established and to be known as the "Election of 2014, Series A San Mateo County Community College District Bond Construction Fund" of the District (the "Bond Construction Fund"), which shall be accounted for separate and distinct from all other District and County funds, and those proceeds shall be used solely for the purpose for which the Series A Bonds are being issued. Funds on hand in the Series A Bond Construction Fund shall be invested as set forth in Section 6.06 hereof. The interest earned on the monies deposited to said Bond Construction Fund shall be deposited in said Bond Construction Fund and used for the purposes for which the Series A Bonds have been authorized. Any excess proceeds of the Series A Bonds not needed for the authorized purposes set forth herein for which the Series A Bonds are being issued shall be transferred to the Interest and Sinking Fund and applied to the payment of principal and interest on the Series A Bonds, at the written direction of the District. If, after payment in full of the Series A Bonds there remain excess proceeds, any such excess amounts shall be transferred to the general fund of the District, pursuant to Section 15234 of the Bond Law.

Proceeds from the sale of the Series A Bonds which consist of accrued interest on the Series A Bonds (if any) and any premium received by the District shall be deposited into the Interest and Sinking Fund.

**Section 3.03. Security for the Series A Bonds.** The Series A Bonds are general obligations of the District. The Board of Supervisors of the County has the power, is obligated to, and shall levy ad valorem taxes upon all property within the District subject to taxation, without limitation of rate or amount (except with respect to certain personal property which is taxed at limited rates), for the payment of the Series A Bonds and the interest thereon, in accordance with and subject to Sections 15250 and Section 15252 of the Bond Law.

**Section 3.04. Interest and Sinking Fund.** The District shall instruct the Controller to create and maintain while the Series A Bonds are outstanding an interest and sinking fund for the Series A Bonds (the "Interest and Sinking Fund"), which shall be maintained by the Treasurer as a separate account, distinct from all other funds of the District, into which shall be paid on receipt thereof, (i) the portion of the Series A Bond proceeds designated in Section 3.02 of this Resolution as accrued interest and premium paid to the District, if any, and (ii) the proceeds of any taxes levied pursuant to Section 3.03. The Interest and Sinking Fund shall be administered and disbursements made in the manner set forth in Section 3.05 hereof.

**Section 3.05. Disbursements From Interest and Sinking Fund.** The moneys in the Interest and Sinking Fund, to the extent necessary to pay Debt Service on the Series A Bonds as the same becomes due and payable, shall be transferred by the Treasurer to the Paying Agent which, in turn, shall pay such moneys to DTC to pay the Debt Service on the Series A Bonds. DTC will thereupon make payments of Debt Service on the Series A Bonds to the DTC Participants who will thereupon make payments of Debt Service to the beneficial owners of the Series A Bonds. Any moneys remaining in the Interest and Sinking Fund after Debt Service on the Series A Bonds has been paid, or provision for such payment has been made, shall be transferred to the General Fund of the District, pursuant to Section 15234 of the Bond Law.

**Section 3.06. Professionals; Estimated Financing Costs.** The firm of Jones Hall, A Professional Law Corporation has previously been engaged to act as the District's bond counsel and disclosure counsel, respectively, in connection with the issuance and sale of the Series A Bonds. The estimated Issuance Expenses associated with the bond sale are \$310,000, which includes bond counsel and disclosure counsel fees, costs of printing the Official Statement, rating agency fees, and paying agent fees, but which do not include underwriting fees and the cost of municipal bond insurance, if obtained.

**Section 3.07. Issuance Expenses Agreement.** The Board reserves the right to request the Original Purchaser to pay all or a portion of the Issuance Expenses from its own funds as a condition to the purchase of the Series A Bonds. In order to facilitate the payment of all or some Issuance Expenses, the Board hereby authorizes a District Representative to enter into or acknowledge an agreement, designating a bank identified therein, to serve as a custodian for receipt of a portion of the proceeds of the Series A Bonds or funds provided by the Original Purchaser to pay all or a portion of the Issuance Expenses.

**Section 3.08. Presentation of Actual Cost Information at Board Meeting; Report to California Debt and Investment Advisory Commission.** As required by Government Code Section 53509.5, after the sale of the Series A Bonds, the Board shall present actual cost information for the sale at its next scheduled public meeting. In addition, Bond Counsel is authorized to submit an itemized summary of the costs of the Series A Bond sale to the California Debt and Investment Advisory Commission.

## ARTICLE IV

### SALE OF THE SERIES A BONDS; OFFICIAL STATEMENT

#### **Section 4.01. Sale of the Series A Bonds; Bond Insurance.**

(a) The Series A Bonds shall be sold to the Original Purchaser pursuant to the terms of a Purchase Contract, between the Original Purchaser and the District, and dated the date of sale of the Series A Bonds (the "Purchase Contract"), so long as the principal amount of the Series A Bonds does not exceed \$230,000,000, so long as the net interest cost on the Series A Bonds does not exceed 6.0%, and so long as the Original Purchaser's discount on the Series A Bonds (without regard to an original issue discount, if any) does not exceed 1.0%. Each of the Chancellor, the Executive Vice Chancellor and the Chief Financial Officer is hereby authorized and directed to execute the Purchase Contract, so long as the limitations contained herein are reflected in the Purchase Contract.

The Purchase Contract shall recite the aggregate principal amount of the Series A Bonds, the date thereof, the maturity dates, principal amounts and annual rates of interest of each maturity thereof, the initial and semiannual interest payment dates thereof, and the terms of optional and mandatory sinking fund redemption thereof, if any.

(b) In accordance with Section 53508.7 of the Bond Law, the Board has determined to sell the Series A Bonds at negotiated sale for the following reasons: (i) a negotiated sale provides more flexibility to choose the time and date of the sale which is advantageous in a volatile municipal bond market, and (ii) a negotiated sale will permit the time schedule for the issuance and sale of the Series A Bonds to be expedited.

(c) The District Representative is hereby authorized to solicit proposals from municipal bond insurers, and, if such officer determines it is in the best interest of the District, to arrange for the issuance of a policy of municipal bond insurance for one or more maturities of the Series A Bonds and to execute and deliver an insurance commitment and all other documents necessary in connection therewith.

**Section 4.02. Official Action.** All actions heretofore taken by the officers and agents of the District with respect to the sale and issuance of the Series A Bonds are hereby approved and ratified, and the District Representative and all other officers of the District are hereby authorized and directed for and in the name and on behalf of the Board, to do any and all things and take any and all actions relating to the execution and delivery of any and all certificates, requisitions, agreements and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of the Series A Bonds in accordance with this resolution.

**Section 4.03. Preparation of Official Statement.** The Board hereby approves, and hereby deems final within the meaning of Rule 15c2-12 of the Securities Exchange Act of 1934, the Preliminary Official Statement describing the Series A Bonds in substantially the form submitted by the Original Purchaser and on file with the Vice President/Clerk of the Board. Each of the Chancellor, the Executive Vice Chancellor and the Chief Financial Officer is hereby authorized to execute an appropriate certificate stating the Board's determination that the Preliminary Official Statement has been deemed final within the meaning of such Rule.

Distribution of the Preliminary Official Statement in connection with the sale of the Series A Bonds is hereby approved. Each of the Chancellor, the Executive Vice Chancellor and the Chief Financial Officer is hereby authorized and directed to approve any changes in or additions to a final form of said Official Statement, and the execution thereof by the Chancellor, the Executive Vice Chancellor or the Chief Financial Officer shall be conclusive evidence of his approval of any such changes and additions. The Board hereby authorizes the distribution of the final Official Statement by the Original Purchaser of the Series A Bonds. The final Official Statement shall be executed in the name and on behalf of the District by the Chancellor, the Executive Vice Chancellor or the Chief Financial Officer.

## ARTICLE V

### COVENANTS

**Section 5.01. Punctual Payment.** The District Representative is hereby authorized and directed to report to the Controller all final terms of sale of the Series A Bonds, and to file with the Controller and with the Treasurer a copy of the executed Purchase Contract, this Resolution, and the schedule of amortization of the principal of and payment on the Series A Bonds. The filing of this Resolution shall serve as the notice required to be given by Section 15140(c) of the Education Code and as the District's request to the Controller and the Board of Supervisors of the County to propose and adopt, pursuant to law, in each year a tax rate applicable to all taxable property of the District for payment of the Series A Bonds; and to the other officers of the County to levy and collect said taxes for the payment of the Series A Bonds, to pay in a timely manner to the Paying Agent on behalf of the Owners of the Series A Bonds the principal, interest, and premium, if any, due on the Series A Bonds in each year; and to create in the County treasury to the credit of the District a Bond Construction Fund and a Interest and Sinking Fund pursuant to Section 15146 of the Education Code. Nothing herein contained shall prevent the District from making advances of its own moneys, howsoever derived, to any of the uses or purposes permitted by law.

**Section 5.02. Extension of Time for Payment.** In order to prevent any accumulation of claims for interest after maturity, the District will not, directly or indirectly, extend or consent to the extension of the time for the payment of any claim for interest on any of the Series A Bonds and will not, directly or indirectly, approve any such arrangement by purchasing or funding said claims for interest or in any other manner. In case any such claim for interest shall be extended or funded, whether or not with the consent of the District, such claim for interest so extended or funded shall not be entitled, in case of default by the District hereunder, to the benefits of this Resolution, except subject to the prior payment in full of the principal of all of the Series A Bonds then Outstanding and of all claims for interest which shall not have so extended or funded.

#### **Section 5.03. Tax Covenants.**

(a) **Private Activity Bond Limitation.** The District shall assure that the proceeds of the Series A Bonds are not so used as to cause the Series A Bonds to satisfy the private business tests of section 141(b) of the Tax Code or the private loan financing test of section 141(c) of the Tax Code.

(b) **Federal Guarantee Prohibition.** The District shall not take any action or permit or suffer any action to be taken if the result of the same would be to cause any of the Series A Bonds to be "federally guaranteed" within the meaning of section 149(b) of the Tax Code.

(c) **Rebate Requirement.** The District shall take any and all actions necessary to assure compliance with section 148(f) of the Tax Code, relating to the rebate of excess investment earnings, if any, to the federal government, to the extent that such section is applicable to the Series A Bonds.

(d) **No Arbitrage.** The District shall not take, or permit or suffer to be taken by the Trustee or otherwise, any action with respect to the proceeds of the Series A Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally

taken, on the date of issuance of the Series A Bonds would have caused the Series A Bonds to be "arbitrage bonds" within the meaning of section 148 of the Tax Code.

(e) Maintenance of Tax Exemption. The District shall take all actions necessary to assure the exclusion of interest on the Series A Bonds from the gross income of the Owners of the Series A Bonds to the same extent as such interest is permitted to be excluded from gross income under the Tax Code as in effect on the date of issuance of the Series A Bonds.

**Section 5.04. Continuing Disclosure.** The District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. "Continuing Disclosure Certificate" shall mean that certain Continuing Disclosure Certificate executed by the District and dated the date of issuance and delivery of the Series A Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof, the form of which is on file with the Vice President/Clerk of the Board.

## ARTICLE VI

### THE PAYING AGENT; INVESTMENT

**SECTION 6.01. Appointment of Paying Agent.** The County has designated The Bank of New York Mellon Trust Company, N.A. to act as Paying Agent for the Series A Bonds, and the District hereby ratifies that selection. The Paying Agent undertakes to perform such duties, and only such duties, as are specifically set forth in this Resolution, and even during the continuance of an event of default with respect to the Series A Bonds, no implied covenants or obligations shall be read into this Resolution against the Paying Agent. The Paying Agent shall signify its acceptance of the duties and obligations imposed upon it by this Resolution by executing and delivering to the District a certificate to that effect.

The Treasurer may remove the Paying Agent initially appointed, and any successor thereto, and may appoint a successor or successors thereto, but any such successor shall be a bank or trust company doing business and having an office in the State of California, having a combined capital (exclusive of borrowed capital) and surplus of at least \$50,000,000, and subject to supervision or examination by federal or state authority. If such bank or trust company publishes a report of condition at least annually, under law or to the requirements of any supervising or examining authority above referred to, then for the purposes of this Section 6.01 the combined capital and surplus of such bank or trust company shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published.

The Paying Agent may at any time resign by giving written notice to the Treasurer, the District and the Series A Bond Owners of such resignation. Upon receiving notice of such resignation, the Treasurer shall promptly appoint a successor Paying Agent by an instrument in writing. Any resignation or removal of the Paying Agent and appointment of a successor Paying Agent shall become effective upon acceptance of appointment by the successor Paying Agent.

**SECTION 6.02. Paying Agent May Hold Bonds.** The Paying Agent may become the Owner of any of the Series A Bonds in its own or any other capacity with the same rights it would have if it were not Paying Agent.

**SECTION 6.03. Liability of Agents.** The recitals of facts, covenants and agreements herein and in the Series A Bonds contained shall be taken as statements, covenants and agreements of the District, and the Paying Agent assumes no responsibility for the correctness of the same, nor makes any representations as to the validity or sufficiency of this Resolution or of the Series A Bonds, nor shall incur any responsibility in respect thereof, other than as set forth in this Resolution. The Paying Agent is not liable in connection with the performance of its duties hereunder, except for its own negligence or willful default.

In the absence of bad faith, the Paying Agent may conclusively rely, as to the truth of the statements and the correctness of the opinions expressed therein, upon certificates or opinions furnished to the Paying Agent and conforming to the requirements of this Resolution.

The Paying Agent is not liable for any error of judgment made in good faith by a responsible officer of its corporate trust department in the absence of the negligence of the Paying Agent.

No provision of this Resolution shall require the Paying Agent to expend or risk its own funds or otherwise incur any financial liability in the performance of any of its duties hereunder, or in the exercise of any of its rights or powers, if it has reasonable grounds for believing that repayment of such funds or adequate indemnity against such risk or liability is not reasonably assured to it.

The Paying Agent may execute any of the powers hereunder or perform any duties hereunder either directly or by or through agents or attorneys.

**SECTION 6.04. Notice to Agents.** The Paying Agent may rely and shall be protected in acting or refraining from acting upon any notice, resolution, request, consent, order, certificate, report, warrant, bond or other paper or document believed by it to be genuine and to have been signed or presented by the proper party or proper parties. The Paying Agent may consult with counsel, who may be counsel to the District, with regard to legal questions, and the opinion of such counsel shall be full and complete authorization and protection in respect of any action taken or suffered by it hereunder in good faith and in accordance therewith.

Whenever in the administration of its duties under this Resolution, the Paying Agent shall deem it necessary or desirable that a matter be proved or established prior to taking or suffering any action hereunder, such matter (unless other evidence in respect thereof be herein specifically prescribed) may, in the absence of bad faith on the part of the Paying Agent, be deemed to be conclusively proved and established by a certificate of the District, and such certificate shall be full warrant to the Paying Agent for any action taken or suffered under the provisions of this Resolution upon the faith thereof, but in its discretion the Paying Agent may, in lieu thereof, accept other evidence of such matter or may require such additional evidence as to it may seem reasonable.

**SECTION 6.05. Compensation; Indemnification.** The District shall pay to the Paying Agent from time to time reasonable compensation for all services rendered under this Resolution, and also all reasonable expenses, charges, counsel fees and other disbursements, including those of their attorneys, agents and employees, incurred in and about the performance of their powers and duties under this Resolution. The fees and expenses of the Paying Agent not paid from the proceeds of sale of the Series A Bonds shall be paid in each year from the Interest and Sinking Fund, insofar as permitted by law, including specifically Section 15232 of the Education Code of the State of California.

The District further agrees to indemnify and save the Paying Agent harmless against any liabilities which it may incur in the exercise and performance of its powers and duties hereunder which are not due to its negligence or bad faith.

**SECTION 6.06. Investments.** All moneys held in any of the funds or accounts established with the Treasurer hereunder shall be invested pursuant to law applicable to community college districts. Investments purchased as an investment of moneys in any fund or account shall be deemed to be part of such fund or account, and all interest or gain derived from the investment of amounts in any of the funds or accounts established hereunder shall be deposited in the fund or account from which such investment was made, and shall be expended for the purposes thereof.

The Board hereby finds that the proceeds of the Bonds invested in the Building and Construction Fund are not required for the immediate needs of the District. The Board hereby determines that, pursuant to the California Government Code, all or a portion of the Bond Proceeds in the Building and Construction Fund may be invested by the District in Permitted

Investments outside the County Investment Pool in a manner that will ensure that the proceeds will be available for the purposes of the Building and Construction Fund when needed. If moneys in the Building and Construction Fund are invested outside the County Investment Pool, such investment shall be the sole responsibility of the District. The Treasurer shall have no responsibility for the selection of investments outside of the County Investment Pool.

The District covenants that all investments of amounts deposited in any fund or account created by or under this Resolution, or otherwise containing proceeds of the Series A Bonds, shall be acquired and disposed of at the Fair Market Value thereof. For purposes of this Section 4.04, the term "Fair Market Value" shall mean, with respect to any investment, the price at which a willing buyer would purchase such investment from a willing seller in a bona fide, arm's length transaction (determined as of the date the contract to purchase or sell the investment becomes binding) if the investment is traded on an established securities market (within the meaning of Section 1273 of the Tax Code) and, otherwise, the term "Fair Market Value" means the acquisition price in a bona fide arm's length transaction (as described above) if (i) the investment is a certificate of deposit that is acquired in accordance with applicable regulations under the Tax Code, (ii) the investment is an agreement with specifically negotiated withdrawal or reinvestment provisions and a specifically negotiated interest rate (for example, a guaranteed investment contract, a forward supply contract or other investment agreement) that is acquired in accordance with applicable regulations under the Tax Code, or (iii) the investment is a United States Treasury Security - State and Local Government Series that is acquired in accordance with applicable regulations of the United States Bureau of Public Debt.

## ARTICLE VII

### EVENTS OF DEFAULT AND REMEDIES OF SERIES A BONDOWNERS

**Section 7.01. Events of Default.** Any one or more of the following events shall constitute an “event of default”:

(a) if default shall be made by the District in the due and punctual payment of Debt Service or redemption premium, if any, on any Series A Bond when and as the same shall become due and payable, whether at maturity as therein expressed, by declaration or otherwise;

(b) if default shall be made by the District in the observance of any of the covenants, agreements or conditions on its part in this Resolution or in the Series A Bonds contained, and such default shall have continued for a period of thirty (30) days after written notice thereof to the District Representative; or

(c) if the District shall file a petition seeking reorganization or arrangement under the federal bankruptcy laws or any other applicable law of the United States of America, or if a court of competent jurisdiction shall approve a petition, seeking reorganization of the District under the federal bankruptcy laws or any other applicable law of the United States of America, or if, under the provisions of any other law for the relief or aid of debtors, any court of competent jurisdiction shall assume custody or control of the District or of the whole or any substantial part of its property.

**Section 7.02. Application of Funds Upon Default.** All of the sums in the Interest and Sinking Fund and accounts provided for in Section 3.04 hereof upon the occurrence of an Event of Default as provided in Section 7.01 hereof, and all sums thereafter received by the Paying Agent hereunder, shall be applied by the Paying Agent in the following order upon presentation of the Series A Bonds, and the stamping thereon of the payment if only partially paid, or upon the surrender thereof if fully paid:

*First*, to the payment of the costs and expenses of the Paying Agent hereunder and of the costs and expenses of Series A Bondowners in declaring such event of default, including reasonable compensation to their agents, attorneys and counsel;

*Second*, in case the principal of the Series A Bonds shall not have become due and payable, to the payment of the interest in default in the order of the maturity of the installments of such interest, with interest on the overdue installments at the rate of twelve percent (12%) per annum (to the extent that such interest on overdue installments shall have been collected), such payments to be made ratably to the persons entitled thereto without discrimination or preference;

*Third*, in case any principal of the Series A Bonds shall have become and shall be then due and payable, all such sums shall be applied to the payment of the whole amount then owing and unpaid upon the Series A Bonds for principal and interest, with interest on the overdue principal and installments of interest at the rate of twelve percent (12%) per annum (to the extent that such interest on overdue installments of interest shall have been collected), and in case such moneys shall be insufficient to pay in full the whole amount

so owing and unpaid upon the Series A Bonds, then to the payment of such principal and interest without preference or priority of principal over interest, or interest over principal, or of any installment of interest over any other installment of interest, ratably to the aggregate of such principal and interest.

**Section 7.03. Remedies of Series A Bondowners.** Any Series A Bondowner shall have the right, for the equal benefit and protection of all Bondowners similarly situated:

(a) by mandamus, suit, action or proceeding, to compel the District and its members, officers, agents or employees to perform each and every term, provision and covenant contained in this Resolution and in the Series A Bonds, and to require the carrying out of any or all such covenants and agreements of the District and the fulfillment of all duties imposed upon it;

(b) by suit, action or proceeding in equity, to enjoin any acts or things which are unlawful, or the violation of any of the Series A Bondowners' rights; or

(c) upon the happening of any event of default (as defined in Section 7.01 hereof), by suit, action or proceeding in any court of competent jurisdiction, to require the District and its members and employees to account as if it and they were the trustees of an express trust.

**Section 7.04. Non-Waiver.** Nothing in this Article VII or in any other provision of this Resolution, or in the Series A Bonds, shall affect or impair the obligation of the District, which is absolute and unconditional, to pay the principal of and interest on the Series A Bonds to the respective Owners of the Series A Bonds at the respective dates of maturity, as herein provided, or affect or impair the right of action against the District, which is also absolute and unconditional, of such Owners to institute suit against the District to enforce such payment by virtue of the contract embodied in the Series A Bonds.

A waiver of any default by any Series A Bondowner shall not affect any subsequent default or impair any rights or remedies on the subsequent default. No delay or omission of any Owner of any of the Series A Bonds to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein, and every power and remedy conferred upon the Series A Bondowners by this Article VI may be enforced and exercised from time to time and as often as shall be deemed expedient by the Owners of the Series A Bonds.

If a suit, action or proceeding to enforce any right or exercise any remedy be abandoned or determined adversely to the Series A Bondowners, the District and the Series A Bondowners shall be restored to their former positions, rights and remedies as if such suit, action or proceeding had not been brought or taken.

**Section 7.05. Remedies Not Exclusive.** No remedy herein conferred upon the Owners of Series A Bonds shall be exclusive of any other remedy and that each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder or thereafter conferred on the Series A Bondowners.

## ARTICLE VIII

### SUPPLEMENTAL RESOLUTIONS

**Section 8.01. Supplemental Resolutions Effective Without Consent of the Owners.**

For any one or more of the following purposes and at any time or from time to time, a Supplemental Resolution of the Board may be adopted, which, without the requirement of consent of the Owners of the Series A Bonds, shall be fully effective in accordance with its terms:

- (a) To add covenants and agreements of the Board in this Resolution, which are not contrary to or inconsistent with this Resolution as theretofore in effect;
- (b) To add limitations and restrictions in this Resolution, other limitations and restrictions to be observed by the Board which are not contrary to or inconsistent with this Resolution as theretofore in effect;
- (c) To confirm, as further assurance, any pledge of the District under this Resolution, of any moneys, securities or funds, or to establish any additional funds or accounts to be held under this Resolution;
- (d) To cure any ambiguity, supply any omission, or cure or correct any defect or inconsistent provision in this Resolution; or
- (e) To make such additions, deletions or modifications as may be necessary to assure exclusion from gross income for purposes of federal income taxation of interest on the Series A Bonds.

**Section 8.02. Supplemental Resolutions Effective With Consent to the Owners.** Any modification or amendment of this Resolution and of the rights and obligations of the District and of the Owners of the Series A Bonds may be made by a Supplemental Resolution, with the written consent of the Owners of at least two-thirds in aggregate principal amount of the Series A Bonds Outstanding at the time such consent is given. No such modification or amendment shall permit a change in the terms of maturity of the principal of any Outstanding Bonds or of any interest payable thereon or a reduction in the principal amount thereof or in the rate of interest thereon, or shall reduce the percentage of Series A Bonds the consent of the Owners of which is required to effect any such modification or amendment, or shall change any of the provisions in Section 7.01 hereof relating to Events of Default, or shall reduce the amount of moneys pledged by the District for the repayment of the Series A Bonds without the consent of all the Owners of such Series A Bonds, or shall change or modify any of the rights or obligations of any Paying Agent without its written assent thereto.

## ARTICLE IX

### MISCELLANEOUS

**Section 9.01. Benefits of Resolution Limited to Parties.** Nothing in this Resolution, expressed or implied, is intended to give to any person other than the Board, the District, the Paying Agent, the escrow agent (if any), the County and the Owners of the Series A Bonds, any right, remedy, claim under or by reason of this Resolution. Any covenants, stipulations, promises or agreements in this Resolution contained by and on behalf of the District shall be for the sole and exclusive benefit of the Owners of the Series A Bonds.

**Section 9.02. Defeasance.**

(a) Discharge of Resolution. Any or all Series A Bonds may be paid by the District in any of the following ways, provided that the District also pays or causes to be paid any other sums payable hereunder by the District:

(i) by paying or causing to be paid the Debt Service on Bonds Outstanding and designated for defeasance, as and when the same become due and payable;

(ii) by depositing with an escrow agent, in trust, at or before maturity, money or securities in the necessary amount (as provided in Section 9.02(c) to pay Bonds Outstanding and designated for defeasance; or

(iii) by delivering to the Paying Agent, for cancellation by it, Bonds Outstanding and designated for defeasance.

If the District shall pay such Series A Bonds Outstanding as have been designated for defeasance and shall also pay or cause to be paid all other sums payable hereunder by the District, then and in that case, at the election of the District (evidenced by a certificate of a District Representative, filed with the Paying Agent, signifying the intention of the District to discharge all such indebtedness and this Resolution), and notwithstanding that such Series A Bonds shall not have been surrendered for payment, this Resolution and other assets made under this Resolution and all covenants, agreements and other obligations of the District under this Resolution shall cease, terminate, become void and be completely discharged and satisfied, except only as provided in Section 9.02(b). In such event, upon request of the District, the Paying Agent shall cause an accounting for such period or periods as may be requested by the District to be prepared and filed with the District and shall execute and deliver to the District all such instruments as may be necessary to evidence such discharge and satisfaction, and the Paying Agent or an escrow agent shall pay over, transfer, assign or deliver to the District all moneys or securities or other property held by it pursuant to this Resolution which are not required for the payment of such Series A Bonds not theretofore surrendered for such payment.

(b) Discharge of Liability on Bonds. Upon the deposit, in trust, at or before maturity, of money or securities in the necessary amount (as provided in Section 9.02(c) to pay any Outstanding Bond (whether upon or prior to its maturity date), then all liability of the District in respect of such Series A Bond shall cease and be completely discharged, except only that thereafter the Owner thereof shall be entitled only to payment of the principal of and interest on such Series A Bond by the District, and the District shall remain liable for such payment, but only

out of such money or securities deposited with the Paying Agent or an escrow agent as aforesaid for such payment, provided further, however, that the provisions of Section 9.02(d) shall apply in all events.

The District may at any time surrender to the Paying Agent for cancellation by it any Series A Bonds previously issued and delivered, which the District may have acquired in any manner whatsoever, and such Series A Bonds, upon such surrender and cancellation, shall be deemed to be paid and retired.

(c) Deposit of Money or Securities with Paying Agent or an Escrow Agent. Whenever in this Resolution it is provided or permitted that there be deposited with or held in trust by the Paying Agent or an escrow agent money or securities in the necessary amount to pay any Series A Bonds, the money or securities so to be deposited or held may include money or securities held by the Paying Agent or an escrow agent in the funds and accounts established pursuant to this Resolution and shall be:

(i) lawful money of the United States of America in an amount equal to the principal amount of such Series A Bonds and all unpaid interest thereon to maturity; or

(ii) Federal Securities (not callable by the issuer thereof prior to maturity) the principal of and interest on which when due, in the opinion of a certified public accountant, knowledgeable in calculation of amounts necessary to defease municipal securities, delivered to the District, will provide money sufficient to pay the Debt Service on the Series A Bonds to be paid, as such Debt Service becomes due;

provided, in each case, that the Paying Agent or an escrow agent shall have been irrevocably instructed (by the terms of this Resolution or by request of the District) to apply such money to the payment of such Debt Service on such Series A Bonds.

(d) Payment of Series A Bonds After Discharge of Resolution. Notwithstanding any provisions of this Resolution, any moneys held by the Paying Agent in trust for the payment of the Debt Service on any Series A Bonds and remaining unclaimed for one year after the Debt Service on all of the Series A Bonds has become due and payable, if such moneys were so held at such date, or one year after the date of deposit of such moneys if deposited after said date when all of the Series A Bonds became due and payable, shall, upon request of the District, be repaid to the District, free from the trusts created by this Resolution, and all liability of the Paying Agent with respect to such moneys shall thereupon cease; *provided, however*, that before the repayment of such moneys to the District as aforesaid, the Paying Agent may (at the cost of the District) first mail to the Owners of all Series A Bonds which have not been paid at the addresses shown on the registration books maintained by the Paying Agent a notice in such form as may be deemed appropriate by the Paying Agent, with respect to the Series A Bonds so payable and not presented and with respect to the provisions relating to the repayment to the District of the moneys held for the payment thereof.

**Section 9.03. Execution of Documents and Proof of Ownership by Bondowners.** Any request, declaration or other instrument which this Resolution may require or permit to be executed by Bondowners may be in one or more instruments of similar tenor, and shall be executed by Bondowners in person or by their attorneys appointed in writing.

Except as otherwise herein expressly provided, the fact and date of the execution by any Series A Bondowner or his attorney of such request, declaration or other instrument, or of such

writing appointing such attorney, may be proved by the certificate of any notary public or other officer authorized to take acknowledgments of deeds to be recorded in the state in which he purports to act, that the person signing such request, declaration or other instrument or writing acknowledged to him the execution thereof, or by an affidavit of a witness of such execution, duly sworn to before such notary public or other officer.

Except as otherwise herein expressly provided, the ownership of registered Bonds and the amount, maturity, number and date of holding the same shall be proved by the registry books.

Any request, declaration or other instrument or writing of the Owner of any Series A Bond shall bind all future Owners of such Series A Bond in respect of anything done or suffered to be done by the District, the Paying Agent or the District Representative in good faith and in accordance therewith.

**Section 9.04. Waiver of Personal Liability.** No board member, officer, agent or employee of the Board or the District shall be individually or personally liable for the payment of the principal of or interest on the Series A Bonds; but nothing herein contained shall relieve any such board member, officer, agent or employee from the performance of any official duty provided by law.

**Section 9.05. Destruction of Canceled Bonds.** Whenever in this Resolution provision is made for the surrender to the District of any Series A Bonds which have been paid or canceled pursuant to the provisions of this Resolution, a certificate of destruction duly executed by the Paying Agent shall be deemed to be the equivalent of the surrender of such canceled Bonds and the District shall be entitled to rely upon any statement of fact contained in any certificate with respect to the destruction of any such Series A Bonds therein referred to.

**Section 9.06. Partial Invalidity.** If any Section, paragraph, sentence, clause or phrase of this Resolution shall for any reason be held illegal or unenforceable, such holding shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have adopted this Resolution and each and every other Section, paragraph, sentence, clause or phrase hereof and authorized the issue of the Series A Bonds pursuant thereto irrespective of the fact that any one or more Sections, paragraphs, sentences, clauses, or phrases of this Resolution may be held illegal, invalid or unenforceable. If, by reason of the judgment of any court, the District is rendered unable to perform its duties hereunder, all such duties and all of the rights and powers of the District hereunder shall be assumed by and vest in the District Representative in trust for the benefit of the Series A Bondowners.

**Section 9.08. Effective Date of Resolution.** This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED this 25th day of March, 2015, by the following vote:

AYES:

NOES:

ABSENT:

---

President of the Board of Trustees of  
San Mateo County Community College District  
San Mateo County, California

ATTEST:

---

Vice President/Clerk of the Board of Trustees of  
San Mateo County Community College District,  
San Mateo County, California

I, David Mandelkern, Vice President/Clerk of the Board of Trustees of San Mateo County Community College District, San Mateo County, California, do hereby certify that the foregoing is a full, true and correct copy of the Resolution passed and adopted by said Board of Trustees at a regular meeting on the 25th day of March, 2015, and that the minutes of said Board of Trustees shows that \_\_\_\_\_(\_\_\_\_) members of said Board voted for and \_\_\_\_\_(\_\_\_\_) members of said Board voted against the adoption of said Resolution and the said Resolution is now spread upon the minutes of said Board.

---

Vice President/Clerk of the Board of Trustees of  
San Mateo County Community College District  
San Mateo County, California



This bond is one of a duly authorized issue of bonds of the District designated as "San Mateo County Community College District 2015 General Obligation Bonds (Election of 2014), Series A" (the "Series A Bonds"), in an aggregate principal amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), all of like tenor and date (except for such variation, if any, as may be required to designate varying numbers, maturities, interest rates or redemption and other provisions) and all issued pursuant to the provisions of Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 53506 of said Code (the "Bond Law"), and pursuant to Resolution No. \_\_\_\_ of the Board of Trustees of the District adopted March 25, 2015 (the "Resolution"), authorizing the issuance of the Series A Bonds. The Series A Bonds are issued as current interest bonds.

The Series A Bonds are being issued subject to the terms and conditions of the Resolution. All capitalized terms herein shall have the same meaning as the capitalized terms in the Resolution. Reference is hereby made to the Resolution (copies of which are on file at the office of the Chancellor of the District) and the Bond Law for a description of the terms on which the Series A Bonds are issued and the rights thereunder of the owners of the Series A Bonds and the rights, duties and immunities of the Paying Agent and the rights and obligations of the District thereunder, to all of the provisions of which Resolution the Owner of this Bond, by acceptance hereof, assents and agrees.

The Series A Bonds have been issued by the District for the purposes specified in the Resolution.

This Bond and the interest hereon and on all other Bonds and the interest thereon (to the extent set forth in the Resolution) are general obligations of the District. The Board of Supervisors of the County of San Mateo (the "County") has the power and is obligated to levy ad valorem taxes for the payment of the Series A Bonds and the interest thereon upon all property within the District subject to taxation by the District in accordance with and subject to Section 15250 and Section 15252 of the Bond Law. The Series A Bonds, and the interest thereon, are not a debt of the County.

**[Insert Redemption Provisions].**

The Series A Bonds are issuable as fully registered Bonds, without coupons, in denominations of \$5,000 and any integral multiple thereof. Subject to the limitations and conditions and upon payment of the charges, if any, as provided in the Resolution. Bonds may be exchanged for a like aggregate principal amount of Series A Bonds of other authorized denominations and of the same maturity.

This Bond is transferable by the Owner hereof, in person or by his attorney duly authorized in writing, at the Principal Office of the Paying Agent in Los Angeles, California, but only in the manner and subject to the limitations provided in the Resolution, and upon surrender and cancellation of this Bond. Upon registration of such transfer a new Bond or Bonds, of authorized denomination or denominations, for the same aggregate principal amount and of the same maturity will be issued to the transferee in exchange herefor.

The District and the Paying Agent may treat the Owner hereof as the absolute owner hereof for all purposes, and the District and the Paying Agent shall not be affected by any notice to the contrary.

The Resolution may be amended without the consent of the Owners of the Series A Bonds to the extent set forth in the Resolution.

It is hereby certified that all of the things, conditions and acts required to exist, to have happened or to have been performed precedent to and in the issuance of this Bond do exist, have happened or have been performed in due and regular time and manner as required by the laws of the State of California, and that the amount of this Bond, together with all other indebtedness of the District, does not exceed any limit prescribed by any laws of the State of California, and is not in excess of the amount of Series A Bonds permitted to be issued under the Resolution.

This Bond shall not be entitled to any benefit under the Resolution or become valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed manually by the Paying Agent.

IN WITNESS WHEREOF, the San Mateo County Community College District, San Mateo County, California has caused this Bond to be executed on behalf of the District and in their official capacities by the manual or facsimile signatures of the President of the District, and to be countersigned by the manual or facsimile signature of the Vice President/Clerk of the Board of Trustees, and its seal to be reproduced hereon, all as of the Issue Date stated above.

SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
President

(S E A L)

ATTEST:

\_\_\_\_\_  
Vice President/Clerk of the Board of  
Trustees,  
San Mateo County Community College  
District

[FORM OF PAYING AGENT'S CERTIFICATE OF AUTHENTICATION]

San Mateo County Community College District  
2015 General Obligation Bond (Election of 2014), Series A

CERTIFICATE OF AUTHENTICATION

This is one of the Series A Bonds described in the within-mentioned Resolution.

Authentication Date:

THE BANK OF NEW YORK MELLON TRUST  
COMPANY, N.A., as Paying Agent

---

Authorized Signatory

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Note, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM --	as tenants in common	UNIF GIFT MIN ACT
TEN ENT --	as tenants by the entireties	____ Custodian
JT TEN --	as joint tenants with	____ Minor
	right of survivorship and not	Under Uniform Gifts to Minors
	as tenants in common	Act
		_____
		(State)

ADDITIONAL ABBREVIATIONS MAY ALSO BE USED  
THOUGH NOT IN THE LIST ABOVE

(FORM OF ASSIGNMENT)

For value received, the undersigned do(es) hereby sell, assign and transfer unto

---



---

(Name, Address and Tax Identification or Social Security Number of Assignee)

the within Bond and do(es) hereby irrevocably constitute and appoint \_\_\_\_\_, attorney, to transfer the same on the Series A Bond register of the Paying Agent, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_

NOTICE: Signature(s) must be guaranteed by a qualified guarantor

NOTICE: The signature on this assignment must correspond with the name(s) as written on the face of the within Bond in every particular without alteration or enlargement or any change whatsoever.

**PRELIMINARY OFFICIAL STATEMENT DATED \_\_\_\_\_, 2015****NEW ISSUE - FULL BOOK-ENTRY**

**RATINGS:**  
**Standard & Poor's:** "\_\_\_\_"  
**Moody's:** "\_\_\_\_"  
 See "RATINGS" herein.

*In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, however to certain qualifications described in this Official Statement, under existing law, the interest on the Bonds is excluded from gross income for federal income tax purposes, and such interest is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, although for the purpose of computing the alternative minimum tax imposed on certain corporations, the interest on the Bonds is taken into account in determining certain income and earnings. In the further opinion of Bond Counsel, the interest on the Bonds is exempt from California personal income taxes. See "TAX MATTERS."*

\$ \_\_\_\_\_ \*

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**(County of San Mateo, California)**  
**2015 General Obligation Bonds (Election of 2014), Series A**

**Dated: Date of Delivery****Due: September 1, as shown on inside front cover**

**Issuance.** The above-captioned general obligation bonds (the "Bonds") were authorized at an election of the registered voters of the San Mateo County Community College District (the "District") held on November 4, 2014, which authorized the District to issue a total of \$388,000,000 principal amount of general obligation bonds (the "2014 Authorization"). The Bonds are the first series of bonds to be issued pursuant to the 2014 Authorization.

The Bonds are being issued as current interest bonds and will be dated their date of original issuance and delivery. They will be issued as fully registered bonds in the denominations of \$5,000, or any integral multiple of \$5,000.

**Security.** The Bonds are general obligations of the District, payable solely from *ad valorem* property taxes levied by the District and collected by San Mateo County (the "County"). The Board of Supervisors of the County is empowered and obligated to annually levy *ad valorem* taxes for the payment of interest on, and principal of, the Bonds on all property subject to taxation within the District, without limitation of rate or amount (except certain personal property that is taxable at limited rates). The District has previously issued other series of general obligation bonds under prior authorizations. All general obligation bonds of the District are issued are payable from *ad valorem* taxes on a parity with the Bonds. See "SECURITY FOR THE BONDS."

**Book-Entry Only.** The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of Cede & Co. as nominee of The Depository Trust Company, New York, New York ("DTC"). Purchasers will not receive physical certificates representing their interests in the Bonds. See "THE BONDS" and "APPENDIX E - DTC AND THE BOOK-ENTRY ONLY SYSTEM."

**Payments.** Interest on the Bonds accrues from the date of delivery and is payable semiannually on March 1 and September 1 of each year, commencing March 1, 2016, by check mailed to the person in whose name the Bond is registered. Payments of principal of and interest on the Bonds will be paid by The Bank of New York Mellon Trust Company, N.A., as the designated paying agent, to DTC for subsequent disbursement to DTC's participants, which will remit such payments to the Beneficial Owners of the Bonds. See "THE BONDS - Description of the Bonds."

**Redemption.** The Bonds are subject to optional and mandatory sinking fund redemption prior to maturity as described in this Official Statement. See "THE BONDS - Redemption."

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**Maturity Schedule**  
**(See inside cover)**

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**Cover Page.** This cover page contains certain information for general reference only. It is not a summary of all the provisions of the Bonds. Prospective investors must read the entire Official Statement to obtain information essential to making an informed investment decision.

*The Bonds will be offered when, as and if issued and accepted by the Underwriter, subject to the approval as to legality by Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel to the District, and subject to certain other conditions. Jones Hall is also serving as Disclosure Counsel to the District. Nixon Peabody LLP is serving as counsel to the Underwriter. It is anticipated that the Bonds, in book-entry form, will be available for delivery through the facilities of DTC in New York, New York, on or about \_\_\_\_\_, 2015.*

**MORGAN STANLEY**

The date of this Official Statement is \_\_\_\_\_, 2015.

\* Preliminary; subject to change.

## MATURITY SCHEDULE

\$ \_\_\_\_\_\*

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
 (County of San Mateo, California)  
**2015 General Obligation Bonds (Election of 2014), Series A**

**Base CUSIP:† 799038**

### Serial Bonds

<u>Maturity</u> (September 1)	<u>Principal</u> <u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Yield</u>	<u>Price</u>	<u>CUSIP†</u>
2016					
2017					
2018					
2019					
2020					
2021					
2022					
2023					
2024					
2025					
2026					
2027					
2028					
2029					
2030					
2032					
2033					
2034					
2035					

\$ \_\_\_\_\_ % Term Bond due September 1, 2045; Yield \_\_\_\_%; Price \_\_\_\_; CUSIP† \_\_\_\_

\* Preliminary; subject to change

C - Priced to the call date of September 1, 20\_\_.

† Copyright 2015, American Bankers Association. CUSIP data are provided by Standard & Poor's CUSIP Service Bureau, a division of The McGraw-Hill Companies, Inc., and are provided for convenience of reference only. Neither the District nor the Underwriter assumes any responsibility for the accuracy of these CUSIP data.

## GENERAL INFORMATION ABOUT THIS OFFICIAL STATEMENT

**Use of Official Statement.** This Official Statement is submitted in connection with the sale of the Bonds referred to in this Official Statement and may not be reproduced or used, in whole or in part, for any other purpose. This Official Statement is not a contract between any Bond owner and the District or the Underwriter. This Official Statement and the information contained in this Official Statement are subject to completion or amendment without notice.

**No Offering Except by This Official Statement.** Neither the District nor the Underwriter has authorized any dealer, broker, salesperson or other person to give any information or to make any representations relating to the Bonds other than the information contained and the representations made in this Official Statement. If given or made, such other information or representations should not be relied upon as having been authorized by the District or the Underwriter.

**No Unlawful Offers or Solicitations.** This Official Statement does not constitute an offer to sell or the solicitation of an offer to buy nor may there be any sale of the Bonds by a person in any jurisdiction in which it is unlawful for such person to make such an offer, solicitation or sale.

**Estimates and Projections.** When used in this Official Statement or in any continuing disclosure by the District, or in any press release or oral statement made with the approval of an authorized officer of the District, the words or phrases “will likely result,” “are expected to,” “will continue,” “is anticipated,” “estimate,” “project,” “forecast,” “expect,” “intend” and similar expressions identify “forward looking statements.” Forward-looking statements are subject to risks and uncertainties, and so actual results could differ materially from those contemplated in such forward-looking statements. Inevitably, some assumptions used to develop the forecasts will not be realized, and unanticipated events and circumstances may occur. Therefore, there are likely to be differences between forecasts and actual results, and those differences may be material.

**Information in Official Statement.** The District and other sources that are believed to be reliable have furnished the information set forth in this Official Statement. However, the District does not guarantee its accuracy or completeness.

**Document Summaries.** All summaries of the Resolution or other documents referred to in this Official Statement are provided subject to the provisions of the documents summarized and are qualified in their entirety by reference to such documents. The summaries do not purport to be complete statements of any or all the documents summarized.

**No Securities Laws Registration.** The Bonds have not been registered under the Securities Act of 1933, as amended, or the Securities Exchange Act of 1934, as amended, in reliance upon exemptions therein for the issuance and sale of municipal securities. The Bonds have not been registered or qualified under the securities laws of any state.

**Effective Date.** This Official Statement speaks only as of its date, and the information and expressions of opinion contained in this Official Statement are subject to change without notice. Neither the delivery of this Official Statement nor any sale of the Bonds will, under any circumstances, give rise to any implication that there has been no change in the affairs of the District, the other parties described in this Official Statement, or the condition of the property within the District since the date of this Official Statement.

**District Website Not Incorporated.** The District maintains an Internet website, but the information on that website is not incorporated by reference in this Official Statement.

The Underwriter has provided the following sentence for inclusion in this Official Statement:

“The Underwriter has reviewed the information in this Official Statement in accordance with, and as part of, its responsibilities to investors under the federal securities laws as applied to the facts and circumstances of this transaction, but the Underwriter does not guarantee the accuracy or the completeness of such information.”

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**SAN MATEO COUNTY**  
**STATE OF CALIFORNIA**

**District Board of Trustees**

Patricia Miljanich, *President*  
Dave Mandelkern, *Vice President*  
Richard Holober, *Trustee*  
Thomas Mohr, *Trustee*  
Karen Schwarz, *Trustee*  
Rupinder Bajwa, *Student Trustee (non-voting)*

**District Administration**

Ron Galatolo, *Chancellor*  
Kathy Blackwood, *Executive Vice Chancellor*  
Raymond Chow, *Chief Financial Officer*

**Bond and Disclosure Counsel**

Jones Hall,  
A Professional Law Corporation  
*San Francisco, California*

**Underwriter's Counsel**

Nixon Peabody, LLP  
*Los Angeles, California*

**Paying Agent**

The Bank of New York Mellon Trust Company, N.A.  
*Los Angeles, California*

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APPENDIX A - FINANCIAL, ECONOMIC AND DEMOGRAPHIC INFORMATION FOR THE DISTRICT  
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APPENDIX D - FORM OF CONTINUING DISCLOSURE CERTIFICATE

APPENDIX E - DTC AND THE BOOK-ENTRY ONLY SYSTEM

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## OFFICIAL STATEMENT

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**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**(County of San Mateo, California)**  
**2015 General Obligation Bonds (Election of 2014), Series A**

The purpose of this Official Statement, which includes the cover page, inside cover page and attached appendices, is to set forth certain information concerning the sale and delivery of the bonds captioned above (the “**Bonds**”) by the San Mateo County Community College District (the “**District**”).

### INTRODUCTION

*This introduction is not a summary of this Official Statement. It is only a brief description of and guide to, and is qualified by, more complete and detailed information contained in the entire Official Statement and the documents summarized or described in this Official Statement. A full review should be made of the entire Official Statement. The offering of Bonds to potential investors is made only by means of the entire Official Statement.*

**The District.** The District was formed in 1922 and operates 3 colleges in the County of San Mateo (the “**County**”). The District serves more than 40,000 students annually. See “APPENDIX A – FINANCIAL, ECONOMIC AND DEMOGRAPHIC INFORMATION FOR THE DISTRICT AND SAN MATEO COUNTY” and “APPENDIX B - FISCAL YEAR 2013-14 AUDITED FINANCIAL STATEMENTS,” for demographic and financial information regarding the District.

**Authority for the Bonds.** The Bonds were authorized at an election held on November 4, 2014 (the “**Bond Election**”), by a vote of more than 55% of the votes cast by eligible voters within the District, which authorized the issuance of an aggregate principal amount of bonds not to exceed \$388,000,000 (“**2014 Authorization**”). The Bonds are issued pursuant to certain provisions of the Government Code, commencing with Section 53506 thereof (the “**Bond Law**”) and pursuant to a resolution of the Board of Trustees of the District adopted on \_\_\_\_\_, 2015 (the “**Bond Resolution**”).

See “THE BONDS – Authority for Issuance.” See also “APPENDIX A – FINANCIAL, ECONOMIC AND DEMOGRAPHIC INFORMATION FOR THE DISTRICT AND SAN MATEO COUNTY –DISTRICT FINANCIAL INFORMATION – Long-Term Borrowing” for more information about the District’s outstanding general obligation bonds.

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\* Preliminary; subject to change.

**Purpose.** The net proceeds of the Bonds will be used to finance projects approved at the Bond Election. See "THE BONDS – Authority for Issuance," "– Financing Plan" and "– Sources and Uses of Funds."

**Security and Sources of Payment for the Bonds.** The Bonds are general obligation bonds of the District payable solely from *ad valorem* property taxes levied and collected by the County. The County is empowered and is obligated to annually levy *ad valorem* taxes for the payment of interest on, and principal of, the Bonds on all property subject to taxation within the District, without limitation of rate or amount (except with respect to certain personal property that is taxable at limited rates). The District has previously issued other series of general obligation bonds under two authorizations received by the District. These series of bonds are all payable from *ad valorem* taxes on a parity with the Bonds. See "SECURITY FOR THE BONDS."

For a schedule of debt service on the general obligation bonds issued by the District, see "DEBT SERVICE SCHEDULES – Aggregate General Obligation Bond Debt Service."

**Payment and Registration of the Bonds.** The Bonds are being issued as current interest bonds and will be dated their date of original issuance and delivery. They will be issued as fully registered bonds in the denominations of \$5,000, or any integral multiple of \$5,000, registered in the name of Cede & Co. as nominee of The Depository Trust Company, New York, New York ("DTC").

The Bonds will be available under the book-entry system maintained by DTC, only through brokers and dealers who are or act through DTC's participants. Purchasers of the Bonds will not be entitled to receive physical delivery of the Bonds. See "THE BONDS" and "APPENDIX E - DTC AND THE BOOK-ENTRY ONLY SYSTEM."

Interest on the Bonds accrues from their delivery date and is payable semiannually on March 1 and September 1 of each year, commencing March 1, 2016. See "THE BONDS - Description of the Bonds."

**Early Redemption.** The Bonds are subject to optional and mandatory sinking fund redemption prior to their maturity, as described in "THE BONDS - Redemption."

**Legal Matters.** Issuance of the Bonds is subject to the approving opinion of Jones Hall, A Professional Law Corporation, San Francisco, California ("**Bond Counsel**"), to be delivered in substantially the form attached to this Official Statement as APPENDIX C. Jones Hall, A Professional Law Corporation, will also serve as Disclosure Counsel to the District. Certain legal matters will be passed upon for the Underwriter by Nixon Peabody LLP ("**Underwriter's Counsel**"). *Payment of the fees of Bond Counsel, Disclosure Counsel, Underwriter's Counsel and the Underwriter is contingent upon issuance of the Bonds.*

**Other Information.** This Official Statement speaks only as of its date, and the information contained in this Official Statement is subject to change. Copies of documents referred to in this Official Statement and information concerning the Bonds are available from the District. The District may impose a charge for copying, mailing and handling.

END OF INTRODUCTION

### THE FINANCING PLAN

The proceeds of the Bonds will be used to finance projects approved by the voters at the Bond Election, which was approved by over 55% of voters of the District. The abbreviated form of the ballot measure is as follows:

*“To prepare College of San Mateo, Cañada College and Skyline College students for universities and high-demand jobs; modernize math and science classrooms and labs; upgrade computer, biotechnology and job training facilities; upgrade access for disabled students; ensure classrooms meet earthquake, fire and safety requirements; and replace aging infrastructure with energy efficient systems, shall San Mateo County Community College District issue \$388,000,000 in bonds within legal limits, with annual independent audits, Citizen’s Oversight and all proceeds benefiting your local community colleges?”*

The Bonds will be the first series of bonds to be issued under the 2014 Authorization.

### SOURCES AND USES OF FUNDS

The estimated sources and uses of funds with respect to the Bonds are as follows:

**Sources**

Principal Amount of Bonds

Original Issue Premium

**Total Sources**

\_\_\_\_\_

**Uses**

Deposit to the Building Fund

Deposit to the Debt Service Fund

Costs of Issuance\*

**Total Uses**

\_\_\_\_\_

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\* All estimated costs of issuance including, but not limited to, Underwriter’s discount (see “UNDERWRITING”); printing costs; and fees of Bond Counsel, Disclosure Counsel, Underwriter’s Counsel, Paying Agent and rating agencies.

## THE BONDS

### Authority for Issuance

The Bonds will be issued under the Bond Law and the Bond Resolution. The District received authorization at the Bond Election to issue general obligation bonds in a principal amount of \$388,000,000. The Bonds are the first series of bonds to be issued pursuant to the 2014 Authorization.

The District has other issues of general obligation bonds and refunding general obligation bonds outstanding as of this date, which are also payable *ad valorem* taxes levied on parcels in the District. See “DEBT SERVICE SCHEDULES” below, and Appendix B under the heading “DISTRICT FINANCIAL INFORMATION – Long-Term Debt” for additional information.

### Purpose of the Bonds

Net proceeds of the Bonds will be used to finance specific acquisition, construction and modernization projects approved by the voters, summarized as follows: to prepare College of San Mateo, Cañada College and Skyline College students for universities and high-demand jobs; modernize math and science classrooms and labs; upgrade computer, biotechnology and job training facilities; upgrade access for disabled students; ensure classrooms meet earthquake, fire and safety requirements; and replace aging infrastructure with energy-efficient systems.

### Description of the Bonds

**Book-Entry Form.** The Bonds will be issued in book-entry form only, and will be initially issued and registered in the name of Cede & Co. as nominee of DTC. Purchasers of the Bonds (the “**Beneficial Owners**”) will not receive physical certificates representing their interests in the Bonds. Payments of principal of and interest on the Bonds will be paid by the Paying Agent to DTC for subsequent disbursement to DTC Participants which will remit such payments to the Beneficial Owners of the Bonds. See “APPENDIX E - DTC AND THE BOOK-ENTRY ONLY SYSTEM.”

As long as DTC’s book-entry method is used for the Bonds, the Paying Agent will send any notice of prepayment or other notices to owners only to DTC. Any failure of DTC to advise any DTC Participant, or of any DTC Participant to notify any Beneficial Owner, of any such notice and its content or effect will not affect the validity or sufficiency of the proceedings relating to the prepayment of the Bonds called for prepayment or of any other action premised on such notice.

The Paying Agent, the District, and the Underwriter of the Bonds have no responsibility or liability for any aspects of the records relating to or payments made on account of beneficial ownership, or for maintaining, supervising or reviewing any records relating to beneficial ownership, of interests in the Bonds.

**Date of Bonds; Payment Provisions.** The Bonds will be dated their delivery date and will bear interest payable semiannually each March 1 and September 1 (each an “**Interest Payment Date**”), commencing March 1, 2016, at the interest rates shown on the inside cover page of this Official Statement. The Bonds will mature on September 1 in each of the years and in the principal amounts shown on the inside cover page of this Official Statement. Interest on

the Bonds will be computed on the basis of a 360-day year of twelve 30-day months. Each Bond authenticated on or before February 15, 2016, will bear interest from the date of the Bonds. Each Bond authenticated during the period between the 15th day of the month preceding any Interest Payment Date (the “**Record Date**”) and that Interest Payment Date will bear interest from that Interest Payment Date. Any other Bond will bear interest from the Interest Payment Date immediately preceding the date of its authentication. If a Payment Date does not fall on a business day, the interest, principal or redemption payment due on such Payment Date will be paid on the next business day. The Bonds will be issued in the denomination of \$5,000 principal amount each or any integral multiple thereof.

See the maturity schedules on the inside cover page of this Official Statement and “DEBT SERVICE SCHEDULES” below.

### **Paying Agent**

Payments of the principal of and interest on the Bonds will be made by The Bank of New York Mellon Trust Company, N.A., as the designated paying agent, registrar and transfer agent (the “**Paying Agent**”), to DTC for subsequent disbursement through DTC Participants (defined herein) to the beneficial owners of the Bonds. See APPENDIX E – “DTC and the Book-Entry Only System.”

The Tax Collector-Treasurer of the County (the “**County Treasurer**”) may remove the Paying Agent initially appointed, and any successor thereto, and may appoint a successor or successors thereto, but any such successor must be a bank or trust company doing business and having an office in the State of California (the “**State**”), having a combined capital (exclusive of borrowed capital) and surplus of at least \$50,000,000, and subject to supervision or examination by federal or state authority.

The Paying Agent may at any time resign by giving written notice to the County Treasurer, the District and the owners of the Bonds (the “**Owners**”) of such resignation. Upon receiving notice of such resignation, the County Treasurer will promptly appoint a successor Paying Agent by an instrument in writing. Any resignation or removal of the Paying Agent and appointment of a successor Paying Agent will become effective upon acceptance of appointment by the successor Paying Agent.

### **Redemption**

**Optional Redemption.** The Bonds maturing on or before September 1, 20\_\_ are not subject to redemption prior to their respective maturity dates. The Bonds maturing on or after September 1, 20\_\_ are subject to redemption prior to their stated maturity dates, at the option of the District, from any source of available funds, in whole or in part on any date on or after September 1, 20\_\_, at a redemption price equal to the principal amount of the Bonds called for redemption, without premium, together with interest accrued thereon to the date of redemption.

**Mandatory Sinking Fund Redemption.** Bonds maturing on September 1, 20\_\_ (the “**Term Bonds**”) are subject to mandatory sinking fund redemption in part by lot in accordance with the schedules set forth below. The Bonds so called for mandatory sinking fund redemption shall be redeemed at the principal amount of such Term Bonds to be redeemed, plus accrued but unpaid interest, without premium.

**Term Bonds Maturing September 1, 20\_\_**

<u>Mandatory Sinking Fund Redemption Date</u>	<u>Principal Amount to be Redeemed</u>
---	--

(final maturity)

If any such Term Bonds are redeemed pursuant to optional redemption, the total amount of all future sinking fund payments with respect to such Term Bonds shall be reduced by the aggregate principal amount of such Term Bonds so redeemed, to be allocated among such payments on a pro rata basis in integral multiples of \$5,000 principal amount (or on such other basis as the District may determine) as set forth in written notice given by the District to the Paying Agent.

**Notice of Redemption.** The Paying Agent will cause notice of any redemption to be mailed, by first class mail, postage prepaid, at least 30 days but not more than 60 days prior to the date fixed for redemption, to the Electronic Municipal Market Access system (“EMMA”) of the Municipal Securities Rulemaking Board, and to the respective Owners of any Bonds designated for redemption, at their addresses appearing on the Registration Books; but such mailing is not a condition precedent to redemption and failure to mail or to receive any such notice will not affect the validity of the proceedings for the redemption of Bonds.

The redemption notice will state the redemption date and the redemption price and, if less than all of the then-Outstanding Bonds are to be called for redemption, will designate the Bonds to be redeemed, and will require that any redeemed Bonds be surrendered at the Principal Office of the Paying Agent for redemption, giving notice that further interest on such Bonds will not accrue from and after the redemption date.

**Partial Redemption.** Upon surrender of Bonds redeemed in part only, the District will execute and the Paying Agent will authenticate and deliver to the owner, at the expense of the District, a new Bond or Bonds, of the same maturity, of authorized denominations in aggregate principal amount equal to the unredeemed portion of the Bond or Bonds.

**Effect of Redemption.** From and after the date fixed for redemption, if notice of such redemption has been duly given and funds available for the payment of the principal of and interest (and premium, if any) on the Bonds so called for redemption have been duly provided, such Bonds so called will cease to be entitled to any benefit under the Resolution, other than the right to receive payment of the redemption price, and no interest will accrue thereon on or after the redemption date specified in such notice.

**Conditional Redemption Notice; Right to Rescind Notice of Optional Redemption.** The District may send a conditional redemption notice that provides that redemption is subject to the availability of sufficient funds on the proposed redemption date. The District has the right to rescind any notice of the optional redemption of Bonds by written notice to the Paying Agent on or before the date fixed for redemption. Any notice of optional redemption will be cancelled and annulled if for any reason funds will not be or are not available on the date fixed for redemption for the payment in full of the Bonds then called for redemption, and such cancellation will not constitute a default under the Resolution.

## Registration, Transfer and Exchange of Bonds

If the book-entry system as described above and in APPENDIX E is no longer used with respect to the Bonds, the following provisions will govern the registration, transfer, and exchange of the Bonds.

**Registration Books.** The Paying Agent will keep or cause to be kept sufficient books for the registration and transfer of the Bonds (the “**Registration Books**”), which will at all times be open to inspection by the District upon reasonable notice; and, upon presentation for such purpose, the Paying Agent will, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on said books, the Bonds.

**Transfer.** Any Bond may, in accordance with its terms, be transferred, upon the Registration Books, by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Bond for cancellation at the principal office of the Paying Agent, accompanied by delivery of a written instrument of transfer in a form approved by the Paying Agent, duly executed.

Whenever any Bond or Bonds are surrendered for transfer, the District will execute and the Paying Agent will authenticate and deliver a new Bond or Bonds, for like aggregate principal amount. No transfers will be required to be made (a) 15 days prior to a date established for selection of Bonds for redemption and (b) with respect to a Bond that has been selected for redemption.

**Exchange.** Bonds may be exchanged at the principal office of the Paying Agent for a like aggregate principal amount of Bonds of authorized denominations and of the same maturity. The District may charge a reasonable sum for each new Bond issued upon any exchange. No exchanges will be required to be made (a) 15 days prior to a date established for selection of Bonds for redemption and (b) with respect to a Bond that has been selected for redemption.

## Defeasance

The District has the option to pay and discharge the entire indebtedness on all or any portion of the outstanding Bonds by (i) paying the Bonds when due and payable, (ii) depositing with the Paying Agent money in an amount sufficient to pay debt service on the Bonds when due, including all principal, interest and redemption premiums and (iii) by depositing with the Paying Agent, in trust, cash and certain Federal Securities in an amount determined to be sufficient, together with interest earnings, to be sufficient to pay and discharge the indebtedness on such Bonds (including all principal, interest and redemption premiums) at or before their respective maturity dates.

“**Federal Securities**” is defined in the Resolution as (a) any direct general obligations of the United States of America (including obligations issued or held in book entry form on the books of the Department of the Treasury of the United States of America), for which the full faith and credit of the United States of America are pledged; or (b) obligations of any agency, department or instrumentality of the United States of America, the timely payment of principal and interest on which are directly or indirectly secured or guaranteed by the full faith and credit of the United States of America.

### DEBT SERVICE SCHEDULES

**The Bonds.** The following table shows the debt service schedule with respect to the Bonds (assuming no optional redemptions).

**Table 1  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DEBT SERVICE SCHEDULE**

Year Ending September 1	Principal	Interest	Debt Service
2015			
2016			
2017			
2018			
2019			
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			
2030			
2031			
2032			
2033			
2034			
2035			
2036			
2037			
2038			
2039			
2040			
2041			
2042			
2043			
2044			
2045			
<b>Total</b>			

**Aggregate General Obligation Bond Debt Service Schedule.** The following table presents the combined debt service schedules for the Bonds and all other outstanding general obligation bonds of the District.

**Table 2**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**COMBINED DEBT SERVICE SCHEDULES**  
**As of the Closing Date**

<u>Period</u> <u>Ending</u> <u>September 1</u>	<u>Election of 2001</u> <u>Authorization</u>	<u>Election of 2005</u> <u>Authorization</u>	<u>2012 Refunding</u> <u>Bonds</u>	<u>2014</u> <u>Refunding</u> <u>Bonds</u>	<u>The</u> <u>Bonds</u>	<u>Total</u>
2015	\$1,275,750.00	\$13,997,250.00	\$11,376,925.00	\$5,762,248.89		
2016	4,710,000.00	15,055,750.00	8,579,525.00	5,761,300.00		
2017	5,100,000.00	8,195,000.00	16,827,525.00	5,760,900.00		
2018	5,510,000.00	8,550,000.00	17,683,125.00	6,010,200.00		
2019	5,945,000.00	8,925,000.00	19,108,525.00	5,750,500.00		
2020	6,405,000.00	18,030,000.00	11,598,725.00	5,751,100.00		
2021	11,375,000.00	19,365,000.00	7,462,925.00	5,751,300.00		
2022	12,135,000.00	20,830,000.00	7,505,125.00	5,750,700.00		
2023	11,985,000.00	22,325,000.00	8,548,875.00	5,748,375.00		
2024	12,785,000.00	23,905,000.00	4,838,000.00	8,988,175.00		
2025	13,630,000.00	25,575,000.00	4,985,000.00	8,962,925.00		
2026	14,520,000.00	27,345,000.00	5,129,250.00	8,925,175.00		
2027	21,785,000.00	29,205,000.00	--	8,879,700.00		
2028	22,930,000.00	31,165,000.00	--	8,816,700.00		
2029	6,895,000.00	33,245,000.00	--	25,967,950.00		
2030	26,125,000.00	35,425,000.00	--	7,917,450.00		
2031	5,815,000.00	34,995,000.00	--	17,837,200.00		
2032	--	36,680,000.00	--	10,806,950.00		
2033	--	39,325,000.00	--	10,586,200.00		
2034	--	42,110,000.00	--	10,351,950.00		
2035	--	45,035,000.00	--	10,094,450.00		
2036	--	48,110,000.00	--	9,828,700.00		
2037	--	51,350,000.00	--	9,544,025.00		
2038	--	54,750,000.00	--	9,240,950.00		
2039	--	--	--	--		
2040	--	--	--	--		
2041	--	--	--	--		
2042	--	--	--	--		
2043	--	--	--	--		
2044	--	--	--	--		
2045	--	--	--	--		
<b>Total:</b>	<b>\$188,925,750.00</b>	<b>\$693,493,000.00</b>	<b>\$123,643,525.00</b>	<b>\$218,795,123.89</b>		

## SECURITY FOR THE BONDS

### **Ad Valorem Taxes**

**Bonds Payable from Ad Valorem Property Taxes.** The Bonds are general obligation bonds of the District, payable solely from *ad valorem* property taxes levied and collected by the County. The County is empowered and is obligated to annually levy *ad valorem* taxes for the payment of the Bonds and the interest thereon upon all property within the District subject to taxation within the District, without limitation of rate or amount (except certain personal property which is taxable at limited rates).

**Other Bonds Payable from Ad Valorem Property Taxes.** In addition to the Prior Bonds, the District has previously issued other series of general obligation bonds under two authorizations received by the District. These series of bonds are all payable from *ad valorem* taxes on a parity with the Bonds. See "THE FINANCING PLAN – Debt Service Schedules – Aggregate General Obligation Bond Debt Service" for a schedule of the general obligation bonds issued under authorizations of the District.

In addition to the general obligation bonds issued by the District, there is other debt issued by entities with jurisdictions in the District, which is payable from *ad valorem* taxes levied on parcels in the District. See "PROPERTY TAXATION – Tax Rates" and "- Direct and Overlapping Debt" below.

**Levy and Collection.** The County will levy and collect such *ad valorem* taxes in such amounts and at such times as is necessary to ensure the timely payment of debt service. Such taxes, when collected, will be deposited into a debt service fund for the Bonds, which is maintained by the County and which is irrevocably pledged for the payment of principal of and interest on the Bonds when due.

District property taxes are assessed and collected by the County in the same manner and at the same time, and in the same installments as other *ad valorem* taxes on real property, and will have the same priority, become delinquent at the same times and in the same proportionate amounts, and bear the same proportionate penalties and interest after delinquency, as do the other *ad valorem* taxes on real property.

**Annual Tax Rates.** The amount of the annual *ad valorem* tax levied by the County to repay the Bonds will be determined by the relationship between the assessed valuation of taxable property in the District and the amount of debt service due on the Bonds. Fluctuations in the annual debt service on the Bonds and the assessed value of taxable property in the District may cause the annual tax rate to fluctuate.

Economic and other factors beyond the District's control, such as economic recession, deflation of land values, a relocation out of the District or financial difficulty or bankruptcy by one or more major property taxpayers, or the complete or partial destruction of taxable property caused by, among other eventualities, earthquake, flood, fire or other natural disaster, could cause a reduction in the assessed value within the District and necessitate a corresponding increase in the annual tax rate.

**Debt Service Fund**

Pursuant to the Resolution, the County will create, while the Bonds are Outstanding, an interest and sinking fund for the Bonds (the "**Debt Service Fund**"), which will be maintained by the County Treasurer as a separate account, distinct from all other funds of the District, into which will be paid on receipt thereof the proceeds of any *ad valorem* taxes levied upon the property within the District for the payment of the Bonds and the interest thereon.

The moneys in the Debt Service Fund, to the extent necessary to pay the principal of and interest on the Bonds as the same become due and payable, will be transferred by the County Treasurer to the Paying Agent in immediately available funds on each payment date, which, in turn, will pay such moneys to the Owners of the Bonds in accordance with the Resolution. Interest earnings on funds in the Debt Service Fund will remain therein.

Moneys held in the Debt Service Fund will be invested at the discretion of the County Treasurer pursuant to law applicable to community college districts and the investment policy of the County, as such policy shall exist at the time of investment.

Any moneys remaining in the Debt Service Fund after the Bonds and the interest thereon have been paid, or provision for such payment has been made, will be transferred to the general fund of the District.

**Limited Obligation**

The Bonds are payable solely from the proceeds of an *ad valorem* tax levied and collected by the County, for the payment of principal of and interest on the Bonds. Although the County is obligated to collect the *ad valorem* tax for the payment of the Bonds, the Bonds are not a debt of the County.

## PROPERTY TAXATION

### Property Tax Collection Procedures

In California, property that is subject to *ad valorem* taxes is classified as either “secured” or “unsecured.” The “secured roll” is that part of the assessment roll containing state-assessed public utilities’ property, as well as property, the taxes on which are secured by a lien that is sufficient, in the opinion of the county assessor, to secure payment of those taxes. A tax levied on unsecured property does not become a lien against such unsecured property, but may become a lien on certain other property owned by the taxpayer. Every tax that becomes a lien on secured property has priority over all other liens arising pursuant to State law on such secured property, regardless of the time of the creation of the other liens. Secured property and unsecured property are entered separately on the assessment roll maintained by the county assessor. The method of collecting delinquent taxes is substantially different for the two classifications of property.

**Secured Roll.** Property taxes on the secured roll are due in two installments, on November 1 and February 1 of each fiscal year. If unpaid, such taxes become delinquent after December 10 and April 10, respectively, and a 10% penalty attaches to any delinquent payment. In addition, property on the secured roll for which taxes are delinquent is declared tax-defaulted on or about June 30 of the fiscal year. Such property may thereafter be redeemed by payment of the delinquent taxes and a delinquency penalty, plus a redemption penalty of 1-1/2% per month to the time of redemption. If property taxes remain unpaid for a period of five years or more, the property is subject to sale by the County for the amount of taxes that are delinquent. This is the exclusive means of enforcing the payment of delinquent taxes for property on the secured roll.

Property taxes on the secured roll are levied for each fiscal year on taxable real and personal property situated in the taxing jurisdiction as of the preceding January 1. However, a bill enacted in 1983, SB813 (Statutes of 1983, Chapter 498), provided for the supplemental assessment and taxation of property as of the occurrence of a change of ownership or completion of new construction. This legislation eliminated delays in the realization of increased property taxes from new assessments. As amended, SB813 provides increased revenue to taxing jurisdictions to the extent that supplemental assessments of new construction or changes of ownership occur subsequent to the January 1 lien date and result in increased assessed value.

**Unsecured Roll.** Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent, if unpaid on the following August 31. A 10% penalty is also attached to delinquent taxes in respect of property on the unsecured roll, and further, an additional penalty of 1-1/2% per month accrues with respect to such taxes beginning the first day of the third month following the delinquency date. The taxing authority has four ways of collecting unsecured personal property taxes: (1) a civil action against the taxpayer; (2) filing a certificate in the office of the county clerk specifying certain facts in order to obtain a judgment lien on certain property of the taxpayer; (3) filing a certificate of delinquency for record in the county recorder’s office, in order to obtain a lien on certain property of the taxpayer; and (4) seizure and sale of personal property, improvements or possessory interests belonging or assessed to the assessee.

## Unitary Taxation of Utility Property

Historically, property of regulated public utilities was assessed for local tax purposes by the State Board of Equalization on a geographical basis in basically the same manner as other taxable property in any taxing jurisdiction.

In 1987, the State Legislature enacted Chapter 921 amending Section 98.9 and various other sections of the Revenue and Taxation Code. The legislation established in each county one county-wide tax rate area with the assessed value of all unitary and operating non-unitary utility property being assigned to this tax rate area.

The result was a single assessed valuation figure for all utility property owned by each utility within the county without any breakdown for individual taxing jurisdictions. All utility property is subject to a tax at a rate equal to the sum of the following two rates:

- A rate determined by dividing the county's total *ad valorem* tax levies for the secured roll for the prior year, exclusive of levies for debt service, by the county's total *ad valorem* secured roll assessed value for the prior year, and
- A rate determined by dividing the county's total *ad valorem* tax levies for the secured roll for the prior year for debt service only, by the county's total *ad valorem* secured roll assessed value for the prior year.

The foregoing process results in the creation of two pools of money, with the first pool being available for general tax purposes and the second pool being available for debt service purposes, each pool being then allocated to the various taxing jurisdictions in the county by a statutory formula for the county as a whole.

## The Teeter Plan

The Board of Supervisors of the County has adopted the Alternative Method of Distribution of Tax Levies and Collections and of Tax Sale Proceeds (the "**Teeter Plan**"), as provided for in Section 4701 et seq. of the California Revenue and Taxation Code. Under the Teeter Plan, each entity levying property taxes in the County may draw on the amount of uncollected secured taxes credited to its fund, in the same manner as if the amount credited had been collected. The District participates in the Teeter Plan, and thus receives 100% of secured property taxes levied in exchange for foregoing any interest and penalties collected on delinquent taxes. However, under the statute creating the Teeter Plan, the Board of Supervisors could under certain circumstances terminate the Teeter Plan in its entirety and, in addition, the Board of Supervisors could terminate the Teeter Plan if the delinquency rate for all *ad valorem* property taxes levied within the District in any year exceeds 3%. In the event that the Teeter Plan were terminated, the amount of the property taxes received by the District would depend upon the collections of the *ad valorem* property taxes and delinquency rates experienced with respect to the parcels within the District.

The following table displays secured tax charges and delinquencies in the District beginning in fiscal year 2005-06.

**Table 3**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**SECURED TAX LEVIES AND DELINQUENCIES**  
**Fiscal Years 2005-06 through 2013-14 [TO BE UPDATED]**

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<b>Fiscal Year</b>	<b>Secured Tax Charge (1)</b>	<b>Amount Delinquent June 30</b>	<b>% Delinquent June 30</b>
2005-06	\$1,251,753,128.84	\$17,103,424.45	1.37%
2006-07	1,376,409,253.08	26,197,807.48	1.90
2007-08	1,457,093,830.58	46,697,485.14	3.20
2008-09	1,584,588,941.64	43,515,351.54	2.75
2009-10	information not available for this fiscal year <sup>(2)</sup>		
2010-11	1,626,551,714.26	22,740,076.57	1.40
2011-12	1,669,998,720.98	19,012,123.17	1.14
2012-13	1,734,173,278.16	14,429,057.46	0.83
2013-14			

<b>Fiscal Year</b>	<b>Secured Tax Charge (3)</b>	<b>Amount Delinquent June 30</b>	<b>% Delinquent June 30</b>
2005-06	\$ 6,779,290.33	\$ 82,367.34	1.21%
2006-07	21,038,451.18	367,051.33	1.74
2007-08	21,149,574.25	624,882.12	2.95
2008-09	21,803,689.20	545,067.34	2.50
2009-10	24,282,574.60	473,870.06	1.95
2010-11	25,677,077.00	328,273.42	1.28
2011-12	26,726,745.73	270,005.11	1.01
2012-13	26,929,818.87	197,495.96	0.73
2013-14			

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(1) All taxes collected by the County. Includes special charges.

(2) County did not provide information for fiscal year 2009-10.

(3) Bond debt service levy only.

Source: California Municipal Statistics, Inc.

## Assessed Valuation

The following table identifies the assessed valuation historical trends for the District for fiscal year 2007-08 through fiscal year 2014-15.

**Table 4**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**HISTORIC ASSESSED VALUATIONS**  
**Fiscal Years 2007-08 through 2014-15**

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	Local Secured	Utility	Unsecured	Total Assessed Value
2007-08	\$123,997,805,609	\$33,808,711	\$8,159,763,532	\$132,191,377,852
2008-09	133,289,757,862	32,748,799	9,552,716,788	142,875,223,449
2009-10	134,780,021,980	33,022,897	9,063,837,421	143,876,882,298
2010-11	134,084,580,204	32,588,160	7,780,768,626	141,897,936,990
2011-12	135,460,795,391	21,446,780	7,961,006,485	143,443,248,656
2012-13	139,764,977,848	24,892,286	8,395,280,383	148,185,150,517
2013-14	148,394,975,444	25,616,795	8,595,801,332	157,016,393,571
2014-15	156,088,386,167	24,716,356	8,765,873,474	164,878,975,997

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Source: California Municipal Statistics, Inc.

The following table shows a breakdown of local secured property assessed value and parcels within the District by land use for fiscal year 2014-15.

**Table 5**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**LOCAL SECURED PROPERTY ASSESSED VALUATION AND PARCELS BY LAND USE**  
**Fiscal Year 2014-15 [TO BE UPDATED]**

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(1) Local Secured Assessed Valuation; excluding tax-exempt property.  
Source: *California Municipal Statistics, Inc.*

The following table shows the per parcel assessed valuation of single family homes in the District, according to the County records for fiscal year 2014-15.

**Table 6**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**LOCAL SECURED PROPERTY ASSESSED VALUATION AND PARCELS BY LAND USE**  
**Fiscal Year 2014-15 [TO BE UPDATED]**

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*Source: California Municipal Statistics, Inc.*

### **Appeals of Assessed Value**

**General.** There are two types of appeals of assessed values that could adversely impact property tax revenues within the District.

Appeals may be based on Proposition 8 of November 1978, which requires that for each January 1 lien date, the taxable value of real property must be the lesser of its base year value, annually adjusted by the inflation factor pursuant to Article XIII A of the State Constitution, or its full cash value, taking into account reductions in value due to damage, destruction, depreciation, obsolescence, removal of property or other factors causing a decline in value.

Under California law, property owners may apply for a reduction of their property tax assessment by filing a written application, in the form prescribed by the State Board of Equalization, with the County board of equalization or assessment appeals board. In most cases, the appeal is filed because the applicant believes that present market conditions (such as residential home prices) cause the property to be worth less than its current assessed value. Proposition 8 reductions may also be unilaterally applied by the County Assessor.

Any reduction in the assessment ultimately granted as a result of such appeal applies to the year for which application is made and during which the written application was filed. These reductions are subject to yearly reappraisals and are adjusted back to their original values when market conditions improve. Once the property has regained its prior value, adjusted for inflation, it once again is subject to the annual inflationary factor growth rate allowed under Article XIII A. See "CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS" in APPENDIX A.

A second type of assessment appeal involves a challenge to the base year value of an assessed property. Appeals for reduction in the base year value of an assessment, if successful, reduce the assessment for the year in which the appeal is taken and prospectively thereafter. The base year is determined by the completion date of new construction or the date of change of ownership. Any base year appeal must be made within four years of the change of ownership or new construction date.

No assurance can be given that property tax appeals in the future will not significantly reduce the assessed valuation of property within the District.

### **Largest Taxpayers**

The largest assessed property taxpayers in the District for fiscal year 2014-15 are shown in the following table.

**Table 7**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**LARGEST LOCAL SECURED TAXPAYERS**  
**Fiscal Year 2014-15 [TO BE UPDATED]**

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(1) 2014-15 Local Secured Assessed Valuation: \$ \_\_\_\_\_.  
 Source: *California Municipal Statistics, Inc.*

## Tax Rates

Contained within the District's boundaries are numerous overlapping local agencies. The following table sets forth a five-year history of the total tax rates in Tax Rate Area 12-001 and Tax Rate Area 9-001. Tax Rate Area 12-001 has a total assessed value of \$\_\_\_\_\_, which is approximately \_\_\_% of the assessed valuation in the District. Tax Rate Area 9-001 has a total assessed value of \$\_\_\_\_\_, which is approximately \_\_\_% of the assessed valuation in the District.

**Table 8**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REPRESENTATIVE TAX RATE**  
**FIVE-YEAR HISTORY(1)**  
**(Tax Rate Area 12-001 and Tax Rate Area 9-001)**  
**Fiscal Years 2010-11 through 2014-15 [TO BE UPDATED]**

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
<u>Tax Rate Area 12-001 – 2013-14 Assessed Valuation: \$14,328,343,345</u>					
General	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%
City of San Mateo Bond	0.0129	0.0129	0.0129	0.0105	
San Mateo-Foster City School District Bond	0.0341	0.0347	0.0338	0.0421	
San Mateo High School District Bond	0.0322	0.0383	0.0381	0.0355	
San Mateo Community College District Bond	<u>0.0193</u>	<u>0.0199</u>	<u>0.0194</u>	<u>0.0194</u>	
Total	1.0985%	1.1058%	1.1042%	1.1075%	
<u>Tax Rate Area 9-001 – 2011-12 Assessed Valuation: \$6,951,688,927</u>					
General	1.0000%	1.0000%	1.0000%	1.0000%	1.0000%
Redwood City School District	0.0249	0.0255	0.0256	0.0240	
Sequoia Union High School District	0.0311	0.0358	0.0356	0.0313	
San Mateo Community College District Bond	<u>0.0193</u>	<u>0.0199</u>	<u>0.0194</u>	<u>0.0194</u>	
Total	1.0753%	1.0812%	1.0806%	1.0747%	

(1) Tax Rate Areas 12-001 and 9-001 are the two largest within the District in terms of assessed valuation.  
Source: *California Municipal Statistics, Inc.*

## Overlapping Debt

Contained within the District's boundaries are numerous overlapping local agencies providing public services. These local agencies have outstanding bonds issued in the form of general obligation, lease revenue and special assessment. The direct and overlapping debt of the District is shown in the following table. Self-supporting revenue bonds, tax allocation bonds and non-bonded capital lease obligations are excluded from the debt statement.

**Table 9**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**STATEMENT OF DIRECT AND OVERLAPPING DEBT**  
**AS OF APRIL 1, 2015 [TO BE UPDATED]**

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*Source: California Municipal Statistics, Inc.*

## TAX MATTERS

### Federal Tax Status

In the opinion of Jones Hall, A Professional Law Corporation, San Francisco, California, Bond Counsel, subject, however to certain qualifications set forth below, under existing law, the interest on the Bonds is excluded from gross income for federal income tax purposes, and such interest is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, provided, however, that, for the purpose of computing the alternative minimum tax imposed on corporations (as defined for federal income tax purposes), the interest on the Bonds is taken into account in determining certain income and earnings.

The opinion set forth in the preceding paragraph is subject to the condition that the District comply with all requirements of the Internal Revenue Code of 1986 that must be satisfied subsequent to the issuance of the Bonds in order that such interest be, or continue to be, excluded from gross income for federal income tax purposes. The District has covenanted to comply with each such requirement. Failure to comply with certain of such requirements may cause the inclusion of such interest in gross income for federal income tax purposes to be retroactive to the date of issuance of the Bonds.

### Tax Treatment of Original Issue Discount and Premium

If the initial offering price to the public (excluding bond houses and brokers) at which a Bond is sold is less than the amount payable at maturity thereof, then such difference constitutes "original issue discount" for purposes of federal income taxes and State personal income taxes. If the initial offering price to the public (excluding bond houses and brokers) at which each Bond is sold is greater than the amount payable at maturity thereof, then such difference constitutes "original issue premium" for purposes of federal income taxes and State personal income taxes. *De minimis* original issue discount and original issue premium is disregarded. Owners of Bonds with original issue discount or original issue premium, including purchasers who do not purchase in the original offering, should consult their own tax advisors with respect to federal income tax and State of California personal income tax consequences of owning such Bonds.

### California Tax Status

In the further opinion of Bond Counsel, interest on the Bonds is exempt from California personal income taxes.

### Other Tax Considerations

Owners of the Bonds should also be aware that the ownership or disposition of, or the accrual or receipt of interest on, the Bonds may have federal or state tax consequences other than as described above. Bond Counsel expresses no opinion regarding any federal or state tax consequences arising with respect to the Bonds other than as expressly described above.

## Form of Opinion

A copy of the proposed form of opinion of Bond Counsel with respect to the Bonds is attached to this Official Statement as APPENDIX C.

## CONTINUING DISCLOSURE

The District will covenant for the benefit of owners of the Bonds to provide certain financial information and operating data relating to the District by not later than March 31 after the end of each fiscal year (currently June 30), commencing with the report for the 2011-12 fiscal year (the “**Annual Report**”), and to provide notices of the occurrence of certain enumerated events. The specific nature of the information to be contained in the Annual Report or the notices of enumerated events is provided in “APPENDIX D - FORM OF CONTINUING DISCLOSURE CERTIFICATE”. These covenants have been made in order to assist the Underwriter (as defined below) in complying with Rule 15c2-12(b)(5) under the Securities Exchange Act of 1934, as amended.

Within the past five years, the District failed to file the annual reports for fiscal years 2008-09 and 2009-10 in a timely manner as required by several of its prior continuing disclosure undertakings. In both cases, the annual reports were filed just a few days late. The annual report for fiscal year 2012-13 was not properly linked on EMMA to the District’s 2012 General Obligation Refunding Bonds. In every instance, the District did not include information regarding assessed valuation of taxable properties in the District or total secured tax charges and delinquencies on taxable properties in the District in its annual reports, as such information was not provided by the County. Additionally, the District failed to file notices of rating changes on bond insurers as well as notices of upgrades by Moody’s and S&P in the District’s underlying ratings in 2010 and 2012, respectively.

All of such missing information and rating changes have since been filed on EMMA. The District filed its Annual Report for fiscal year 2013-14 on February 1, 2015. The District is currently in compliance with its continuing disclosure undertakings.

## ABSENCE OF MATERIAL LITIGATION

No litigation is pending or threatened concerning the validity of the Bonds, and a certificate to that effect will be furnished to the purchasers at the time of the original delivery of the Bonds. The District is not aware of any litigation pending or threatened questioning the political existence of the District or contesting the District’s ability to receive *ad valorem* taxes or collect other revenues or contesting the District’s ability to issue and repay the Bonds.

## RATINGS

Upon issuance of the Bonds, Moody’s Investors Service, Inc. (“**Moody’s**”), and Standard & Poor’s Ratings Services, a Standard & Poor’s Financial Services LLC business (“**S&P**”), will assign the Bonds the ratings of “\_\_\_” and “\_\_\_,” respectively.

The District has furnished to the rating agencies information and material that have not been included in this Official Statement. Generally, rating agencies base their ratings on

information and material so furnished and on investigations, studies and assumptions made by the rating agencies. The ratings reflect only the view of the rating agencies, and an explanation of the significance of the ratings may be obtained from the rating agencies at the following addresses: S&P, 55 Water Street, New York, New York 10041 and Moody's Investors Service, 250 Greenwich Street, New York, New York 10007.

There is no assurance that any rating will continue for a given period of time or that it will not be revised downward or withdrawn entirely if, in the judgment of the assigning rating agency, circumstances so warrant. Any such downward revision or withdrawal of a rating may have an adverse effect on the market price of the Bonds.

### **UNDERWRITING**

Morgan Stanley & Co. LLC (the "**Underwriter**") has agreed in a bond purchase contract to purchase the Bonds at an aggregate purchase price of \$\_\_\_\_\_ (consisting of the par amount of \$\_\_\_\_\_, plus an original issue premium of \$\_\_\_\_\_, less an underwriter's discount of \$\_\_\_\_\_).

The Underwriter intends to offer the Bonds to the public at the offering prices set forth on the inside cover page of this Official Statement. The Underwriter may offer and sell Bonds to certain dealers and others at a price lower than the offering prices stated on the inside cover page of this Official Statement. The offering price may be changed from time to time by the Underwriter.

Morgan Stanley, parent company of the Underwriter of the Bonds, has entered into a retail distribution arrangement with its affiliate Morgan Stanley Smith Barney LLC. As part of the distribution arrangement, the Underwriter may distribute municipal securities to retail investors through the financial advisor network of Morgan Stanley Smith Barney LLC. As part of this arrangement, the Underwriter may compensate Morgan Stanley Smith Barney LLC for its selling efforts with respect to the Bonds.

### **EXECUTION**

The execution and delivery of this Official Statement has been approved by the Board of Trustees of the District.

**SAN MATEO COUNTY COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Chancellor

## APPENDIX A

### FINANCIAL, ECONOMIC AND DEMOGRAPHIC INFORMATION FOR THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND SAN MATEO COUNTY

#### GENERAL DISTRICT INFORMATION

*The information in this Appendix concerning the operations of the District and the District's general fund finances is provided as supplementary information only, and it should not be inferred from the inclusion of this information that the principal of and interest on the Bonds is payable from the general fund of the District. The Bonds are payable from the proceeds of an ad valorem tax required to be levied by the County in an amount sufficient for the payment of the interest on and principal of the Bonds. See "SECURITY FOR THE BONDS" above.*

#### General Information

The District provides community college educational services primarily to residents of the County of San Mateo, California, located between San Francisco and Silicon Valley. The District was established in 1922 and operates three colleges: the College of San Mateo, Cañada College, and Skyline College. Combined, the three colleges of the District serve over 40,000 students annually and offer the first two years of college-level instruction in a wide variety of transfer programs as well as more than 90 vocational-technical programs. Students can earn either Associate in Arts or Science degrees or receive Certificates of Proficiency in their chosen fields. In addition, the District hosts a University Center at Cañada College where students can obtain baccalaureate degrees in selected program areas through California State University partners. The District also operates a public television station, KCSM-TV Channel 60. Noncredit, short courses are offered for a fee through the Community Education Program. Each college is fully accredited by the Western Association of Schools and Colleges, the recognized local accrediting agency for the western United States that is affiliated with the Federation of Regional Accrediting Commissions of Higher Education.

#### Governance

The District is governed by a six-member board of trustees ("**Board of Trustees**"), with five voting members elected at large by County voters for four-year terms and one nonvoting student member elected by students for a one-year term. The day-to-day operations are managed by the board-appointed Chancellor. Ron Galatolo has served in this position since May 2001.

Current members of the Board of Trustees, together with their respective offices and the date their respective terms expire, are listed below:

<u>Name</u>	<u>Position</u>	<u>Term Expires</u>
Patricia Miljanich	President	December 2015
Dave Mandelkern	Vice President	December 2015
Karen Schwarz	Trustee	December 2015
Richard Holober	Trustee	December 2017
Thomas Mohr	Trustee	December 2017
Rupinder Bajwa	Student Trustee	December 2015

### Employee Relations

The District is a party to three collective bargaining agreements, one with each of its units: American Federation of Teachers (“**AFT**”); American Federation of State, County and Municipal Employees (“**AFSCME**”); and California School Employees Association (“**CSEA**”). The District also has 125 employees who are not represented by any bargaining units.

### SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BARGAINING ORGANIZATIONS AND CONTRACT DATES

<u>Employee Organization/ Bargaining Unit</u>	<u>Number of Budgeted Positions</u>	<u>Contract Termination Date</u>
AFT	326 full-time 714 part-time	June 30, 2015
AFSCME	85	June 30, 2016
CSEA	324	June 30, 2016

Source: San Mateo County Community College District.

### DISTRICT FINANCIAL INFORMATION

#### Funding of Community College Districts in California

**Major Revenues.** California community college districts (other than Basic Aid, or community-supported districts, as described below) receive, on average, approximately 52% of their funds from the State, approximately 44% from local sources, and approximately 4% from federal sources. State funds include general apportionment, categorical funds, capital construction, the lottery, and other minor sources. Local sources include property taxes, student fees, and miscellaneous sources.

Senate Bill 361 (“**SB 361**”), which was signed by the Governor on September 29, 2006, established the present funding for community college districts. The system includes allocation of state general apportionment revenues to community college districts based on criteria developed by the Board of Governors of the California Community Colleges (the “**Board of Governors**”) in accordance with prescribed statewide minimum requirements. In establishing these minimum requirements, the Board of Governors is required to acknowledge community college districts’ need to receive an annual allocation based on the number of colleges and

comprehensive centers in each district, plus funding received based on the number of credit and noncredit full time equivalent students (“**FTES**”) in each district.

SB 361 also specified that the minimum funding per FTES will be: (a) not less than \$4,367 per credit FTES (subject to cost of living adjustments funded through the budget act in subsequent fiscal years); (b) at a uniform rate of \$2,626 per noncredit FTES (adjusted for the change in cost of living provided in the budget act in subsequent fiscal years); and (c) set at \$3,092 per FTES (adjusted for the change in cost of living provided in the budget act in subsequent fiscal years) for a new instructional category of “career development and college preparation.”

Local revenues are first used to satisfy a community college district’s expenditures. The major local revenue source is local property taxes that are collected from within district boundaries. Student enrollment fees from the local community college district generally account for the remainder of local revenues of the district. Property taxes and student enrollment fees are applied towards fulfilling the district’s financial need. Once these sources are exhausted, State funds are used. State aid is subject to the appropriation of funds in the State’s annual budget. Decreases in State revenues may affect appropriations made by the legislature to a community college district. The sum of the property taxes, student enrollment fees, and State aid generally comprises the district’s revenue limit.

The District has obtained the status of being community-supported. Formerly known as “Basic Aid,” a community-supported community college district is one whose local property tax and student enrollment fee collections exceed the revenue allocation determined by the program-based model. As a community-supported district, the District does not receive any funds from the State appropriation, however, it does receive funds from the State for categorical and grant programs restricted to a special population or for certain purposes such as disabled students or instructional equipment, as well as unrestricted State aid for financial aid administration and part-time faculty costs. The current law in California allows these districts to keep the excess funds without penalty. The implication for community-supported districts is that the legislatively determined annual cost of living adjustment and other politically determined factors are less significant in determining such districts’ primary funding sources. Rather, property tax growth and the local economy become the determinant factors. The District has been a community-supported district since fiscal year 2011-12. Due to projected increases in assessed valuation, the District anticipates that it will remain a community-supported district for fiscal year 2014-15 and the foreseeable future.

A small part of a community college district’s budget is from local sources other than property taxes and student enrollment fees, such as interest income, donations and sales of property. Every community college district receives the same amount of lottery funds per pupil from the State; however, these are not categorical funds as they are not for particular programs or students. The initiative authorizing the lottery does require the funds to be used for instructional purposes, and prohibits their use for capital purposes.

Set forth below is a table showing historical revenue sources.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
REVENUE SOURCES**

**Percentage of Total  
General Fund Revenues**

<u>Revenue Source</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Federal Revenue	3.82%	3.28%	3.26%	2.78%
State Revenue <sup>(1)</sup>	39.10	9.56	8.37	9.95
Local Revenue	54.40	77.83	83.73	85.95
Other	<u>2.68</u>	<u>9.32</u>	<u>4.65</u>	<u>1.32</u>
Total	100.00%	100.00%	100.00%	100.00%

(1) The District has been a community-supported district since 2011-12. State Revenue in 2011-12, 2012-13 and 2013-14 primarily reflects receipt of State categorical and grant program funds. See "Funding of Community College Districts in California – Major Revenues" above.

Source: *San Mateo County Community College District.*

### Accounting Practices

The accounting policies of the District conform to generally accepted accounting principles in accordance with policies and procedures of the California Community Colleges Budget and Accounting Manual. Revenues are recognized in the period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the period in which the liability is incurred.

The financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources and all related liabilities, obligations and equities. The major fund classification is the general fund, which accounts for all financial resources not required to be accounted for in another fund. The District's fiscal year begins on July 1 and ends on June 30. All governmental funds and fiduciary funds are maintained on the modified accrual basis of accounting, and so revenues are recognized when they become susceptible to accrual (that is, both measurable and available to finance expenditures for the current period). For more information on the District's accounting method, see Note 2, Section B of "APPENDIX B – FISCAL YEAR 2013-14 AUDITED FINANCIAL STATEMENTS" attached hereto.

The Governmental Accounting Standards Board ("GASB") published its Statement No. 34 "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments" on June 30, 1999. GASB No. 34 provides guidelines to auditors, state and local governments and special purpose governments such as school districts and public utilities, on new requirements for financial reporting for all governmental agencies in the United States. Generally, the basic financial statements and required supplementary information should include (i) Management's Discussion and Analysis; (ii) financial statements prepared using the economic measurement focus and the accrual basis of accounting; (iii) fund financial statements prepared using the current financial resources measurement focus and the modified accrual method of accounting; and (iv) required supplementary information.

The District's Audited Financial Statements for fiscal year 2013-14 were prepared by Vavrinek, Trine, Day & Company, LLP, Pleasanton, California and are attached as APPENDIX

B. Audited financial statements for the District for prior fiscal years are on file with the District and available for public inspection at the Chancellor's Office.

*The District considers its audited financial statements to be public information, and accordingly, no consent has been sought or obtained from the auditor in connection with the inclusion of such statements in this Official Statement. The auditor has made no representation in connection with inclusion of the audit in this Official Statement.*

### **District Budget**

The District is required by provisions of the State Education Code to maintain a balanced budget each year, where the sum of expenditures plus the ending fund balance cannot exceed revenues plus the carry-over fund balance from the previous year. The Board of Governors of the California Community Colleges imposes a uniform budgeting format for all California community college districts.

Under current law, the District Board of Trustees approves a tentative budget by July 1 and an adopted budget by September 15 of each fiscal year. The following table shows the District's combined restricted and unrestricted general fund revenues, expenditures and changes in fund balance for fiscal year 2013-14 (budgeted and audited figures).

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
COMBINED UNRESTRICTED & RESTRICTED GENERAL FUND  
REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
FISCAL YEARS 2013-14 (BUDGETED AND AUDITED FIGURES)  
AND FISCAL YEAR 2014-15 (BUDGETED AND ACTUALS TO 12/31/14)**

	<b>2013-14 Adopted Budget</b>	<b>2013-14 Audited</b>	<b>2014-15 Adopted Budget</b>	<b>2014-15 Actuals to 12/31/14 (Mid-Year Report)</b>
<b>Beginning Balance</b>	\$33,603,054	\$33,603,054	\$35,060,530	\$35,060,530
<b>Revenues</b>				
Federal Revenue	6,202,967	4,284,623	6,236,909	2,327,811
State Revenue	17,331,336	16,050,670	16,950,315	5,574,831
Local Revenue	<u>130,048,273</u>	<u>135,427,803</u>	<u>136,043,847</u>	<u>80,789,834</u>
<b>Total Revenue</b>	153,582,576	155,763,096	159,231,071	88,789,834
<b>Expenditures</b>				
Certificated Salaries	55,671,420	52,684,283	58,670,471	29,543,957
Classified Salaries	37,572,415	37,574,301	41,164,615	19,554,086
Employee Benefits	34,245,812	30,074,351	39,239,642	18,277,488
Supplies & Materials	11,781,998	3,523,569	11,124,386	1,975,721
Operating Expenses	25,617,931	14,827,596	19,317,669	8,391,066
Capital Outlay	<u>8,092,486</u>	<u>552,850</u>	<u>7,932,251</u>	<u>138,148</u>
<b>Total Expenditures</b>	172,982,061	139,236,952	177,449,034	77,879,468
<b>Transfers &amp; Other</b>				
Transfers in	1,743,579	6,312,890	2,105,944	1,932,112
Transfers out	(1,696,917)	(20,850,907)	(2,515,561)	(830,716)
Contingency	(1,045,717)	(7,388)	0	0
Other outgo	(784,663)	(523,263)	(723,257)	(195,598)
<b>Total Transfers &amp; Other</b>	(1,783,718)	(15,068,667)	(1,092,874)	905,800
<b>Net Change in Fund Balance</b>	(21,183,204)	1,457,476	(19,310,838)	11,816,164
<b>Ending Balance</b>	\$12,419,850	\$35,060,530	\$15,749,692	\$46,876,694

**Fiscal Year 2014-15 Budget.** The Board of Trustees adopted the 2014-15 budget on September 10, 2014. The 2014-15 budget assumes that the District will continue to be a community-supported district. Additionally, the District expects to receive State categorical funds totaling approximately \$1.8 million for the Student Support and Success Program and \$2.5 million for Scheduled Maintenance and Instructional Equipment.

**Mid-Year Report.** The District's revenue received as of December 31, 2014 was \$78,882,305, or 58.57% of the total revenue budget. Non-resident tuition fees far exceeded the projected budget and more than half of property taxes, interest income and miscellaneous income were posted at mid-year. District expenditures as of December 31, 2014 were \$66,637,433 or 46.63% of the total expenditure budget.

**Parcel Tax.** The District's voters approved a parcel tax (Measure G) for the District for four years, starting with fiscal year 2010-11. The parcel tax levy of \$34 per parcel contributed approximately \$7 million annually and allowed the District to cut significantly fewer sections than would have been cut and maintain some services to students. The parcel tax expired in fiscal year 2013-14. The District expects that the loss of these parcel tax revenues in fiscal year 2014-15 and in the coming years will be offset by increased property tax revenues realized from gains in assessed valuation of property within the District.

## District Debt

**Payment History.** The District has never defaulted on the payment of principal or interest on any of its indebtedness.

**Short-Term Borrowing.** The District normally issues tax and revenue anticipation notes each year in order to provide working capital during periods of the year when local taxes have yet to be collected. Local tax revenues are generally distributed to the District in December and April, while expenditures tend to occur more evenly throughout the year. The District issued its fiscal year 2014-15 Tax and Revenue Anticipation Notes in the amount of \$18,655,000 (the "2014-15 TRAN"). The 2014-15 TRAN matures on June 30, 2015.

**Long-Term Borrowing.** As described below the District has seven series of general obligation bonds outstanding, aside from the Bonds. These bonds are payable solely from the proceeds of *ad valorem* taxes levied for the purpose of paying the bonds and are not payable from the general fund of the District.

In June 2002, the District issued its 2002 General Obligation Bonds (Election of 2001), Series A, in the amount of \$96,875,612.95. These bonds include both current interest bonds and capital appreciation bonds. As of March 1, 2015, the outstanding principal amount (not including accreted interest) was \$18,045,612.95.

In February 2005, the District issued its 2005 General Obligation Bonds (Election of 2001), Series B, in the amount of \$69,995,612.40. These bonds include both current interest bonds and capital appreciation bonds. As of the Closing Date, the outstanding principal amount (not including accreted interest) is \$23,095,132.

In April 2006, the District issued its 2006 General Obligation Bonds (Election of 2001), Series C, in the amount of \$40,124,660.45. These bonds include both current interest bonds and capital appreciation bonds. As of March 1, 2015, the outstanding principal amount (not including accreted interest) is \$26,684,661.

In April 2006, the District issued its 2006 General Obligation Bonds (Election of 2005), Series A, in the amount of \$135,429,394.60. These bonds include both current interest bonds and capital appreciation bonds. As of March 1, 2015, the outstanding principal amount (not including accreted interest) was \$73,634,394.60.

In December 2006, the District issued its 2006 General Obligation Bonds (Election of 2005), Series B, in the amount of \$332,570,193.75. These bonds include both current interest bonds and capital appreciation bonds. As of March 1, 2015, the outstanding principal amount (not including accreted interest) is \$175,715,194.

In June 2012, the District refunded a portion of its outstanding general obligation bonds from proceeds of its 2012 General Obligation Refunding Bonds in the amount of \$107,595,000. As of March 1, 2015, the outstanding principal amount was \$98,880,000.

In October 2014, the District refunded a portion of its outstanding general obligation bonds from proceeds of its 2014 General Obligation Refunding Bonds in the amount of \$121,805,000. As of March 1, 2015, the outstanding principal amount was \$120,530,000.

## Pension Plans

**California State Teacher's Retirement System.** For the benefit of faculty and some administrators, the District participates in the California State Teacher's Retirement System ("**STRS**"), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. As a result of the Public Employee Pension Reform Act of 2013 ("**PEPRA**") (see "Pension Reform Act of 2013 (Assembly Bill 340)" below), changes were made to the defined benefit pension plan beginning January 1, 2013.

Due to the implementation of PEPRA, new members of the plan must pay at least 50% of the normal cost of the plan, which can fluctuate from year to year. For 2013-14 the required rate was 8% of their salary. Existing plan members are also required to contribute 8.0% of their salary. The District is required to contribute a legislatively determined rate. The required employer contribution rate for fiscal year 2013-14 was 8.25% of annual payroll. The District's contributions to STRS for the past three and current projected fiscal years are set forth in the following table.

### **STRS Contributions San Mateo County Community College District**

Fiscal Year	Amount
2011-12	\$3,185,617
2012-13	3,292,883
2013-14	3,469,338
2014-15*	4,352,638

\*Budgeted.

Source: San Mateo County Community College District.

New Legislation Regarding STRS Contributions Implemented in FY 2014-15. In connection with the State's adoption of its fiscal year 2014-15 Budget, the Governor signed into law Assembly Bill 1469 ("**AB 1469**"), which represents a legislative effort to address the unfunded liabilities of the STRS pension plan (see below section entitled "State Pension Trusts"). AB 1469 addresses the funding gap by increasing contributions of plan members, employers (including the District) and the State commencing in fiscal year 2014-15. Pursuant to AB 1469, employer contribution rates to the STRS plan will increase over the next seven years, from the contribution rate of 8.25% in Fiscal Year 2013-14 to 19.1% in Fiscal Year 2020-21. Thereafter, employer contribution rates will be determined by the STRS board to reflect the contribution required to eliminate unfunded liabilities by June 30, 2046. STRS employer contribution rates under AB 1469 for Fiscal Years 2014-15 through 2020-21 are summarized in the following table.

### AB 1469 STRS Employer Contribution Rates

Fiscal Year	% Increase From FY 2013-14 Rate* Under AB 1469	Total Contribution Rate
2014-15	0.63%	8.88%
2015-16	2.48	10.73
2016-17	4.33	12.58
2017-18	6.18	14.43
2018-19	8.03	16.28
2019-20	9.88	18.13
2020-21	10.85	19.10

\*Fiscal year 2013-14 rate was 8.25% of annual payroll.

**California Public Employees' Retirement System.** For all other employees, the District participates in the State of California Public Employees' Retirement System ("PERS"), an agent multiple-employer contributory public employee retirement system that acts as a common investment and administrative agent for participating public entities within the State. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Changes have also been made to the PERS plan pursuant to PEPRA. New plan members must pay at least 50% of the normal cost of the plan, which can fluctuate from year to year. For fiscal year 2013-14 the normal cost is 11.85%, which rounds to a 6.0% contribution rate. Existing plan members are required to contribute 7.0% of their salary. The District is required to contribute an actuarially determined rate (11.771% for fiscal year 2014-15). One actuarial valuation is performed for those employers participating in the pool, and the same contribution rate applies to each. The District's contributions to PERS for the past three and current projected fiscal years are set forth in the following table.

### PERS Contributions San Mateo County Community College District

Fiscal Year	Amount
2011-12	\$3,693,915
2012-13	4,035,956
2013-14	4,296,931
2014-15*	4,385,384

\*Budgeted.

Source: San Mateo County Community College District.

**PERS Board Adopts New Employer Contribution Rates.** On April 16, 2014, the Board of Administration of PERS approved new contribution rates beginning on July 1, 2014. Employer contribution rates will reflect new demographic assumptions and other changes in actuarial assumptions which were adopted by the Board in February 2014. The new assumptions, which are aimed eliminating the unfunded liability of PERS in approximately 30 years, will be implemented for school districts and college districts beginning in fiscal year 2016-17, with the costs spread over twenty years and the increases phased in over the first five years. These new employer contribution rates continue to recognize asset losses from prior years. Projected employer contribution rates for school districts and college districts are as follows:

### Projected PERS Contribution Rates

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
11.7%	12.6%	15.0%	16.6%	18.2%	19.9%	20.4%

Source: California Public Employees' Retirement System

**State Pensions Trusts.** Both the PERS and STRS systems are operated on a statewide basis. District contribution rates to PERS can vary annually depending on changes in actuarial assumptions and other factors, such as liability. Contributions to STRS can only be changed legislatively. Both PERS and STRS have substantial State unfunded actuarial liabilities, being \$57 billion for PERS as of June 30, 2012 (the date of the last actuarial valuation for PERS) and \$73.7 billion for STRS as of June 30, 2013 (the date of the last actuarial valuation for STRS). As described above, AB 1469 was enacted in connection with the State's 2014-15 Budget in an attempt to reduce and eliminate the unfunded liability of the STRS pension plan, and the PERS Board has recently taken actions to increase contribution rates in order to address unfunded liabilities.

Both STRS and PERS issue separate comprehensive financial reports that include financial statements and required supplemental information. Copies of such reports may be obtained from STRS and PERS, respectively, as follows: (i) STRS, P.O. Box 15275, Sacramento, California 95851-0275; (ii) PERS, P.O. Box 942703, Sacramento, California 94229-2703. More information regarding STRS and PERS can also be obtained at their websites, [www.calstrs.com](http://www.calstrs.com) and [www.calpers.ca.gov](http://www.calpers.ca.gov), respectively. However, information in the financial reports and on the websites is not incorporated in this Official Statement by reference. See also the following paragraph on recent pension reform legislation.

**Pension Reform Act of 2013 (Assembly Bill 340).** On September 12, 2012, Governor Brown signed AB 340, enacting the California Public Employees' Pension Reform Act of 2013 ("PEPRA") and amending various sections of the California Education and Government Codes. AB 340 (i) increased the retirement age for new State, school, and city and local agency employees depending on job function, (ii) capped the annual PERS and STRS pension benefit payouts, (iii) addressed numerous abuses of the system, and (iv) required State, school, and certain city and local agency employees to pay at least half of the costs of their PERS pension benefits. PEPRA applies to all public employers *except* the University of California, charter cities and charter counties (except to the extent they contract with PERS.)

The provisions of AB 340 went into effect on January 1, 2013 with respect to new State, school, and city and local agency employees hired on that date and after; existing employees who are members of employee associations, including employee associations of the Districts, have a five-year window to negotiate compliance with AB 340 through collective bargaining. If no deal is reached by January 1, 2018, a city, public agency or school district could force employees to pay their half of the costs of PERS pension benefits, up to 8% of pay for civil workers and 11% or 12% for public safety workers.

PERS has predicted that the impact of AB 340 on employees and employers, including the District and other employers in the STRS system, will vary, based on each employer's current level of benefits. To the extent that the new formulas lower retirement benefits, employer contribution rates could decrease over time as current employees retire and employees subject to the new formulas make up a larger percentage of the workforce. This change would, in some circumstances, result in a lower retirement benefit for employees than they currently earn.

Additionally, PERS has noted that changes arising from AB 340 could ultimately have an adverse impact on public sector recruitment in areas that have historically experienced recruitment challenges due to higher pay for similar jobs in the private sector.

With respect to STRS, the provisions of AB 1469 effective as of July 1, 2014 effectively addressed the contribution requirements of STRS members, employers and the State.

More information about AB 340 can be accessed through the PERS's web site at [www.calpers.ca.gov/index.jsp?bc=/member/retirement/pension-reform-impacts.xml&pst=ACT&pca=ST](http://www.calpers.ca.gov/index.jsp?bc=/member/retirement/pension-reform-impacts.xml&pst=ACT&pca=ST) and through the STRS web site at [http://www.calstrs.com/Newsroom/whats\\_new/AB340\\_detailed\\_impact\\_analysis.pdf](http://www.calstrs.com/Newsroom/whats_new/AB340_detailed_impact_analysis.pdf). *The references to these internet websites are shown for reference and convenience only; the information contained within the websites may not be current and has not been reviewed by the District and is not incorporated herein by reference.*

### **Post-Employment Benefits Other than Pension Benefits**

The District provides post-employment healthcare benefits to retirees meeting plan eligibility requirements. Employees participating in the STRS plan are eligible at a minimum age of 60 with five years of service or at age 50 with 30 years service. Employees participating in the PERS plan are eligible at a minimum age of 55 and a minimum of ten years' service. The District also has minimum continuous service requirements for retirement that range from three years to ten years. Beginning in 1992, the District capped post-employment benefits offered by the District in order to reduce its future liability. As of June 30, 2014, there were 1,008 retirees and beneficiaries currently receiving benefits and 854 active plan members.

The District completed an actuarial analysis of retiree health benefit liability dated February 1, 2013, in accordance with GASB 45. The District's unfunded actuarial accrued liability for its retiree health care plan for fiscal year 2013-14 was \$90,482,325; the estimate was based on certain assumptions, including the rate of increase of medical costs, which, if incorrect, could result in an underestimation of the District's liability. During the 2013-14 fiscal year, the District contributed \$16,912,318 to the plan, which totaled 196% of the District's required annual contribution of \$8,642,396. See Note 11 of the District's audited financial statements for the fiscal year ended June 30, 2014, at "APPENDIX B – Fiscal Year 2013-14 Audited Financial Statements."

The District has created an Expendable Trust Fund (which is not irrevocable for this purpose) for post-employment medical benefits. There was a \$55,459,915 balance in the Expendable Trust Fund as of June 30, 2014. The actuarial valuation of assets in the Expendable Trust Fund was \$34,870,628.

### **Joint Powers Arrangements for Insurance**

The District maintains insurance of various types, including employee vision, health and dental benefits, a workers' compensation plan and property casualty and liability insurance.

**Workers' Compensation.** The District maintains a self-insured retention up to \$350,000, as well as excess coverage above \$350,000.

**Dental and Vision Insurance.** The District obtains dental and vision insurance from the San Mateo County Schools Insurance Group.

**Health Insurance.** The District obtains health insurance from PERS.

**Property casualty and liability insurance.** The District maintains property and liability risk coverage up to \$25 million per occurrence with a self-insured retention of \$150,000.

These joint powers arrangements are described further in “APPENDIX B – Fiscal Year 2013-14 Audited Financial Statements – Note 12.”

### **State of California Finances**

**The State Budget.** The State requires that from all State revenues there will first be set apart the moneys to be applied for support of the public school system and public institutions of higher education. Community college districts receive a significant portion of their funding from State appropriations. As a result, decreases in State revenues may significantly affect apportionments made by the legislature to school districts and community college districts. The District is community-supported, meaning that local property taxes and student enrollment fee collections exceed the revenue allocation determined by the State and therefore the District does not receive any funds from the State appropriation. The District does, however, receive State funds for categorical and grant programs restricted to a special population or for certain purposes, as well as unrestricted State aid for financial aid administration and part-time faculty costs.

**The Budget Process.** The State’s fiscal year begins on July 1 and ends on June 30. The annual budget is proposed by the Governor by January 10 of each year for the next fiscal year (the “**Governor’s Budget**”). Under State law, the annual proposed Governor’s Budget cannot provide for projected expenditures in excess of projected revenues and balances available from prior fiscal years. Following the submission of the Governor’s Budget, the Legislature takes up the proposal.

Under the State Constitution, money may be drawn from the State Treasury only through an appropriation made by law. The primary source of the annual expenditure authorizations is the Budget Act, as approved by the Legislature and signed by the Governor. The Budget Act must be approved by a majority vote of each House of the Legislature. The Governor may reduce or eliminate specific line items in the Budget Act or any other appropriations bill without vetoing the entire bill. Such individual line-item vetoes are subject to override by a two-thirds majority vote of each House of the Legislature.

Appropriations may also be included in legislation other than the Budget Act. Bills containing appropriations (except for K-14 education) must be approved by a majority vote in each House of the Legislature and be signed by the Governor. Continuing appropriations, available without regard to fiscal year, may also be provided by statute or the State Constitution.

Funds necessary to meet an appropriation need not be in the State Treasury at the time such appropriation is enacted; revenues may be appropriated in anticipation of their receipt.

**Recent State Budgets.** Certain information about the State budgeting process and the State Budget is available through several State sources. A convenient source of information is the State’s website, where recent official statements for State bonds are posted. The Internet websites shown below are shown for reference and convenience only. The information

contained within these websites may not be current, has not been reviewed by the District and is not incorporated in this Official Statement by reference.

- The California State Treasurer Internet home page at [www.treasurer.ca.gov](http://www.treasurer.ca.gov), under the heading “Bond Information,” posts various State of California Official Statements, many of which contain a summary of the current State Budget, past State Budgets, and the impact of those budgets on school districts in the State.
- The California State Treasurer’s Office Internet home page at [www.treasurer.ca.gov](http://www.treasurer.ca.gov), under the heading “Financial Information,” posts the State’s audited financial statements. In addition, the Financial Information section includes the State’s Rule 15c2-12 filings for State bond issues. The Financial Information section also includes the Overview of the State Economy and Government, State Finances, State Indebtedness and Litigation from the State’s most current Official Statement, which discusses the State budget and its impact on school districts.
- The California Department of Finance’s Internet home page at [www.dof.ca.gov](http://www.dof.ca.gov), under the heading “California Budget,” includes the text of proposed and adopted State Budgets.
- The State Legislative Analyst’s Office (the “**LAO**”) prepares analyses of the proposed and adopted State budgets. Those analyses are accessible on the Legislative Analyst’s Internet home page at [www.lao.ca.gov](http://www.lao.ca.gov) under the heading “Subject Area – Budget (State).”

## **2014-15 Adopted State Budget**

**2014-15 State Budget.** On June 20, 2014, Governor Brown approved the 2014-15 Budget Act (the “**2014-15 Budget**”), projecting \$108 billion in general fund revenues, which is \$7.3 million more in general fund revenues than in fiscal year 2013-14. The 2014-15 Budget is balanced and projects paying down more than \$10 billion in unprecedented amounts of budgetary debt from past years, including paying down deferral of payments to schools by \$5 billion, paying off Economic Recovery Bonds, repaying various special fund loans, and funding \$100 million in mandate claims that have been owed to local governments since 2004. The budgetary deficit is projected to be reduced to below \$5 billion by the end of 2016-17. The fiscal year begins with a 2014-15 State Budget reserve of \$2 billion dollars, including \$1.6 billion in the State’s Budget Stabilization Account, also known as the State’s rainy day fund. Temporary revenues provided by the passage of Proposition 30 (Sales and Income Tax Revenue Increase approved by State voters at an election held on November 8, 2011) and spending cuts have allowed for continued economic growth in the State. The 2014-15 State Budget also contains triggers allowing for additional spending, if various revenue benchmarks are exceeded. If revenues surpass certain estimates, then the Budget calls for more funds to be applied to higher education and to pay down debt. Certain highlights of the 2014-15 Budget are described below.

**Plan for Reducing STRS Unfunded Liability.** The California State Teachers’ Retirement System (“**STRS**”) has a significant unfunded liability. Without changes to how the system is funded, STRS is expected to run out of money in about 33 years. AB 1469, approved with the 2014-15 Budget, implemented a new funding strategy for STRS, which shares responsibility among school districts, the State, and teachers to better fund STRS. Contributions

for the first year from all three of these sources will total \$275 million. Contributions will increase in subsequent years, reaching more than \$5 billion annually. This plan is projected to eliminate the unfunded liability by 2046.

***Constitutional Amendment on November, 2014 Ballot: “Rainy Day Fund.”*** The 2014-15 State Budget included a proposed constitutional amendment (Proposition 2), which was approved by State voters on November 4, 2014. Proposition 2 alters the State’s existing requirements for the Budget Stabilization Account, the State’s existing rainy day account, as follows:

- Requires deposits into the Rainy Day Fund whenever capital gains revenues rise to more than 8 percent of General Fund tax revenues, and would set the maximum size of the Rainy Day Fund at 10 percent of the General Fund revenues.
- Requires half of each year’s deposit for the next 15 years be used for supplemental payments of debt or other long-term liabilities.
- Allows for withdrawal of funds only for a disaster or if spending remains at or below the highest level of spending from the past three years. The maximum amount that could be withdrawn in the first year of a recession would be limited to half of the Rainy Day Fund’s balance.
- Requires that the state provide a multiyear budget forecast to better manage the state’s long-term finances.
- Creates a Proposition 98 reserve, known as the Public School System Stabilization Account, where spikes in funding would be saved for future years. This is intended to smooth school spending and minimize future cuts to education funding.

***Community College District Features.*** 2014-15 Budget provisions affecting community college districts include:

- Proposition 98 funding for education in the amount of \$60.9 billion, reflecting an increase of \$5.6 billion compared to funding provided in the 2013-14 State Budget.
- \$170 million within the Proposition 98 General Fund is allocated to improve and expand student success programs and to strengthen efforts to assist underrepresented students. The proposed allocation includes approximately \$100 million to increase the orientation, assessment, placement, counseling and other education planning services for all matriculated students, and approximately \$70 million to reduce gaps in access and achievement to underrepresented student groups.
- An increase of \$140.4 million within the Proposition 98 General Fund budgeted amount to fund 2.75% enrollment growth across community colleges in the State. Additionally, the California Community College Chancellor’s Office is directed to implement a new enrollment growth formula for fiscal year 2015-16.

- Approximately \$50 million within the Proposition 98 General Fund budgeted amount to support the economic and workforce development program at the Chancellor's Office, which funds will be allocated to community colleges to develop, enhance and expand career technical education programs.
- Approximately \$6 million within the Proposition 98 General Fund budgeted amount for upgrades to technology at each community college.
- Approximately \$30 million within the Proposition 98 General Fund budgeted amount for programs to support services and accommodations for students with disabilities.
- Approximately \$498 million within the Proposition 98 General Fund budgeted amount to reduce outstanding amount of deferred payments from the State to community college districts during fiscal year 2014-15.
- Approximately \$49.5 million within the Proposition 98 General Fund budgeted amount to reimburse community colleges for the costs of State-mandated programs.
- Approximately \$37.8 million increase in fiscal year 2014-15 within the Proposition 98 General Fund budgeted amount by shifting a portion of the revenues from former redevelopment agencies scheduled to be received in the final months of the fiscal year to the following fiscal year.
- Approximately \$148 million within the Proposition 98 General Fund budgeted amount for community colleges to use for deferred maintenance or instructional equipment purchases.
- Approximately \$250 million within the Proposition 98 General Fund budgeted amount for grants related to Career Technical Education Pathways Program.

**Governor's Proposed 2015-16 State Budget.** On January 9, 2015, Governor Brown presented his proposed budget for the 2015-16 Fiscal Year (the "**2015-16 Proposed State Budget**"). The 2015-16 Proposed State Budget proposes a multiyear plan that is balanced, maintains a \$3.4 billion reserve, and pays down budgetary debt from past years. Under the 2015-16 Proposed State Budget, funding levels for the K-12 LCFF will increase by \$4 billion to \$13,462 per pupil, and funding levels for workforce education and training will increased by \$876 million. Funding is also increased for the University of California and California State University higher education systems. The 2015-16 Proposed State Budget includes a \$115 million allocation from the State's General Fund to address the drought, and addresses deferred maintenance issues with \$500 million from the State's General Fund.

The complete 2015-16 Proposed State Budget is available from the California Department of Finance website at [www.dof.ca.gov](http://www.dof.ca.gov). The District can take no responsibility for the continued accuracy of this internet address or for the accuracy, completeness or timeliness of information posted there, and such information is not incorporated in this Official Statement by such reference. The information referred to above should not be relied upon in making an investment decision with respect to the Bonds.

The execution of 2015-16 Proposed State Budget may be affected by numerous factors, including but not limited to: (i) shifts of costs from the federal government to the State, (ii) national, State and international economic conditions, (iii) litigation risk associated with proposed spending reductions, (iv) rising health care costs and (v) other factors, all or any of which could cause the revenue and spending projections made in the 2015-16 Proposed State Budget to be unattainable. The District cannot predict the impact that the 2015-16 Proposed State Budget, or subsequent budgets, will have on its own finances and operations. Additionally, the District cannot predict the accuracy of any projections made in the 2015-16 Proposed State Budget.

Uncertainty Regarding Future State Budgets. The District cannot predict what actions will be taken in future years by the State Legislature and the Governor with respect to any future budget deficits. Future State budgets will be affected by national and state economic conditions and other factors over which the District has no control. The District cannot predict what impact any future budget proposals will have on the financial condition of the District. To the extent that the State budget process results in reduced revenues to the District, the District may be required to make adjustments to its budgets.

### County Investment Pool

*The following information has been furnished by the County for use in this Official Statement. The District and the Underwriter have not verified the accuracy or adequacy of the information provided by the County.*

The County Investment Pool (the “**Investment Pool**” or the “**Pool**”) consists of monies deposited with the County Treasurer by County departments and agencies, school districts and community college districts, certain non-County governmental agencies and special assessment districts. Most of the Pool’s depositors, including the District, are required by State law to invest their moneys in the Pool. Approximately 28.9% of the Pool’s moneys is allocable to voluntary depositors. [describe resolution of whether the District will be able to control investments]

Each depositor is assigned a distinct fund number within the Investment Pool. Cash represented by the fund balances is commingled in a Pooled Cash Portfolio for investment purposes; no funds are segregated for separate investment. Investments are selected from those authorized by California Government Code Section 53635 (“**Code**”). Authorized investments include obligations of the United States Treasury, agencies of the United States government, federally sponsored enterprises, local and State bond issues, bankers acceptances, commercial paper of prime quality, collateralized and negotiable certificates of deposit, repurchase and reverse repurchase agreements, medium term corporate notes, shares of beneficial interest in diversified management companies (mutual funds) and asset backed (including mortgage related) securities.

Each calendar year the County Treasurer prepares an Annual Statement of Investment Policy (the “**Investment Policy**”) that sets the framework for the investment practices relating to the County treasury. Legislation enacted in 1996 and effective January 1, 1997 requires that the Investment Policy be filed and approved by the Board in open session. The Board of Supervisors approved the current Investment Policy, which became effective January 27, 2015. Having been so approved, the Investment Policy may not be changed without Board approval. The current Statement of Investment Policy can be accessed through the County Treasurer’s web site at [www.sanmateocountytreasurer.org](http://www.sanmateocountytreasurer.org).

The approved Investment Policy provides that the County's investment objectives are to "preserve principal while earning a reasonable rate of return while awaiting application for governmental purposes." The Investment Policy provides that the percentage of the Fund's market value in any one issuer's securities shall be regularly monitored and the TOC (defined below) will be notified within 10 days of any instances where the percentage of the Fund's market value in any one issuer's securities exceeds the percentage limitations set forth in the Investment Policy. Also, investments in repurchase or reverse repurchase agreements are authorized investments and can equal up to 100% of the total Pool. As of the date of the most recent investment report, repurchase agreements equaled approximately 9.3% of the total par value of the investments in the Pool.

In accordance with California law, the County of San Mateo Board of Supervisors created an eight-member Treasury Oversight Committee (the "TOC") on April 2, 1996. The statutory role of the TOC is to review the Investment Policy as prepared by the Treasurer and to make recommendations, to monitor policy compliance as well as investment performance and to cause an annual independent audit to be performed. The TOC meets at least three times each year to accomplish its tasks.

According to the Investment Report for the month ending January 31, 2015, the total cost of the securities in the Treasury Pool was approximately \$4,053,179,860.96, and the corresponding market value (excluding accrued interest) was approximately \$4,066,514,731.63. As of January 31, 2015, approximately 49.6% of the securities in the Treasury Pool mature within less than one year.

The following table identifies the types of securities held by the Pool as of January 31, 2015:

<u>Type of Investment</u>	<u>Cost</u>	<u>Market Value (1)</u>	<u>% of Pool</u>
Certificate of Deposit	\$ 25,000,000.00	\$ 25,000,000.00	0.62%
Commercial Paper	164,877,504.16	164,924,176.00	4.06
Local Agency Investment Fund	50,000,000.00	50,000,000.00	1.23
Repurchase Agreements	376,750,000.00	376,750,000.00	9.28
United States Treasury - Bills	49,996,756.95	49,999,117.50	1.23
United States Treasury - Notes	373,385,315.95	375,732,359.37	9.25
US Treasury - Floating Rates	19,995,958.00	19,997,220.00	0.49
Federal Agency – Floating Rate Securities	20,000,000.00	20,025,300.00	0.49
Federal Agency Securities	2,010,233,112.57	2,012,655,827.25	49.56
Floating Rate Securities	452,722,084.00	453,114,914.75	11.16
Corporate Bonds	510,219,129.33	512,907,090.75	12.63
<b>Total</b>	<b>\$4,053,179,860.96</b>	<b>\$4,061,106,005.62</b>	<b>100.00%</b>

(1) Excluding accrued interest.

Source: Tax Collector-Treasurer, County of San Mateo.

The District (along with other participants in the Investment Pool) has experienced some losses of its invested capital in the Investment Pool, including approximately \$20 million of bond project funds as a result of the Lehman Brothers bankruptcy in 2008. The District has since recovered approximately \$10.2 million of that loss, and anticipates the recovery of an additional \$500,000.

For further information concerning County investments, access the County's website: <http://www.sanmateocountytreasurer.org/investmentReports.html>. *The reference to this Internet website is made for reference and convenience only. The information contained within the*

*website may not be current, has not been reviewed by the District and is not incorporated herein by reference.*

## **CONSTITUTIONAL AND STATUTORY PROVISIONS AFFECTING DISTRICT REVENUES AND APPROPRIATIONS**

*Principal of and interest on the Bonds are payable from the proceeds of an ad valorem tax levied by the County for the payment thereof. Articles XIII A, XIII B, XIII C, and XIII D of the State Constitution, Propositions 62, 98, and 111, and certain other provisions of law discussed below, are included in this section to describe the potential effect of these Constitutional and statutory measures on the ability of the District to levy taxes and spend tax proceeds for operating and other purposes, and it should not be inferred from the inclusion of such materials that these laws impose any limitation on the ability of the District to levy taxes for payment of the Bonds. The tax levied by the County for payment of the Bonds was approved by the District's voters in compliance with Article XIII A and all applicable laws.*

### **Article XIII A of the California Constitution**

**Basic Property Tax Levy.** On June 6, 1978, California voters approved Proposition 13 (“**Proposition 13**”), which added Article XIII A to the State Constitution (“**Article XIII A**”). Article XIII A limits the amount of any *ad valorem* tax on real property to one percent of the full cash value thereof, except that additional *ad valorem* taxes may be levied to pay debt service on (i) indebtedness approved by the voters prior to July 1, 1978, (ii) (as a result of an amendment to Article XIII A approved by State voters on June 3, 1986) on bonded indebtedness for the acquisition or improvement of real property which has been approved on or after July 1, 1978 by two-thirds of the voters on such indebtedness, and (iii) bonded indebtedness incurred by a school district or community college district for the construction, reconstruction, rehabilitation or replacement of school facilities or the acquisition or lease of real property for school facilities, approved by 55% of the voters of the district, but only if certain accountability measures are included in the proposition. As described under “THE BONDS – Authority for Issuance,” the District received authorization by a requisite 55% of voters to issue the Bonds. Article XIII A defines full cash value to mean “the county assessor’s valuation of real property as shown on the 1975-76 tax bill under full cash value, or thereafter, the appraised value of real property when purchased, newly constructed, or a change in ownership have occurred after the 1975 assessment.” This full cash value may be increased at a rate not to exceed 2% per year to account for inflation.

Article XIII A has subsequently been amended to permit reduction of the “full cash value” base in the event of declining property values caused by damage, destruction or other factors, to provide that there would be no increase in the “full cash value” base in the event of reconstruction of property damaged or destroyed in a disaster and in other minor or technical ways.

Both the United States Supreme Court and the California State Supreme Court have upheld the general validity of Article XIII A.

**Legislation Implementing Article XIII A.** Legislation has been enacted and amended a number of times since 1978 to implement Article XIII A. Under current law, local agencies are no longer permitted to levy directly any property tax (except to pay voter-approved indebtedness). The 1% property tax is automatically levied by the county and distributed according to a formula

among taxing agencies. The formula apportions the tax roughly in proportion to the relative shares of taxes levied prior to 1979.

Increases of assessed valuation resulting from reappraisals of property due to new construction, change in ownership or from the annual adjustment not to exceed 2% are allocated among the various jurisdictions in the "taxing area" based upon their respective "situs." Any such allocation made to a local agency continues as part of its allocation in future years.

***Inflationary Adjustment of Assessed Valuation.*** As described above, the assessed value of a property may be increased at a rate not to exceed 2% per year to account for inflation. On December 27, 2001, the Orange County Superior Court, in *County of Orange v. Orange County Assessment Appeals Board No. 3*, held that where a home's taxable value did not increase for two years, due to a flat real estate market, the Orange County assessor violated the two percent inflation adjustment provision of Article XIII A, when the assessor tried to "recapture" the tax value of the property by increasing its assessed value by 4% in a single year. The assessors in most California counties, including the County, use a similar methodology in raising the taxable values of property beyond 2% in a single year. The State Board of Equalization has approved this methodology for increasing assessed values. On appeal, the Appellate Court held that the trial court erred in ruling that assessments are always limited to no more than 2% of the previous year's assessment. On May 10, 2004 a petition for review was filed with the California Supreme Court. The petition has been denied by the California Supreme Court. As a result of this litigation, the "recapture" provision described above may continue to be employed in determining the full cash value of property for property tax purposes.

### **Unitary Property**

Some amount of property tax revenue of the District is derived from utility property that is considered part of a utility system with components located in many taxing jurisdictions ("**unitary property**"). Under the State Constitution, such property is assessed by the SBE as part of a "going concern" rather than as individual pieces of real or personal property. State-assessed unitary and certain other property is allocated to the counties by SBE, taxed at special county-wide rates, and the tax revenues distributed to taxing jurisdictions (including the District) according to statutory formulae generally based on the distribution of taxes in the prior year.

### **Constitutional Appropriations Limitation**

Article XIII B ("**Article XIII B**") of the State Constitution, as subsequently amended by Propositions 98 and 111, respectively, limits the annual appropriations of the State and of any city, county, school district, authority or other political subdivision of the State to the level of appropriations of the particular governmental entity for the prior fiscal year, as adjusted for changes in the cost of living and in population and for transfers in the financial responsibility for providing services and for certain declared emergencies. For fiscal years beginning on or after July 1, 1990, the appropriations limit of each entity of government will be the appropriations limit for the 1986-87 fiscal year adjusted for the changes made from that fiscal year under the provisions of Article XIII B, as amended.

The appropriations of an entity of local government subject to Article XIII B limitations include the proceeds of taxes levied by or for that entity and the proceeds of certain state subventions to that entity. "Proceeds of taxes" include, but are not limited to, all tax revenues and the proceeds to the entity from (a) regulatory licenses, user charges and user fees (but only

to the extent that these proceeds exceed the reasonable costs in providing the regulation, product or service), and (b) the investment of tax revenues.

Appropriations subject to limitation do not include (a) refunds of taxes, (b) appropriations for debt service such as the Lease Payments, (c) appropriations required to comply with certain mandates of the courts or the federal government, (d) appropriations of certain special districts, (e) appropriations for all qualified capital outlay projects as defined by the legislature, (f) appropriations derived from certain fuel and vehicle taxes and (g) appropriations derived from certain taxes on tobacco products.

Article XIII B includes a requirement that all revenues received by an entity of government other than the State in a fiscal year and in the fiscal year immediately following it in excess of the amount permitted to be appropriated during that fiscal year and the fiscal year immediately following it shall be returned by a revision of tax rates or fee schedules within the next two subsequent fiscal years.

Article XIII B also includes a requirement that fifty percent of all revenues received by the State in a fiscal year and in the fiscal year immediately following it in excess of the amount permitted to be appropriated during that fiscal year and the fiscal year immediately following it shall be transferred and allocated to the State School Fund under Section 8.5 of Article XVI of the State Constitution. See "Proposition 98" and "Proposition 111" below.

### **Article XIII C and Article XIII D of the California Constitution**

On November 5, 1996, the voters of the State of California approved Proposition 218, popularly known as the "Right to Vote on Taxes Act." Proposition 218 added to the California Constitution Articles XIII C and XIII D (respectively, "**Article XIII C**" and "**Article XIII D**"), which contain a number of provisions affecting the ability of local agencies, including school districts, to levy and collect both existing and future taxes, assessments, fees and charges.

According to the "Title and Summary" of Proposition 218 prepared by the California Attorney General, Proposition 218 limits "the authority of local governments to impose taxes and property-related assessments, fees and charges." Among other things, Article XIII C establishes that every tax is either a "general tax" (imposed for general governmental purposes) or a "special tax" (imposed for specific purposes), prohibits special purpose government agencies such as school districts from levying general taxes, and prohibits any local agency from imposing, extending or increasing any special tax beyond its maximum authorized rate without a two-thirds percent vote; and also provides that the initiative power will not be limited in matters of reducing or repealing local taxes, assessments, fees and charges. Article XIII C further provides that no tax may be assessed on property other than *ad valorem* property taxes imposed in accordance with Articles XIII and XIII A of the California Constitution and special taxes approved by a two-thirds percent vote under Article XIII A, Section 4. Article XIII D deals with assessments and property-related fees and charges, and explicitly provides that nothing in Article XIII C or XIII D will be construed to affect existing laws relating to the imposition of fees or charges as a condition of property development.

Proposition 218 does not affect the *ad valorem* property taxes to be levied by the County to pay debt service on the Bonds.

## Proposition 62

A statutory initiative (“**Proposition 62**”) was adopted by the voters at the November 4, 1986, general election which (a) requires that any new or higher taxes for general governmental purposes imposed by local governmental entities such as the District be approved by a two-thirds vote of the governmental entity’s legislative body and by a majority vote of the voters of the governmental entity voting in an election on the tax, (b) requires that any special tax (defined as taxes levied for other than general governmental purposes) imposed by a local governmental entity be approved by a two-thirds vote of the voters of the governmental entity voting in an election on the tax, (c) restricts the use of revenues from a special tax to the purposes or for the service for which the special tax was imposed, (d) prohibits the imposition of *ad valorem* taxes on real property by local governmental entities except as permitted by Article XIII A, (e) prohibits the imposition of transaction taxes and sales taxes on the sale of real property by local governmental entities, and (f) requires that any tax imposed by a local governmental entity on or after August 1, 1985, be ratified by a majority vote of the voters voting in an election on the tax within two years of the adoption of the initiative or be terminated by November 15, 1988.

California appellate court cases have overturned the provisions of Proposition 62 pertaining to the imposition of taxes for general government purposes. However, the California Supreme Court upheld Proposition 62 in its decision on August 28, 1995, in *Fresno County Transportation Authority v. Guardino*. This decision reaffirmed the constitutionality of Proposition 62. Certain matters regarding Proposition 62 were not addressed in the Supreme Court’s decision, such as what remedies exist for taxpayers subject to a tax not in compliance with Proposition 62, and whether the decision applies to charter cities. The District has not experienced any substantive adverse financial impact as a result of the passage of this initiative.

## Proposition 98

On November 8, 1988, California voters approved Proposition 98, a combined initiative constitutional amendment and statute called the “Classroom Instructional Improvement and Accountability Act” (the “**Accountability Act**”). Certain provisions of the Accountability Act have, however, been modified by Proposition 111 (discussed below), the provisions of which became effective on July 1, 1990. The Accountability Act changed State funding of public education below the university level and the operation of the State’s appropriations limit. The Accountability Act guarantees State funding for K-12 school districts and community college districts (hereinafter referred to collectively as “**K-14 school districts**”) at a level equal to the greater of (a) the same percentage of State general fund revenues as the percentage appropriated to such districts in 1986-87, and (b) the amount actually appropriated to such districts from the State general fund in the previous fiscal year, adjusted for increases in enrollment and changes in the cost of living. The Accountability Act permits the Legislature to suspend this formula for a one-year period.

The Accountability Act also changes how tax revenues in excess of the State appropriations limit are distributed. Any excess State tax revenues up to a specified amount would, instead of being returned to taxpayers, be transferred to K-14 school districts. Any such transfer to K-14 school districts would be excluded from the appropriations limit for K-14 school districts and the K-14 school district appropriations limit for the next year would automatically be increased by the amount of such transfer. These additional moneys would enter the base funding calculation for K-14 school districts for subsequent years, creating further pressure on other portions of the State budget, particularly if revenues decline in a year following an Article

XIIIB surplus. The maximum amount of excess tax revenues which could be transferred to K-14 school districts is 4% of the minimum State spending for education mandated by the Accountability Act.

### **Proposition 111**

On June 5, 1990, the voters approved Proposition 111 (Senate Constitutional Amendment No. 1) called the "Traffic Congestion Relief and Spending Limit Act of 1990" ("**Proposition 111**"), which further modified Article XIIIB and Sections 8 and 8.5 of Article XVI of the State Constitution with respect to appropriations limitations and school funding priority and allocation.

The most significant provisions of Proposition 111 are summarized as follows:

***Annual Adjustments to Spending Limit.*** The annual adjustments to the Article XIIIB spending limit were liberalized to be more closely linked to the rate of economic growth. Instead of being tied to the Consumer Price Index, the "change in the cost of living" is now measured by the change in California per capita personal income. The definition of "change in population" specifies that a portion of the State's spending limit is to be adjusted to reflect changes in school attendance.

***Treatment of Excess Tax Revenues.*** "Excess" tax revenues with respect to Article XIIIB are now determined based on a two-year cycle, so that the State can avoid having to return to taxpayers excess tax revenues in one year if its appropriations in the next fiscal year are under its limit. In addition, the Proposition 98 provision regarding excess tax revenues was modified. After any two-year period, if there are excess State tax revenues, 50% of the excess are to be transferred to K-14 school districts with the balance returned to taxpayers; under prior law, 100% of excess State tax revenues went to K-14 school districts, but only up to a maximum of 4% of the schools' minimum funding level. Also, reversing prior law, any excess State tax revenues transferred to K-14 school districts are not built into the school districts' base expenditures for calculating their entitlement for State aid in the next year, and the State's appropriations limit is not to be increased by this amount.

***Exclusions from Spending Limit.*** Two exceptions were added to the calculation of appropriations which are subject to the Article XIIIB spending limit. First, there are excluded all appropriations for "qualified capital outlay projects" as defined by the Legislature. Second, there are excluded any increases in gasoline taxes above the 1990 level (then nine cents per gallon), sales and use taxes on such increment in gasoline taxes, and increases in receipts from vehicle weight fees above the levels in effect on January 1, 1990. These latter provisions were necessary to make effective the transportation funding package approved by the Legislature and the Governor, which expected to raise over \$15 billion in additional taxes from 1990 through 2000 to fund transportation programs.

***Recalculation of Appropriations Limit.*** The Article XIIIB appropriations limit for each unit of government, including the State, is to be recalculated beginning in fiscal year 1990-91. It is based on the actual limit for fiscal year 1986-87, adjusted forward to 1990-91 as if Proposition 111 had been in effect.

***School Funding Guarantee.*** There is a complex adjustment in the formula enacted in Proposition 98 which guarantees K-14 school districts a certain amount of State general fund revenues. Under prior law, K-14 school districts were guaranteed the greater of (1) 40.9% of

State general fund revenues (the “**first test**”) or (2) the amount appropriated in the prior year adjusted for changes in the cost of living (measured as in Article XIII B by reference to per capita personal income) and enrollment (the “**second test**”). Under Proposition 111, schools will receive the greater of (1) the first test, (2) the second test, or (3) a third test, which will replace the second test in any year when growth in per capita State general fund revenues from the prior year is less than the annual growth in California per capita personal income. Under the third test, schools will receive the amount appropriated in the prior year adjusted for change in enrollment and per capita State general fund revenues, plus an additional small adjustment factor. If the third test is used in any year, the difference between the third test and the second test will become a “credit” to schools which will be paid in future years when State general fund revenue growth exceeds personal income growth.

### **Proposition 1A**

On November 2, 2004, California voters approved Proposition 1A, which amended the State constitution to significantly reduce the State's authority over major local government revenue sources. Under Proposition 1A, the State cannot (i) reduce local sales tax rates or alter the method of allocating the revenue generated by such taxes, (ii) shift property taxes from local governments to schools or community colleges, (iii) change how property tax revenues are shared among local governments without two-thirds approval of both houses of the State Legislature or (iv) decrease Vehicle License Fee revenues without providing local governments with equal replacement funding. Under Proposition 1A, beginning, in 2008-09, the State may shift to schools and community colleges a limited amount of local government property tax revenue if certain conditions are met, including: (i) a proclamation by the Governor that the shift is needed due to a severe financial hardship of the State, and (ii) approval of the shift by the State Legislature with a two-thirds vote of both houses. Under such a shift, the State must repay local governments for their property tax losses, with interest, within three years. Proposition 1A does allow the State to approve voluntary exchanges of local sales tax and property tax revenues among local governments within a county. Proposition 1A also amended the State Constitution to require the State to suspend certain State laws creating mandates in any year that the State does not fully reimburse local governments for their costs to comply with the mandates. This provision does not apply to mandates relating to schools or community colleges or to those mandates relating to employee rights.

Proposition 22, a constitutional initiative entitled the “Local Taxpayer, Public Safety, and Transportation Protection Act of 2010,” approved on November 2, 2010, superseded many of the provisions of Proposition 1A. This initiative amends the State constitution to prohibit the legislature from diverting or shifting revenues that are dedicated to funding services provided by local government or funds dedicated to transportation improvement projects and services. Under this proposition, the State is not allowed to take revenue derived from locally imposed taxes, such as hotel taxes, parcel taxes, utility taxes and sales taxes, and local public transit and transportation funds. Further, in the event that a local governmental agency sues the State alleging a violation of these provisions and wins, then the State must automatically appropriate the funds needed to pay that local government. This Proposition was intended to, among other things, stabilize local government revenue sources by restricting the State's control over local property taxes.

Because Proposition 22 reduces the State's authority to use or reallocate certain revenue sources, fees and taxes for State general fund purposes, the State will have to take other actions to balance its budget, such as reducing State spending or increasing State taxes,

and school and college districts that receive Proposition 98 or other funding from the State will be more directly dependent upon the State's general fund.

### **Future Initiatives**

Article XIII A, Article XIII B, Article XIII C and Article XIII D of the California Constitution and Propositions 22, 62, 98 and 111 were each adopted as measures that qualified for the ballot under the State's initiative process. From time to time other initiative measures could be adopted further affecting District revenues or the District's ability to expend revenues. The nature and impact of these measures cannot be anticipated by the District.

## **SAN MATEO COUNTY DEMOGRAPHIC INFORMATION**

*The District's boundaries are coterminous with those of San Mateo County. This section provides certain information about the economy and demographic trends in the County. However, no revenues of the County or taxes on economic activity in the County are pledged to payment of the Bonds. The Bonds are payable from an ad valorem property tax required to be levied on all taxable property within the District's boundaries in an amount sufficient to pay debt service on the Bonds as it comes due.*

### **General**

*The County.* The County of San Mateo (the "**County**") is located on the California coast approximately 15 miles south of the City of San Francisco. The County is a major employment base, and is also accessible to the San Jose and Silicon Valley areas approximately 30 miles south via Interstate 280 or U.S. Highway 101. The county has an approximate total area of 741 square miles, of which 448 square miles is land and 293 square miles is water. It is the third-smallest county in California by land area.

## Population

The County has experienced moderate but consistent population growth since 1970. The United States Census Bureau reports that between 1980 and 1990 the County grew by approximately 62,000 residents, or 10.6%, and between 1990 and 2000 the County grew by approximately 57,540 residents, or approximately 8.9%. Over the 40 years since 1970, the County's average annual growth rate has been approximately 1%. The following table shows population data for the County and cities in the County during the past five years.

### SAN MATEO COUNTY Population Estimates

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Atherton	6,921	6,917	6,890	6,871	6,900
Belmont	25,821	26,031	25,923	26,058	26,344
Brisbane	4,268	4,328	4,310	4,336	4,384
Burlingame	28,784	29,009	28,888	29,034	29,458
Colma	1,786	1,805	1,458	1,443	1,459
Daly City	101,235	101,920	101,442	102,286	103,458
East Palo Alto	28,281	28,366	28,247	28,395	28,706
Foster City	30,542	30,790	30,660	30,816	31,154
Half Moon Bay	11,360	11,415	11,373	11,449	11,593
Hillsborough	10,821	10,927	10,880	10,978	11,127
Menlo Park	31,986	32,319	32,201	32,433	32,715
Millbrae	21,521	21,714	21,625	22,191	22,432
Pacifica	37,267	37,526	37,367	37,562	37,988
Portola Valley	4,358	4,391	4,373	4,400	4,453
Redwood City	76,766	77,712	77,299	78,049	79,159
San Bruno	41,157	41,842	41,663	42,345	42,874
San Carlos	28,393	28,615	28,494	28,646	28,962
San Mateo	97,106	97,966	97,557	98,052	99,167
South San Francisco	63,623	64,067	63,827	64,145	65,198
Woodside	5,288	5,336	5,313	5,372	5,446
Balance Of County	61,330	61,706	62,582	62,932	63,670
County Total	718,614	724,702	727,793	736,647	745,193

Source: California State Department of Finance, Demographic Research Unit.

## Employment and Industry

The unemployment rate in the San Francisco-San Mateo-Redwood City Metropolitan Division (which includes Marin, San Francisco, and San Mateo Counties) was 3.7% in December 2014, up from a revised 4.2% in November 2014, and below the year-ago estimate of 4.6%. This compares with an unadjusted unemployment rate of 6.7% for California and 5.4% for the nation during the same period. The unemployment rate was 3.4% in Marin County, 3.8 percent in San Francisco County and 3.5% in San Mateo County.

The following table summarizes the civilian labor force, employment and unemployment in the County for the calendar years 2009 through 2013. Annual figures for year 2013 are not yet available.

### SAN MATEO COUNTY Civilian Labor Force, Employment and Unemployment (Annual Averages) 2009 through 2013

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Civilian Labor Force <sup>(1)</sup>	374,300	377,800	385,300	397,500	403,600
Employment	342,900	344,900	355,000	371,000	381,800
Unemployment	31,400	32,900	30,300	26,500	21,800
Unemployment Rate	8.4%	8.7%	7.9%	6.7%	5.4%
<u>Wage and Salary Employment:</u> <sup>(2)</sup>					
Agriculture	1,700	1,700	1,600	1,600	1,600
Manufacturing	26,700	26,300	25,500	24,400	25,700
Wholesale Trade	11,300	11,200	11,100	11,500	11,200
Retail Trade	33,300	32,800	33,200	33,200	34,100
Trans., Warehousing, Utilities	25,300	24,400	24,100	25,500	27,100
Information	18,100	17,500	17,900	20,900	23,600
Financial and Insurance	13,500	13,200	13,500	13,800	13,900
Real Estate, Rental & Leasing	5,600	5,400	5,900	6,200	6,300
Professional and Business Services	60,900	60,000	64,000	69,500	71,000
Educational and Health Services	36,700	35,300	36,400	37,400	39,700
Leisure and Hospitality	33,500	33,800	35,400	36,800	39,500
Other Services	11,500	11,200	12,200	12,900	13,300
Federal Government	3,500	4,000	3,800	3,700	3,600
State Government	600	600	600	600	600
Local Government	<u>27,300</u>	<u>26,700</u>	<u>26,200</u>	<u>26,000</u>	<u>26,200</u>
Total All Industries <sup>(3)</sup>	323,000	317,000	325,500	339,100	354,100

(1) Labor force data is by place of residence; includes self-employed individuals, unpaid family workers, household domestic workers, and workers on strike.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, and workers on strike.

(3) Totals may not add due to rounding.

Source: State of California Employment Development Department.

The following table lists the twenty-five largest employers within the County as of February 1, 2015, listed alphabetically.

**SAN MATEO COUNTY  
Major Employers  
(As of February 1, 2015)**

<b><u>Employer Name</u></b>	<b><u>Location</u></b>	<b><u>Industry</u></b>
Ab Sciex Llc	Redwood City	Scientific Apparatus & Instruments-Mfrs
Caltrain	San Carlos	Transit Lines
Electronic Arts Inc	Redwood City	Game Designers (Mfrs)
Facebook Inc	Menlo Park	Internet Service
Forced Dump Debris Box Svc	Burlingame	Garbage Collection
Franklin Templeton Investments	San Mateo	Investments
Gate Gourmet	San Francisco	Caterers
Gilead Sciences Inc	Foster City	Biological Products (Mfrs)
Guckenheimer Inc	Redwood City	Marketing Programs & Services
Hyatt Regency – San Francisco	Burlingame	Hotels & Motels
Kaiser Permanente Medical Ctr	Redwood City	Hospitals
Kaiser Permanente Medical Ctr	South San Francisco	Hospitals
Oracle Corp	Redwood City	Computer Software-Manufacturers
Peninsula Medical Ctr	Burlingame	Hospitals
San Francisco Intl Airport-SFO	San Francisco	Airline Companies
San Mateo County Behavior	San Mateo	Government Offices-County
San Mateo County Human Svc	Belmont	County Government-Social/Human Resources
San Mateo Medical Ctr	San Mateo	Hospitals
Seton Medical Ctr Health Sci	Daly City	Services NEC
SRI International Inc	Menlo Park	Research Service
Stanford Linear Accelerator	Menlo Park	Research Service
US Interior Dept	Menlo Park	Federal Government-Conservation Depts
Visa Inc	Foster City	Credit Card & Other Credit Plans
Visa International Svc Assn	Foster City	Credit Card & Other Credit Plans
Visa USA Inc	Foster City	Credit Card & Other Credit Plans

*Source: State of California Employment Development Department, America's Labor Market Information System (ALMIS) Employer Database, 2015 1st Edition.*

## Commercial Activity

In 2009, the State Board of Equalization converted the business codes of sales and use tax permit holders to North American Industry Classification System codes. As a result of the coding change, retail stores data for 2009 through 2012 is not comparable to that of prior years. A summary of historic taxable sales within the County during the past five years in which data is available is shown in the following table.

**SAN MATEO COUNTY**  
**Taxable Retail Sales**  
**Number of Permits and Valuation of Taxable Transactions**  
**(Dollars in Thousands)**  
**2008 through 2012**

	Retail Stores		Total All Outlets	
	Number of Permits	Taxable Transactions	Number of Permits	Taxable Transactions
2008	9,098	\$8,421,727	19,853	\$13,137,913
2009 <sup>(1)</sup>	11,143	7,455,767	18,840	11,327,022
2010 <sup>(1)</sup>	11,323	7,846,274	18,854	11,966,337
2011 <sup>(1)</sup>	11,470	8,536,043	18,995	13,020,643
2012 <sup>(1)</sup>	11,748	9,277,144	19,189	13,906,978

(1) Not comparable to prior years. "Retail" category now includes "Food Services."  
Source: State Board of Equalization.

Total taxable sales during the first three quarters of calendar year 2013 in the County were reported to be \$10.52 billion, a 4.2% increase from the total taxable sales of \$10.09 billion reported during the first three quarters of calendar year 2012. Annual figures for calendar year 2013 are not yet available.

### Median Effective Buying Income

Effective buying income ("EBI") is designated by Sales and Marketing Management Magazine as personal income less personal tax and non-tax payments. Personal income is the aggregate of wages and salaries, other labor income (such as employer contributions to private pension funds), proprietor's income, rental income (which includes imputed rental income of owner-occupants of non-farm dwellings), dividends paid by corporations, personal interest income from all sources, and transfer payments (such as pensions and welfare assistance). Deducted from this total are personal taxes (federal, state and local, non-tax payments such as fines, fees, penalties), and personal contributions for social insurance. Effective buying income is a bulk measure of market potential. It indicates the general ability to buy and is essential in comparing, selecting and grouping markets on that basis.

The following table demonstrates the growth in annual estimated EBI for the County, the State and the United States for the period 2008 through 2013.

#### COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND UNITED STATES Effective Buying Income 2008 through 2013

Year	Area	Total Effective Buying Income (000's Omitted)	Median Household Effective Buying Income
2008	County of San Mateo	\$23,925,603	\$67,466
	California	832,531,445	48,952
	United States	6,443,994,426	42,303
2009	County of San Mateo	\$23,835,480	\$69,276
	California	844,823,319	49,736
	United States	6,571,536,768	43,252
2010	County of San Mateo	\$23,489,013	\$66,508
	California	801,393,028	47,177
	United States	6,365,020,076	41,368
2011	San Mateo County	\$23,717,578	\$66,434
	California	814,578,458	47,063
	United States	6,438,704,554	41,253
2012	San Mateo County	\$26,570,648	\$68,429
	California	864,088,828	47,307
	United States	6,737,867,730	41,358
2013	San Mateo County	\$26,846,688	\$70,427
	California	858,676,636	48,340
	United States	6,982,757,379	43,715

*Source: The Nielsen Company (US), Inc.*

## Construction Activity

Building activity for the calendar years 2009 through 2013 in the County is shown in the following table.

<b>SAN MATEO COUNTY</b>					
<b>Building Permit Valuation</b>					
<b>(Valuation in Thousands of Dollars)</b>					
	2009	2010	2011	2012	2013
<u>Permit Valuation</u>					
New Single-family	\$147,515.5	\$189,296.6	\$194,950.1	\$245,163.9	\$292,893.4
New Multi-family	74,329.6	21,309.0	107,040.0	171,390.4	151,019.5
Res. Alterations/Additions	<u>204,482.0</u>	<u>262,592.1</u>	<u>289,619.5</u>	<u>201,543.1</u>	<u>299,830.5</u>
Total Residential	\$426,327.0	\$473,197.6	\$591,609.6	\$618,097.4	\$743,743.4
New Commercial	\$17,942.0	\$62,510.5	\$28,247.6	\$83,374.0	\$165,578.7
New Industrial	5,000.0	0.0	3,359.4	2,021.6	15,724.2
New Other	70,410.1	66,274.8	26,029.4	1,975.6	58,726.5
Com. Alterations/Additions	<u>235,373.3</u>	<u>283,752.5</u>	<u>244,089.0</u>	<u>167,438.8</u>	<u>263,460.8</u>
Total Nonresidential	\$328,725.5	\$412,537.8	\$301,725.4	\$254,810.0	\$503,490.1
<u>New Dwelling Units</u>					
Single Family	236	216	213	264	350
Multiple Family	<u>393</u>	<u>111</u>	<u>545</u>	<u>671</u>	<u>840</u>
TOTAL	629	327	758	935	1,190

Source: Construction Industry Research Board, Building Permit Summary.

## Transportation

San Francisco International Airport (“**SFO**”), the “gateway to the Pacific,” is a world-class airport serving tens of millions of domestic and international passengers annually. One of the world’s 30 busiest airports, SFO is committed to setting the standard for our industry. This includes being a leader in safety and security, customer service and satisfaction, community relations, environmental commitment, quality of facilities, and financial and economic vitality. SFO was the first major U.S. airport to achieve 100 percent fully automated and integrated baggage screening. Today, efficient operations ensure that passenger screening wait times are among the shortest in the nation.

The Port of Redwood City is also located in the County. The Port has a deep-water channel and handles bulk cargo, including lumber and scrap metal.

The County is connected to downtown San Francisco, SFO, and the East Bay by the San Francisco Bay Area Rapid Transit (“**BART**”) District.

The County is also served by Caltrain, a commuter rail service between San Jose and San Francisco, running along the Southern Pacific right-of-way.

**APPENDIX B**

**FISCAL YEAR 2013-14 AUDITED FINANCIAL STATEMENTS**

**APPENDIX C**  
**PROPOSED FORM OF OPINION OF BOND COUNSEL**

[LETTERHEAD OF JONES HALL]

\_\_\_\_\_, 2015

Board of Trustees  
 San Mateo County Community College District  
 3401 CSM Drive  
 San Mateo, California 94402

**OPINION:**     \$ \_\_\_\_\_ San Mateo County Community College District  
 (County of San Mateo, California) 2015 General Obligation Bonds  
 (2014 Election), Series A \_\_\_\_\_

Members of the Board of Trustees:

We have acted as bond counsel to the San Mateo County Community College District (the "District") in connection with the issuance by the District of its San Mateo County Community College District (County of San Mateo, California) 2015 General Obligation Bonds (2014 Election), Series A in the aggregate principal amount of \$ \_\_\_\_\_ (the "Bonds"), pursuant to Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, commencing with Section 53506 of said Code (the "Bond Law") and a resolution of the Board of Trustees of the District (the "Board") adopted on \_\_\_\_\_, 2015 (the "Resolution"). We have examined the law and such certified proceedings and other papers as we have deemed necessary to render this opinion.

As to questions of fact material to our opinion, we have relied upon representations of the Board contained in the Resolution and in the certified proceedings and certifications of public officials and others furnished to us, without undertaking to verify the same by independent investigation.

Based upon the foregoing, we are of the opinion, under existing law, as follows:

1. The District is duly established and validly existing as a community college district with the power to adopt the Resolution, to issue the Bonds and to perform its obligations under the Resolution.
2. The Resolution has been duly adopted by the Board and constitutes a valid and binding obligation of the District enforceable against the District in accordance with its terms.
3. The Bonds have been duly authorized, executed and delivered by the District and are valid and binding general obligations of the District, and the Board of Supervisors of San

Mateo County is obligated under the laws of the State of California to cause to be levied a tax without limit as to rate or amount upon the taxable property in the District for the payment when due of the principal of and interest on the Bonds.

4. Interest on the Bonds is excluded from gross income for federal income tax purposes and is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; it should be noted, however, that for the purpose of computing the alternative minimum tax imposed on such corporations (as defined for federal income tax purposes), such interest is required to be taken into account in determining certain income and earnings. The opinions set forth in the preceding sentence are subject to the condition that the District comply with all requirements of the Internal Revenue Code of 1986 which must be satisfied subsequent to the issuance of the Bonds in order that interest thereon be, or continue to be, excluded from gross income for federal income tax purposes. The District has covenanted in the Resolution and in other instruments relating to the Bonds to comply with each of such requirements; and the District has full legal authority to make and comply with such covenants. Failure to comply with certain of such requirements may cause the inclusion of interest on the Bonds in gross income for federal income tax purposes to be retroactive to the date of issuance of the Bonds. We express no opinion regarding other federal tax consequences arising with respect to the Bonds.

5. The interest on the Bonds is exempt from personal income taxation imposed by the State of California.

The rights of the owners of the Bonds and the enforceability of the Bonds and the Resolution may be subject to bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights heretofore or hereafter enacted and may also be subject to the exercise of judicial discretion in appropriate cases.

Respectfully submitted,

A Professional Law Corporation

## APPENDIX D

### FORM OF CONTINUING DISCLOSURE CERTIFICATE

This Continuing Disclosure Certificate (the "Disclosure Certificate") is executed and delivered by the San Mateo County Community College District (the "District") in connection with the issuance of \$\_\_\_\_\_ aggregate principal amount of San Mateo County Community College District (County of San Mateo, California) 2015 General Obligation Bonds (2014 Election), Series A (the "Bonds"). The Bonds are being issued under a resolution adopted by the Board of Trustees of the District on \_\_\_\_\_, 2015 (the "Bond Resolution"). The District covenants and agrees as follows:

Section 1. Purpose of the Disclosure Certificate. This Disclosure Certificate is being executed and delivered by the District for the benefit of the holders and beneficial owners of the Bonds and in order to assist the Participating Underwriters in complying with S.E.C. Rule 15c2-12(b)(5).

Section 2. Definitions. In addition to the definitions set forth in the Bond Resolution, which apply to any capitalized term used in this Disclosure Certificate unless otherwise defined in this Section, the following capitalized terms shall have the following meanings:

"*Annual Report*" means any Annual Report provided by the District under and as described in Sections 3 and 4.

"*Annual Report Date*" means the date not later than nine months after the end of each fiscal year of the District.

"*Dissemination Agent*" means the District or any successor Dissemination Agent designated in writing by the District and which has filed with the District a written acceptance of such designation.

"*Listed Events*" means any of the events listed in Section 5(a).

"*MSRB*" means the Municipal Securities Rulemaking Board, which has been designated by the Securities and Exchange Commission as the sole repository of disclosure information for purposes of the Rule.

"*Official Statement*" means the final Official Statement relating to the Bonds.

"*Participating Underwriter*" means Morgan Stanley & Co. LLC.

"*Rule*" means Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

Section 3. Provision of Annual Reports.

(a) The District shall, or shall cause the Dissemination Agent to, not later than the Annual Report Date, commencing March 31, 2016 with the report for fiscal year 2014-15, provide to the Participating Underwriter and the MSRB in an electronic format as prescribed by the MSRB, an Annual Report which is consistent with the requirements of Section 4 of this Disclosure Certificate. Not later than 15 Business Days prior to the Annual Report Date, the

District shall provide the Annual Report to the Dissemination Agent (if other than the District). If by 15 Business Days prior to the Annual Report Date the Dissemination Agent (if other than the District) has not received a copy of the Annual Report, the Dissemination Agent shall contact the District to determine if the District is in compliance with the previous sentence. The Annual Report may be submitted as a single document or as separate documents comprising a package, and may include by reference other information as provided in Section 4; provided that the audited financial statements of the District may be submitted separately from the balance of the Annual Report, and later than the date required above for the filing of the Annual Report if not available by that date. If the District's fiscal year changes, it shall give notice of such change in the same manner as for a Listed Event under Section 5(c).

(b) If the District is unable to provide to the MSRB an Annual Report by the Annual Report Date, the District shall provide (or cause the Dissemination Agent to provide) to the MSRB, in an electronic format as prescribed by the MSRB, a notice in substantially the form attached as Exhibit A, with a copy to the Paying Agent.

(c) With respect to each Annual Report, the Dissemination Agent shall:

- (i) determine each year prior to the Annual Report Date the then-applicable rules and electronic format prescribed by the MSRB for the filing of annual continuing disclosure reports; and
- (ii) if the Dissemination Agent is other than the District, file a report with the District, with a copy to the Paying Agent, certifying that the Annual Report has been provided pursuant to this Disclosure Certificate, and stating the date it was provided.

Section 4. Content of Annual Reports. The Annual Report shall contain or incorporate by reference the following:

(a) Audited financial statements prepared in accordance with generally accepted accounting principles as promulgated to apply to governmental entities from time to time by the Governmental Accounting Standards Board. If the District's audited financial statements are not available by the Annual Report Date, the Annual Report shall contain unaudited financial statements in a format similar to the financial statements contained in the final Official Statement, and the audited financial statements shall be filed in the same manner as the Annual Report when they become available.

(b) To the extent not contained in the audited financial statements filed pursuant to the preceding clause (a), the Annual Report shall contain information showing:

- (i) Current fiscal year assessed valuation of taxable properties in the District, including assessed valuation of the top ten properties, in the forms provided in the Official Statement.
- (ii) Amount of all general obligation debt of the District outstanding, and total scheduled debt service on such general obligation debt.
- (iii) Any changes in the operation of the County's Teeter Plan since the previous Annual Report affecting the District's receipt of *ad valorem* property tax revenues used to pay debt service on the Bonds.

- (iv) Prior fiscal year total secured property tax levy and collections, showing current collections as a percent of the total levy, in any fiscal year in which the District does not participate in the Teeter Plan, if any.
- (v) The District's approved annual budget or a summary thereof for the then-current fiscal year.

(c) In addition to any of the information expressly required to be provided under paragraphs (a) and (b) of this Section, the District shall provide such further information, if any, as may be necessary to make the specifically required statements, in the light of the circumstances under which they are made, not misleading.

Any or all of the items listed above may be included by specific reference to other documents, including official statements of debt issues of the District or related public entities, which are available to the public on the MSRB's internet web site or filed with the Securities and Exchange Commission. The District shall clearly identify each such other document so included by reference.

#### Section 5. Reporting of Significant Events.

(a) The District shall give, or cause to be given, notice of the occurrence of any of the following Listed Events with respect to the Bonds:

- (1) Principal and interest payment delinquencies.
- (2) Non-payment related defaults, if material.
- (3) Unscheduled draws on debt service reserves reflecting financial difficulties.
- (4) Unscheduled draws on credit enhancements reflecting financial difficulties.
- (5) Substitution of credit or liquidity providers, or their failure to perform.
- (6) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security.
- (7) Modifications to rights of security holders, if material.
- (8) Bond calls, if material, and tender offers.
- (9) Defeasances.
- (10) Release, substitution, or sale of property securing repayment of the securities, if material.

- (11) Rating changes.
- (12) Bankruptcy, insolvency, receivership or similar event of the District or other obligated person.
- (13) The consummation of a merger, consolidation, or acquisition involving the District or an obligated person, or the sale of all or substantially all of the assets of the District or an obligated person (other than in the ordinary course of business), the entry into a definitive agreement to undertake such an action, or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material.
- (14) Appointment of a successor or additional trustee or the change of name of a trustee, if material.

(b) Whenever the District obtains knowledge of the occurrence of a Listed Event, the District shall, or shall cause the Dissemination Agent (if not the District) to, file a notice of such occurrence with the MSRB, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of 10 business days after the occurrence of the Listed Event. Notwithstanding the foregoing, notice of Listed Events described in subsections (a)(8) and (9) above need not be given under this subsection any earlier than the notice (if any) of the underlying event is given to holders of affected Bonds under the Indenture.

(c) The District acknowledges that the events described in subparagraphs (a)(2), (a)(7), (a)(8) (if the event is a bond call), (a)(10), (a)(13), and (a)(14) of this Section 5 contain the qualifier "if material" and that subparagraph (a)(6) also contains the qualifier "material" with respect to certain notices, determinations or other events affecting the tax status of the Bonds. The District shall cause a notice to be filed as set forth in paragraph (b) above with respect to any such event only to the extent that it determines the event's occurrence is material for purposes of U.S. federal securities law. Whenever the District obtains knowledge of the occurrence of any of these Listed Events, the District will as soon as possible determine if such event would be material under applicable federal securities law. If such event is determined to be material, the District will cause a notice to be filed as set forth in paragraph (b) above.

(d) For purposes of this Disclosure Certificate, any event described in paragraph (a)(12) above is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent, or similar officer for the District in a proceeding under the United States Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement, or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District.

Section 6. Termination of Reporting Obligation. The District's obligations under this Disclosure Certificate shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Bonds. If such termination occurs prior to the final maturity of the Bonds, the District shall give notice of such termination in the same manner as for a Listed Event under Section 5(b).

Section 7. Identifying Information for Filings with the MSRB. All documents provided to the MSRB under the Disclosure Certificate shall be accompanied by identifying information as prescribed by the MSRB.

Section 8. Dissemination Agent. The District may, from time to time, appoint or engage a Dissemination Agent to assist it in carrying out its obligations under this Disclosure Certificate, and may discharge any such Agent, with or without appointing a successor Dissemination Agent.

Section 9. Amendment; Waiver. Notwithstanding any other provision of this Disclosure Certificate, the District may amend this Disclosure Certificate, and any provision of this Disclosure Certificate may be waived, provided that the following conditions are satisfied:

- (a) if the amendment or waiver relates to the provisions of Sections 3(a), 4 or 5(a), it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of an obligated person with respect to the Bonds, or type of business conducted;
- (b) the undertakings in this Official Statement, as proposed to be amended or waived, would, in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and
- (c) the proposed amendment or waiver either (i) is approved by holders of the Bonds in the manner provided in the Bond Resolution for amendments to the Bond Resolution with the consent of holders, or (ii) does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the holders or beneficial owners of the Bonds.

If the annual financial information or operating data to be provided in the Annual Report is amended pursuant to the provisions hereof, the first annual financial information filed pursuant hereto containing the amended operating data or financial information shall explain, in narrative form, the reasons for the amendment and the impact of the change in the type of operating data or financial information being provided.

If an amendment is made to the undertaking specifying the accounting principles to be followed in preparing financial statements, the Annual Report for the year in which the change is made shall present a comparison between the financial statements or information prepared on the basis of the new accounting principles and those prepared on the basis of the former accounting principles. The comparison shall include a qualitative discussion of the differences in the accounting principles and the impact of the change in the accounting principles on the presentation of the financial information, in order to provide information to investors to enable them to evaluate the ability of the District to meet its obligations. To the extent reasonably feasible, the comparison shall be quantitative.

A notice of any amendment made pursuant to this Section 9 shall be filed in the same manner as for a Listed Event under Section 5(c).

Section 10. Additional Information. Nothing in this Disclosure Certificate shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this Disclosure Certificate or any other means of communication, or including any other information in any Annual Report or notice of occurrence of a Listed Event, in addition to that which is required by this Disclosure Certificate. If the District chooses to include any information in any Annual Report or notice of occurrence of a Listed Event in addition to that which is specifically required by this Disclosure Certificate, the District shall have no obligation under this Disclosure Certificate to update such information or include it in any future Annual Report or notice of occurrence of a Listed Event.

Section 11. Default. If the District fails to comply with any provision of this Disclosure Certificate, any holder or beneficial owner of the Bonds may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Disclosure Certificate. A default under this Disclosure Certificate shall not be deemed an Event of Default under the Bond Resolution, and the sole remedy under this Disclosure Certificate in the event of any failure of the District to comply with this Disclosure Certificate shall be an action to compel performance.

Section 12. Duties, Immunities and Liabilities of Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Disclosure Certificate, and the District agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's negligence or willful misconduct. The obligations of the District under this Section shall survive resignation or removal of the Dissemination Agent and payment of the Bonds.

Section 13. Beneficiaries. This Disclosure Certificate shall inure solely to the benefit of the District, the Dissemination Agent, the Participating Underwriter and holders and beneficial owners from time to time of the Bonds, and shall create no rights in any other person or entity.

Date: \_\_\_\_\_, 2015

**SAN MATEO COUNTY COMMUNITY COLLEGE  
DISTRICT**

By \_\_\_\_\_  
Chancellor

EXHIBIT A

NOTICE OF FAILURE TO FILE ANNUAL REPORT

Name of Issuer: San Mateo County Community College District

Name of Issue: \$\_\_\_\_\_ aggregate principal amount of 2015 General Obligation Bonds (2014 Election), Series A

Date of Issuance: \_\_\_\_\_, 2015

NOTICE IS HEREBY GIVEN that the San Mateo County Community College District (the "District") has not provided an Annual Report with respect to the above-named bonds as required by its Continuing Disclosure Certificate dated \_\_\_\_\_, 2015. The District anticipates that the Annual Report will be filed by \_\_\_\_\_.

Dated: \_\_\_\_\_

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

By \_\_\_\_\_  
Name:  
Title:

## APPENDIX E

### DTC AND THE BOOK-ENTRY ONLY SYSTEM

*The following description of the Depository Trust Company ("DTC"), the procedures and record keeping with respect to beneficial ownership interests in the Bonds, payment of principal, interest and other payments on the Bonds to DTC Participants or Beneficial Owners, confirmation and transfer of beneficial ownership interest in the Bonds and other related transactions by and between DTC, the DTC Participants and the Beneficial Owners is based solely on information provided by DTC. Accordingly, no representations can be made concerning these matters and neither the DTC Participants nor the Beneficial Owners should rely on the foregoing information with respect to such matters, but should instead confirm the same with DTC or the DTC Participants, as the case may be.*

*Neither the District nor the Paying Agent take any responsibility for the information contained in this Appendix.*

*No assurances can be given that DTC, DTC Participants or Indirect Participants will distribute to the Beneficial Owners (a) payments of interest, principal or premium, if any, with respect to the Bonds, (b) Bonds representing ownership interest in or other confirmation or ownership interest in the Bonds, or (c) redemption or other notices sent to DTC or Cede & Co., its nominee, as the registered owner of the Bonds, or that they will so do on a timely basis, or that DTC, DTC Participants or DTC Indirect Participants will act in the manner described in this Appendix. The current "Rules" applicable to DTC are on file with the Securities and Exchange Commission and the current "Procedures" of DTC to be followed in dealing with DTC Participants are on file with DTC.*

1. The Depository Trust Company ("DTC"), New York, NY, will act as securities depository for the securities (in this Appendix, the "Bonds"). The Bonds will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully-registered Bond will be issued for each maturity of the Bonds, in the aggregate principal amount of such maturity, and will be deposited with DTC. If, however, the aggregate principal amount of any maturity exceeds \$500 million, one certificate will be issued with respect to each \$500 million of principal amount and an additional certificate will be issued with respect to any remaining principal amount of such issue.

2. DTC, the world's largest securities depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a "clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity issues, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is

the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a Standard & Poor's rating of AA+. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at [www.dtcc.com](http://www.dtcc.com). *The information contained on this Internet site is not incorporated herein by reference.*

3. Purchases of Bonds under the DTC system must be made by or through Direct Participants, which will receive a credit for the Bonds on DTC's records. The ownership interest of each actual purchaser of each Bond ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in the Bonds are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive Bonds representing their ownership interests in Bonds, except in the event that use of the book-entry system for the Bonds is discontinued.

4. To facilitate subsequent transfers, all Bonds deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co. or such other name as may be requested by an authorized representative of DTC. The deposit of Bonds with DTC and their registration in the name of Cede & Co. or such other nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the Bonds; DTC's records reflect only the identity of the Direct Participants to whose accounts such Bonds are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

5. Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time. Beneficial Owners of Bonds may wish to take certain steps to augment transmission to them of notices of significant events with respect to the Bonds, such as redemptions, tenders, defaults, and proposed amendments to the Bond documents. For example, Beneficial Owners of Bonds may wish to ascertain that the nominee holding the Bonds for their benefit has agreed to obtain and transmit notices to Beneficial Owners. In the alternative, Beneficial Owners may wish to provide their names and addresses to the registrar and request that copies of the notices be provided directly to them.

6. Redemption notices will be sent to DTC. If less than all of the Bonds within an issue are being redeemed, DTC's practice is to determine by lot the amount of the interest of each Direct Participant in such issue to be redeemed.

7. Neither DTC nor Cede & Co. (nor such other DTC nominee) will consent or vote with respect to the Bonds unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to District as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting

rights to those Direct Participants to whose accounts the Bonds are credited on the record date (identified in a listing attached to the Omnibus Proxy).

8. Redemption proceeds, distributions, and interest payments on the Bonds will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts, upon DTC's receipt of funds and corresponding detail information from District or Paying Agent on payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC nor its nominee, Paying Agent, or District, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of redemption proceeds, distributions, and dividend payments to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of District or Paying Agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

9. DTC may discontinue providing its services as securities depository with respect to the Bonds at any time by giving reasonable notice to District or Paying Agent. Under such circumstances, in the event that a successor securities depository is not obtained, Bonds are required to be printed and delivered.

10. The District may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, Bond certificates will be printed and delivered to DTC.

11. The information in this Appendix concerning DTC and DTC's book-entry system has been obtained from sources that District believes to be reliable, but District takes no responsibility for the accuracy thereof.

**BOND PURCHASE CONTRACT**

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[ \$ \_\_\_\_\_ ]  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**(County of San Mateo, California)**  
**2015 GENERAL OBLIGATION BONDS (ELECTION OF 2014), SERIES A**

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[April \_\_, 2015]

San Mateo County Community College District  
 3401 CSM Drive  
 San Mateo, California 94402

Ladies and Gentlemen:

The undersigned, Morgan Stanley & Co. LLC (the “Underwriter”), offers to enter into this Bond Purchase Contract (the “Purchase Contract”) with the San Mateo County Community College District (the “District”), which, upon acceptance hereof by the District, will be binding upon the District and the Underwriter. This offer is made subject to the written acceptance of this Purchase Contract by the District and delivery of such acceptance to us at our office prior to 11:59 p.m., California Time, on the date hereof.

1. Purchase and Sale of the Bonds. Upon the terms and conditions and in reliance upon the representations, warranties and agreements herein set forth, the Underwriter hereby agrees to purchase from the District for reoffering to the public, and the District hereby agrees to sell to the Underwriter for such purpose, all (but not less than all) of [ \$ \_\_\_\_\_ ] in the aggregate principal amount of the above-captioned bonds (the “Bonds”). The purchase price of the Bonds shall be [ \$ \_\_\_\_\_ ] (being equal to the aggregate principal amount of the Bonds of [ \$ \_\_\_\_\_, ] [plus/minus] original issue [premium/discount] in the amount of [ \$ \_\_\_\_\_, ] less an Underwriter’s [discount/premium] in the amount of [ \$ \_\_\_\_\_ ].)

The Bonds are being issued in the aggregate principal amount of [ \$ \_\_\_\_\_ ]. The Bonds shall bear interest at the rates and shall mature in the years shown on Appendix A hereto, which is incorporated herein by this reference.

The District acknowledges and agrees that (i) the purchase and sale of the Bonds pursuant to this Purchase Contract is an arm’s-length commercial transaction between the District and the Underwriter, (ii) in connection therewith and with the discussion, undertakings and procedures leading up to the consummation of such transaction, the Underwriter is acting solely as a principal and not as an agent or a fiduciary of or a financial advisor to the District, (iii) the Underwriter has not assumed an advisory or fiduciary responsibility in favor of the District with respect to (x) the offering of the Bonds or the process leading thereto (whether or not the Underwriter has advised

or is currently advising the District on other matters) or (y) any other obligation of the District, except the obligations expressly set forth in this Purchase Contract and (iv) the District has consulted with its own legal and other professional advisors to the extent it deemed appropriate in connection with the offering of the Bonds. The District acknowledges that it has previously provided the Underwriter with an acknowledgement of receipt of the required Underwriter disclosure under Rule G-17 of the MSRB.

The net proceeds of the Bonds will be used to finance the acquisition, construction and modernization projects approved by the voters, as authorized at an election held within the District on November 4, 2014.

2. The Bonds. The Bonds shall be issued pursuant to Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code (the “Act”) and authorized by a resolution of the Governing Board of the District, adopted on March 25, 2015 (the “Bond Resolution”). The Bonds shall be dated the date of their delivery and be payable as set forth and otherwise described in the Bond Resolution and in this Purchase Contract, including in Appendix A hereto. The Bonds shall otherwise be as described in the Preliminary Official Statement of the District with respect to the Bonds, dated [ \_\_\_\_\_, 2015] (together with the cover page, inside cover page and appendices thereto, any documents incorporated therein by reference, and any supplements or amendments thereto, the “Preliminary Official Statement”).

The Bonds shall be executed and delivered under and in accordance with the provisions of the Bond Resolution and the applicable provisions of California law. The Bonds shall be in book-entry form, shall bear CUSIP numbers, shall be in fully registered form initially, registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York (“DTC”).

3. Redemption. The Bonds shall be subject to redemption as provided in the Bond Resolution and as set forth in Appendix A hereto

4. Use of Documents. The District hereby authorizes the Underwriter to use, in connection with the offer and sale of the Bonds, this Purchase Contract, the Bond Resolution, an Official Statement (defined below), a Continuing Disclosure Certificate entered into by the District (the “Continuing Disclosure Certificate”), that certain Issuance Expense Custodian Agreement (the “Issuance Expense Custodian Agreement”) to be entered into by and between the District and The Bank of New York Mellon Trust Company, N.A., a national banking association (the “Paying Agent”), and all information contained herein and therein and all of the documents, certificates, or statements furnished by the District to the Underwriter in connection with the transactions contemplated by this Purchase Contract.

5. Public Offering of the Bonds. The Underwriter agrees to make a bona fide public offering of all the Bonds at the initial public offering price or yield to be set forth on the inside cover page of the Official Statement. Subsequent to such initial public offering, the Underwriter reserves the right to change such initial public offering price or yield as it deems necessary in connection with the marketing of the Bonds.

6. Review of the Official Statement. The Underwriter hereby represents that it has received and reviewed the Preliminary Official Statement with respect to the Bonds, including the cover page, inside cover page and appendices thereto. The District represents that it deems the Preliminary Official Statement to be final, except for either revisions or additions to the offering price(s), interest rate(s), yield(s) to maturity, Underwriter's discount, aggregate principal amount, principal amount per maturity, delivery date, rating(s) and other terms of the Bonds which depend upon the foregoing as provided in and pursuant to Rule 15c2-12 of the Securities and Exchange Commission promulgated under the Securities and Exchange Act of 1934, as amended (the "Rule").

The Underwriter agrees that prior to the time the final Official Statement relating to the Bonds is available, the Underwriter will send to any potential purchaser of the Bonds, upon the request of such potential purchaser, a copy of the Preliminary Official Statement. Such Preliminary Official Statement shall be sent by first-class mail or electronic distribution (or other equally prompt means) not later than the first business day following the date upon which each such request is received. The District shall provide evidence to the Underwriter that it has deemed the Preliminary Official Statement final as of its date, in accordance with the provisions of the Rule. The Preliminary Official Statement has been prepared for use by the Underwriter in connection with the public offering, sale and distribution of the Bonds.

7. Closing. At 8:30 a.m., California Time, on May \_\_, 2015, or at such other time or on such other date as shall have been mutually agreed upon by the District and the Underwriter (the "Closing"), the District will deliver to the Underwriter, through the facilities of DTC in New York, New York, or at such other place as the District and the Underwriter may mutually agree upon, the Bonds in fully registered book-entry form, duly executed and registered in the name of Cede & Co., as nominee of DTC, and in San Francisco, California, the other documents hereinafter mentioned, and the Underwriter will accept such delivery and pay the purchase price thereof set forth in Section 1 hereof in immediately available funds by check, draft or wire transfer to or upon the order of the District.

8. Representations, Warranties and Agreements of the District. The District hereby represents, warrants and agrees with the Underwriter that:

(a) Due Organization. The District is a community college district duly organized and validly existing under the laws of the State of California (the "State"), with the full legal right, power and authority to issue the Bonds pursuant to the Act and to observe and perform the District's covenants and agreements contained herein and therein.

(b) Due Authorization. (i) At or prior to the Closing, the District will have taken all action required to be taken by it to authorize the issuance and delivery of the Bonds; (ii) the District has full legal right, power and authority to enter into this Purchase Contract, the Continuing Disclosure Certificate and the Issuance Expense Custodian Agreement, to adopt the Bond Resolution, to perform its obligations under each such document or instrument, and to carry out and effectuate the transactions contemplated by this Purchase Contract, the Issuance Expense Custodian Agreement and the Bond Resolution; (iii) the execution and delivery or adoption of, and the performance by the District of the obligations contained in the Bonds, the Bond Resolution, the Issuance Expense Custodian Agreement, the Continuing Disclosure Certificate and this

Purchase Contract have been duly authorized and such authorization shall be in full force and effect at the time of the Closing; (iv) the Bond Resolution has not been amended, modified or rescinded and all representations of the District set forth in the Bond Resolution are true and correct; (v) this Purchase Contract, Continuing Disclosure Certificate and the Issuance Expense Custodian Agreement, assuming the due authorization and execution by the other parties thereto, constitute valid and legally binding obligations of the District; and (vi) the District has duly authorized the consummation by it of all transactions contemplated by this Purchase Contract.

(c) Consents. No consent, approval, authorization, order, filing, registration, qualification, election or referendum, of or by any person, organization, court or governmental agency or public body whatsoever is required in connection with the issuance, delivery or sale of the Bonds or the consummation of the other transactions effected or contemplated herein or hereby. The District gives no representation or warranty with regard to compliance with Blue Sky or similar securities requirements.

(d) Internal Revenue Code. The District has complied with the requirements of the Internal Revenue Code of 1986, as amended, applicable to the Bonds.

(e) No Conflicts. The issuance of the Bonds, and the execution, delivery and performance of this Purchase Contract, the Bond Resolution, the Continuing Disclosure Certificate, the Issuance Expense Custodian Agreement and the Bonds, and the compliance with the provisions hereof, do not conflict with or constitute on the part of the District a violation of or material default under the Constitution of the State of California or any existing law, charter, ordinance, regulation, decree, order or resolution and do not conflict with or result in a violation or breach of, or constitute a material default under, any agreement, indenture, mortgage, lease or other instrument to which the District is a party or by which it is bound or to which it is subject.

(f) Litigation. As of the time of acceptance hereof, no action, suit, proceeding, hearing or investigation is pending or, to the best knowledge of the District, threatened against the District: (i) in any way affecting the existence of the District or in any way challenging the respective powers of the several offices or of the title of the officials of the District to such offices; or (ii) seeking to restrain or enjoin the sale, issuance or delivery of any of the Bonds, the application of the proceeds of the sale of the Bonds, or the levy of any taxes contemplated by the Bond Resolution or in any way contesting or affecting the validity or enforceability of the Bonds, this Purchase Contract, the Continuing Disclosure Certificate, the Issuance Expense Custodian Agreement or the Bond Resolution, contesting the powers of the District or the Bond Resolution or this Purchase Contract or the entitlement of the officers of the District who have signed the Bonds and the various certificates and agreements of the District relating to the issuance and sale of Bonds, to their respective offices; or (iii) in which a final adverse decision could (a) materially adversely affect the operations of the District or the consummation of the transactions contemplated by this Purchase Contract, the Continuing Disclosure Certificate, the Issuance Expense Custodian Agreement or the Bond Resolution, (b) declare this Purchase Contract to be invalid or unenforceable in whole or in material part, or (c) adversely affect the exclusion of the interest paid on the Bonds from gross income for federal income tax purposes and the exemption of such interest from California personal income taxation.

(g) No Other Debt. Between the date hereof and the date of the Closing, without the prior written consent of the Underwriter, the District will not have issued, nor will the County of San Mateo have issued in the name and on behalf of the District, any bonds, notes or other obligations for borrowed money except for such borrowings as may be described in or contemplated by the Official Statement.

(h) Certificates. Except as specifically provided therein, any certificates signed by any officer of the District and delivered to the Underwriter shall be deemed a representation and warranty by the District to the Underwriter, but not by the person signing the same, as to the statements made therein.

(i) Continuing Disclosure. The District shall undertake, pursuant to the Bond Resolution and the Continuing Disclosure Certificate, to provide certain annual financial information and notices of the occurrence of certain events. A description of this undertaking is set forth in the Preliminary Official Statement and will also be set forth in the final Official Statement. Based on a review of its prior undertakings under the Rule, and except as otherwise disclosed in the Official Statement, during the past five years, the District has complied with its previous undertakings with regard to said Rule to provide annual reports or notices of material events, except as set forth in the Official Statement.

(j) Official Statement Accurate and Complete. The Preliminary Official Statement, at the date thereof, did not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. At the date hereof and at the date of the Closing, the final Official Statement did not and will not contain any untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in the light of the circumstances under which they were made, not misleading. The District makes no representation or warranty as to the information contained in or omitted from the Preliminary Official Statement or the final Official Statement in reliance upon and in conformity with information furnished in writing to the District by or on behalf of the Underwriter through a representative of the Underwriter specifically for inclusion therein.

The District agrees that, for a period until 25 days after the End of the Underwriting Period (as defined below), if any event of which it has actual knowledge occurs which might cause the information in the Official Statement as then in existence to contain any untrue or misleading statement of a material fact or omit to state any fact required to be stated therein or necessary to make the statements therein, in light of the circumstances under which such statements were made, not misleading, the District shall promptly notify the Underwriter in writing of the circumstances and details of such event. If, as a result of such event or any other event, it is necessary, in the reasonable judgment of the Underwriter, to amend or supplement the Official Statement so that the Official Statement does not contain any untrue or misleading statement of a material fact or omit to state any fact required to be stated therein or necessary to make the statements therein, in light of the circumstances under which such statements were made, not misleading, and if the Underwriter shall have so advised the District, the District shall forthwith cooperate with the Underwriter in the prompt preparation and furnishing to the Underwriter, at the expense of the District, of a reasonable number of copies of an amendment of or a supplement to the Official Statement, in form and substance satisfactory to the Underwriter, which will so amend or

supplement the Official Statement so that, as amended or supplemented, it conforms with the foregoing standards. The District shall promptly advise the Underwriter of the commencement of any action, suit, proceeding, inquiry or investigation seeking to prohibit, restrain or otherwise affect the use of the Official Statement in connection with the offering, sale or distribution of the Bonds.

For purposes of this Purchase Contract, the “End of the Underwriting Period” for the Bonds shall mean the earlier of (a) the Closing unless the District has been notified in writing by the Underwriter, on or prior to the Closing, that the “end of the underwriting period” for the Bonds for all purposes of the Rule will not occur on the Closing, or (b) the date on which notice is given to the District pursuant to clause (a) above that the “end of the underwriting period” for the Bonds will not occur on the Closing, the Underwriter agrees to notify the District in writing as soon as practicable following the “end of the underwriting period” for the Bonds for all purposes of the Rule.

9. Covenants of the District. The District covenants and agrees with the Underwriter that:

(a) Securities Laws. The District will furnish such information, execute such instruments, and take such other action in cooperation with, and at the expense of, the Underwriter if and as the Underwriter may reasonably request in order to qualify the Bonds for offer and sale under the Blue Sky or other securities laws and regulations of such states and jurisdictions; provided, however, that the District shall not be required to consent to service of process in any jurisdiction in which they are not so subject as of the date hereof;

(b) Official Statement. The District hereby agrees to deliver or cause to be delivered to the Underwriter, by the earlier of (i) the seventh (7th) business day following the date this Purchase Contract is signed or (ii) the date prior to the date of Closing, copies of a final Official Statement substantially in the form of the Preliminary Official Statement, with only such changes therein as shall have been accepted by the Underwriter and the District (such Official Statement with such changes, if any, and including the cover page, the inside cover page and all appendices, exhibits, maps, reports and statements included therein or attached thereto being called the “Official Statement”) in such reasonable quantities as may be requested by the Underwriter not later than five (5) business days following the date this Purchase Contract is signed, in order to permit the Underwriter to comply with paragraph (b)(4) of the Rule and with the rules of the MSRB. The District hereby authorizes the Underwriter to use and distribute the Official Statement in connection with the offering and sale of the Bonds;

(c) Subsequent Events. The District hereby agrees to notify the Underwriter of any event or occurrence that may affect the accuracy or completeness of any information set forth in the official Statement relating to the District until the date which is ninety (90) days following the Closing;

(d) Amendments to Official Statement. For a period of ninety (90) days after the End of the Underwriting Period (as determined in accordance with Section 8(j) hereof), the District will not adopt any amendment of or supplement to the Official Statement to which, after having been furnished with a copy, the Underwriter shall reasonably object in writing or which

shall be disapproved by the Underwriter; and if any event relating to or affecting the District shall occur as a result of which it is necessary, in the opinion of the Underwriter, to amend or supplement the Official Statement in order to make the Official Statement not misleading in light of the circumstances existing at the time it is delivered to a purchaser of Bonds, the Underwriter shall forthwith prepare and furnish (at the expense of the District) a reasonable number of copies of an amendment of or supplement to the Official Statement (in form and substance satisfactory to the Underwriter) which will amend or supplement the Official Statement so that it will not contain an untrue statement of a material fact or omit to state a material fact necessary in order to make the statements therein, in the light of the circumstances existing at the time the Official Statement is delivered to a purchaser, not misleading;

(e) Consents and Approvals. After due inquiry, except as may be required under blue sky or other securities laws of any state, or with respect to any permits, consents or approval theretofore received which are in full force and effect or the requirement for which is otherwise disclosed in the Official Statement, there is no consent, approval, authorization or other order of, or filing with, or certification by, any governmental authority, board, agency or commission or other regulatory authority having jurisdiction over the District, other than the Board of Trustees, required for the adoption of the Bond Resolution and execution and delivery of this Purchase Contract, the Continuing Disclosure Certificate or the Issuance Expense Custodian Agreement or the consummation by the District of the transactions contemplated by this Purchase Contract, the Bond Resolution, the Continuing Disclosure Certificate, the Issuance Expense Custodian Agreement or the Official Statement; and

(f) Application of Proceeds. The District will apply the proceeds from the sale of the Bonds as described in the Official Statement.

10. Conditions to Closing. The Underwriter has entered into this Purchase Contract in reliance upon the representations and warranties of the District contained herein and the performance by the District of its obligations hereunder, both as of the date hereof and as of the date of the Closing. The Underwriter's obligations under this Purchase Contract are and shall be subject at the option of the Underwriter, to the following further conditions at the Closing:

(a) Representations True. The representations and warranties of the District contained herein shall be true, complete and correct in all material respects at the date hereof and at and as of the Closing, as if made at and as of the Closing, and the statements made in all certificates and other documents delivered to the Underwriter at the Closing pursuant hereto shall be true, complete and correct in all material respects on the date of the Closing, and the District shall be in compliance with each of the agreements made by it in this Purchase Contract;

(b) Obligations Performed. At the time of the Closing, (i) the Official Statement, this Purchase Contract, the Continuing Disclosure Certificate, the Issuance Expense Custodian Agreement, and the Bond Resolution shall be in full force and effect and shall not have been amended, modified or supplemented except as may have been agreed to in writing by the Underwriter; (ii) all actions under the Act which, in the opinion of Jones Hall, A Professional Law Corporation, bond counsel ("Bond Counsel"), shall be necessary in connection with the transactions contemplated hereby, shall have been duly taken and shall be in full force and effect; and (iii) the District shall perform or have performed all of its obligations required under or

specified in the Bond Resolution, the Issuance Expense Custodian Agreement, this Purchase Contract or the Official Statement to be performed at or prior to the Closing;

(c) Adverse Rulings. No decision, ruling or finding shall have been entered by any court or governmental authority since the date of this Purchase Contract (and not reversed on appeal or otherwise set aside), or to the best knowledge of the District, pending or threatened which has any of the effects described in Section 8(f) hereof or contesting in any way the completeness or accuracy of the Official Statement;

(d) Marketability Between the Date Hereof and the Closing. The market price or marketability or the ability of the Underwriter to enforce contracts for the sale of the Bonds, at the initial offering prices set forth in the Official Statement, shall not have been materially adversely affected, in the reasonable judgment of the Underwriter (evidenced by a written notice to the District terminating the obligation of the Underwriter to accept delivery of and pay for the Bonds) by reason of any of the following:

(1) legislation enacted by Congress, or a decision rendered by a court established under Article III of the Constitution of the United States or by the United States Tax Court, or an order, ruling, regulation (final, temporary or proposed) or official statement issued or made:

(i) by or on behalf of the United States Treasury Department or by or on behalf of the Internal Revenue Service, with the purpose or effect, directly or indirectly, of causing inclusion in gross income for purposes of federal income taxation of the interest received by the owners of the Bonds; or

(ii) by or on behalf of the Securities and Exchange Commission, or any other governmental agency having jurisdiction over the subject matter thereof, to the effect that the Bonds, or obligations of the general character of the Bonds, including any and all underlying arrangements, are not exempt from registration under the Securities Act of 1933, as amended;

(2) the declaration of war or engagement in major military hostilities by the United States or the occurrence of any other national emergency or calamity relating to the effective operation of the government or the financial markets in the United States;

(3) the declaration of a general banking moratorium by federal, New York or California authorities, or the general suspension of trading on any national securities exchange;

(4) the imposition by the New York Stock Exchange, other national securities exchange, or any governmental authority, of any material restrictions not now in force with respect to the Bonds, or obligations of the general character of the Bonds, or securities generally, or the material increase of any such restrictions now in force;

(5) an order, decree or injunction of any court of competent jurisdiction, or order, filing, regulation or official statement by the Securities and Exchange Commission, or any other governmental agency issued or made to the effect that the

issuance, offering or sale of obligations of the general character of the Bonds, or the issuance, offering or sale of the Bonds, as contemplated hereby or by the Official Statement, is or would be in violation of the federal securities laws, as amended and then in effect;

(6) the withdrawal or downgrading of any rating of the District's outstanding indebtedness by a national rating agency; or

(7) any event occurring, or information becoming known which makes untrue in any material adverse respect any statement or information contained in the Official Statement, or has the effect that the Official Statement contains any untrue statement of a material fact or omits to state a material fact required to be stated therein or necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading.

(e) Delivery of Documents. At or prior to the date of the Closing, the Underwriter shall receive copies of the following documents in each case dated as of the date of the Closing and satisfactory in form and substance to the Underwriter:

(1) Bond Opinion and Reliance Letter. An approving opinion of Bond Counsel, as to the validity and tax status of the Bonds, dated the date of the Closing, addressed to the District and in the form appended to the final Official Statement as Appendix C, together with a reliance letter from Bond Counsel to the effect that the Underwriter may rely upon the approving opinion described above;

(2) Supplemental Opinion. A supplemental opinion of Bond Counsel, dated the date of the Closing and addressed to the District and the Underwriter, to the effect that:

(i) the description of the Bonds and the security for the Bonds and statements in the Official Statement on the cover page thereof and under the captions "INTRODUCTION," "THE BONDS", and "TAX MATTERS," to the extent they expressly summarize certain provisions of the Bonds, the Bond Resolution, the Continuing Disclosure Certificate and the form and content of Bond Counsel's approving opinion with respect to the treatment of interest on the Bonds under California and federal law, fairly and accurately summarize the matters purported to be summarized therein; provided that Bond Counsel need not express any opinion with respect to any financial or statistical data, or forecasts, numbers, charts, estimates, projections, assumptions or expressions of opinion, DTC or information related to its book-entry only system, or [Appendices A, B or E thereto;]

(ii) the Continuing Disclosure Certificate and this Purchase Contract have each been duly authorized, executed and delivered by the District and, assuming the due authorization, execution and delivery by the other parties thereto, and constitute legal, valid and binding agreements of the District are enforceable in accordance with their respective terms, except as enforcement

thereof may be limited by bankruptcy, insolvency, reorganization, moratorium or other laws relating to or affecting generally the enforcement of creditors' rights and except as such enforcement may be subject to the application of equitable principles and the exercise of judicial discretion in appropriate cases if equitable remedies are sought and by the limitations on legal remedies against public agencies in the State of California; and

(iii) the Bonds are exempt from registration pursuant to the Securities Act of 1933, as amended, and the Bond Resolution is exempt from qualification as an indenture pursuant to the Trust Indenture Act of 1939, as amended;

(3) Disclosure Counsel Assurance Letter. A letter of Jones Hall, A Professional Law Corporation, dated the date of Closing and addressed to the District, substantially to the effect that based on such counsel's participation in conferences with representatives of the Underwriter, the financial advisor to the District, the District and others, during which conferences the contents of the Official Statement and related matters were discussed, and in reliance thereon and on the records, documents, certificates and opinions described therein, such counsel advises the District, as a matter of fact and not opinion, that during the course of its engagement as Disclosure Counsel no information came to the attention of such counsel's attorneys rendering legal services in connection with such representation which caused such counsel to believe that the Official Statement as of its date (except for any financial or statistical data or forecasts, numbers, charts, estimates, projections, assumptions or expressions of opinion, Appendices A, B or E, or information relating to DTC or its book-entry only system included therein, as to which such counsel need express no opinion or view) contained any untrue statement of a material fact or omitted to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading;

(4) Underwriter's Counsel Opinion. An opinion of counsel to the Underwriter, addressed to the Underwriter, in form and substance satisfactory to the Underwriter;

(5) Certificate of the District. A certificate signed by an appropriate official of the District to the effect that (i) such official is authorized to execute this Purchase Contract, the Issuance Expense Custodian Agreement and the Continuing Disclosure Certificate (ii) the representations, agreements and warranties of the District herein are true and correct in all material respects as of the date of the Closing, (iii) the District has complied with all the terms of the Bond Resolution and this Purchase Contract to be complied with by the District prior to or concurrently with the Closing and, as to the District, such documents are in full force and effect, (iv) such official has reviewed the Official Statement and on such basis certifies that the Official Statement does not contain any untrue statement of a material fact required to be stated therein or omit to state a material fact necessary to make the statements therein, in light of the circumstances in which they were made, not misleading, (v) the Bonds being delivered on the date of the Closing to the Underwriter under this Purchase Contract substantially conform to the

descriptions thereof contained in the Bond Resolution, and (vi) no further consent is required for inclusions of the audit in the Official Statement;

(6) Arbitrage. A nonarbitrage certificate of the District in form satisfactory to Bond Counsel;

(7) Bond Resolution. A certificate signed by an appropriate official of the District, together with fully executed copies of the Bond Resolution, to the effect that:

(i) such copies are true and correct copies of the Bond Resolution; and

(ii) the Bond Resolution was duly adopted and has not been modified, amended, rescinded or revoked and is in full force and effect on the date of the Closing;

(8) Official Statement. Certificates of the appropriate officials of the District evidencing their determinations respecting the Preliminary Official Statement in accordance with the Rule;

(9) Continuing Disclosure Certificate. The Continuing Disclosure Certificate, duly executed by the District;

(10) Receipt. The receipt of the Paying Agent for the deposit of amounts set aside to pay costs of issuance, as described in subsection 12 below;

(11) Copies of Documents. Executed copies of the Issuance Expense Custodian Agreement, this Purchase Contract and the Official Statement;

(12) Certificate of Paying Agent. A certificate of the Paying Agent, dated the date of the Closing, that as of the date of the Closing: (a) the Paying Agent is duly organized and existing as a national banking association under the laws of the United States of America, in good standing under the laws of the United States of America, and has the full power and authority to enter into and perform its duties under the Bond Resolution and the Issuance Expense Custodian Agreement; (b) the Paying Agent is duly authorized to accept and perform its duties under the Bond Resolution and enter into Issuance Expense Custodian Agreement; (c) the Issuance Expense Custodian Agreement has been duly authorized, executed and delivered by the Paying Agent and assuming due authorization, execution and delivery by the District, constitutes the legal, valid and binding obligations of the Paying Agent enforceable in accordance with its terms; (d) the execution and delivery by the Paying Agent of the Issuance Expense Custodian Agreement, and the acceptance and performance of its duties under the Bond Resolution, and compliance with the terms thereof, will not, in any material respect, conflict with, or result in a violation or breach of, or constitute a default under, any material agreement or material instrument to which the Paying Agent is a party or by which it is bound, or any law or any rule, regulation, order or decree of any court or governmental agency or body having jurisdiction over the Paying Agent or any of its activities or properties, which conflict, breach or default would materially adversely affect the ability of the Paying Agent to perform its obligations under

the Resolution or the Issuance Expense Custodian Agreement, (e) exclusive of federal or state securities laws and regulations, other than routine filings required to be made with governmental agencies in order to preserve the Paying Agent's authority to perform a trust business (all of which routine filing, to the best of the Paying Agent's knowledge, have been made), no consent, approval, authorization or other action by any governmental or regulatory authority having jurisdiction over the Paying Agent is or will be required for the execution and delivery by the Paying Agent of the Issuance Expense Custodian Agreement or the acceptance and performance of its duties under the Bond Resolution; and (f) to the Paying Agent's knowledge, there is no litigation pending or threatened against or affecting the Paying Agent to restrain or enjoin the Paying Agent's participation in, or in any way contesting the powers of the Paying Agent with respect to the transactions contemplated by the Bond Resolution and the Issuance Expense Custodian Agreement; and

(13) Required Filings. Evidence of the preparation and/or filing of the Initial and Final Report of Sale with the California Debt and Investment Advisory Commission and Form 8038-G with the Internal Revenue Service;

(14) Ratings. Evidence that the Bonds have been rated “\_\_” by Moody's Investors Service and “\_\_” by Standard & Poor's Ratings Services, a Standard & Poor's Financial Services LLC business, and that such ratings have not been withdrawn or downgraded; and

(15) Other Documents. Such additional legal opinions, certificates, proceedings, instruments and other documents as the Underwriter may reasonably request to evidence compliance (i) by the District with legal requirements, (ii) the truth and accuracy, as of the time of the Closing, of the representations of the District herein contained, (iii) the truth and accuracy, as of the time of the Closing, of the Official Statement and (iv) the due performance or satisfaction by the District at or prior to such time of all agreements then to be performed and all conditions then to be satisfied by the District.

(f) Termination. Notwithstanding anything to the contrary herein contained, if for any reason whatsoever the Bonds shall not have been delivered by the District to the Underwriter prior to the close of business, California Time, on May \_\_, 2015, then the obligation to purchase Bonds hereunder shall terminate and be of no further force or effect.

If the District shall be unable to satisfy the conditions to the Underwriter's obligations contained in this Purchase Contract or if the Underwriter's obligations shall be terminated for any reason permitted by this Purchase Contract, this Purchase Contract may be canceled by the Underwriter at, or at any time prior to, the time of the Closing. Notice of such cancellation shall be given to the District in writing or by telephone or telegraph, confirmed in writing. Notwithstanding any provision herein to the contrary, the performance of any and all obligations of the District hereunder and the performance of any and all conditions contained herein for the benefit of the Underwriter may be waived by the Underwriter in writing at its sole discretion.

11. Conditions to Obligations of the District. The performance by the District of its obligations is conditioned upon (i) the performance by the Underwriter of its obligations

hereunder; and (ii) receipt by the District and the Underwriter of the opinions and certificates being delivered at the Closing by persons and entities other than the District.

12. Costs and Expenses. Pursuant to the Issuance Expense Custodian Agreement, the District shall cause the Paying Agent to pay all costs and expenses incurred in the issuance and sale of the Bonds, including but not limited to the fees and expenses of Bond Counsel, Disclosure Counsel and the financial advisor, the fees of rating agencies, the cost of the printing and distribution of the Official Statement, initial fees and expenses of the Paying Agent and meal, transportation, lodging, entertainment and deal memento expenses of its own officials and employees.

All out-of-pocket expenses of the Underwriter, including the California Debt and Investment Advisory Commission fee, fees of Underwriter's counsel, travel and other expenses (except as provided above), shall be paid by the Underwriter.

13. Notices. Any notice or other communication to be given under this Purchase Contract (other than the acceptance hereof as specified in the first paragraph hereof) may be given by delivering the same in writing if to the District, to the Vice Chancellor, Business Services, San Mateo County Community College District, 3401 CSM Drive, San Mateo, California 94402 or if to the Underwriter, Morgan Stanley & Co. LLC, 555 California Street, Suite 2200, San Francisco, CA 94104, Attention: John Sheldon.

14. Parties in Interest; Survival of Representations and Warranties. This Purchase Contract when accepted by the District in writing as heretofore specified shall constitute the entire agreement among the District and the Underwriter. This Purchase Contract is made solely for the benefit of the District and the Underwriter (including the successors or assigns of the Underwriter). No person shall acquire or have any rights hereunder or by virtue hereof. All the representations, warranties and agreements of the District in this Purchase Contract shall survive regardless of (a) any investigation or any statement in respect thereof made by or on behalf of the Underwriter, (b) delivery of and payment by the Underwriter for the Bonds hereunder, and (c) any termination of this Purchase Contract.

15. Severability. In the event any provision of this Purchase Contract shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

16. Nonassignment. Notwithstanding anything stated to the contrary herein, neither party hereto may assign or transfer its interest herein, or delegate or transfer any of its obligations hereunder, without the prior written consent of the other party hereto.

17. Entire Agreement. This Purchase Contract, when executed by the parties hereto, shall constitute the entire agreement of the parties hereto (including their permitted successors and assigns, respectively).

18. Execution in Counterparts. This Purchase Contract may be executed in several counterparts each of which shall be regarded as an original and all of which shall constitute but one and the same document

19. Applicable Law. This Purchase Contract shall be interpreted, governed and enforced in accordance with the law of the State of California applicable to contracts made and performed in such State

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Respectfully submitted,

MORGAN STANLEY & CO. LLC

By: \_\_\_\_\_  
Authorized Officer

Accepted: April \_\_, 2015

Time: \_\_\_\_\_ p.m.

SAN MATEO COUNTY COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_  
Executive Vice Chancellor

APPENDIX A

**Maturity Schedule**

\$ \_\_\_\_\_

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
(County of San Mateo, California)  
2015 GENERAL OBLIGATION BONDS (ELECTION OF 2014), SERIES A**

<u>Maturity Date (September 1)</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Yield</u>	<u>CUSIP</u>
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\* Yield to call at par on September 1, 20\_\_.

† Term Bond.

### Redemption Provisions

Optional Redemption. The Bonds maturing on or before September 1, 20\_\_, are not subject to redemption. The Bonds maturing on or after September 1, 20\_\_, with the exception of the Bonds maturing on September 1, 20\_\_, are subject to redemption prior to their stated maturity dates, at the option of the District, from any source of available funds, in whole or in part on any date on or after September 1, 20\_\_, at a redemption price equal to the principal amount of the Bonds called for redemption, without premium, together with interest accrued thereon to the date of redemption.

The Bonds maturing on September 1, 20\_\_, are subject to redemption prior to their stated maturity dates, at the option of the District, from any source of available funds, in whole or in part on any date on or after September 1, 20\_\_, at a redemption price equal to the principal amount of the Bonds called for redemption, without premium, together with interest accrued thereon to the date of redemption.

Mandatory Sinking Fund Redemption. The Bonds maturing on September 1, 20\_\_ (the "Term Bonds") are subject to mandatory sinking fund redemption in part by lot in accordance with the schedule set forth below. The Bonds so called for mandatory sinking fund redemption shall be redeemed at the principal amount of such Term Bonds to be redeemed, plus accrued but unpaid interest, without premium.

#### **Term Bond Maturing September 1, 20\_\_**

Mandatory Sinking Fund Redemption Date	Principal Amount to be Redeemed
	\$

† Maturity.

If any such Term Bonds are redeemed pursuant to optional redemption, the total amount of all future sinking fund payments with respect to such Term Bonds shall be reduced by the aggregate principal amount of such Term Bonds so redeemed, to be allocated among such payments on a pro rata basis in integral multiples of \$5,000 principal amount (or on such other basis as the District may determine) as set forth in written notice given by the District to the Paying Agent.

**RESOLUTION NO. 15-2**

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

---

**RESOLUTION IMPLEMENTING GOVERNMENT CODE SECTION 53094 TO EXEMPT  
THE 2015 FACILITIES MASTER PLAN AT SKYLINE COLLEGE  
FROM APPLICATION OF CITY AND COUNTY ZONING ORDINANCES**

**WHEREAS**, Government Code section 53094 authorizes the Board of Trustees of a community college district, by two-thirds vote, to render city and county zoning ordinances inapplicable to the proposed use of certain district property; and

**WHEREAS**, the Board of Trustees of the San Mateo County Community College District (the “District”) has considered and approved the 2015 Facilities Maser Plan at Skyline College (the “Project”), which Project involves a number of improvements to the Skyline College campus, including enhancements to the college’s entries (landscaping and new signage), pedestrian corridors, traffic circulation improvements, renovation of existing buildings and parking lots and demolition of obsolete ones, and construction of new buildings and new parking lots; and

**WHEREAS**, various components of the Project remain ongoing; and

**WHEREAS**, timely implementation of the Project is in the interest of the District and any delay and/or unanticipated delay would prejudice the District; and

**WHEREAS**, to address any claims that local zoning regulations could potentially apply to the Project, the Board of Trustees has determined that it is in the best interests of the District to adopt this resolution to render all city and county zoning ordinances inapplicable to the Project under Government Code section 53094;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Mateo County Community College District hereby exempts the Project from city and county zoning ordinances to the extent allowed under Government Code section 53094.

The Board of Trustees directs staff to notify, within 10 days, the City of San Bruno and the County of San Mateo of this action.

**REGULARLY PASSED AND ADOPTED** this 25<sup>th</sup> day of March, 2015.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**RESOLUTION NO. 15-3**

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

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**RESOLUTION IMPLEMENTING GOVERNMENT CODE SECTION 53094 TO EXEMPT  
THE 2015 FACILITIES MASTER PLAN AT CAÑADA COLLEGE  
FROM APPLICATION OF TOWN AND COUNTY ZONING ORDINANCES**

**WHEREAS**, Government Code section 53094 authorizes the Board of Trustees of a community college district, by two-thirds vote, to render city and county zoning ordinances inapplicable to the proposed use of certain district property; and

**WHEREAS**, the Board of Trustees of the San Mateo County Community College District (the “District”) has considered and approved the 2015 Facilities Master Plan at Cañada College (the “Project”), which Project involves a number of improvements to the Cañada College campus, including enhancements to the college’s entries (landscaping and new signage), traffic circulation improvements, renovation of existing buildings and parking lots, and construction of new buildings; and

**WHEREAS**, various components of the Project remain ongoing; and

**WHEREAS**, timely implementation of the Project is in the interest of the District and any delay and/or unanticipated delay would prejudice the District; and

**WHEREAS**, to address any claims that local zoning regulations could potentially apply to the Project, the Board of Trustees has determined that it is in the best interests of the District to adopt this resolution to render all city and county zoning ordinances inapplicable to the Project under Government Code section 53094;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Mateo County Community College District hereby exempts the Project from town and county zoning ordinances to the extent allowed under Government Code section 53094.

The Board of Trustees directs staff to notify, within 10 days, the Town of Woodside and the County of San Mateo of this action.

**REGULARLY PASSED AND ADOPTED** this 25<sup>th</sup> day of March, 2015.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**RESOLUTION NO. 15-4**

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

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**RESOLUTION IMPLEMENTING GOVERNMENT CODE SECTION 53094 TO EXEMPT  
THE 2015 FACILITIES MASTER PLAN AT CAÑADA COLLEGE FROM APPLICATION OF  
CITY AND COUNTY ZONING ORDINANCES**

**WHEREAS**, Government Code section 53094 authorizes the Board of Trustees of a community college district, by two-thirds vote, to render city and county zoning ordinances inapplicable to the proposed use of certain district property; and

**WHEREAS**, the Board of Trustees of the San Mateo County Community College District (the “District”) has considered and approved the 2015 Facilities Master Plan at Cañada College (the “Project”), which Project involves a number of improvements to the Cañada College campus, including enhancements to the college’s entries (landscaping and new signage), traffic circulation improvements, renovation of existing buildings and parking lots, and construction of new buildings; and

**WHEREAS**, various components of the Project remain ongoing; and

**WHEREAS**, timely implementation of the Project is in the interest of the District and any delay and/or unanticipated delay would prejudice the District; and

**WHEREAS**, to address any claims that local zoning regulations could potentially apply to the Project, the Board of Trustees has determined that it is in the best interests of the District to adopt this resolution to render all city and county zoning ordinances inapplicable to the Project under Government Code section 53094;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Mateo County Community College District hereby exempts the Project from city and county zoning ordinances to the extent allowed under Government Code section 53094.

The Board of Trustees directs staff to notify, within 10 days, the City of Redwood City and the County of San Mateo of this action.

**REGULARLY PASSED AND ADOPTED** this 25<sup>th</sup> day of March, 2015.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**RESOLUTION NO. 15-5**

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

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**RESOLUTION IMPLEMENTING GOVERNMENT CODE SECTION 53094 TO EXEMPT  
THE 2015 FACILITIES MASTER PLAN AT COLLEGE OF SAN MATEO FROM APPLICATION  
OF CITY AND COUNTY ZONING ORDINANCES**

**WHEREAS**, Government Code section 53094 authorizes the Board of Trustees of a community college district, by two-thirds vote, to render city and county zoning ordinances inapplicable to the proposed use of certain district property; and

**WHEREAS**, the Board of Trustees of the San Mateo County Community College District (the "District") has considered and approved the 2015 Facilities Master Plan at College of San Mateo (the "Project"), which Project involves a number of improvements to the College of San Mateo campus, including enhancements to the college's entrance, pedestrian corridors, and plazas; internal traffic circulation improvements; renovation of existing buildings and demolition of obsolete ones; construction of new buildings; and renovation and construction of parking lots; and

**WHEREAS**, various components of the Project remain ongoing; and

**WHEREAS**, timely implementation of the Project is in the interest of the District and any delay and/or unanticipated delay would prejudice the District; and

**WHEREAS**, to address any claims that local zoning regulations could potentially apply to the Project, the Board of Trustees has determined that it is in the best interests of the District to adopt this resolution to render all city and county zoning ordinances inapplicable to the Project under Government Code section 53094;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Mateo County Community College District hereby exempts the Project from city and county zoning ordinances to the extent allowed under Government Code section 53094.

The Board of Trustees directs staff to notify, within 10 days, the City of San Mateo and the County of San Mateo of this action.

**REGULARLY PASSED AND ADOPTED** this 25<sup>th</sup> day of March, 2015.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 15-3-106B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**APPROVAL OF AGREEMENT WITH ICF, INTERNATIONAL TO PREPARE AN ENVIRONMENTAL IMPACT REPORT FOR FACILITY IMPROVEMENTS AT CANADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

To comply with California Environmental Quality Act (CEQA) requirements for discretionary actions, the District, as the Lead Agency for the Facility Improvements at Canada College, College of San Mateo and Skyline College, is responsible for completing the environmental review process specified in the CEQA. After consultation with the District's lawyer, it was determined that one Environmental Impact Report (EIR) will be completed for the projects that the Board will be asked to certify but there will be several Board approvals required for the projects themselves.

The District proposes to engage ICF, International to provide technical assistance and to prepare the Environmental Impact Report and related documents, which is expected to take up to nine months to complete. We have decided to exclude from this analysis preliminary proposals for Buildings 12, 19 and 20, the greenhouse and the Edison parking lot at College of San Mateo because some of this project area is involved in litigation which has not yet been finalized.

The Cities where the Colleges are located (Woodside, Redwood City, San Mateo and San Bruno) will be consulted about this work as it progresses and there will be several public hearings before the Board will be asked to certify the EIR.

**RECOMMENDATION**

It is recommended that the Board authorize the Chancellor to execute a professional services agreement with ICF, International to prepare an Environmental Impact Report and subsequent documents for the Facility Improvement Projects at Cañada College, College of San Mateo and Skyline College at a cost not to exceed \$240,000.

**BOARD REPORT NO. 15-3-107B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Eric Raznick, Chief Technology Officer, 358-6703

**AUTHORIZATION FOR USE OF WSCA CONTRACT WITH CDW-G  
FOR PURCHASE OF CORE NETWORK SWITCHES**

The last major upgrade to the District's network infrastructure was in April 2005 (Board Report No. 05-4-107B). Since that time, the District has dramatically increased the usage of our data network, both to access resources on the internet and to share resources within the District. When our students access our college websites they expect response time to be quick and without interruptions.

The continued growth of network services utilized by the District requires a larger investment in network switches to support them. This recommendation is to purchase Cisco hardware and software that has substantially more processing power than our current environment. These new core switches will be able to increase bandwidth on our network core from 1 gigabyte to 10 gigabytes at the network entry points for the three Colleges and the District office. Future projects will bring the 10 gigabyte bandwidth to each building at Cañada College, Skyline College, College of San Mateo and the District office.

Through a Western States Contract Award (WSCA), CDW-G has been approved by the State of California to provide Cisco switches and peripheral equipment. This contract award, Contract: California Cisco WSCA Contract AR233 (14-19) 7-14-70-04 is approved for use by all governmental entities within the State of California, including all state agencies and local entities (cities, counties, school districts, universities, community college districts, etc.) that are empowered to expend public funds for the acquisition of information technology goods and services.

This project will be funded by a combination of existing Bond and District Capital Outlay funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the use of the WSCA contract with CDW-G, Incorporated for the purchase and installation of new network equipment, technical training and three years of hardware and software maintenance in an amount not to exceed \$700,000 plus applicable sales tax and shipping.

**RESOLUTION NO. 15-6**

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

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**RESOLUTION REGARDING BOARD ABSENCE**

**WHEREAS**, California Education Code states that a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

**WHEREAS**, at the time of the March 11, 2015 meeting of the Board, Trustee Patricia Miljanich was absent due to hardship deemed acceptable by the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Miljanich is entitled to receive the regular compensation for the meeting at which she was absent.

**REGULARLY PASSED AND ADOPTED** this 25<sup>th</sup> day of March, 2015.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 15-3-109B**

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

**APPROVAL OF APPOINTMENT/REAPPOINTMENT TO BOND OVERSIGHT COMMITTEE**

Maritess Lagandaon has resigned as a member of the Bond Oversight Committee. In her place, staff recommends the appointment of Frank J. Pagliaro, Jr. to serve a four-year term as a community member.

Mr. Pagliaro is the senior partner in the law firm of Ropers, Majeski, Kohn & Bentley. He specializes in litigation involving the design and construction of buildings. Previously, Mr. Pagliaro served as general counsel and vice president for construction with his family construction company which specialized in high rise buildings as well as stadiums such as RFK Stadium and Shea Stadium on the East Coast. He then served for just under three years as an Assistant District Attorney in San Francisco prior to joining his current law firm where he has been a trial attorney for forty years.

Mr. Pagliaro has served on the Boards of Directors of a number of non-profit organizations, including the Second Harvest Food Bank, Music at Kohl Mansion and the San Mateo County Mental Health Association.

Adrienne Zanini has served one term as a representative of a bond fide taxpayers' organization. She is eligible to serve a second four-year term and has agreed to do so.

**RECOMMENDATION**

It is recommended that the Board approve the appointment of Frank J. Pagliaro, Jr. and the reappointment of Adrienne Zanini to four-year terms on the Bond Oversight Committee, effective upon approval.

**BOARD REPORT NO. 15-3-110B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISIONS TO BOARD POLICIES:**

**1.35 BOARD MEMBER CONDUCT**

**2.02 CHANCELLOR OF THE DISTRICT**

**2.29, SEXUAL ASSAULT EDUCATION, PREVENTION, AND REPORTING**

**6.87 LIBRARY AND LEARNING SUPPORT SERVICES**

**7.23 ATHLETICS**

**8.15 PURCHASING**

Revisions to the policies are recommended as follows:

Policy 1.35 – revised to clarify the Board self-evaluation process (item 10), using language recommended by the Community College League of California’s Policy and Procedure Service.

Policy 2.02 – revised to include the Chancellor’s responsibility to ensure that all laws and regulations are complied with and that required reports are submitted (item 6) and to clarify the Chancellor evaluation process (item 9). Language in both items is recommended by the Policy and Procedure Service.

Policy 2.29 – revised to add references within the text and to correct links that have been changed.

Policy 6.87 – revised to add “learning support” services to align with the terminology used in the ACCJC accreditation standards.

Policy 7.23 – revised to (1) add requirement to comply with CCCAA Bylaws as well as Constitution and (2) correct the name of the *Sports Guides* to *Sports Championship Handbooks*.

Policy 8.15 – revised to clarify the delegation of the purchasing function for the District (item 1).

In addition, policy references were added and/or changed in each of the policies, in accordance with notification by the Policy and Procedure Service.

These revisions were approved by the District Participatory Governance Council at its meeting of March 2, 2015.

**RECOMMENDATION**

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

**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.35 (BP 2717, 2720, and 2745)**

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

**Subject:** 1.35 Board Member Conduct  
**Revision Date:** 3/12; xx/xx  
**Policy References:** Government Code Sections 8314 and 54952.2; Penal Code Section 424;  
ACCJC Accreditation Standard ~~IV.B.1.e~~ and ~~G IV.C.10~~

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1. Board members shall:
  - a. Be bound by approved Board policies.
  - b. Work and communicate through appropriate channels of authority and responsibility.
  - c. Notify the President of the Board or the Secretary for the Board of an expected absence from a Board meeting.
  - d. Not use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.
2. A majority of the members of the Board shall not communicate among themselves outside a regularly scheduled meeting by using a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District or a member of the public from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.
3. As provided for in the law, written or oral background information supplied to Board members on matters to be discussed in closed session shall be kept confidential.
  - a. Board members shall not reveal the identity of individuals in attendance at closed sessions nor the nature or details of discussion at closed sessions.
  - b. Board members shall not initiate or entertain charges against individual employees at a public Board meeting. As provided by law, appropriate personnel matters shall be discussed by the Board in closed session.
4. Individual Board members shall not instruct staff to conduct investigations, prepare reports, or undertake extensive analysis of information. When information is requested by Board members, the following policy shall be observed:
  - a. It is the policy of the Board that there be no restraints placed upon District employees in providing routine public information except as restricted by statutes.

## 1.35 Board Member Conduct (continued)

- b. If the Board member request is for public information which exists in the form requested, it will be complied with as soon as possible.
  - c. It shall be the policy of the Board that whenever an individual Board member wishes an investigation, study, research project, or analysis, it shall be directed by the majority vote of the Board through the Chancellor.
  - d. All Board member requests received will be referred to the Chancellor who will determine the appropriate disposition and may include, where indicated, the anticipated cost of completing the request, as well as an expected completion date.
5. A Board member shall not approach a District employee on personal or sensitive matters with the request that such matters be held in confidence.
  6. Data or reports prepared by individual Board members for distribution to the Board shall be the sole responsibility of the author and shall place no obligation on the part of the Chancellor or the Board to take action. Such materials should normally be distributed under "Statements from Board Members" on the regular Board meeting agenda.
  7. No member of the Board shall make, participate in making or, in any way, attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest. Each Board member shall annually file a statement disclosing those interests in investments, real property, and income designated as reportable under the District's Conflict of Interest Code.
  8. Individual Board members shall inform the Chancellor about significant complaints and criticism received from the public even though no action is requested. In turn, the Board shall be kept informed of significant complaints and criticism by the Chancellor. The intent of this section is to assure that the Board and the Chancellor have time to investigate the criticism or complaint before it is discussed in a public Board meeting. Nothing in this section would prohibit a member of the public from addressing the Board about any matter under either "Statements from the Public on Non-Agenda Items" or discussion of a regular agenda item.
  9. Board members shall maintain reasonable decorum at Board meetings.
  10. Board members, including the Student Trustee, shall participate in an annual Board evaluation process which will be conducted each calendar year. The purpose of this evaluation of the Board ~~as a whole~~ is to assess the Board's effectiveness in promoting and sustaining academic quality and institutional effectiveness, as well as to identify those areas of Board functioning which are working well and those which need improvement and to improve communication and understanding among Board members. Evaluation instruments with criteria based upon District Policies and Procedures shall be developed and approved by the Board, and a facilitator shall be used by the Board as necessary to assist in this process. The Board shall discuss the results of the evaluation at a public meeting.
  11. Refusal to adhere to these policies shall constitute misconduct by a Board member and shall be grounds for summary termination by the Board President of the offending Board member's privilege of address.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.02 (BP 2430, 2431, 2432, 2435)**

**BOARD POLICY**

**San Mateo County Community College District**

**Subject:** BP 2.02 Chancellor of the District  
**Revision Date:** 10/12; 3/14; xx/xx  
**Policy Reference:** Education Code Sections 70902(d) and 72400; Title 5 Sections 53000 et seq. and 53121(b); ACCJC Accreditation Standards ~~III.A.1.b, IV.A, IV.B.1, IV.B.1.j, IV.B, IV.B.5, IV.C.3., IV.C.12, and IV.D.1~~

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1. The Board of Trustees (“Board”) shall employ a full-time Chancellor to serve as chief executive officer of the District, whose principal responsibility is leadership of the educational program. In the case of a vacancy for the position of Chancellor, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
  2. The Board shall delegate to the Chancellor of the District the executive responsibility for administering policies adopted by the Board and executing all decisions of the Board requiring administrative action. In the initiation and formulation of District policies, the Chancellor shall act as professional advisor to the Board.
  3. The Chancellor may delegate any powers and duties entrusted to him/her by the Board (including the administration of colleges) but will be specifically responsible to the Board for the execution of such delegated powers and duties.
  4. The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed twenty-one (21) calendar days at a time. In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with the Deputy Chancellor or, in the absence of the Deputy Chancellor, with the Executive Vice Chancellor.
  5. The Board shall appoint an acting Chancellor for periods exceeding twenty-one (21) calendar days.
  6. **The Chancellor shall ensure that all laws and regulations are complied with and that required reports are submitted in a timely fashion.** The Chancellor shall establish such administrative procedures as are necessary for the operation of the District and the Colleges.
  7. The Chancellor shall perform all duties specifically required of or assigned to him/her by the statutes of the State of California and by the Board of Trustees of the San Mateo County Community College District. The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.
  8. The Chancellor is empowered to reasonably interpret Board policy. In situations for which the Board has provided no policy for administrative action, the Chancellor shall have the power to act, but his/her decisions shall be subject to review by the Board. It shall be the duty of the Chancellor to inform the Board promptly of such action and to recommend a written Board policy if one is necessary.

## BP 2.02 Chancellor of the District (continued)

9. The Chancellor will be evaluated by the Board annually based upon goals which are mutually agreed upon by the Board of Trustees and the Chancellor and in accordance with any other provisions of the Contract of Employment for Chancellor. **The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.**
10. The compensation of the Chancellor shall be fixed by the Board at the time of appointment, and the terms shall be set forth in the contract for his/her services. By mutual consent, the compensation and contract of the Chancellor may be adjusted.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.29 (BP 3520, 3540)**

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

**Subject:** BP 2.29 Sexual Assault Education, Prevention, and Reporting  
**Revision Date:** 10/09; 5/13; xx/xx  
**Policy References:** California Education Code Sections 67381, 67382, 67385, ~~and~~ 67385.7 and 67386; 20 U.S. Code Sections 1092(f) and 1232g(b)(7)(A) (Campus Sex Crimes); 34 C.F.R. Section 668; Penal Code Sections 290, 290.01 and 290.95; 42 U.S. Code Section 14071, **Title IX of the Education Amendments of 1972**

1. Any sexual assault or physical abuse, including but not limited to rape, domestic violence, dating violence, sexual assaults or stalking as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.
2. The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in ~~the~~ Education Code **Sections 67385, 67385.7 and 67386** and Code of Federal Regulations **Section 668.46**.
3. The District and Colleges will provide information to all SMCCCD faculty, staff, and registered students on the definition of sexual assault, how to prevent it and how to report it if assaulted.
4. The Colleges shall disseminate this information through means such as the student/staff handbooks, District and College websites and orientations to the Colleges. The District Vice Chancellor of Human Resources and Vice Presidents of Student Services may take additional steps to disseminate the information Districtwide and at each College.
5. The District/Colleges will develop partnerships with community agencies that provide support and assistance to sexual assault victims.
6. All Managers shall be educated on the prevention of sexual assault and how to report any incidents of such assaults on a student, employee or visitor to a campus, whether the assault occurred on campus or not.
7. Additional information and procedures regarding this matter can be found at:  
[www.smccd.edu/publicsafety](http://www.smccd.edu/publicsafety).

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/2012%20SMCCCD%20Annual%20Public%20Safety%20and%20Security%20Report1.pdf> and

<http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/Department%20of%20Public%20Safety%20Policy%20Manual.pdf>

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

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

**Subject:** BP 6.87 Library and Learning Support Services  
**Adoption Date:** 10/13; xx/xx  
**Policy Reference:** Education Code Section 78100; Civil Code Section 1798.90; ACCJC  
Accreditation Standard II

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

**CHAPTER 7: Student Services**  
**BOARD POLICY NO. 7.23 (BP 5700)**

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

**Subject:** BP 7.23 Athletics  
**Revision Date:** 1/10; Reviewed 8/13; xx/xx  
**Policy References:** Education Code Sections 78223, 66271.6, 66271.8, 67360 et seq.; **Title IX,**  
**Education Amendments of 1972**

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1. The District shall offer organized programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities, **as prescribed in the Education Code and Title IX.**
2. The Chancellor shall assure that the athletics programs comply with federal and state law, the California Community College Athletic Association (CCCCAA) Constitution **and Bylaws, the CCCCCAA Sport Championship Handbooks and Sports Guides,** and the Coast Conference Constitution regarding student athlete participation.

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.15 (BP 6330)**

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

**Subject:** 8.15 Purchasing  
**Revision Date:** 3/11; xx/xx  
**Policy References:** Education Code Section 81656; Public Contract Code Sections 20650 and 20651

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1. ~~The purchasing function is centralized in~~ The Chancellor delegates the purchasing function to the Department of General Services, ~~at the Chancellor's Office~~, under the direction of the Executive Vice Chancellor.
2. Administrators are responsible for identifying supply, equipment, and service requirements, preparing bid specifications; and, in conjunction with the Department of General Services, for evaluating bids.
3. The Department of General Services is responsible for maximizing District savings through judicious, timely, and ethical purchase of materials, equipment, supplies, and services. The Department of General Services shall:
  - a. Select vendors.
  - b. Provide purchasing services to all divisions, offices, and locations that are part of the District.
  - c. Authorize purchase agreements for materials, equipment, supplies, and services.
  - d. Effect necessary cost savings programs where feasible.
  - e. Develop the process for competitive bidding, consistent with the quality of materials and services and suitable for the intended use.
  - f. Comply with all provisions of the California Education Code, Government Code, Public Contract Code and Board policies.
  - g. Maintain a purchasing calendar for the acquisition of materials, equipment, supplies and services.
4. Procurement cards shall be issued to authorized employees, through an agreement with a Board approved financial institution, for purchases made on behalf of the District. Such purchases shall be in accordance with assigned parameters for individual card usage. The Board shall not assume responsibility for non-District purchases made contrary to Board policy and the administrative procedures of the District.
5. The Board shall not recognize an obligation incurred by any staff member when the obligation is incurred contrary to Board policy and the administrative procedures of the District.
6. The Executive Vice Chancellor or designee shall sign all purchase orders.

**BOARD REPORT NO. 15-3-111B**

To: Members of the Board of Trustees

From: Ron Galatolo, Chancellor- Superintendent

Prepared by: Mohsen Janatpour, Physics Professor, College of San Mateo (650) 574-6272  
Susan Harrison, Director, General Services (650) 358 6879

**APPROVAL OF CONTRACT WITH ASH ENTERPRISES FOR REPLACEMENT AND INSTALLATION OF STAR PROJECTOR AT COLLEGE OF SAN MATEO'S PLANETARIUM**

College of San Mateo's Planetarium is a premier educational facility, critical not only to CSM's educational program, but also in promoting astronomical education to the community as a whole. As the Board is aware, community organizations such as San Mateo County Astronomical Society hold meetings and other community-wide events at the facility. Additionally, the College also offers the popular "Project Star Gaze" program for kindergarten through high school students and teachers, in the planetarium.

Because the facility is so integral to the educational program and is such an important community resource, it is important to keep up-to-date with the latest technology. The current equipment, a hybrid system consisting of the Digistar 3 and GOTO CHRONOS I, is outdated. It does not allow for the presentation of recent discoveries in astronomy to students or to the public. Furthermore, malfunctions sometimes mean improvising during public planetarium shows. Additionally, the computer hardware that runs the present system is old and does not lend itself to current software updates that require the ability to project in higher resolution. Sound and lighting hardware associated with the shows is similarly outdated. Maintenance for the older technology must be provided by multiple vendors and will soon be unavailable. The College wishes to replace the outdated hybrid system with an up-to-date integrated system

Division faculty has identified the Chronos II Star Ball and RSA Cosmos as the appropriate integrated technology to replace the current equipment. The new projector will have LED lighting allowing for much brighter star projections. The projector will run cooler, thereby producing less fan noise and less heat, which will help extend the life of the equipment. RSA Cosmos incorporates the latest discoveries in astronomy so students and the public receive the most recent information. The technology will accommodate newer high-resolution star shows as well.

Although the projector component could be purchased from one other vendor, the integrated system faculty has identified is available from a sole source only. ASH Enterprises is the only firm in the USA that can provide the required integration of the software and star projector, along with the installation, warranty repairs and the optional extended service contract. The College requests Board approval to enter into a contract with ASH Enterprises, a sole source provider, for the purchase and installation of new planetarium equipment in an amount not to exceed \$1,200,000. As is the case for the current equipment, the College anticipates entering into a separate agreement with ASH for extended service to be funded by the College.

**RECOMMENDATION**

It is recommended that the Board approve a contract with ASH Enterprises for the purchase and installation of new planetarium equipment in an amount not to exceed \$1,200,000. Measure A funds will be used for this purchase.

**BOARD REPORT NO. 15-3-112B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 358-6836

**AUTHORIZATION TO AWARD A DESIGN CONTRACT AND TO UTILIZE THE LEASE-LEASEBACK DELIVERY METHOD FOR CAÑADA COLLEGE KINESIOLOGY / WELLNESS CENTER (BUILDING 1) PROJECT**

On November 24, 2014 a selection committee interviewed four pre-qualified, reputable Architectural and Engineering firms with expertise designing similar projects. The committee unanimously selected Bunton Clifford & Associates, Inc. (BCA), a local firm with headquarters in San Jose, California. BCA has successfully designed other projects for the District, including LEED Gold certified Facility Maintenance Centers at Cañada and Skyline Colleges, and most recently the Cañada College Building 5/6 Modernization project. Having successfully completed the project program, staff now recommends award of the design contract to BCA.

On January 14, 2015 staff provided an informational briefing on the Lease Lease-Back (LLB) delivery method (Board Report No. 15-1-2C). During that presentation, staff shared that the San Francisco Bay Area Peninsula is currently considered one the most active construction markets in the country. In this highly competitive market, reputable Contractors are being very selective about which projects they choose to pursue. LLB, as a selection process that fosters collaboration between Owner, Contractor and Architect is very appealing to reputable Contractors. For these reasons, and because LLB incorporates private sector Best Practices and affords greater Owner control of the project, staff believes that the LLB delivery method bears consideration for delivery of key projects for the third phase of the Capital Improvement Program (CIP). Staff now formally requests authorization to utilize the LLB delivery method to deliver the Cañada College Kinesiology / Wellness Project.

Design services for this project will be funded by Measure A general obligation bond and local Fund Four.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute a contract with Bunton Clifford & Associates, Inc. for design services for the Cañada College Kinesiology / Wellness Project in an amount not to exceed \$4,558,250, and also authorize utilization of the Lease Lease-Back delivery method for the Cañada College Kinesiology / Wellness Project.

**RESOLUTION NO. 15-7****BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

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**RESOLUTION IN SUPPORT OF CHANGES TO COMMUNITY COLLEGE  
FUNDING TO INCLUDE DIFFERENTIAL FUNDING FOR HIGH COST  
CAREER TECHNICAL EDUCATION PROGRAMS**

**WHEREAS**, California Community Colleges have offered educational programs over the past 90 years that provide for certificated and degree employment, respond to the educational needs of their respective communities, and contribute to a skilled workforce that responds to the national and state mandates for a qualified workforce; and

**WHEREAS**, 2013-14 Assembly Bill 977 requested that the California Community Colleges Chancellor convene a group of experts in Career Technical Education (CTE), to research ways to address issues related to implementing differential funding for credit bearing, high cost, high demand courses at the community colleges; and

**WHEREAS**, for most community colleges, credit courses are currently funded at \$4,636 per full-time equivalent student (FTES); and

**WHEREAS**, many CTE programs receive less in FTES funding than they cost to operate, with some healthcare related programs funded at only one-quarter to one-half of their actual operating costs; and

**WHEREAS**, a recent report by the Institute for Higher Education Leadership Policy found that California's current funding structure creates a fiscal disincentive to support high cost programs; and

**WHEREAS**, the California Community Colleges System Strategic Plan 2013 update states in Strategic Goal C, "Partnerships for Economic and Workforce Development strengthen the Colleges' capacity to respond to current and emerging labor market needs and to prepare students for a global economy"; and

**WHEREAS**, the Economic and Workforce Development Program within the California Community Colleges Chancellor's Office exists to bridge the gap between workforce needs and skills training provided by the community colleges and, therefore, is a priority of local and state businesses;

**NOW, THEREFORE, BE IT RESOLVED** that the San Mateo County Community College District requests that the state provide support for high cost, high demand Career Technical Education programs by authorizing differential fees that can allay the cost of education for certain career technical programs with high costs due to mandated low teacher to student ratios and high equipment and maintenance costs.

**REGULARLY PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2015.

Ayes:

Noes:

Abstentions:

Attest:

\_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 15-3-4C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Gregory Anderson, Vice President, Instruction, Cañada College, 306-3298  
Larry Teshara, Director, San Mateo Adult School, 558-2100

**UPDATE ON ACCEL**

The ACCEL (Adult-Education College and Career Educational Leadership) consortium is leading the regional effort to enact the AB 86 legislation that calls for community colleges and the adult education sector to cooperate and create pathways. The leaders of this effort from SMCCCD and the adult education sector will present a status update of the progress and achievements of the ACCEL work over the past year. In addition, Trustees will hear about future statewide and local developments.

## Adult-Education College and Career Educational Leadership

ACCEL San Mateo County has developed an AB 86 regional plan to rethink and redesign adult education to create seamless transitions for students across adult schools and community colleges and community partners. As a group of faculty, teachers, counselors, and administrators, we are committed to accelerating academic and career success for all students.

### Educational Needs

ACCEL has worked intensively for 12 months to address clear shared needs:

- 30% of our adult school students go on to attend a community college
- 60,000 working age adults in the county lack a High School diploma or equivalency
- 90,000 working age adults in the county have Limited English Proficiency
- Educating adults increases their children’s K-12 success and supports the college pipeline



### ACCEL’s Vision and Strategies

We bring together diverse partners to ensure that all students have effective pathways to success in careers, college and community. We will achieve this through a plan to deliver:

1. Career Pathways leading to family-sustaining jobs
2. Aligned assessments and curriculum for seamless transitions
3. Restoring services reduced during the recession (including Coastal communities)
4. Wraparound support services for transportation, childcare and career guidance
5. Contextualized and integrated basic skills
6. Employer and community partnerships
7. Online, hybrid and alternative delivery locations
8. Professional development

### Moving Forward

ACCEL’s pilot projects to accelerate change in the following:

- Computer Coding Career Pathway
- GED Bridge to College
- Adult School-Community College Course Alignment
- New ESL Pathways on the Coast

### For More Information

Contact ACCEL’s Co-Directors for more information:

Dr. Gregory Anderson	VP of Instruction	Cañada College	andersong@smccd.edu)
Lawrence Teshara	Director	San Mateo Adult School	lteshara@smace.org)

San Mateo County Community College District

March 25, 2015

**BOARD REPORT NO. 15-3-5C**

**EARLY COLLEGE FRAMEWORK DISCUSSION**

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