

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**March 16, 2016**  
**District Office Board Room**  
**3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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

---

**6:00 p.m.      Roll Call**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

16-3-1            [Approval of the Minutes of the Regular Meeting of February 17, 2016](#)

16-3-2            [Approval of the Minutes of the Board Retreat of March 5, 2016](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

16-3-8C            [Supporting Veterans at Skyline College](#)

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

**NEW BUSINESS**

16-3-1A            [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

16-2-2A            [Adoption of Resolution No. 16-6 and Resolution No. 16-7 Approving Retired Annuitant Agreements](#)

## **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.*

- 16-3-1CA      [Approval of Curricular Additions and Modifications – College of San Mateo and Skyline College](#)
- 16-3-2CA      [Acceptance of Gifts by the District](#)
- 16-3-3CA      [Approval of Agreement with San Mateo Union High School District to Accept California Department of Education AB 104 Block Grant Funds](#)

## **Other Recommendations**

- 16-3-1B      [Vote to Elect Members to the California Community College Trustees \(CCCT\) Board](#)
- 16-3-100B     [Acceptance of 2015-16 Mid-Year Budget Report and Approval of Budgetary Transfers and Income Adjustments for the Period Ending December 31, 2015](#)
- 16-3-101B     [Approval of Sole Source Purchase of Web Content Management Software \(OuCampus\) from OmniUpdate](#)
- 16-3-102B     [Approval of Revisions to Board Policies: 1.10, Duties and Responsibilities of the Board; 1.20, Duties of Officers; and 8.27, Records Retention and Destruction](#)
- 16-3-103B     [Authorization to Amend Program Stabilization Agreement](#)
- 16-3-104B     [Adoption of Resolution No. 16-8 in Support of Proposition 30 Extension](#)

## **INFORMATION REPORTS**

- 16-3-9C      [Revision of Board Procedures 2.12.1, Whistleblower Protection and 8.55.1, Domestic Conference and Travel Expenses](#)
- 16-3-10C     [Discussion of District Elections](#)

## **COMMUNICATIONS**

## **STATEMENTS FROM BOARD MEMBERS**

## **RECESS TO CLOSED SESSION**

1. Conference with Labor Negotiator  
Agency Negotiator: Eugene Whitlock  
Employee Organization: AFT, AFSCME and CSEA

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
February 17, 2016, San Mateo, CA**

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

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober 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 Instruction Gregory Anderson, District Academic Senate President Diana Bennett

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Schwarz and seconded by Vice President Mohr to approve the minutes of the Regular Meeting of January 13, 2016. The motion carried, all members voting Aye.

It was moved by Vice President Mohr and seconded by Trustee Holober to approve the minutes of the Joint Study Session of January 27, 2016. The motion carried, all members voting Aye.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo announced that this will be the last Board of Trustees meeting that Barbara Christensen, Director of Community/Government Relations, will attend before retiring. He said Ms. Christensen has been the foundation of the District Office. He acknowledged her tremendous accomplishments and said she will be sorely missed.

Sennai Kaffl, President of the Associated Students of College of San Mateo (ASCSM), said ASCSM's executive officers and senators are a very diverse group which facilitates outreach to all students. Mr. Kaffl highlighted events that have taken place, including Welcome Day Fall 2015, the Board of Trustees Candidate Forum, World Village which focused on an array of different cultures, Spring 2016 Reboot Week which featured casino rentals and a photo booth, and an African-American Heritage Month event which was held today. Upcoming events included a Club Fair, Washington, D.C. advocacy trip, WTFilm Student Film Festival, Spring Fling, Student Trustee nominee elections, and the ASCSM general election for 2016-17. President Mandelkern thanked Mr. Kaffl for his excellent report.

**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 (16-2-1B)**

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, Jocelyn Vila, Program Services Coordinator for the Financial Aid office and foster youth liaison. She said Ms. Vila believes that behind every student is a story and a future. She said Ms. Vila has helped establish partnerships with K-12 schools, community-based organizations and government agencies. She shows leadership and vision in the area of financial aid and has contributed to the Student Success and Support Program and the Student Equity Plan. In short, Ms. Vila is an advocate for students and has made it her professional life's work to make sure that people have access to college. President Mandelkern presented a certificate to Ms. Vila and congratulated her on behalf of the Board. Ms. Vila introduced a friend in the audience, Director of Financial Aid Regina Morrison, and colleagues Patricia Mendoza and Jenny Yang. Ms. Vila said it is a privilege and honor to work at Skyline College and to be a member of the District family. She said it is rewarding to live and work in the community, allowing her to see students every day.

Jan Roecks, Vice President of Administrative Services, introduced the nominee from College of San Mateo, Fauzi Hamadeh, Student Life and Leadership Assistant. She said Mr. Hamadeh began as a College of San Mateo student and was active in student government. She said he brings the same passion he had as a student to his current position. She said staff and students often comment on how they appreciate Mr. Hamadeh's guidance and support for students. He is involved in many aspects of campus life and is also a member of the statewide Student Affairs Association. He is a certified Safe Zone trainer and is working to develop a LGBTQ Safe Zone program at College of San Mateo. President Mandelkern presented a certificate to Mr. Hamadeh and congratulated him on behalf of the Board. Mr. Hamadeh said it is an honor to be nominated and to represent staff who work to support students. He said he loves what he does and it is a pleasure to come to work every day. He said he gained so much from the College and the District and he feels that, in a small way, he is giving back.

Vice President Anderson introduced the nominee from Cañada College, Maria Huning, Upward Bound Program Services Coordinator. He said Ms. Huning maintains a sharp focus on students and understands how to communicate with students at the right place, in the right way and at the right time. She also understands the quantitative and qualitative approach to work; she is very knowledgeable about the Upward Bound Program and its focus on students and also exhibits the human touch. President Mandelkern presented a certificate to Ms. Huning and congratulated her on behalf of the Board. Ms. Huning introduced her husband, Upward Bound Program Director Rosaline Mira, Cañada College Classified Senate President Debbie Joy and other colleagues and friends. She said it is an honor to be a member of the illustrious group of nominees as well as all who serve students at the District and Colleges.

Vice Chancellor José Nuñez introduced the nominee from the District, Karen Pinkham, Project Manager II in the Facilities Planning Department. He said Ms. Pinkham started as a student assistant in 2000. She graduated from College of San Mateo and went on to San Francisco State University. She worked at the San Mateo County Community Colleges Foundation and joined the Facilities Department in 2007 as a Project Coordinator. Vice Chancellor Nuñez said Ms. Pinkham is the "go to" person as Project Manager II. She is the epitome of the Students First attitude. She excels at teamwork, communication, professionalism and customer service. President Mandelkern presented a certificate to Ms. Pinkham and congratulated her on behalf of the Board. Ms. Pinkham introduced her husband and children. She thanked the Board and said it is an honor to be nominated.

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 Jocelyn Vila.

Each Board member congratulated the four representatives and thanked all classified staff for the outstanding work they do.

### **BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES – PROJECT CHANGE AT COLLEGE OF SAN MATEO (16-2-1C)**

Jennifer Taylor Mendoza, Dean of Academic Support and Learning Technologies, said Project Change is in its second year of operation. She introduced Katie Bliss, Program Director for Project Change. Ms. Bliss said the program serves students who are currently incarcerated at Juvenile Hall in San Mateo County as well as those who have been through the juvenile justice system and are court involved and coming to the campus to take classes. She said this is the first college-supported program of its kind in California and said it is a testimony to the District, College of San Mateo and community partners. Ms. Bliss said Project Change students typically have been underrepresented and disenfranchised. She said it is powerful to see these students making the transition from Juvenile Hall to college. She said they are motivated and academically inclined students who are transforming their lives. Dean Taylor-Mendoza acknowledged Dean Henry Villareal and thanked him for his support of the program.

Ms. Bliss played a video of student testimonials. She introduced two students who spoke in person, sharing their experiences with Project Change and how it helped them realize they could go to college and be successful. They noted that the program offers continual support and has provided financial help to purchase textbooks.

Ms. Bliss introduced Tabitha, an instructor who teaches a course at Juvenile Hall for college credit. Tabitha said teaching the course has been a rewarding experience and has helped her realize how wonderful the students are and how much support they need. She said she is thankful to Ms. Bliss for spearheading Project Change.

The following community partners spoke in support of Project Change: Jorge Contreras, Advocate Supervisor with CASA of San Mateo County; Bill Johnson of the County Probation Department; Rick Halpern, Managing Attorney for the Private Defender Program, Juvenile Services; Cliff Cretan, Superior Court Judge assigned to Juvenile Court; Christine Villanis, Deputy Chief of Juvenile Services for the County; Jeneé Littrell, Director of Safe and Supportive Schools with the County Office of Education; and Harold Atkins, Program Manager for Each One Reach One.

Dean Taylor-Mendoza discussed how Project Change addresses access, equity and achievement. She said all Project Change students are first-time students. She discussed enrollment status, course completion, persistence, English and math placement, and gender and ethnicity of the participants. Dean Taylor-Mendoza said 93 students have been touched by Project Change in the past two years. She said there is recognition that a richer web of student resources is needed to address issues such as transportation and the cost of books. She said a broader definition of student achievement is also needed as the definition of success may be different for different populations.

Sandra Comerford, Vice President of Instruction at College of San Mateo, said the community college system has an essential social justice component which is access to higher education. She said Project Change provides support and guidance to the most underrepresented population in San Mateo County and captures the meaning of the community college vision. Vice President Comerford said Project Change illustrates the care and dedication that the County, College and District have for all students. She said Project Change is aligned with Board goals and core values and principles in terms of equity and access.

Trustee Goodman said Project Change does great work. He commended the students who spoke about their experiences and encouraged them to keep up their good work. Vice President Mohr said Project Change is extraordinary and goes to the heart of social justice. Trustee Schwarz said Project Change serves students who didn't think they could go to college and realized that they could with the support offered by the program. She said she is pleased to see a program that focuses on these students and commended everyone involved. Trustee Holober said Project is a wonderful program. He commended the students who spoke and said he appreciates the community partners who reported on the program's impact. He said he appreciates the mention of how Project Changes is consistent with the Board's goal regarding social justice. Student Trustee Bajwa said he has interacted with many Project Change students and is inspired by them. He said he hopes the program grows to reach more students. President Mandelkern thanked the presenters for their excellent report. He thanked staff who work with the program. He said it is gratifying to see that the District focuses on the needs of all students in the community. President Mandelkern said he appreciates the support of community partners. He especially thanked the two students who shared their stories.

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

None

#### **NEW BUSINESS**

##### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (16-1-1A)**

It was moved by Vice President Mohr and seconded by Trustee Goodman to approve the actions in the report. The motion carried, all members voting Aye.

##### **RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493 (16-2-2A)**

It was moved by Trustee Schwarz and seconded by Vice President Mohr to ratify the agreement as detailed in the report. The motion carried, all members voting Aye.

##### **AMERICAN FEDERATION OF TEACHERS, LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (16-2-3A)**

It was moved by Trustee Holober and seconded by Trustee Goodman to accept the proposal as detailed in the report. The motion carried, all members voting Aye.

**DISTRICT'S INITIAL CONTRACT PROPOSAL TO AMERICAN FEDERATION OF TEACHERS, LOCAL 1493 (16-2-4A)**

It was moved by Trustee Schwarz and seconded by Trustee Holober to accept the proposal as detailed in the report. The motion carried, all members voting Aye.

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO, LOCAL 829, COUNCIL 57 (16-2-5A)**

It was moved by Vice President Mohr and seconded by Trustee Goodman to ratify the agreement as detailed in the report. The motion carried, all members voting Aye.

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 (16-2-6A)**

It was moved by Trustee Schwarz and seconded by Trustee Holober to ratify the agreement as detailed in the report. The motion carried, all members voting Aye.

**APPROVAL OF CONSENT AGENDA**

President Mandelkern said the consent agenda consists of Board Reports 16-2-1CA through 16-2-7CA as listed on the printed agenda. It was moved by Trustee Goodman and seconded by Trustee Schwarz to approve the items on the consent agenda. The motion carried, all members voting Aye. Regarding 16-2-7CA, Disposition of District Records, Trustee Schwarz noted that records retention and destruction is mandated by the Education Code. She asked how often records are reviewed. Sue Harrison, Director of General Services, said she will provide the information to the Board.

**Other Recommendations**

**ADOPTION OF RESOLUTION NO. 16-4 IN SUPPORT OF AB 1721 – STUDENT FINANCIAL AID: CAL GRANT PROGRAM (16-2-100B)**

It was moved by Trustee Holober and seconded by Vice President Mohr to adopt Resolution No. 16-4. The motion carried, all members voting Aye.

**ADOPTION OF RESOLUTION NO. 16-5 IN SUPPORT OF THE SKYLINE COLLEGE EXPRESS PROJECT AND SUBMITTING AN APPLICATION FOR SAN MATEO COUNTY SHUTTLE PROGRAM FUNDING FOR THE SKYLINE COLLEGE EXPRESS PROJECT (16-2-101B)**

It was moved by Trustee Schwarz and seconded by Trustee Goodman to adopt Resolution No. 16-5. Trustee Holober said the issue of transportation has been discussed at several meetings. He asked how this resolution fits in with other ideas on how the District might approach the issue. Chancellor Galatolo said the District is looking at a host of options to address the needs of students at all of the Colleges. He said the resolution is being presented at this time because of the opportunity to apply for grant funding. President Mandelkern said previous discussions on transportation included “The Last Mile” which was a topic at the Skyline College Success Summits. He said he is pleased to see progress with this grant opportunity and hopes the District is successful in securing the funding. Student Trustee Bajwa said transportation is one of the most important issues for students. He expressed gratitude on behalf of students that the issue is being addressed. After this discussion, the motion carried, all members voting Aye.

**AUTHORIZATION FOR CAPITAL IMPROVEMENT PROGRAM PHASE 3 (CIP3) PROJECT DELIVERY METHODS, PHASE ONE PROJECTS (16-2-102B)**

It was moved by Vice President Mohr and seconded by Trustee Schwarz to authorize the project delivery methods as detailed in the report. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, thanked the Board for their patience and perseverance with the changes that have occurred regarding this issue. Karen Powell, Executive Director of Facilities Planning and Operations, said staff has spent considerable time looking into the optimization of delivery methods in terms of minimizing the District’s risk and mitigating risks that cannot be completely reduced. She said the District’s trusted business partners and members of the Design-Build and contracting communities report that they are very concerned about use of the Lease-Leaseback method, primarily due to the Fresno v. Davis appellate court ruling. Staff had reported to the Board on the use of the Construction Management at Risk (CMAR) delivery method as a potential alternative; however, it is reported that the risk management departments of large contractors are leery of this method as well. Ms. Powell said staff are concerned that implementation of a delivery method with which the market is not fully comfortable will result in a lack of competition. She said it could also further exacerbate the pricing being experienced in the current market. She said staff is seeking approval from the Board to

revise the recommended delivery method for four of the first wave projects from the CMAR delivery method to the Design-Build method.

In response to questions from the Board, Ms. Powell compared the benefits and liabilities of the various delivery methods in terms of risk, complexity of the projects, flexibility and construction value. With regard to the benefits of the alternative methods, she said staff is continuing to pursue creating these dynamics within the Design-Build delivery system. Trustee Schwarz complimented the Facilities team for the work they have done and said she is pleased that they have listened to the concerns of contractors. President Mandelkern said he also appreciates the team's diligence and thorough investigation of the various delivery methods. He said the District has had success with the Design-Build method in the past and he is comfortable with the request to revise the delivery method for the four projects as requested. After this discussion, the motion carried, all members voting Aye.

**APPROVAL OF CONTRACT AWARD FOR TRANSCRIPT PROCESSING SERVICES TO CREDENTIALS SOLUTIONS (16-2-103B)**

It was moved by Trustee Holober and seconded by Vice President Mohr to approve the contract award as detailed in the report. In response to a question from Vice President Mohr, Dean Henry Villareal said an electronic version of a transcript will be the equivalent of the paper version. Regarding cost, Ms. Harrison noted that the requester of a transcript will pay the entire cost. After this discussion, the motion carried, all members voting Aye.

**APPROVAL OF CONTRACT AWARD FOR INDEPENDENT AUDIT SERVICES TO CROWE HORWATH (16-2-104B)**

It was moved by Trustee Holober and seconded by Vice President Mohr to approve the contract award as detailed in the report. Trustee Holober noted that only two firms submitted proposals. Executive Vice Chancellor Blackwood said the District sent a Request for Proposal to 15 firms on the State Chancellor's list. She said it is fortunate that the two firms that responded are of high quality. Chancellor Galatolo said audit services are becoming more burdensome because of increasing requirements. He said there is a low margin for the amount of work required. After this discussion, the motion carried, all members voting Aye. Trustee Schwarz said she will appreciate getting a fresh perspective.

**APPROVAL OF CONTRACT AWARD FOR ON PREMISES UNIFIED COMMUNICATIONS TO MAVERICK NETWORKS (16-2-105B)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the contract award as detailed in the report. Bruce Griffin, Chief Technology Officer, presented a report on why a new system is needed, the process for selecting the vendor, and information about Mitel and Maverick Networks. Trustee Holober said some of the proposals recommended the same equipment but the total prices varied; he asked about the breakdown of costs for equipment vs. other services. Mr. Griffin said staff did break out the cost for services; however, since the proposers designed systems based on the District's stated needs and sometimes included different services or different products from the same vendor to meet those needs, it is difficult to compare costs. Noting that Maverick Networks' pricing includes a \$132,000 discount, Trustee Goodman asked if discounts were embedded in the other responders' proposals as well. Mr. Griffin said this was vendor specific. President Mandelkern said many organizations seem to be moving away from traditional desktop handsets. He asked if the proposed system supports people using cell phones or laptop computers. Mr. Griffin said it does. After this discussion, the motion carried, all members voting Aye.

**APPROVAL OF REVISIONS TO BOARD POLICIES: POLICY 1.15 OFFICERS OF THE BOARD; 6.31 AUDITING OF COURSES; AND 8.70 FEES AND CHARGES (16-2-106B)**

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

**APPROVAL OF APPOINTMENT TO THE BOND OVERSIGHT COMMITTEE (16-2-107B)**

It was moved by Trustee Holober and seconded by Vice President Mohr to approve the appointment as detailed in the report. The motion carried, all members voting Aye.

**APPROVAL OF REVISION OF EMPLOYEE SECOND LOAN PROGRAM (16-2-108B)**

It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the revisions as detailed in the report. Trustee Holober asked if there have been problems with balloon payments which have caused problems for many people in the general population. Chancellor Galatolo said there have been no balloon payments to date because people have either refinanced or found other loans. Trustee Holober asked if the District loans have a variable interest rate

once the payment period begins. Chief Financial Officer Raymond Chow said the rate is fixed. President Mandelkern said he believes it is necessary to amend the terms of the second loan program because of the prices in the Bay Area. He said he believes the proposed terms are reasonable to protect the District's financial interests. After this discussion, the motion carried, all members voting Aye.

#### **APPROVAL OF CONSTRUCTION CONSULTANTS (16-2-109B)**

It was moved by Vice President Mohr and seconded by Trustee Holober to approve the construction consultants as detailed in the report. Trustee Holober noted that MediFit is listed as a construction consultant for the Cañada College Kinesiology/Wellness and Athletic Club and will most likely also be a prospective management firm for the Athletic Club. Vice Chancellor Nuñez said MediFit has a design department within their company and they are experts in physical fitness facilities layout. He said the amount listed is a not-to-exceed amount and he expects the amount to be less. President Mandelkern said he appreciates mention of the not-to-exceed provision and he hopes the Facilities team will make every effort to spend as little as possible on outside consultants. After this discussion, the motion carried, all members voting Aye.

#### **INFORMATION REPORTS**

##### **BOND OVERSIGHT COMMITTEE REPORT TO THE COMMUNITY (16-2-2C)**

President Mandelkern said this is the report to the community from the Bond Oversight Committee on last year's activities, as required by law. Trustee Schwarz asked where the report can be found. Ms. Christensen said it will be posted on the District website after the Bond Oversight Committee approves the report at their meeting on March 3. She said the Committee approved the preliminary report at their last meeting. President Mandelkern asked Ms. Christensen to convey the Board's thanks for their work and diligence.

##### **2016 CONTRACTOR PREQUALIFICATION UPDATE (16-2-3C)**

Trustee Schwarz noted that there is a 2% decrease in the number of applications submitted for 2016 prequalification. Vice Chancellor Nuñez said market conditions are such that contractors are very busy and not as interested in submitting applications. He said the 2% decrease represents a loss of only three applicants. President Mandelkern asked if the list of prequalified contractors is robust and meets the District's needs. Vice Chancellor Nuñez said the District's needs are being met. He said the prequalified contractors are those who like doing business with the District and are responsible. Trustee Holober said he believes this is an important part of the way the District is approaching construction work. He said that looking at contractors' past records is a way to prevent potential problems. He said he is pleased to see that the list is being updated regularly. Vice Chancellor Nuñez thanked Sue Harrison and Yanelly Pulido, Contracts Manger, for their invaluable work on the process of prequalifying contractors.

#### **COMMUNICATIONS**

President Mandelkern said the Board received a letter from a member of the public regarding the capital improvement and international education programs. The Board also received a letter from the 2016-17 Grand Jury Judge of San Mateo County inviting the Board to submit names of citizens who would be interested in serving on the Grand Jury.

#### **STATEMENTS FROM BOARD MEMBERS**

Trustee Holober recognized the crucial role and wonderful job Barbara Christensen has done for the entire District. He said he considers the work she does to be as central and vital as anyone employed in the District. He said the breadth of subjects and issues with which she deals is mindboggling. He said he wishes her well and thanked her for the outstanding job she has done.

Trustee Schwarz said she attended the Human Trafficking Awareness event at Cañada College and said the speakers were very informative. She said the other two Colleges are trying to address the issue and the San Mateo County School Boards Association (SMCSBA) will approach the subject as well. She said conversation about this topic must continue. Trustee Schwarz said she attended the Wounded Warrior game at College of San Mateo. She said the College did a wonderful job and the event was enjoyed by many members of the public. Trustee Schwarz said the SMCSBA will present a conference on mental health on April 29. Trustee Schwarz said that when she first decided to run for a seat on the Board of Trustees, former Trustee Eleanor Nettle told her she must talk to Barbara Christensen. Trustee Schwarz said this was good advice. She said the Board has had complete confidence in Ms. Christensen and she cannot say enough about her contributions to the District.

Vice President Mohr said he has known Ms. Christensen for many years. He said she is the epitome of a professional. He said she is incredibly articulate and brings great heart to her work. He said she cares deeply about the District and is simply the best. Vice President Mohr said he accompanied Anna Camacho, Project Director of the STEM Center at Cañada College, to the Futures Assembly in Orlando. The Math Jam program at Cañada College was recognized as one of ten innovative and far-reaching programs in the country in the Instructional Programs & Services category. Vice President Mohr said Ms. Camacho and the Cañada College team made an outstanding presentation at the Assembly.

Trustee Goodman said he attended the Wounded Warrior game at College of San Mateo. He said it was a wonderful event and presented a good opportunity to showcase the College. Trustee Goodman said he attended the Effective Trustee Workshop. He said he learned a good deal and the workshop helped him recognize that he needs to learn more. Trustee Goodman said there was a lockdown at his child's elementary school today because of a report of a person with a weapon. He said there still has been no email notification from the school. He said this highlighted for him the importance of the District having a robust telephone and communication system as part of its emergency plan. Trustee Goodman said he met Ms. Christensen years ago when he was a student at Skyline College. He said she is held in high regard by legislators and many other in the community. He said she is a person who always made the District look good. He said he appreciated her taking the time to meet with him after he won election to the Board.

Student Trustee Bajwa said there has been a strong response from students regarding the discussion of armed officers on campus. He said students have expressed the desire to have an active voice in the discussion. Student Trustee Bajwa said this is an exciting time for students who are receiving acceptance letters for transfer. Student Trustee Bajwa expressed gratitude to Ms. Christensen for her support for him and for all students. He said he has asked many questions and Ms. Christensen was always willing and able to answer them.

President Mandelkern thanked Ms. Christensen for her service to the District. He said that while her title is Director of Community and Government Relations, which is a full-time job in itself, she has developed many other specialties. He said many people will have to replace her. President Mandelkern said Ms. Christensen has brought in revenue because of her special knowledge of funding systems. He said she is recognized throughout the County as an expert on Redevelopment Agencies and has made sure that the District maximizes its revenue. He said no one in the area had developed faculty and staff housing and no one had any idea how to go about it. Ms. Christensen recognized the need and saw College Vista and Cañada Vista through to successful completion. He said it has been a pleasure and an awe-inspiring experience to work with Ms. Christensen. President Mandelkern said he attended Assembly Member Rich Gordon's Higher Education Committee meeting along with Vice President Mohr and Chancellor Galatolo. He attended the Wounded Warrior game and was impressed by the triumph of the human spirit over adversity. He was most impressed by the spirit of cooperation among the many groups within the District and College who worked together to make the event succeed flawlessly. President Mandelkern said he attended a Chinese New Year celebration in State Senator Leno's San Francisco office, along with Assembly Members Ting and Chiu. President Mandelkern encouraged everyone to attend the Skyline College President's Breakfast on March 17. President Mandelkern said he was interviewed by NBC Bay Area regarding campus security and the research being done on armed vs. unarmed officers. He said he was told that the interview aired last night. He emphasized that research on this issue will proceed and there is no predetermined outcome. He said the Board looks forward to hearing from experts, followed by discussion and a decision on whether to take any action. He said the Board wants input from all constituencies on this topic.

### **RECESS TO CLOSED SESSION**

President Mandelkern announced that during Closed Session, the Board will (1) hold a conference with District Labor Negotiator Eugene Whitlock; the employee organizations are AFSCME, AFT and CSEA, (2) hold a conference with legal counsel regarding one case of existing litigation and one case of potential litigation as listed on the printed agenda, (3) hold a conference with Real Property Negotiator Barbara Christensen regarding disposition of property and terms of payment as listed on the printed agenda.

The Board recessed to Closed Session at 9:02 p.m. and reconvened to Open Session at 10:23 p.m.

### **CLOSED SESSION ACTIONS TAKEN**

President Mandelkern reported that the Board took no action during the Closed Session.

**ADJOURNMENT**

The meeting was adjourned by consensus at 10:25 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 16, 2016 meeting.

Dave Mandelkern, President

**Minutes of the Annual Retreat of the Board of Trustees  
San Mateo County Community College District  
March 5, 2016, San Mateo, CA**

**The meeting was called to order at 8:45 a.m.**

**Board Members Present:** President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober 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 Interim President Jennifer Hughes, District Academic Senate President Diana Bennett

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

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

Chancellor Galatolo introduced Gohar Momjian who is assisting in the Chancellor's Office until Barbara Christensen's position is filled.

**DISCUSSION OF FUTURE STUDY SESSION TOPICS (16-3-1C)**

Board members reviewed the compilation of future study session topics suggested at previous Board meetings. President Mandelkern asked to focus on career services remaining competitive in the workforce and the future of KCSM. Vice President Mohr requested that topics include the future of KCSM, as well as underserved students and the connections between race and teaching and learning. Trustee Schwarz requested that topics include transportation issues, high cost programs such as nursing, and international education. Student Trustee Bajwa requested sessions on transportation, the achievement gap and underserved students. Trustee Goodman requested that topics include the achievement gap, STEM pipeline and K-12 partnerships. Trustee Holober said he would like to revisit the relationships with for-profit institutions and corporate and continuing education. President Mandelkern thanked the Board members for their input. He said the Board will receive regular updates on the strategic plan as a standing item. He also suggested receiving enrollment management updates.

Chancellor Galatolo noted that some of the listed study session items could be addressed as information reports, such as a Foundation update, corporate partners, promotion of colleges, and graduation requirements.

**16-3-2C DISCUSSION OF PROPOSED ALLOCATION OF ENTERPRISE OPERATIONS SURPLUS FUNDS**

Board members reviewed the board report and financial statements prepared by Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations. President Mandelkern expressed the Board's wish to better understand the allocation process of how enterprise operation surplus funds are spent, and how they are linked to strategic priorities. Chancellor Galatolo, College of San Mateo President Claire, Skyline College President Stanback Stroud, and Vice Chancellor of Auxiliary Services and Enterprise Operations Tom Bauer provided detailed program descriptions for the funding allocated to benefit the Skyline College President's Innovation Fund, CSM First Year Initiative, Phi Theta Kappa Scholarship, and the Bay Area Pathways Academy.

Vice President Mohr noted that the executive team was authorized by the Board to pursue auxiliary and enterprise funding to support special programs with high impact that are not currently funded by the regular budget. Trustee Holober said he would be interested in knowing the process for the allocation of funds and whether it goes through the regular budget and planning process. Trustee Goodman expressed interest in knowing more about Board involvement in the process.

Executive Vice Chancellor Kathy Blackwood explained that the funding does not go through the regular budget process because it is one-time money and varies year to year. Once a program is established, the District can allocate ongoing innovation funding. Chancellor Galatolo explained that the allocation process takes place throughout the year with his executive team and projects support improving student access and success. As revenues increase, the list of projects will grow and the process might need to be revised in the future. For example, redevelopment funds support the early childhood development program and those funds will go away in due time. Vice Chancellor Bauer stated that reporting

on these funds at the beginning of the year at the Board retreat is timely since available funding is known in January and the executive team can propose allocations.

After the discussion, President Mandelkern expressed the Board's request that this should be a standing item for discussion at the annual retreat. The Board will continue to be involved in the process each year by reviewing the report at the retreat, including sources of revenue and expenditures, as well as receiving an update on project successes.

### **REPORT ON AND DISCUSSION OF STRATEGIC PLAN (16-3-3C)**

Jamillah Moore, Vice Chancellor of Educational Services and Planning, provided a comprehensive presentation and update on implementation of the Strategic Plan. The discussion covered the definition of student success (academic achievement, student persistence, degree/certificate, transfer achievement) and provided statistics indicating the extent to which students demonstrate satisfactory academic performance via course completion; the rate at which students persist to the subsequent semester based on their educational goals; degree and certificate completion; and the rate at which students who indicate transfer as an educational goal are able to achieve it. Student Trustee Bajwa shared his personal story on how he set up his educational goal, the many transformations of his educational plan, and the pathways he followed to earn his degrees and certificates.

Board discussion focused on the success statistics and the effectiveness of the educational plans to identify whether students in fact achieved their goals. President Mandelkern was interested in knowing how the District numbers compare to the state and how we can be assured that what is stated in the educational plan accurately reflects a student's current goal. He expressed interest in viewing percentages over raw numbers. Staff members acknowledged the difficulties in capturing student since the goals often change and may not be reflected in the educational plans. Efforts to address this during the registration process and via counselor and faculty contacts are constant. There was agreement that students also need to take proactive measures to enable the Colleges to more effectively serve them.

The Vice Presidents of Instruction (VPIs) provided a brief update on current trends viewed in the statistics. VPI of Skyline College Sarah Perkins said the number of AA/AS degrees was dropping as Associate Degree/Transfer (ADTs) were increasing; this enables students to guarantee transfer to a CSU in certain majors (which helps place focus on the educational goal to also complete GE requirements in addition to the core major courses). VPI of Canada College Gregory Anderson discussed the benefits of concurrent enrollment and other programs intended to prepare middle school and high school students for college. Each College has a myriad of programs to meet the needs of students and works with the College's administration and faculty to develop effective programs. VPI of College of San Mateo Sandra Comerford discussed how many certificates are set up to encourage students to continue and build upon their education and are presented as sets of classes. Stackable certificates enable students who are building their skills to follow a pathway or specialization to earn another certificate with a few more units.

Vice Chancellor Moore emphasized that while all the Colleges are engaged in student success, each one is focused on its specific student populations and is guided by its Student Equity Plan, which is critical to the strategic plan. The Student Equity Plans provide a detailed index and gap analysis of disproportionate impact of achievement within specific underrepresented and underserved student populations. Vice Chancellor Moore introduced Anniqua Rana, Dean of Athletics, Kinesiology, Dance, Library and Learning Resources at Cañada College, who provided detailed information on the College's Student Equity Plan and equity indicators as an example of how the Colleges are allocating their resources to move towards greater student equity. Vice Chancellor Moore stated that all of the Colleges' Student Equity Plans have the same goal, year 2020, and use the same indicators which will help facilitate sharing and implementing best practices.

President Mandelkern expressed appreciation for the presentations. He said he believes they captured the essence of implementing Goal 1. He said he would like to see dashboard updates once per semester. He would also like to schedule similar updates for Goals, 2, 3, and 4, followed by dashboard updates each semester. Vice President Mohr encouraged staff to look at data collection systems and other technology solutions to meet the District's needs. Vice Chancellor Moore said she anticipates bringing a Goal 2 update to the Board in April, calendaring the other goals, and reporting back on the technology systems analysis that is currently underway.

### **DISCUSSION OF DISTRICT ELECTIONS (16-3-4C)**

President Mandelkern summarized the history of District elections and reviewed proceedings of three years ago when the Board researched and considered moving from at-large elections to District elections. In 2013, the Board concluded that it would continue with the at-large system. Given that the makeup of the Board has changed, President Mandelkern said he believes it is timely to revisit the topic. Trustee Holober described the work that was done via a subcommittee, reviewing possible district lines, ensuring that Board members would not have to run against each other, and trying to maintain the appropriate number of residents per district. He mentioned that there are also hybrid methods that could be used, such as not having all Board members represent a unique district.

President Mandelkern noted that it takes time to do research and to possibly implement change. Because of the filing period of August for a November election, the Board would need to approve boundaries in June in order to allow time for the California Community Colleges Board of Governors to act. Vice President Mohr agreed that the Board should address the topic and noted that the Board has been exemplary in representing the entire County. He suggested considering the service areas for Colleges as a different frame of reference. Trustee Schwarz recalled that an attorney assisted them with the process when it was contemplated earlier. She noted that district elections would make it less expensive for candidates to run for office. Chancellor Galatolo stated that staff can assist with engaging the State Chancellor's Office, calendaring the process, and assisting with implementation.

There was general agreement among Board members to revisit this issue during the next regular Board meeting, scheduled for March 16, and then decide whether this should be further pursued and, if so, to outline a method for moving forward.

### **APPRENTICESHIP OPPORTUNITIES – TIP AND JOBTRAIN (16-3-5C)**

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, informed the Board that he has held discussions with the building and trades union representatives and an amendment to the Project Labor Agreement (PLA) now includes their intention to make their best effort to take a minimum of two TIP and two JobTrain graduates per project. Vice Chancellor Nuñez also noted that the language required to take TIP and JobTrain graduates will be placed in the Design-Build RFPs and will be reflected in the evaluation matrix with a points value. However, the trades do have their own pre-apprentice qualifications and testing prior to taking apprentices. Trustee Holober mentioned that this program does not go as far as his initial proposal which required a percentage of local hires based on census tracks.

In response to a question from President Mandelkern, Chancellor Galatolo clarified that JobTrain targets low income, at risk youth and the focus of job training is on the underserved. With regard to housing project at Skyline College, Chancellor Galatolo noted that the developer will work with the City of San Bruno directly regarding prevailing wages and a PLA.

### **BOARD GOALS FOR 2016 (16-3-6C)**

President Mandelkern noted that in the past the Board has reviewed progress on Board goals; however, the District Strategic Plan and its implementation is now the driving force. Vice President Mohr said he believes the Board should have goals for itself, e.g. what it will study and what matters it will address. He provided a list of ideas, many of which will be captured in the study sessions proposed earlier in the day. He suggested that the Board consider gathering input from those attending meetings and interacting with them as part of the Board's self-evaluation process.

Chancellor Galatolo said he has a keynote presenter in mind for the opening day event. He suggested that a separate fall retreat or facilitated discussion could occur on the topics related to social justice, which could then be reported out during a Board meeting.

President Mandelkern raised the issue of broadcasting/videotaping meetings. The board will need to consider quality and cost, but most importantly understand the purposes of broadcasting. Chancellor Galatolo suggested that staff research the costs and survey other districts.

### **REVIEW OF BROWN ACT (16-3-7C)**

President Mandelkern introduced Gregory Dannis of the Dannis Woliver Kelley law firm, who presented a refresher session on the Brown Act. Mr. Dannis discussed the purpose of the Brown Act, meeting requirements and limitations,

locations, and public rights. He also reminded the Board about agenda requirements and closed session regulations, touching upon personnel exceptions and labor negotiations.

**ADJOURNMENT**

The meeting was adjourned by consensus at 3:15pm.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 16, 2016 meeting.

Dave Mandelkern, President



**Skyline**  
COLLEGE  
ACHIEVE

# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



Brothers and Sisters Conference at Skyline College  
Photo Credit: Keisha Ford

## SKYLINE COLLEGE BOARD REPORT

### MARCH 16, 2016

#### BROTHERS AND SISTERS CONFERENCE



On Monday, February 22 Skyline College hosted its third annual Brothers and Sisters Conference. This year's theme, "Each One, Reach One: Each One, Teach One", focused on each student's civil responsibility to reach back into their communities. Keynote speaker Dr. Jamal Cooks (San Francisco State Graduate instructor), addressed this topic expressing the importance of higher education, using your social capital to complete your educational goal, and giving back to your community as a mentor.

Throughout the day, the students met with academic programs and support services on campus, learning about specific resources available. The students also experienced a campus-wide Spoken Word event. Student heard passionate poems that expressed positive messages of identify and perseverance. A campus tour followed as the students concluded their day.

The mission of the Brothers and Sisters Conference is to serve as a transitional and welcoming opportunity for African American students as they graduate from high school and go to college.

Special thanks to everyone who participated. The conference was a HUGE success and our goal of creating a positive first experience for the students was reached.

Article and photo by Kwame Thomas.

#### BRIAN COPELAND IN "NOT A GENUINE BLACK MAN"



Concluding African American Heritage Month, Associated Student of Skyline College (ASSC), the Black Student Union (BSU), and the Career Center sponsored Brian Copeland in "Not a Genuine Black Man." In his one man performance, Brian provided a sociological perspective on "identity" by taking his audience through a journey of his life, sharing his experiences growing up

in the East Bay during the 60's and 70's. During his performance, Brian addressed the tough question: What does it mean to be genuinely black in today's society? In a performance of laughter and tears, Mr. Copeland explores how our surroundings help make us who we are. Although our identities are influenced by others' perspectives, it's truly our personal self-awareness that ultimately determines our character, our confidence and our authenticity as individuals.

Students and faculty joined in to fill the theater as his performance was widely attended.

Article and photo by Kwame Thomas.

# SKYLINE COLLEGE BOARD REPORT

## MARCH 16, 2016

### CASH FOR CHEERIOS



Middle College at Skyline College students presented a check for \$580 to the Martin Elementary School at the February 11, 2016, South San Francisco Unified School District school board meeting. The check represented 5,800 redeemable box top coupons they donated that are worth 10¢ each. The school will submit the box tops to General Mills to earn the \$580 in cash. The students clipped the coupons when repackaging mislabeled cereal boxes of Cheerios as a community service project at the San Francisco-Marín Food Bank.

The community service project is an authentic learning experience that lets the students realize that they can make a real-life difference in their community through meaningful and vital community service while gaining greater understanding issues of hunger and poverty.

Article by Raymond Jones. Photo by Marina Center.

### EARLY CHILDHOOD EDUCATION HOSTS “BE A TEACHER, TOUCH THE FUTURE” CONFERENCE



On Saturday, February 20 the Early Childhood Education/ Education (ECE/EDU) department held its annual “Be a Teacher, Touch the Future” conference. This year’s 86 participants received an opening keynote from Judith Munter Dean of

Graduate College of Education at SFSU and a closing keynote from Associate Director of Parent’s Place Stephanie Agnew.

Participants also had the opportunity to choose workshops by transitional kindergarten teachers, special educators, early childhood mentor teachers, or workshops on teacher credentialing.

This conference is designed for students to Learn about teaching as a profession an hear stories about the personal, professional, and educational backgrounds necessary to work with children and to assist in understanding the requirements of working in various educational settings.

Article and photo by Kristina Brower.

### PRICEWATERHOUSECOOPERS LAUNCHES INTERNSHIP PROGRAM WITH SKYLINE COLLEGE



On Monday, February 8, 2016 PricewaterhouseCoopers (PwC) in partnership with the Career Services Center presented an informational session for Skyline College students to learn about three exciting Career Discovery and Leadership Internship opportunities entitled Explore, Elevate, and Start. Over 27 students along with accounting professors, Linda Whitten and Guillermo Ortiz attended the gathering. These three programs are designed for high-achieving college students interested in learning about a fast paced career in the professional financial services industry.

This is a pilot program that PricewaterhouseCoopers (PwC) is launching with Skyline College this semester in April and we are excited that we are initiating such a collaboration with one of the “Big Four” Accounting firms. All interested students are invited to apply and begin building a relationship that could be a life changing career opportunity. Please pass this information on to your classes, colleagues, and share with any eligible students that could benefit from a program designed to introduce motivated and performing students to the PwC world.

Article and photo by Lavinia Zanassi.

# SKYLINE COLLEGE BOARD REPORT

## MARCH 16, 2016

### LEARNING COMMONS ACADEMIC SUCCESS WORKSHOPS THRIVING



Along with the structural updates that were made over the winter break on both floors of Building 5, there have been updates to the Academic Skills Workshops offered each semester.

Learning Commons (Learning Center and Library) faculty and staff aim to help faculty extend their classrooms with workshops that can address the challenges they know their students struggle with. This semester has seen a targeted approach to scheduling these workshops and the topics they cover, so that each workshop specifically addresses the needs of students, and is delivered at the appropriate time during the semester.

With this new approach, the Learning Commons has been able to reach out to faculty members and gain a greater insight into their students' needs to pinpoint key topics to coordinate with class curriculum, to ensure the greatest benefit from each workshop topic offered. This close partnership has paved the way for faculty to add workshop attendance to their curriculum planning, and in some cases to lead workshops themselves.

This increased participation with faculty has led to new subjects being supported, such as Communication Studies, Physics, Chemistry, and Tagalog. Along with this expanded array of topics, recurring workshops on grammar and essay structure have also been implemented this semester. In just the first four weeks of the spring 2016 semester, 167 students have taken advantage of the Academic Skills Workshops – a great indication of the need for this support.

Article and photo by Christina Trujillo.

### UC TRANSFER APPLICATIONS SEE NEAR 20% INCREASE IN SKYLINE COLLEGE APPLICANTS



Following a similar trend last fall, the Transfer Center saw a huge increase in requests for application support to UC and CSU, and an increase in the number of UC Transfer Admissions Guarantee (TAG) applicants. Overall there were 18% more UC applicants in the Fall 2016 application cycle compared to one year prior. Previous years have shown small gains, but this has been the most significant jump in recent years. This year, the UC reported 223 applicants compared to 190 last year. This year, the most popular campus remained UC Davis with 178 applicants, followed by 149 UC Berkeley applicants and 107 UC Santa Cruz applicants. CSU Data will not be available for quite some time, but strong gains are also expected.

Many thanks to the Counseling Division and the faculty and staff who volunteered to help students through the application process last Fall. Also, many thanks to all the faculty and staff who have worked to promote transfer on Campus and work to get more students through and out during this phase of the process. The College's strong Transfer Initiative and Transfer Culture are clearly seeing results.

Article by Suzanne Poma. Photo by Maryam Hadi.

## SKYLINE COLLEGE BOARD REPORT

### MARCH 16, 2016

### CAREER ADVANCEMENT ACADEMY HOSTS ALLIED HEALTH PANEL



On Thursday, February 18, 30 guests attended the Career Advancement Academy’s (CAA) second ever Allied Health Panel. The event, held in Skyline College’s multicultural center, featured several former Career Advancement Academy students along with other students from across the San Mateo County Community College District’s Health Programs. The panel included student representatives from Respiratory Care, Emergency Medical Technology, Nursing, Dental Assisting, and Radiologic Technology as well as program directors from Surgical Careers, Emergency Medical Technology, and Dental Assisting.

Alfredo Raxon and Alyssa Waters, former Skyline College Career Advancement Academy Allied Health students, are currently working in their respective Allied Health fields and pursuing additional education. Alfredo is a licensed practicing EMT completing his prerequisites for transfer at Skyline College and Alyssa is currently in the Respiratory Care program at Skyline College. Our other exceptional panelists included: Jessica Nastor, Respiratory Care, Ashley King, Radiologic Technology, Diana Correa, Dental Assisting, and Matthew Hodges, a former Skyline College student who is currently enrolled in the College of San Mateo’s Nursing Program. The guest panelists offered practical advice and key insights on program preparation and expectation, working in the health field, and balancing life and family as a full-time allied health student in a rigorous program. As a result, current CAA Allied Health students will gain a deeper understanding of their next level allied health program and their pathway into an allied health career.

This event was made possible by Skyline College’s support for innovative events and programming and by the hard work and

dedication of the CAA team including: Jeremy Evangelista, Monique Hernandez, Troy Barros, Paul Rueckhaus, Courtney Mogg, Alina Varona, Alice Erskine, Judith Crawford, Ray Hernandez, Beth LaRochelle, Rafael Rivera, and the many others who helped plan, organize, and support the event.

Article by Alina Varona. Photos by Jeremy Evangelista.

### SPIRIT SQUAD NATIONAL CHAMPIONS AT THE SUPER BOWL!



It’s been a great year for the Skyline College Spirit Squad, who took 1st place at the Northern California Championships in Sacramento last month. Last weekend, they became the National Champions in the College Open Pom category at the West Coast Championships in Anaheim! This means that they out-scored all fourteen other teams who competed in their category this year! Congratulations, Spirit Squad!

The Spirit Squad joined the CSM Dance program to perform as fans during the halftime show at the 50th Super Bowl! After many hours of rehearsals, Jalayna Schneider, Hannah Collins, Hikaru Urata and Linda Olmos cheered on Beyoncé and Coldplay from just below the stage!

Here’s what some of our Spirit Squad members have to say about the experience so far:

“Getting the opportunity to be a part of the Super Bowl 50 Halftime show taught me a lot about organizing a huge group. It takes a lot of work and patience, but when you see the end product, it’s all worth it. It was definitely a great experience being able to share this moment with my teammates!” - Jalayna

# SKYLINE COLLEGE BOARD REPORT

## MARCH 16, 2016

Schneider, Skyline College Spirit Squad Captain  
 “Skyline Spirit Squad is one of the few competition pom teams in the Bay Area with awesome coach and supporters, Gary Ferguson and Amber Steele. After coming to the US from Japan in 2013, I have been looking for competition Pom team that I can learn a good technique, such as turns and leaps, and I finally found it!! Although this team was just created last year, we are already like family through practicing hard and traveling for several competitions together. I’m so grateful that I’m a part of this team.”  
 - Hikaru Urata

Article and photo by Amber Steele.

### ASSOCIATED STUDENTS OF SKYLINE COLLEGE BUILDS TIES ACROSS CAMPUS



This year the Associated Students of Skyline College (ASSC) council was challenged to do the following things: bridge the gap and build relations with communities both on campus and off and to educate students, faculty and staff alike during set events.

At the halfway point of the academic year, they are meeting those expectations as a council. They have reached out to constituents on campus such as the upcoming Foster Youth and Guardian Scholars Programs and hosted a couple of holiday gatherings to build lasting relations that affect the quality of their education on campus. In the community they have been giving back by assembling essential hygiene bags and bagged lunches for the homeless and have gone out and distributed them around the city of San Francisco. Among other upcoming community outreach projects the council has also volunteered their time to serve meals as part of the Daily Free Meals Program at Glide Memorial.

The council accepted the challenges put forth in front of them and this Spring’s retreat was unlike those previous in that they attended the Museum of Tolerance in Los Angeles to further educate themselves on one of Skyline’s most prized attribute, cultural diversity. The experience has brought some new insight

and a clear lens on how to diligently plan and educate the campus through the events sponsored by the council.



They have begun with celebrations in honor of Lunar New Year and African American Heritage

Month by implementing cultural traditions of Taiwanese kumquat tossing and a heart-pounding African drum djam. For Valentine’s Day the council gave out condoms, goodie bags, chocolate and pamphlets to promote safe sex. These are only a few examples of the events that the council will be sponsoring for the remainder of the semester and will continue to be a reflection of what the council has learned thus far.

With Spring elections coming up, now is that time to get students thinking about how they can get involved in student government and what type of impact they can have here at Skyline College. Stay tuned for Women’s History Month and Sexual Assault Awareness Month programming, as well as more charity drives for the community, and an exciting lineup of events celebrating the cultural diversity of Asian Americans and Pacific Islanders!

Article and photos by Anjelica Gacutan.

### UPCOMING EVENTS

#### PRESIDENT’S BREAKFAST

Thursday, March 17, 2016

7:00 a.m. - 8:30 a.m.

South San Francisco Conference Center  
 255 S Airport Blvd, South San Francisco, CA 94080



#### SCHOOLS OUR CHILDREN DESERVE CONFERENCE

#### CALIFORNIA FEDERATION OF TEACHERS

Saturday, March 19, 2016

7:45 a.m. - 1:15 p.m.

Building 1, Theater

# President's Report to SMCCCD Board of Trustees

## News:

### Large Turnout for Learning Partnerships for Equity Seminar

Approximately 100 faculty, classified staff, and administrators attended the Learning Partnerships for Equity Seminar, which was conducted by the National Partnership for Equity. Participants discussed how to employ culturally-responsive approaches to learn deeply about our students: who they are, how they think, how they learn, and the self-perceptions and non-cognitive factors that affect their learning. The seminar was a collaboration between the college's Professional Development Committee, the Diversity in Action Group, and the Basic Skills Initiative. <http://nationalequityproject.org/>

### Child Development Center Receives Highest Possible Rating

San Mateo County was invited to join the California Department of Education and 16 other counties to engage in a pilot project called: *The Race to the Top Early Learning Challenge*. The Child Development Center at College of San Mateo, along with more than 60 other programs county-wide, participated in the pilot. The Child Development Center was informed that the program received a rating of Tier 5, the highest rating possible. A Tier 5 rating qualifies the center for enhanced funding for grants and other demonstration projects. <http://www.cde.ca.gov/sp/cd/rt/>

### Andreas Wolf Recognized

Andreas Wolf, Dean of Kinesiology, Athletics, and Dance has been selected by his fellow Athletic Directors for the *Honoring Our Own 2015 Professional Award*. Dean Wolf was also recently elected as the president of the Northern California Football Association.



## Upcoming Events

Wednesday, March 16  
Cybercrime Community College Forum  
10:00 am - 12:00 pm  
Bayview Dining Room

March 2016  
Womxn's History Month at CSM

March 21-24  
Honoring Cesar Chavez  
Week of Service

Wednesday, March 23  
Jazz Ensembles Concert  
With guest artist & drummer Carl Allen  
CSM Theatre  
7:30 pm - 9:30 pm

### CSM Athletics Home Games/Meets:

#### Softball:

3/29 - 3:00 pm  
4/7 - 12:00 pm (double header)  
4/12 - 3:00 pm  
4/16 - 12:00 pm (double header)

#### Baseball:

3/22 - 2:30 pm  
3/24 - 2:30 pm  
3/29 - 2:30 pm  
4/2 - 1:00 pm  
4/7 - 2:30 pm  
4/12 - 2:30 pm  
4/19 - 2:30 pm

#### Swimming:

3/18 - 10:00 am (Bulldog Invitational)

#### Track and Field:

3/18 - 12:00 pm (Bob Rush Invite)

### **It's Official: CSM Recognized as Bee Campus USA Site.**

College of San Mateo is only the third college in country to be recognized as a Bee Campus USA site. The program is not intended to attract additional bee populations to the campus. Rather, the goal of the program is to encourage sustainable practices that do not harm existing bee populations. This effort has been a collaboration between the College's Sustainability Committee and District Facilities.

<http://www.smdailyjournal.com/articles/news/2016-03-05/bee-habitat-protections-receive-national-buzz-college-of-san-mateo-joins-burgeoning-pollinator-preservation-program/1776425159570.html>

### **Former CSM Student Stephen Bryan Performs at CSM**

Stephen Bryan, former CSM Associated Students President, returned to CSM to perform his critically acclaimed play: Doodoo Boy. In this one man play Stephen tells his life story starting with his difficult childhood in Jamaica. Stephen has performed his play internationally and has also authored two books. This was Stephen's first return to the college after transferring to UCLA over 25 years ago. According to Stephen: "I've done this show around the world, but performing at CSM was most rewarding. CSM is responsible for starting my life at 22 in 1986. Hence I am exceedingly grateful to perform this work for a theatre full of CSM students and faculty." The play was part of the college's Black History Month activities.

<http://citilyfe.com/entry/156-stephen-bryan-s-%E2%80%9Cdoodoo-boy%E2%80%9D-battles-forbidden-topics-with-humor.html>

### **CSM Celebrates Womxn Month**

Through video clips and a panel of Queer & Trans (LGBTQ+) community members, the College will discuss the womxn who are traditionally left out of history, while reimagining a future that's inclusive of all people. The college will host various events throughout the month as follows:

March 8: International Womens' Day Film Screening: Girls Rising

March 15: Womxn of CSM Panel Discussion

March 18: Convos and Coffee: Womxns' Issues at CSM

March 23: Queering Womans' History

Additional details about Womxn Month can be found at <http://www.collegeofsanmateo.edu/calendar/events/>

### **Former CSM Film Students Produce a "Cult Classic"**

"Colma: The Musical" has become a cult classic according to a recent NBC news story. Producers Richard Wong and H.P. Mendoza met while studying film at College of San Mateo. After a few years of working in the film and music industry the pair reunited to write and produce "Colma: The Musical." The short film has won several awards and was chosen as a Critic's Pick by the New York Times, which called it an "itty-bitty movie with a great big heart." On Sunday, March 13, San Francisco's annual CAAMFest — founded in 1982 as the San Francisco International Asian American Film Festival — will be hosting a special "Colma: The Musical" extravaganza to celebrate the film's 10th anniversary. The film has also been featured at CSM's own Asian Pacific American Film Festival.

<http://www.nbcnews.com/news/asian-america/revisiting-colma-micro-budget-film-became-cult-classic-10-years-n534916>

### **Rush and Dooly Included as Peninsula Hall of Fame Inductees**

Former CSM Track and Field Coach Bob Rush and Olympian Tom Dooly will be inducted to the Peninsula Hall of Fame. Rush, an inductee of CSM's Hall of Fame, coached Track and Field and Cross Country at CSM. He also developed the Crystal Spring Cross Country course, which is CSM's home course and is also used by several high schools. Dooly competed in the 1968 and 1972 Olympics as a race walker.

<http://blogs.mercurynews.com/hssports/2016/02/18/peninsula-hall-of-fame-serra-coach-chuck-rapp-among-inductees/>

### **CSM to Host County Events**

College of San Mateo is proud to host two signature county events this month. The Peninsula Youth Conference will be held on Saturday, March 19. The theme for this year's conference is "Find Your Path to Make a Change". <https://sites.google.com/site/smcyouthconference2016/>.

On March 31 CSM will host Sustainable San Mateo County's 2016 Sustainability Awards Dinner. The College appreciates our partnership with Auxiliary Services, Pacific Dining, and Facilities. The Bay View Dining Room has become a very popular venue that provides great visibility for the college.

<http://www.sustainablesanmateo.org/home/awards/>

### **A Busy Spring Semester for the Umoja Program**

The Regional Director for Umoja recently visited CSM to review the status of the Umoja program. The director gave the program high marks. The regional director was particularly impressed with the Village—a gathering and study place for our Umoja, Mana, and Puente learning communities. One area of improvement noted was outreach, which the College will support with additional resources. Umoja has had a busy semester. According to co-director Jeramy Wallace, Umoja had a successful Mentor/Mentee Matching Day. Umoja students also participated in a community hike at Sugar Loaf, which was led by Biology Professor Kathy Diamond. Finally, Fredrick Gaines, co-director of Umoja, made a presentation to the San Mateo Union High School District Black Parents' Association <http://collegeofsanmateo.edu/umoja/>

### **CSM Puente Project Spearheads Honoring Cesar Chavez Week of Service**

During the week of March 21, the Puente Project will honor Cesar Chavez' legacy of service, commitment, social justice and equality. The Puente Project has collaborated with a multitude of CSM clubs and organizations to present events throughout the week, culminating with the planting of a community garden.

The following events are scheduled:

March 21, 12:00-1:00 pm; 18-110 - Cesar Chavez: Embracing the Legacy

March 22, 11:00 am- 1:00 pm; Theatre - Documentary: The Garden and Q&A with Director Scott Kennedy

March 23, 9:00 am – 1:30 pm; College Center - Student Conference: Raza Day with San Mateo High School

March 24; 11:00 am- 12:30 pm; Library Fountain Area - Dedication of CSM Community Garden

<http://collegeofsanmateo.edu/puente/>



# Cañada College

report to the  
SMCCCD Board of Trustees

March 16, 2016



pg. 2

## in this issue:

- Maria Huning Selected as Cañada Classified Employee of the Year pg. 2
- Welcome Christine (Chrissy) Kincer pg. 2
- Math Jam Selected as a Finalist for the Prestigious Bellwether Awards pg. 3
- Early Childhood Education/Child Development Department Hosts Workshop pg. 3-4
- Cañada Hosts Counselor's Luncheon pg. 4-5
- Photo Collage: ASCC pg. 6
- Cañada Students Help to Design Ronald McDonald House at Stanford pg. 7
- Interior Design Field Trip to Restoration Hardware pg. 7
- Student Success Story: Lindsay Fackrell pg. 8



pg. 3



pg. 8

## Maria Huning Selected as Cañada Classified Employee of the Year



Maria Huning, Program Services Coordinator for Upward Bound, has been selected as Cañada's nominee for the Community College Classified Employee of the Year Award. Maria is a valuable member of Cañada College and the San Mateo County Community College District. She has demonstrated her commitment to the principles of the California Community College mission and the mission of Cañada College for the past 12 years through her professionalism and service to the college. Her advocacy for students and families has naturally evolved to become what it is today-- an excellent example of the powerful role that classified staff have in fulfilling the college mission.

Maria understands the importance of becoming involved in the life of the college and has demonstrated her commitment to serving the college in a variety of ways. She has served three terms as the Vice President of the Classified Senate. She has taken a leadership role in professional development, including working closely with the Classified Senates at Skyline College and College of San Mateo on key issues and topics, including developing a unified voice and assisting them in exercising their ability to advocate. She also has played a key role in developing the Classified Professional Development work group to establish a clear and transparent process for allocating professional development funds to

classified staff at the college. Additionally, she collaborates with the Associated Students of Cañada College in planning college events for students. Finally, she is a member of a number of key participatory governance committees and is involved in a variety of college activities that support the college mission.

Maria was recognized at the February 17 Board of Trustees meeting and congratulated by Vice President Gregory Anderson. Thank you, Maria - your collective commitment and dedication to our students help to make Cañada great!

## Christine Kincer Joins Counseling Department as Division Assistant



Please welcome Chrissy Kincer, the new Division Assistant for the Counseling Department! Chrissy is a Bay Area native, born and raised in San Mateo. She received her Bachelor's Degree from San Francisco State University and has been working in the public/nonprofit sector for much of her professional career.

Out of college, Chrissy has spent more than five years working for the City of San Mateo as a Facility Specialist and Program Assistant for the Parks and Recreation Department. Most recently, she worked at the Jewish Community Center of San Francisco where she began as a Youth and Family Programs Administrator then became the Business Administrator for the Early Childhood Education Department.

In her spare time, Chrissy enjoys rooting for the San Francisco Giants, attending concerts, playing softball, spending time outdoors and traveling/exploring new places. She is looking forward to becoming an integral member of the Counseling Department team.

## Math Jam Selected as a Finalist for the Prestigious Bellwether Awards

Cañada College's Math Jam was selected as a finalist by the Community College Futures Assembly for the prestigious Bellwether Awards. This award recognizes outstanding and innovative programs and practices that are successfully leading community colleges. The college was recently recognized during the Assembly's 22nd annual conference in Orlando, FL .

This past December, the Community College Futures Assembly announced ten outstanding community college programs (for three categories) as the Finalists to compete for the 2016 Bellwether Awards – among them Math Jam. The Assembly issued a call for Bellwether Award nominations in the fall of 2015, and 30 finalist colleges in three categories were competitively chosen from the applicants. The field of Bellwether nominations was very competitive this year with nearly 300 Bellwether applications. Prior to the application process, over 1,000 community college programs were nominated from a wide range of agencies including peer institutions, conferences, and the media.

Cañada College, a federally designated Hispanic-serving institution, created the Math Jam program in 2009 to address the low level of math preparation of underrepresented students studying STEM – Science, Technology, Engineering, and Math. Initially it was designed as an intensive math placement preparation program and has since evolved into a campus-wide math success program, serving students in pre-algebra through advanced calculus. Today, the College has offers day and evening Math Jam sessions three times a year – January, June & August – serving more than 450 students.



## Early Childhood Education/Child Development Department Hosts Workshop

On February 6, the Early Childhood Education/Child Development Department (ECE/CD) hosted a workshop entitled, “Spring into Action.” More than 130 participants including ECE/CD students and Teachers/Directors working in ECE and Elementary School classrooms attended. Vice President Anderson welcomed all of the participants to the workshop, spoke of the shortage of teachers in California and the important role that all teachers play in the lives of young children.

The keynote address was delivered by Karen Wiggins-Dowler who, in addition to being an adjunct faculty member at both Cañada and Skyline colleges, also serves as the Lead Teacher at the CSM Child Development Center. The title of her keynote was, “Giving a Voice to our Stories,” focusing on the importance of storytelling and including families in the storytelling process. After the keynote, participants attended two of three workshops including: “Teaching Young Children Math,” presented by Cañada adjunct faculty member Maryanne Patterson, “Positive Child Guidance” presented by Maggie Barrientos and Thena Gee from CSM's Child Development Program and “Family Engagement: Protective Factors” presented by Jamie Hui, Retention Specialist for the Cañada ECE/CD Department.

This workshop was supported by the First 5 of San Mateo County grant received by the ECE/CD Department. The ECE/CD Department is already planning next year's event which will be on the first Saturday in February, 2017!

## Early Childhood Education/Child Development Department Hosts Workshop (cont.)



## Cañada College Hosts Counselor's Luncheon at Sequoia Union High School District

On February 11, Cañada College hosted a luncheon at the Sequoia Union High School District. There, more than 40 counselors attended from high schools: Menlo Atherton, Woodside, Carmont, Sequoia, East Palo Alto Academy and Independent Studies Program.

Event highlights included a presentation by Interim Dean of Counseling, Lizette Bricker, detailing the Multiple Measures Pilot Project, a student placement model that utilizes high school GPA and grades in most recent high school Math and or English courses. Presentations were also given by student services programs and summer opportunities such as Colts Academy, Math and Word Jams. The Outreach Department shared updates on Important Spring Dates such as Priority Enrollment Program (April 5-7) and Connect to College Night (April 28). The Marketing Department provided an update on how the College is reaching out to the community by utilizing bus ads, commercials, print advertising and web/social media.

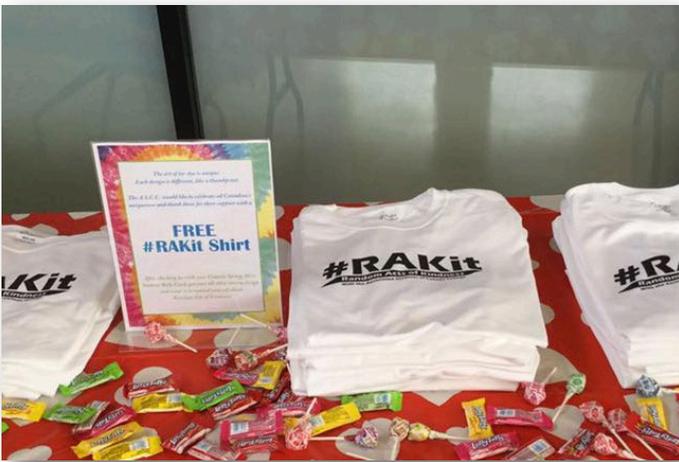
Lastly, the group had the pleasure of hearing students (current BTO and Campus Ambassadors) personally share why they

## Cañada College Hosts Counselor's Luncheon at Sequoia Union High School District (cont.)

chose Cañada College to pursue their academic goals. The high school counselors were excited to learn about the student's experiences and the programs offered at Cañada College to help students succeed. The high school counselors walked away with a great sense of how much work the College is dedicating to serving its community, including future students. The next step is to invite all of high school seniors to the upcoming Priority Enrollment Program (PEP) events and introduce them to Cañada College.



# Photo Collage of ASCC Random Acts of Kindness (RAK) and Club Rush: February 16-18



## Cañada Students Help to Design Ronald McDonald House at Stanford



Two Cañada College Interior Design students helped to design the newest Ronald McDonald House in our community. The New Ronald McDonald House at Stanford is one of the world's largest Ronald McDonald Houses. The space was transformed by 48 interior design firms, including our very own Cañada College Interior Design students Jennifer Glynn and Ashlin Mahood who designed private room #211.

Jennifer and Ashlin's vision was to create a warm and restful retreat for families caring for seriously ill children. The color palette was inspired by nature, the fabrics were selected to be soft and welcoming, and the art is colorful and whimsical. They also wanted to ensure that the layout of the room was designed with purpose and comfort. This project was both challenging and rewarding in that it required their design

choices to fit with the medical needs of the many families that will stay in the room. Becoming part of the Ronald McDonald House designer community was rewarding in ways that Jennifer and Ashlin did not expect. This project, which was pro bono, launched so many relationships with suppliers, vendors and other designers in the Peninsula design community that they may not have met otherwise.

Opening to families in mid-March, the House at Stanford creates a 'home-away-from-home' and supportive community for families of children with life-threatening illnesses receiving specialized treatment at local hospitals. The House can accommodate 47 families per night in private rooms and features a communal kitchen and dining room, Children's Activity Room, Teen Recreation Center, Computer Center, Family Library and Fitness Center.

## Interior Design Field Trip to Restoration Hardware



On February 19, Elsa Torres with the Interior Design Department, Bob Haick with the Career Center and close to 30 Interior Design students were welcomed to the Palo Alto Restoration Hardware Gallery to hear from company designers.

After introductions of speakers and a history about Restoration Hardware, the students were presented with a variety of personal stories detailing the paths that these designers took to be where they are now. The designers also spoke about additional licenses, degrees, and experiences they have that have helped them along the way as well.

After the presentations, a question/answer session fielded many of the students' questions concerning internships, employment, and other ways toward gaining real world experience. It was a wonderful couple of hours and everyone was very excited and appreciative of the opportunity.

## Student Success Story: Lindsay Fackrell



We were thrilled to hear from former student, Lindsay Fackrell, about her exciting fashion career that began at Cañada College. Lindsey, who grew up in Redwood City, chose to attend Cañada College because of its Fashion Design program. Prior to attending Cañada College, she was working odd retail jobs and was uncertain of her career pathway. The Fashion Design & Merchandising program at Cañada offered her the chance to try out fashion courses at a lower cost and provide an opportunity to explore she wanted to turn her interest for fashion into a viable career.

After leaving Cañada College, Lindsay transferred to Otis College of Art and Design in Los Angeles and received a Bachelor of Fine Arts degree. While in Los Angeles, she

interned at Skingraft and Kill City. After graduating from Otis, she moved to New York City and accepted an internship at John Varvatos where she was hired to design men's woven shirts for Armani Exchange. She stayed with Armani Exchange for a year and a half then was hired at Calvin Klein where she is currently a member of the men's sportswear design team. At Calvin Klein, she works with the Senior Wovens Designer to design all men's woven shirts, shorts, bottoms, sport coats and suits for the Calvin Klein White Label line. This line is sold in major department stores such as Macy's, Lord and Taylor and anywhere that sells Calvin Klein.

It's exciting to see Lindsay achieve her goal of working in the fashion industry in New York City! Her next goal is to move up within the industry and work on a runway collection. She attributes the Fashion Design & Merchandising Department at Cañada College for teaching her very important foundation skills that gave her a strong advantage ahead of the other students when she transferred to a four-year college. Congratulations, Lindsay! We can't wait to see what the future holds for you.



San Mateo County Community College District

March 16, 2016

**BOARD REPORT NO. 16-3-8C**

**BOARD SERIES PRESENTATION: SUPPORTING VETERANS AT SKYLINE COLLEGE**

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

**BOARD REPORT NO. 16-3-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel, (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.

**1. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT**

**Cañada College**

**Kim Lopez**

Vice President, Student Services

Office of Vice President  
For Student Services

Reassignment from the position of Dean, Counseling, Advising and Matriculation (Grade AD of the Management Salary Schedule 20) into this administrative assignment (Grade AB of the same salary schedule), effective March 17, 2016, replacing Robin Richards.

**2. PUBLIC EMPLOYMENT**

**1. New Hires**

**Cañada College**

**Jahangeer Omar**

Instructional Aide II

Athletics, Kinesiology, Dance,  
Library and Learning Resources

New part-time (48%), 11-month classified employment, effective February 16, 2016, replacing Frank Austin.

**Karen Arnold**

Instructional Aide II

Athletics, Kinesiology, Dance,  
Library and Learning Resources

New full-time, 11-month classified employment, effective February 8, 2016, replacing Nancy Ward.

**College of San Mateo**

**Paul Hankamp**

Biology Instructor

Math/Science

New Contract I status academic employment, effective August 15, 2016. This is a vacant position. Paul Hankamp is currently employed as adjunct faculty.

**Yvette Butterworth** Math Instructor Math/Science

New Contract I status academic employment, effective August 15, 2016, replacing Kenneth Brown. Yvette Butterworth is currently employed as adjunct faculty.

**District Office**

**Rande Barron** Groundskeeper Facilities

New full-time, 12-month Classified employment, effective March 15, 2016, replacing Noel Ceja.

**William Woods** Director of Public Safety Public Safety

New full-time, 12-month Academic-Classified Supervisory Exempt employment, effective March 14, 2016, replacing Michael Celeste.

**Douglas Pickel** Public Safety Officer Public Safety

New full-time, 12-month Classified employment, effective January 25, 2016, replacing Anton Collins.

**Skyline College**

**Sindy Soto** Office Assistant II (Middle College) Middle College

New full-time, 12-month Classified employment, effective February 5, 2016. This is a new position that was Board approved on June 10, 2015.

**Soledad McCarthy** Business Instructor Business, Education & Professional Programs

New Contract I status academic employment, effective August 15, 2016.

**3. REASSIGNMENT**

None

**4. TRANSFER**

**Skyline College**

**Carolina Avalos** Office Assistant II Counseling

Transferred from a part-time (48%), 12-month Office Assistant II position at College of San Mateo into this part-time (67%), 12-month position at Skyline College, effective February 22, 2016.

**5. CHANGES IN STAFF ALLOCATION**

**Cañada College**

1. Recommend creation of a new classification titled "SparkPoint Coordinator" position (Grade 27 of the Classified Salary Schedule 60) in the Counseling Division, effective March 17, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month SparkPoint Coordinator, effective March 17, 2016

**College of San Mateo**

2. At its meeting on December 9, 2015, the Board approved a change in staff allocation to add one part-time (48%), 12-month Administrative Assistant position at Grade 27 of the Classified Salary Schedule (60) in the Business/Technology Division, effective December 10, 2015. The division received additional funding and recommends increasing the position from a part-time (48%), 12-month position to a part-time (75%), 12-month position, effective March 17, 2015. In addition, recommend a title change to Program Services Coordinator at the same grade and salary schedule. This position is a temporary position funded by the City of San Mateo Employment Development Department and the Small Business Development Center Grant, effective March 17, 2016.
3. Recommend a change in staff allocation to add one full-time, 12-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) in the Math/Science Division, effective March 17, 2016.

**District Office**

4. Recommend a reclassification of the Senior Programmer I (1C0048) in the Information Technology Services Division, from Grade 210S of the Classified Professional/Supervisory Salary Schedule (40) to Programmer Analyst at Grade 37 of the Classified Salary Schedule (60), effective March 17, 2016.

**Skyline College**

5. Recommend a change in staff allocation to add one full-time, 10-month Counselor position (Faculty Schedule 80) in the Counseling Division, effective March 17, 2016.
6. Recommend a change in staff allocation to add one full-time, 12-month College Recruiter position (Grade 175S of the Classified Professional/Supervisory Salary Schedule 40) in Enrollment Services, effective March 17, 2016.
7. At its meeting on October 28, 2015, the Board approved a change in staff allocation to add one part-time (48%), 10-month temporary, externally funded Retention Specialist position (Grade 24 of the Classified Salary Schedule 60) in the Academic Support and Learning Technology Division, effective October 29, 2015. The division received additional funding and recommends increasing the part-time (48%), 10-month position to a full-time, 12-month position, effective March 17, 2016. This position is a temporary position funded by the Basic Skills Initiative.
8. Recommend creation of a new classification titled "Dean, Student Equity and Support Programs" position (Grade AD of the Management Salary Schedule 20) in Student Equity and Support Programs, effective March 17, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Dean, Student Equity and Support Programs, effective March 17, 2016.
9. Recommend a change in staff allocation to add one full-time, 10-month Laboratory Technician position (Grade 26 of the Classified Salary Schedule 60) in the Math, Science and Technology Division, effective March 17, 2016.
10. Recommend a change in title for the Director of Workforce Development, position 2F0034, (Grade 192E of the Academic-Classified Supervisory Exempt Salary Schedule 35) to Director of Career and Workforce Programs, effective March 17, 2016. This position is currently vacant.

**6. PHASE-IN RETIREMENT****Cañada College****Valerie Goines**

Professor

Early Childhood Education

Recommend approval of participation in the Phase-In Retirement Program, effective August 15, 2016. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teachers Retirement System.

**7. LEAVE OF ABSENCE**

None

**8. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**

**1. Retirement**

**District Office**

**Barbara Christensen**                      Director, Community & Government Relations                      Community/Government Relations

Retiring effective May 31, 2016 with 39 years of service. Eligible for District retiree benefits.

**9. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

None

**10. SHORT-TERM, NON-CONTINUING POSITIONS**

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

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Counseling/SparkPoint	1	2/17/2016	6/30/2016	<b>Retention Specialist:</b> This is an extension of a previously Board-approved assignment. This position will support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, financial education workshops, and implementation of program services. Funded by WFSN – Achieving the Dream. Position needed for approximately 30 hours per week.
College of San Mateo	Business/Technology	1	1/4/2016	4/11/2016	<b>Office Assistant I:</b> Extension of previous Board-approved assignment. Support VITA activities in the free tax services provided to low income residents in San Mateo County. Position needed for approximately 2.5 hours per week.

College of San Mateo	Academic Support & Learning Technologies	1	2/18/2016	6/30/2016	<b>Retention Specialist:</b> Assist with outreach at the Youth Services Center, Camp Kemp, and Camp Glenwood that consists of incarcerated or formerly incarcerated youth that comprise the Project Change Community. Position needed for no more than 12 hours per week.
Skyline College	Global Learning Programs & Services (ISP)	1	3/1/2016	6/30/2016	<b>Program Services Coordinator:</b> Will train with PSC employee before her leave starts and when employee returns from leave. Provide administrative support to ISP office. Duties include study abroad application processing, communication and advising with prospective study abroad students from all Colleges and District, event planning and management, maintaining student records, office management, processing invoices, and Banner entries and transfer. Position needed for approximately 37.5 hours per week.
Skyline College	Global Learning Programs & Services (CITD)	1	2/1/2016	6/30/2016	<b>Program Services Coordinator:</b> Will train with PSC employee before her leave starts and when employee returns from leave. Provide administrative support to CITD and SMCCCD Study Abroad Services. Duties include study abroad application processing, communication and advising with prospective study abroad students from all Colleges and District, event planning and management, maintaining student records, office management, processing invoices, and Banner entries and transfer. Position needed for approximately 37.5 hours per week.

**BOARD REPORT 16-3-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel  
(650) 358-6883

**ADOPTION OF RESOLUTION NO. 16-6 AND RESOLUTION NO. 16-7 APPROVING  
RETIRED ANNUITANT AGREEMENTS**

Under the California Government Code, a retiree receiving benefits from a public retirement system, such as CalPERS, must generally wait 180 days before working for an employer in the same public retirement system. However, pursuant to Government Code Section 7522.56, there is an exception which permits the Board to appoint a retired annuitant before the 180 days have elapsed if the appointment is necessary to fill a critically needed position. The Board must approve such an appointment in a public meeting and the appointment may not be placed on the consent calendar.

Staff is recommending that the Board adopt resolutions approving retired annuitant agreements for Barbara Christensen and Maggie Ko. As set forth specifically in the resolutions, the appointment of these employees is necessary to fill critically needed positions. Upon approval of these resolutions, the District will submit copies thereof to CalPERS.

**RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 16-6 and Resolution No. 16-7 approving retired annuitant agreements with Barbara Christensen and Maggie Ko.

**RESOLUTION NO. 16-6  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

---

**RESOLUTION FOR THE APPROVAL OF A RETIRED ANNUITANT AGREEMENT WITH  
BARBARA CHRISTENSEN (EXCEPTION TO THE 180-DAY WAIT PERIOD)**

**WHEREAS**, in compliance with Government Code section 7522.56 the Board of Trustees of the San Mateo County Community College District must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

**WHEREAS, Barbara Christensen** will retire from the San Mateo County Community College District in the position of Director of Government and Community Relations, effective **June 1, 2016**; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is **November 28, 2016**, without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the Board of Trustees, the San Mateo County Community College District and **Barbara Christensen** certify that **Barbara Christensen** has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, the Board of Trustees hereby appoints **Barbara Christensen** as an extra help retired annuitant to perform the duties of the **Director of Government and Community Relations** for the San Mateo County Community College District under Government Code section 21229, effective **June 1, 2016**; and

**WHEREAS**, the entire employment agreement, contract or appointment document between **Barbara Christensen** and the San Mateo County Community College District has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum base salary for this position is **\$18,711** and the hourly equivalent is **\$107.95** and the minimum base salary for this position is **\$15,059** and the hourly equivalent is **\$86.88**; and

**WHEREAS**, the hourly rate paid to **Barbara Christensen** will be **\$115.14**; and

**WHEREAS, Barbara Christensen** has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District hereby certifies that the nature of the appointment of **Barbara Christensen** is as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment is necessary to fill the critically needed position of **Director of Government and Community Relations** for the San Mateo County Community College District because **Barbara Christensen** is leading several critical projects for the District, including the development of faculty and staff housing, that will need to continue moving forward while the District conducts a search for a replacement. In addition, because **Barbara Christensen** possesses more than 35 years' worth of experience and information, her services will be required to train her replacement.

**REGULARLY PASSED AND ADOPTED** this 16<sup>th</sup> day of March, 2016.

Ayes:

Noes:

Abstentions:

Attest:

---

Thomas Mohr  
Vice President-Clerk, Board of Trustees

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Agreement for Retired Annuitant Services**

This Agreement made and entered into effective as of March 18, 2016 by and between the San Mateo County Community College District (the "District") and **Barbara Christensen** (the "Employee").

Whereas, the District is presently in need of an individual with the knowledge, skills, and abilities to provide temporary services on an as-needed basis related to community and government relations, specifically with respect to the development of land owned by the District, redevelopment oversight, and to training her successor, during the period of June 1, 2016 through December 31, 2016;

Whereas, as the Employee, the outgoing Director of Government and Community Relations with more than 35 years of service, is specially trained, experienced, competent, uniquely qualified, and has the requisite specialized skills, and training to provide advice to the District and Board of Trustees;

Whereas, the Employee is a retired person under the California Public Employees' Retirement System ("CalPERS") and desires to retain her retirement status and benefits;

Whereas, the District, desires to employ the Employee on a limited term basis as needed to perform the services described above; and

Whereas, the Employee desires to provide these services on a limited term basis as needed in consideration of and subject to the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of the above recitals, promises, and conditions contained herein, the District and the Employee agree as follows:

1. Description of Services

The District hereby employs the Employee on a limited-term as-needed basis, between June 1, 2016 and December 31, 2016, unless otherwise terminated as set forth herein. The Employee will provide the following services on a temporary, as-needed basis for the District in accordance with State law, and only as requested by the Chancellor or designee.

- a. Provide advice to the District and Board of Trustees as needed during the development of faculty and staff housing at Parcel B at Skyline College to avoid unnecessary errors and delays in the process that would be caused by a lack of continuity which the Employee can provide.
- b. Provide advice to the District relating to the oversight of the local redevelopment agencies.
- c. Provide up to one hundred (100) hours of training to the new Director of Government and Community relations regarding the unique District operations and practices developed under the Employee in order to transfer knowledge to the new Director.

## 2. Relationship of the Parties

- a. The Employee agrees and understands that the services provided under this Agreement are performed as a temporary retired annuitant, and that the Employee acquires none of the rights, privileges, powers, or advantages of District employees.
- b. The Employee agrees and understands that she will provide services under this Agreement only at the request of the Chancellor or designee and that she is not guaranteed any minimum level of work under this Agreement.
- c. The Employee agrees and understands that her service with the District under this Agreement is "At-Will." This means that the Employee or the District may, at any time, for any reason, terminate this Agreement by giving written notice. The Employee expressly waives any rights provided for regular employees under the District Policies, or under California or federal law to any form of pre- or post-termination hearing, appeal, or other administrative process pertaining to termination, to the fullest extent permitted by law.
- d. The Employee may terminate her services by giving written notice to the Chancellor specifying the effective date of such termination. As a courtesy, the Employee will provide notice of not less than fourteen (14) days from the date that she proposes to terminate her appointment. The District reserves the right to terminate, and may terminate, the Employee's services before the date that she specifies in her notice.
- e. In the event of termination, any District equipment in the Employee's possession will be promptly returned to the District. In addition, any and all finished and unfinished documents, data, reports, and materials are the property of the District and shall be promptly delivered to the District. The Employee shall be entitled to receive compensation for services rendered in accordance with this Agreement prior to termination. The Employee shall keep all information acquired through this position in the strictest confidence.

## 3. Compensation

- a. The District shall pay the Employee a fee of **\$107.95** per hour for services rendered at the request of the Chancellor or designee. The Employee is not entitled to any other benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to this hourly pay rate.
- b. The Employee shall not receive District benefits of employment generally available to the District's regular employees. For example, except as may be required by law, the District shall not provide or be obligated to provide medical, dental, life, or similar insurance or benefit coverage, or to make or contribute any additional sum for any retirement benefits. The Employee shall not earn or accrue vacation leave, sick leave, unpaid leave, or any other leave provided by the District to regular employees. The Employee shall not be entitled to District-recognized and scheduled holidays and he shall not receive extra compensation for working on a holiday. The Employee expressly waives any claim to any such rights or benefits.

- c. As a retired CalPERS annuitant, the Employee shall not be entitled to participate in the District's CalPERS retirement plan. The Employee acknowledges that she has a responsibility to ensure that her appointment remains in compliance with CalPERS' requirements and does not jeopardize her retirement benefits during her limited term service with the District pursuant to this Agreement. The Employee understand and agrees that she will not perform more than 960 hours of work in any fiscal year pursuant to this Agreement and any other agreement to provide services to any CalPERS employer.
- d. In the event the Employee is injured while performing duties arising out of this appointment and in the course of her appointment described in this contract, the District will pay benefits as required under the Workers' Compensation Laws in the State of California.
- e. The terms of the District's personnel rules, policies, procedures, resolutions, or practices (collectively "Personnel Policies") shall not apply to the Employee to the extent such Personnel Policies conflict with this Agreement. Further, the Employee acknowledges and understands that service under the Agreement is not governed by a Memorandum of Understanding between the District and any recognized employee organization.

#### 4. Conflict of Interest

The Employee affirms that she has no interest in, nor shall she acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the subject matter of the terms of this offer or the performance of services under this Agreement. The Employee shall file a disclosure of economic interest (Form 700) if required to do so by applicable law or if requested to do so by the Chancellor.

#### 5. Severability

Should any part of the terms and conditions of the employment as set forth herein be declared by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of the terms and conditions, which shall continue in full force and effect.

#### 6. Acceptance of Agreement

The Employee has had the opportunity to consult legal counsel with regard to the terms and conditions of this Agreement for limited term service to the District as a retired annuitant and has read and understands the conditions, is fully aware of their legal effect and applicable CalPERS rules regarding work as a retired annuitant. The Employee accepts the terms and conditions contained herein based on his own judgment and not on any representations or promises other than those contained in this Agreement.

In witness thereof, the parties hereto have caused this Agreement to be executed the day and the year first above written.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT	BARBARA CHRISTENSEN
_____	_____
By: Eugene Whitlock Vice Chancellor, Human Resources and General Counsel	
DATE:	DATE:

**RESOLUTION NO. 16-7  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

---

**RESOLUTION FOR THE APPROVAL OF A RETIRED ANNUITANT AGREEMENT WITH  
MAGGIE KO (EXCEPTION TO THE 180-DAY WAIT PERIOD)**

**WHEREAS**, in compliance with Government Code section 7522.56 the Board of Trustees of the San Mateo County Community College District must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

**WHEREAS**, **Maggie Ko** retired from the San Mateo County Community College District in the position of College Business Officer, effective **June 30, 2015**; and

**WHEREAS**, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is **December 27, 2015**, without this certification resolution; and

**WHEREAS**, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the Board of Trustees, the San Mateo County Community College District and **Maggie Ko** certify that **Maggie Ko** has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, the Board of Trustees hereby ratifies the appointment of **Maggie Ko** as an extra help retired annuitant to perform the duties of the College Business Officer for the San Mateo County Community College District under Government Code section 21229, effective July 1, 2015; and

**WHEREAS**, the entire employment agreement, contract or appointment document between **Maggie Ko** and the San Mateo County Community College District has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum base salary for this position is **\$10,738** and the hourly equivalent is **\$61.95** and the minimum base salary for this position is **\$8,478** and the hourly equivalent is **\$48.91** and

**WHEREAS**, the hourly rate paid to **Maggie Ko** will be **\$61.95** and

**WHEREAS**, **Maggie Ko** has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District hereby ratifies that the nature of the appointment of **Maggie Ko** was as described herein and detailed in the attached employment agreement/contract/appointment document and that this appointment was necessary to fill the critically needed position of **Chief Business Officer** for the San Mateo County Community College District by **July 1, 2015** because the employee hired to replace **Maggie Ko** as College Business Officer was unable to assume the duties of the position until August 2015. **Maggie Ko's** expertise has been necessary to help close out projects, train the new employee on college operations, and finalize the financial information for fiscal year 2014-15.

**REGULARLY PASSED AND ADOPTED** this 16<sup>th</sup> day of March, 2016.

Ayes:

Noes:

Abstentions:

Attest:

---

Thomas Mohr  
Vice President-Clerk, Board of Trustees

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**Agreement for Retired Annuitant Services**

This Agreement made and entered into effective as of July 1, 2015 by and between the San Mateo County Community College District (the "District") and **Maggie Ko** (the "Employee").

Whereas, the District is presently in need of an individual with the knowledge, skills, and abilities to provide temporary services as the **Chief Business Officer** for the College of San Mateo, specifically with respect to performing the work of the position while her successor was on an extended leave, e.g. finalizing financial information for fiscal year 2014-15, and to train her successor, during the period of July 1, 2015 through December 31, 2015;

Whereas, as the Employee, the outgoing Chief Business Officer with more than 20 years of service, is specially trained, experienced, competent, uniquely qualified, and has the requisite specialized skills, and training to provide advice to the District and Board of Trustees;

Whereas, the Employee is a retired person under the California Public Employees' Retirement System ("CalPERS") and desires to retain her retirement status and benefits;

Whereas, the District, desires to employ the Employee on a limited term basis as needed to perform the services described above; and

Whereas, the Employee desires to provide these services on a limited term basis as needed in consideration of and subject to the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of the above recitals, promises, and conditions contained herein, the District and the Employee agree as follows:

1. Description of Services

The District hereby employs the Employee on a limited-term as-needed basis, between July 1, 2015 and December 31, 2015, unless otherwise terminated as set forth herein. The Employee will provide the following services on a temporary, as-needed basis for the District in accordance with State law, and only as requested by the Chancellor or designee.

- a. Provide support to the College of San Mateo and the District in the preparing and finalizing of financial information for fiscal year 2014-15.
- b. Provide up to one hundred (100) hours of training to the new Chief Business Officer regarding the unique District operations and practices developed under the Employee in order to transfer knowledge to the new Chief Business Officer.

2. Relationship of the Parties

- a. The Employee agrees and understands that the services provided under this Agreement are performed as a temporary retired annuitant, and that the Employee acquires none of the rights, privileges, powers, or advantages of District employees.

- b. The Employee agrees and understands that she will provide services under this Agreement only at the request of the Chancellor or designee and that she is not guaranteed any minimum level of work under this Agreement.
- c. The Employee agrees and understands that her service with the District under this Agreement is "At-Will." This means that the Employee or the District may, at any time, for any reason, terminate this Agreement by giving written notice. The Employee expressly waives any rights provided for regular employees under the District Policies, or under California or federal law to any form of pre- or post-termination hearing, appeal, or other administrative process pertaining to termination, to the fullest extent permitted by law.
- d. The Employee may terminate her services by giving written notice to the Chancellor specifying the effective date of such termination. As a courtesy, the Employee will provide notice of not less than fourteen (14) days from the date that she proposes to terminate her appointment. The District reserves the right to terminate, and may terminate, the Employee's services before the date that she specifies in her notice.
- e. In the event of termination, any District equipment in the Employee's possession will be promptly returned to the District. In addition, any and all finished and unfinished documents, data, reports, and materials are the property of the District and shall be promptly delivered to the District. The Employee shall be entitled to receive compensation for services rendered in accordance with this Agreement prior to termination. The Employee shall keep all information acquired through this position in the strictest confidence.

### 3. Compensation

- a. The District shall pay the Employee a fee of **\$61.95** per hour for services rendered at the request of the Chancellor or designee. The Employee is not entitled to any other benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to this hourly pay rate.
- b. The Employee shall not receive District benefits of employment generally available to the District's regular employees. For example, except as may be required by law, the District shall not provide or be obligated to provide medical, dental, life, or similar insurance or benefit coverage, or to make or contribute any additional sum for any retirement benefits. The Employee shall not earn or accrue vacation leave, sick leave, unpaid leave, or any other leave provided by the District to regular employees. The Employee shall not be entitled to District-recognized and scheduled holidays and he shall not receive extra compensation for working on a holiday. The Employee expressly waives any claim to any such rights or benefits.

- c. As a retired CalPERS annuitant, the Employee shall not be entitled to participate in the District's CalPERS retirement plan. The Employee acknowledges that she has a responsibility to ensure that her appointment remains in compliance with CalPERS' requirements and does not jeopardize her retirement benefits during her limited term service with the District pursuant to this Agreement. The Employee understand and agrees that she will not perform more than 960 hours of work in any fiscal year pursuant to this Agreement and any other agreement to provide services to any CalPERS employer.
- d. In the event the Employee is injured while performing duties arising out of this appointment and in the course of her appointment described in this contract, the District will pay benefits as required under the Workers' Compensation Laws in the State of California.
- e. The terms of the District's personnel rules, policies, procedures, resolutions, or practices (collectively "Personnel Policies") shall not apply to the Employee to the extent such Personnel Policies conflict with this Agreement. Further, the Employee acknowledges and understands that service under the Agreement is not governed by a Memorandum of Understanding between the District and any recognized employee organization.

#### 4. Conflict of Interest

The Employee affirms that she has no interest in, nor shall she acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the subject matter of the terms of this offer or the performance of services under this Agreement. The Employee shall file a disclosure of economic interest (Form 700) if required to do so by applicable law or if requested to do so by the Chancellor.

#### 5. Severability

Should any part of the terms and conditions of the employment as set forth herein be declared by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of the terms and conditions, which shall continue in full force and effect.

#### 6. Acceptance of Agreement

The Employee has had the opportunity to consult legal counsel with regard to the terms and conditions of this Agreement for limited term service to the District as a retired annuitant and has read and understands the conditions, is fully aware of their legal effect and applicable CalPERS rules regarding work as a retired annuitant. The Employee accepts the terms and conditions contained herein based on his own judgment and not on any representations or promises other than those contained in this Agreement.

In witness thereof, the parties hereto have caused this Agreement to be executed the day and the year first above written.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT	MAGGIE KO
<hr/>	<hr/>
By: Eugene Whitlock Vice Chancellor, Human Resources and General Counsel	
DATE:	DATE:

**BOARD REPORT NO. 16-3-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jamillah Moore, Ed.D., Interim Vice Chancellor, Educational Services and Planning, 358-6890

**APPROVAL OF CURRICULAR ADDITIONS AND MODIFICATIONS  
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The addition of sixteen courses, three Certificates of Specialization, one Certificate of Achievement, and one Bachelor of Science Degree (pilot program) to the College catalogs is proposed by College of San Mateo and Skyline College at this time. Twelve courses have been modified, and a materials fee has been added to two courses. Three courses are proposed to be offered in the distance education mode. Additionally, twelve programs have been modified, and two programs have been inactivated.

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

**RECOMMENDATION**

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

San Mateo County Community College District

March 16, 2016

PREPARED BY: Sandra Stefani Comerford, Vice President, Instruction  
College of San Mateo

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

David Laderman, President, Academic Senate  
College of San Mateo

Michael Claire, President  
College of San Mateo

## **PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO**

### COURSE DESCRIPTIONS AND JUSTIFICATIONS

#### **ACCOUNTING**

665MU FOREIGN TAX CREDIT (.5) (day or evening)

Justification: This course provides continuing education for tax practitioners in the bay area to fulfill their CPA, EA and CTEC renewal requirements.

Prerequisite: None.

Recommended Preparation: ACTG 181.

Description: A course exploring the foreign tax credit, foreign income tax exclusion, and other issues such as tax treaties. Students will learn how to determine which forms must be filed, when forms are due, where to file the forms, as well as the ethical requirements and civil and criminal penalties that may be assessed for non-compliance. [CPE Hours: CPA 8; EA, CTEC 6]

Classification: AA/AS Degree; CSU transferable.

665MV FOREIGN ACCOUNT & ASSET TAX REPORT (.5) (day or evening)

Justification: This course provides continuing education for tax practitioners in the bay area to fulfill their CPA, EA and CTEC renewal requirements.

Prerequisite: None.

Recommended Preparation: ACTG 181.

Description: A course exploring the critical foreign account information reporting compliance requirements. These requirements include Foreign Bank Account Reporting (FBAR) to the U.S. Treasury under the Bank Secrecy Act, Foreign Account Tax Compliance Act (FATCA) reporting to the Internal Revenue Service, Reporting Transactions with Trusts and Certain Foreign Gifts, and others. Students will learn what forms must be filed, when forms are due, where to file the forms, as well as the ethical requirements and civil and criminal penalties that may be assessed for non-compliance. [CPE Hours: CPA 8; EA, CTEC 6]

Classification: AA/AS Degree; CSU transferable.

## **COMPUTER AND INFORMATION SCIENCE**

145 INTRODUCTION TO DevOps (3) (day or evening; distance education)

Justification: New course developed in response to recommendation by the CIS Advisory Committee. This course will be a requirement for the new DevOps Certification of Specialization.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 838 or ENGL 848; and CIS 117 and CIS 121.

Description: Introduction to the most common DevOps patterns used to develop, deploy and maintain applications. Covers the core principles of the DevOps methodology and examines a number of use cases applicable to startup, small-medium business, and enterprise development scenarios. Tools for configuration and deployment will be used, as well as common techniques for configuring and deploying systems. Also covered are operations, monitoring, testing, security, and Cloud features. Intended for students with previous programming experience.

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

## **COUNSELING AND CAREER AND LIFE PLANNING – CAREER AND LIFE PLANNING**

155 LEADERSHIP STUDY (2) (day or evening)

Justification: This course will help to support the growing interest in leadership and service at the College of San Mateo. It will help support the College's and District's mission to prepare students not only to be the best academically, but to be leaders in their chosen field as well.

Prerequisite: None.

Recommended Preparation: None.

Description: This course examines the practice of leadership, historical traditions of leadership, current leadership theories, and examines the context of leadership in a modern world. The course explores the responsibilities and privileges of leadership and provides a practical foundation for leadership within a community. A materials fee in the amount shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS Degree; CSU transferable.

## **MATHEMATICS**

880MA CSM MATH (2) (day or evening)

Justification: This course is designed to be part of the new summer Bay Area Pathways Academy (BAPA). Rising 9th grade students in the BAPA program can select this course as part of their daily schedule. The purpose is to provide students with a summer review of algebra and geometry in preparation for their 9th grade mathematics course, that will also earn them college credit.

Prerequisite: Students wishing to enroll in this course must register for full-day classes for all 3 two-week sessions and have a grade of B or better in a pre-Algebra or Algebra class in 8th grade. Meeting minimum eligibility requirements is not a guarantee of acceptance into this class.

Recommended Preparation: None.

Description: The class will focus on concepts in basic algebra and geometry, in order to help students be fully prepared to enter 9th grade Algebra or Geometry. Topics include: quick review and practice in fundamental arithmetic skills, operations involving signed numbers, variables and variable expressions, simple linear equations and their graphs, measurements, exponents, introduction to polynomials, introduction to geometry, and practical applications. (Units do not apply toward AA/AS degree.)

Classification: Not degree applicable; not transferable.

## **PROPOSED TO BE OFFERED AS DISTANCE EDUCATION – COLLEGE OF SAN MATEO**

### **COMPUTER AND INFORMATION SCIENCE**

145 R Programming for Big Data

## **PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO**

College of San Mateo proposes to offer an Associate Degree, Associate Degree for Transfer, and/or Certificate of Achievement (18 units or more, state approved), and/or Certificate of Specialization (fewer than 18 units, not state approved) in the following programs:

### **COMPUTER AND INFORMATION SCIENCE**

**Data Science and Big Data** - Certificate of Specialization

**DevOps** - Certificate of Specialization

### **DIGITAL MEDIA**

**Digital Media: Broadcast and Electronics Media** - Certificate of Specialization

### **ETHNIC STUDIES**

**Critical Pacific Island & Oceania Studies** – Certificate of Achievement (18-19 units)

## **PROPOSED PROGRAM INACTIVATIONS – COLLEGE OF SAN MATEO**

### **DIGITAL MEDIA**

**Digital Media: Digital Video Production** – Associate in Arts Degree

**Digital Media: Digital Video** – Certificate of Specialization

## **PROPOSED PROGRAM MODIFICATIONS – COLLEGE OF SAN MATEO**

### **ART**

**Fine Arts: General Studio Art** – Associate in Arts Degree

### **COMPUTER AND INFORMATION SCIENCE**

**Computer Science Applications and Development** – Associate in Science Degree

**Computer Science Applications and Development** – Certificate of Achievement

**Database Programming** – Certificate of Specialization

**Internet Programming** - Certificate of Specialization

**Web and Mobile Application Development** - Associate in Science Degree

**Web and Mobile Application Development** - Certificate of Achievement

**Web/Mobile App Development** - Certificate of Specialization

**COSMETOLOGY**

**Cosmetology** – Associate in Arts Degree

**Cosmetology** – Certificate of Achievement

**DIGITAL MEDIA**

**Film, Television and Electronic Media** – Associate in Science Degree for Transfer

**FILM**

**Film** - Associate in Arts Degree

**PROPOSED INSTRUCTIONAL MATERIAL FEES ADDITIONS – COLLEGE OF SAN MATEO**

**COSMETOLOGY**

880MF	Advanced Techniques/Photo Shoot	\$35.00
880MG	Advanced Hair Specialties	\$35.00

San Mateo County Community College District

March 16, 2016

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

APPROVED BY: John Ulloa, Curriculum Committee Co-Chair  
Skyline College

Dennis Wolbers, Curriculum Committee Co-Chair  
Skyline College

Kathryn Browne, Academic Senate President  
Skyline College

Regina Stanback Stroud, President  
Skyline College

## **PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE**

### **COURSE DESCRIPTIONS AND JUSTIFICATIONS**

#### **ART**

217 LIFE DRAWING II (3.0) (day or evening)

Justification: A second course in Life Drawing has been created in order to provide students with the opportunity to continue learning the art form at an advanced level.

Prerequisite: ART 207 or equivalent.

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

Description: Continued study of the human form as art using the techniques and materials of drawing and painting in pastels, acrylics, oil and watercolor paints. Application of more advanced studies of anatomy and chromatic expressions through different skin palettes. Use of expressive representations of the human figure in different environments. Expression of complex narrative contexts in the human figure. Studio practice drawing and painting from live models.

Classification: AA/AS Degree; CSU transferable.

#### **COMPUTER SCIENCE**

262 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE (3.0) (day or evening)

Justification: This course is needed at Skyline College to support required transfer pathways for students in Computer Science. The proposed course outline conforms to the C-ID course descriptor COMP 152, which forms part of the pathway for the TMC in computer science, and more generally as a transfer course for computer science students. This course is also a part of the pathway in the C-ID Model Curricula (MC) for computer engineering students.

Prerequisite: MATH 251 or equivalent.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent; and COMP 250, or equivalent experience programming in a high-level language.

Description: Covers the fundamental mathematical elements of computer science including mathematical logic, sets, functions and relations, generating functions, combinatorics, methods of mathematical proof, basic number theory, algorithms, graphs, and trees. *Also listed as MATH 268.*

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

## **COUNSELING**

### 650.1 KAPATIRAN SEMINAR - COLLEGE SUCCESS FACTORS (2.0) (day or evening)

Justification: This is a culturally relevant transition to college course intended to be offered at a high school to help prepare students for entering college.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed to help students in understanding and dealing with their personal, social, and cross-cultural concerns and the relationship of cultural experiences and educational success.

Classification: AA/AS Degree; CSU transferable.

### 650.2 KAPATIRAN SEMINAR – TRANSITION TO COLLEGE (2.0) (day or evening)

Justification: This is a culturally relevant transition to college course intended to be offered at a high school to help prepare students for entering college.

Prerequisite: None.

Recommended Preparation: None.

Description: Exploration of attitudes toward learning and college in the context of the Filipino American experience. Designed to facilitate the transition from high school to college while taking into account Filipino American community issues. Includes understanding of the college/university systems, college resources, and developing key student skills such as time management, self-esteem, goal setting, emotional intelligence, and relationship building.

Classification: AA/AS Degree; CSU transferable.

## **DEVELOPMENTAL SKILLS**

### 823 FUNDAMENTAL SKILLS: WRITING I (1.0) (day or evening)

Justification: Designed to support students who have learning difficulties and are registered with the Disabilities Resource Center (DRC). By providing fundamental writing skills and strategies, this course will support student success and retention for the disabled student population. Students in the program often

need remedial skill training when it comes to writing. This course was successfully offered on an experimental basis and is now being transitioned to a regular course offering.

Prerequisite: None.

Recommended Preparation: None.

Description: Students will learn to write grammatically correct sentences using rules of grammar and punctuation. Sentence composition, sentence patterns and sentence variety will be practiced through weekly writing assignments. This course is appropriate for students who need to develop skills necessary for English 828 and/or those who have scored into "See Counselor" on the English Placement testing. (*Units do not count toward the Associate Degree.*)

Classification: Not degree applicable; not transferable.

827 ASSISTIVE COMPUTER TECHNOLOGY: SMARTPEN (0.5) (day or evening)

Justification: Many students who are served by the Disability Resource Center are determined to be eligible for the accommodation of using a Smartpen for notetaking purposes in their college classes. In order to implement this tool most effectively, it is important for students to learn how to use the various features of the Smartpen and its software application for transferring, organizing, and playing back recorded notes. This short course has been developed to provide formalized instruction to students in the use of the Smartpen within a classroom setting.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities. In-depth instruction on the various features of the Smartpen and ways to apply notetaking strategies when using the Smartpen. Students will also learn how to transfer recorded notes from the Smartpen to the computer-based software and how to review and organize notes in this software. *NOTE: Students who are registered with the Disability Resource Center (DRC) and have the Smartpen as an accommodation will have access to a one-month loan of a Smartpen. All other students will need to provide their own Smartpen. (Units do not count toward the Associate Degree).*

Classification: Not degree applicable; not transferable.

828 ASSISTIVE COMPUTER TECHNOLOGY: TOOLS FOR WRITING (0.5) (day or evening)

Justification: Students with disabilities experience difficulties with the writing process. Many students try to write their essays from a blank page rather than brainstorming or creating a visual mind map with topics and evidence to support their arguments first. In addition, students with disabilities need to know their fastest method for getting their ideas down on paper. This course is designed to assist students with disabilities in these areas.

Prerequisite: None.

Recommended Preparation: None.

Description: Designed primarily for students with disabilities; guides students through a process to assist them in determining which form of writing (i.e., pencil and paper, keyboarding, or speech recognition) best supports their written expression. Students will learn how to use various features of a brainstorming or "mind mapping" application and strategies for integrating the use of this assistive technology tool into the writing process. No previous computer experience is required. (*Units do not count toward the Associate Degree*).

Classification: Not degree applicable; not transferable.

## **MATHEMATICS**

### 268 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE (3.0) (day or evening)

Justification: This course is needed at Skyline College to support required transfer pathways for students in Computer Science. The proposed course outline conforms to the C-ID course descriptor COMP 152, which forms part of the pathway for the TMC in computer science, and more generally as a transfer course for computer science students. This course is also a part of the pathway in the C-ID Model Curricula (MC) for computer engineering students.

Prerequisite: MATH 251 or equivalent.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent; and COMP 250, or equivalent experience programming in a high-level language.

Description: Covers the fundamental mathematical elements of computer science including mathematical logic, sets, functions and relations, generating functions, combinatorics, methods of mathematical proof, basic number theory, algorithms, graphs, and trees. *Also listed as COMP 262.*

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

## **WELLNESS**

### 706 INTRODUCTION TO REFLEXOLOGY (2.0) (day or evening)

Justification: WELL 706 is intended to be an elective course for the Massage Therapy certificate.

Prerequisite: None.

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

Description: Exploration of the history, theory and techniques of reflexology, and how reflex points relate to the body. Learn to apply individualized assessment criteria and associated techniques with various sequences of reflexology in conjunction with hand and foot massage.

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

### 708 PATHOLOGY AND PHARMACOLOGY FOR MASSAGE THERAPISTS (3.0) (day or evening)

Justification: WELL 708 will be a required course for the 500-hour Massage Therapy certificate.

Prerequisite: WELL 703, or previous Anatomy and Physiology course taken at a CAMTC-accredited school.

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

Description: An integrative perspective on the science of the causes and effects of diseases and the disease process in the context of massage therapy. Focus on physiological mechanisms, disease states and symptoms, clinical assessments and indications/contraindications associated with diseases and disorders. Basic principles of pharmacology and commonly prescribed pharmaceuticals are also covered. This course cultivates greater understanding, dialogue and collaboration between clients/patients and holistic medicine health care professionals. This course does not teach students to diagnose since that is outside the scope of practice for massage therapy.

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

710 CLINICAL KINESIOLOGY AND APPLIED BIOMECHANICS FOR MANUAL THERAPY (3.0)  
(day or evening)

Justification: WELL 710 will be a required course for the 500-hour Massage Therapy certificate.

Prerequisite: WELL 703 or equivalent.

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

Description: Client assessment through palpation of the structures and landmarks of the human body. Examination and analysis of the functional movements required for assessments. Applied biomechanics specific to neurological and musculoskeletal systems. Palpation skills include functional range of motion assessments such as motion implementation, manual muscle testing, and goniometer readings, among other assessment skills. Principles of structural kinesiology are presented in relation to functional mobility, body mechanics, gait, applied biomechanical analysis and joint specific palpation skills.

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

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

### **PSYCHOLOGY**

105 Research Methods in Psychology  
310 Positive Psychology

## **PROPOSED CURRICULAR MODIFICATIONS – SKYLINE COLLEGE**

### **PSYCHOLOGY**

105 Research Methods in Psychology  
310 Positive Psychology

### **RESPIRATORY CARE**

400 Patient and Health Care Concerns  
410 Introduction to Patient Care and Respiratory Assessment Techniques

- 415 Respiratory Pharmacology
- 420 Application of Cardiopulmonary Anatomy and Physiology
- 430 Introduction to Respiratory Therapeutics
- 438 Clinical Clerkship I – Spring
- 445 Respiratory Diseases I
- 448 Clinical Clerkship II – Summer
- 450 Respiratory Diseases II

**SOCIOLOGY**

- 100 Introduction to Sociology

**PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE**

Skyline College proposes to offer Bachelor of Science Degree in the following program:

**RESPIRATORY CARE**

**Respiratory Care** – Bachelor of Science Degree

**BOARD REPORT NO. 16-3-2CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

**ACCEPTANCE OF GIFTS BY THE DISTRICT**

Board Policy 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. Gifts and donations received since the last report are:

**GIFT**

Equipment\* for X-ray Training  
To be used for Radiologic Technology Program  
Estimated Value: \$8,100

**DONOR**

Dale E. Stevenson  
Danville, CA

**RECOMMENDATION**

It is recommended that the Board accept the gift listed above.

**\*Equipment:**

Extended knee radiographic phantom  
Ankle-Foot radiographic phantom  
Wrist-Hand radiographic phantom  
RMI Model 240-A multi-function meter to measure kVp, mAs, pulse  
Gonadal shields  
Spin top timer tool  
Mammographic resolution, density and micro calcifications phantom  
Step-wedge penetrometer  
Aluminum plates to measure x-ray beam filtration  
Radiographic Shadow shield  
Sample radiographic tube

**BOARD REPORT NO. 16-3-3CA**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor- Superintendent  
PREPARED BY: Gregory Anderson, Vice President of Instruction, Cañada College, 306-3298

**APPROVAL OF AGREEMENT WITH SAN MATEO UNION HIGH SCHOOL DISTRICT TO  
ACCEPT CALIFORNIA DEPARTMENT OF EDUCATION AB104 ADULT EDUCATION  
BLOCK GRANT FUNDS**

The Adult-Education, College, and Career Educational Leadership (ACCEL) Consortium--consisting of the three colleges within SMCCCD, the County Office of Education, and high school districts across the county--was charged in 2014 with implementing AB86 Section 76, Article 3. Under this limited term planning grant, activities concluded in the fall of 2015. For that year, the ACCEL consortium acted as the region's consortium of the community college district and school districts for the purpose of developing regional plans to better serve the educational needs of adults.

The initial planning year under AB86 has been completed. ACCEL is now equipped with a formal governance structure, with a Steering Committee and an Executive Committee using a shared agreement process to develop pilot projects, allocate funds, and guide expansion of services of adult education. Currently, under the Adult Education Block Grant, AB104, ACCEL is following this fair and transparent decision-making process to allocate funds to the colleges and high schools around the county as they work to provide opportunities for more adult learners to achieve academic, personal, and economic success for themselves and for their families.

The current allocation to SMCCCD is for \$363,580, and must be expended by December 31, 2017. Ongoing funding is expected in subsequent cycles, and similar allocation processes will be followed. All expenditures are in full compliance with AB104 Adult Education Block Grant guidelines. As part of the agreement, SMCCCD will be responsible for fiscal and activity reporting to the San Mateo Union High School District as required by the California Department of Education. Funds have been allocated to each college to employ staff who will develop pilot programs, facilitate curriculum alignment, explore additional collaboration, and create pathways for students from entry in adult schools through basic skills at the colleges and on to completion of degrees and certificates. Funding will also be used to purchase supplies, employ student tutors and mentors, secure meeting spaces, and to compensate faculty to lead transformative planning efforts.

**RECOMMENDATION**

It is recommended that the Board authorize the Executive Vice Chancellor to enter into this agreement, with San Mateo Union High School District acting as the fiscal agent for the consortium.

**BOARD REPORT NO. 16-3-1B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Ginny Brooks, Executive Assistant, 358-6753

**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 eight (8) seats up for reelection on the board.

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

The 15 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.



**2016 CCCT BOARD ELECTION**  
**CANDIDATES LISTED IN SECRETARY OF STATE'S**  
**RANDOM DRAWING ORDER OF FEBRUARY 12, 2016**

1. Mary Figueroa, Riverside CCD
2. \*Susan "Sue" M. Keith, Citrus CCD
3. \*Linda S. Wah, Pasadena Area CCD
4. Loren Steck, Monterey CCD
5. T. J. Prendergast III, South Orange County CCD
6. Carmen Avalos, Cerritos CCD
7. Kenneth A. Brown, El Camino CCD
8. \*Sally W. Biggin, Redwoods CCD
9. \*Louise Jaffe, Santa Monica CCD
10. Marianne Tortorici, Victor Valley CCD
11. Andra Hoffman, Los Angeles CCD
12. \*Jerry D. Hart, Imperial CCD
13. \*Cy Gulassa, Peralta CCD
14. Barbara Gaines, Antelope Valley CCD
15. Shaun Giese, Lassen CCD

\* Incumbent

# CCCT BOARD NOMINATION FORM 2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed 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 Riverside Community  
 College District nominates Trustee Mary Figueroa 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.



\_\_\_\_\_  
 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 16, 2016 along with the nomination form and biographic sketch form. Faxed and/or electronically mailed material will not be accepted.

CANDIDATE'S NAME: MARY FIGUEROA DATE: 02/05/2016

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.)

Student Success efforts and the resulting impact on students at risk, mostly students of color must be monitored and addressed to ensure that those students most in need of assistance to succeed benefit from these efforts and are not negatively affected in a higher proportion.

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.)

Continue the efforts to ensure that our future community leaders and business owners who attend the community college system in high numbers, continue to complete their course of academic goals and achieve a successful educational outcome. To ensure this goal, assures our strength as an educated community.

### CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office postmarked no later than February 16, 2016, along with the nomination form and statement of candidacy. Faxed and/or electronically mailed material will not be accepted.

PERSONAL

Name: MARY FIGUEROA Date: 02/05/2016  
Address: 1258 SHAKESPEARE DRIVE  
City: RIVERSIDE Zip: 92506  
Phone: 951-780-4962 951-317-2648  
(home) (office)  
E-Mail: Maryfig50@sbcglobal.net

EDUCATION

Certificates/Degrees: B.A. Chicano Studies/Political Science  
from U.C. Riverside

PROFESSIONAL EXPERIENCE

Present Occupation: Consultant - UCR School of Medicine  
Center for Healthy Communities  
Other: State of California - Correctional Counselor  
County of Riverside - District Attorneys Office Victim  
Witness Advocate

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: RIVERSIDE  
Years of Service on Local Board: 20 years  
Offices and Committee Memberships Held on Local Board: President, Vice President,  
Secretary; Chair of Planning & Development, Governance

State Activities (CCCT and other organizations boards, committees, workshop presenter;  
Chancellor's Committees, etc. CCCT Board Member - 2 terms,  
current ACCT Board Member 2nd Term, CCLC workshop  
presenter, ACCT National Congress workshop presenter  
Seattle, San Diego, D.C.

National Activities (ACCT and other organizations, boards, committees, etc.): ACCT National Board of Directors, previously served as Associate Committee Member

---

---

CIVIC AND COMMUNITY ACTIVITIES

SOUTH COAST AIR QUALITY MANAGEMENT CONTROL DISTRICT ENVIRONMENTAL JUSTICE ADVISORY GROUP, CHAIR  
EASTSIDE THINK TANK, BOARD OF DIRECTORS VICTORY OUTREACH, MEMBER OF INLAND EMPIRE HISPANIC LEADERSHIP COUNCIL BOARD OF DIRECTORS, PRIOR MEMBER: GREATER RIVERSIDE HISPANIC CHAMBER OF COMMERCE, ATTORNEY GENERAL'S CIVIL RIGHTS COMMISSION ON HATE CRIMES,

OTHER

---

---

---

---

---

---

---

---

The logo features a 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 serif font, and "2016" in a smaller serif font at the bottom.

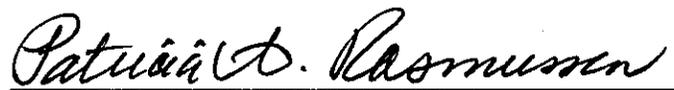
CCCT BOARD  
NOMINATION FORM  
2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

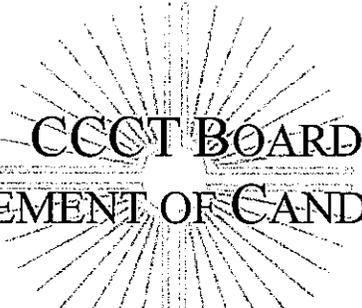
The governing board of the Citrus Community College District nominates Susan "Sue" M. Keith to be a candidate for the CCCT Board.

This nominee is a member of the Citrus 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 "Patricia A. Rasmussen".

*Patricia A. Rasmussen*

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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Susan "Sue" Keith

DATE: February 2, 2016

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.)**

Provide transformational educational opportunities designed to help CEOs and Trustees guide their colleges toward optimum practices leading to student success and completion of degrees and certificate programs. Work with lawmakers on the state and federal level to assure that all students have the financial means necessary to complete their education.

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 will continue to encourage the inclusion of Trustee and CEO participation in the development of statewide initiatives; actively advocate for CCLC and Chancellor's Office legislative agendas; encourage initiatives that promote collaboration between Community Colleges, K-12, CSU and UC; and respect the diversity of students and individual colleges.



## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: Susan "Sue" Keith	DATE: February 2, 2016
ADDRESS: 337 Marygrove Road	CITY & ZIP CODE: Claremont, CA 91711
PHONE: 909-340-1018 (cell)	EMAIL: <a href="mailto:sue.jim@verizon.net">sue.jim@verizon.net</a>

### EDUCATION

CERTIFICATES/DEGREES: B.A., English, California State University, East Bay; additional studies at Chaffey College; California State University, Fullerton; California State Polytechnic University, Pomona
--

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Owner, Keith Consulting
OTHER: Retired, 43 years in higher education public relations and nonprofit fund development, including professional work at California State Polytechnic University, Pitzer College, and Claremont Graduate University

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Citrus Community College District
YEARS OF SERVICE ON LOCAL BOARD: 16 years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President, Vice President, Clerk/Secretary, Board Liaison to the Citrus College Foundation, Board representative to the Los Angeles County School Trustees Association, Board Liaison to the City of Claremont Oversight Board (Dissolved Claremont Redevelopment Agency).

### STATE ACTIVITIES

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

CCCT Nominating Committee; Partnership Resource Team Member for the Institutional Effectiveness Partnership Initiative; Assemblymember Chris Holden's Educational Advisory Committee; CCCT ACCT Subcommittee; completed the Excellence in Trusteeship Program.
--

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

ACCT Ambassador Program Volunteer

**CIVIC AND COMMUNITY ACTIVITIES**

12 years on the Claremont Unified School District Board of Education, 1985-1997  
Past President, Claremont Board of Education  
Past President, Baldy View ROP Commission  
Board Member, Options for Learning (a child care and human services agency)  
President-Elect, Kiwanis Club of Claremont  
Chair, Higher Education Study, Claremont Area League of Women Voters

**OTHER**

Current Member: Claremont Heritage, the Citrus College Music Department's Golden Circle, Children's Fund of San Bernardino County, and Curtain Raisers of the Claremont Colleges. Past recipient of several honors for work in the community including: Outstanding Young Women of America, YWCA Woman of Achievement Award, Community Hero Award from the Los Angeles County Fair Association, Richard S. Kirkendall Extraordinary Contribution Award, and Grand Marshall of Claremont's Fourth of July parade.

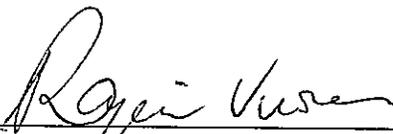
# CCCT BOARD NOMINATION FORM 2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed 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 Pasadena Area Community  
 College District nominates Linda S. Wah to be a  
 candidate for the CCCT Board.

This nominee is a member of the Pasadena Area 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Linda S Wah
DATE: 12/20/15

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

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

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: LINDA S WAH	DATE: 12/20/15
ADDRESS: 1570 E COLORADO BLVD	CITY & ZIP CODE: PASADENA, CA 91106
PHONE: 626-799-5332	EMAIL: LSWAH@PASADENA.EDU

### EDUCATION

<b>EDUCATION</b>
CERTIFICATES/DEGREES: BS/BIS; MBA/MIS

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: RETRIED
OTHER:

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: PASADENA AREA CCD
YEARS OF SERVICE ON LOCAL BOARD: 5
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: PRESIDENT, VICE PRESIDENT, CLERK, CHAIR BOARD EVAL; MEMBER POLICY, LEGISLATIVE COMMITTEES; PRESIDENT, VICE PRESIDENT LOS ANGELES COUNTY SCHOOL TRUSTEES ASSOCIATION

### STATE ACTIVITIES

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

CCCT Director, Board of Governors WorkForce Economic Development Task Force; ACCT Sbccommittee; Asian Pacific Islander Trustees/Administrators Caucus
---

### NATIONAL ACTIVITIES

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

ACCT APINATA Member
---------------------

---

**CIVIC AND COMMUNITY ACTIVITIES**

National Women's Political Caucus/Pasadena; League of Women Voters; Assoc of American University Women

**OTHER**

CSULA President's Circle; CSULA Business School Advisory; CSULA Charter of Education Advisory

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.)**

Strong Support for Policies supporting Student Success/Work Force/Economic Initiatives; Effectiveness Training of Trustees and CEO's. Legislative advocacy for Sufficient Funding for affordable and accessible education. Accreditation for strong support of community college goals.

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 continue to serve as a member of BOG Work Force/Economic Development to identify implementation and funding strategies. My participation and leadership in LACSTA brings K-12/CCC Boards together to closely work to articulate policies and programs for student success and to close the skills gap.

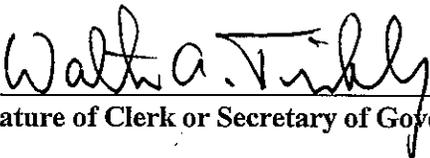
# CCCT BOARD NOMINATION FORM 2016

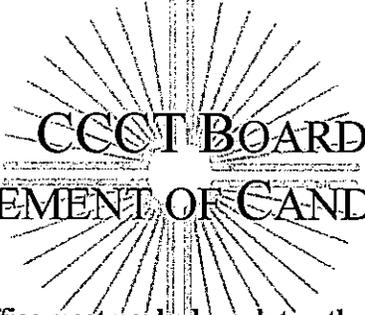
Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the MONTEREY PENINSULA Community  
 College District nominates LOREN STECK to be a  
 candidate for the CCCT Board.

This nominee is a member of the MONTEREY PENINSULA 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Loren Steck

DATE: February 16, 2016

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) Careful oversight of the implementation of the remaining "difficult," controversial parts of the Student Success Act; (2) Ensuring that the Chancellor's Office is focused on the accuracy of the data it publicizes; (3) Improving trustee education regarding best practices and the coming changes from the Chancellor's Office and Legislature.

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.)**

Having worked on higher education issues for over 30 years, I have deep concerns about much of the transformational legislation aimed at us, and am willing to work to see them addressed. Regarding trustee education, I have experienced programs in other systems and believe we could learn much from them.



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

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Loren Steck	DATE: February 16, 2016
ADDRESS: 27205 Meadows Road	CITY & ZIP CODE: Carmel, 93923
PHONE: (831) 626-3620	EMAIL: lorensteck@gmail.com

**EDUCATION**

CERTIFICATES/DEGREES: PHD, UCLA (1982); MA, UCLA (1976); BA, UC Santa Cruz (1973)
---

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Psychologist (mostly retired); winery and vineyard owner
OTHER:

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Monterey Peninsula Community College District
YEARS OF SERVICE ON LOCAL BOARD: 13
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board Chair; Board Vice Chair; Chair of Presidential Search Committee; member of Board Policy Committee; liaison to MPC Foundation; liaison to Community Human Services (local JPA)

**STATE ACTIVITIES**

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

Community College System: Chancellor's Scorecard Technical Advisory Committee; CCLC Advisory Committee on Educational Services (ACES). University of California: Office of the President Chancellor's Search Committee; Office of the President Speakers Bureau; Office of the Treasurer Investment Forum presenter; Alumni Associations of the University of California board member; Annual Legislative Conference Organizing Committee.
---

**NATIONAL ACTIVITIES**

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

none

**CIVIC AND COMMUNITY ACTIVITIES**

Community Human Services: Board Vice Chair; Chair, Strategic Planning Committee; Chair Building & Grounds Committee; Chair, Bylaws Committee.  
Carmel Valley Association: Director, Secretary.

**OTHER**

Faculty member and Fellow of Porter College, UC Santa Cruz; President, UC Santa Cruz Alumni Association; Trustee and Chair, Finance Committee, UC Santa Cruz Foundation.

# CCCT BOARD NOMINATION FORM 2016

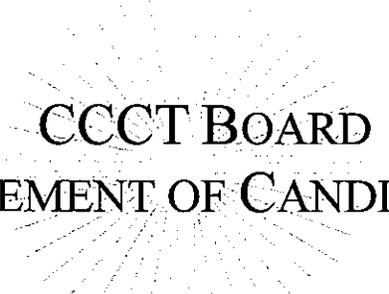
Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the South Orange County Community  
College District nominates T.J. Prendergast, III to be a  
candidate for the CCCT Board.

This nominee is a member of the South 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.

D. B. Jung  
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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Thomas "T.J." Prendergast

DATE: February 2, 2016

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.)**

Supporting the colleges for the Student Success Initiative and their Equity Plans are going to be important for the next two years. Financial issues relating to the Affordable Care Act in increased employer STRS contributions will need to addresses as well.

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.)**

My experience as an educator, a product of the community college system, parent of two students in an Early College system, and a labor negotiator, allows me to have many different perspectives. I have been ringing the bell to exempt public institutions from paying the Cadillac tax for 3 years.

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: Thomas "T.J." Prendergast	DATE: February 2, 2016
ADDRESS: 14741 Alder Lane	CITY & ZIP CODE: Tustin, CA 92780
PHONE: 714-417-9378	EMAIL: tprendergast@socccd.edu

### EDUCATION

CERTIFICATES/DEGREES: BA History/California Teaching Credential

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: High School Teacher/Aquatics Coach

OTHER:

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: South Orange County

YEARS OF SERVICE ON LOCAL BOARD: 5

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Vice President 2010-2013, President 2013-2015

### STATE ACTIVITIES

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

None

### NATIONAL ACTIVITIES

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

None

---

**CIVIC AND COMMUNITY ACTIVITIES**

--

**OTHER**

--



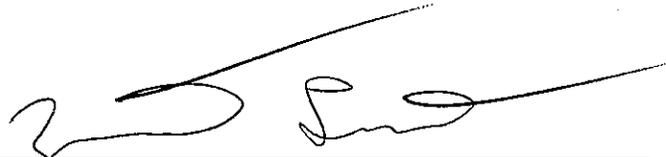
CCCT BOARD  
NOMINATION FORM  
2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

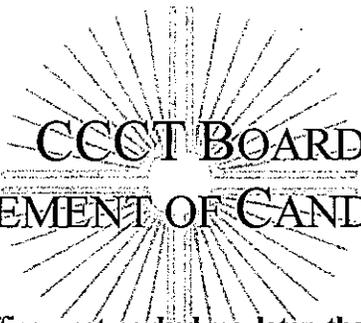
The governing board of the Cerritos College Community College District nominates Carmen Avalos to be a candidate for the CCCT Board.

This nominee is a member of the Cerritos College 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Carmen Avalos

DATE: February 2, 2016

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.)**

Continued focus on equity is among the major issues that need to be addressed. The distribution of equitable dollars is critical to how we can better serve our students, especially those underserved. Additionally, stronger focus on higher transfer rates, early college preparation and access programs must remain a long-term priority

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 strong relationships with our local and state legislators that I can leverage to impact policy goals. Regarding student access and college readiness, I'm committed to working closer with the state's K-12 leaders to identify barriers students face with meeting their education goals.



## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: Carmen Avalos	DATE: February 2, 2016
ADDRESS: 10209 Richlee Ave	CITY & ZIP CODE: South Gate 90280
PHONE: 562-773-3686	EMAIL: voteavalos@gmail.com

### EDUCATION

CERTIFICATES/DEGREES: B.S. Biological Sciences, Teaching Credential, M.A. Educational Administration, Master's in Public Administration, Notary Public, Certified Municipal Clerk
---

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Municipal Clerk
OTHER: : ESL Educator at local district

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Cerritos Community College District
YEARS OF SERVICE ON LOCAL BOARD: 6 years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Southeast Schools Coalition Secretary

### STATE ACTIVITIES

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

Latino Caucus Board of Directors
----------------------------------

### NATIONAL ACTIVITIES

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

NALEO Member and active member in contributing useful information as it relates to Latino issues.
---

---

**CIVIC AND COMMUNITY ACTIVITIES**

Involvement in local school organizations and member of PTA for local high school. Member of the League of California Cities and presidential appointee to Administrative Services Committee.

**OTHER**

## Resume

**Carmen Avalos**  
**10209 Richlee Avenue**  
**South Gate, California 90280**



### **Cerritos College Board of Trustees**

- Elected to four year term on Cerritos College Board of Trustees in December 2005
- Elected as board secretary in 2009
- Elected to four year term and as board vice president in December 2012
- Elected as board president in December 2013
- Re-elected as board president in December 2014

### **South Gate City Clerk**

- Elected to first of three terms as the South Gate City Clerk in 2001.  
Assisted State Legislator in changes laws affecting Elections Officials and Recall election code governed by CA Election Law.

### **Civic Organizations and Activities**

- Honored with the Eleanor Roosevelt Democrat of Year Award, 2005
- Recognized as Woman of the Year for the 30<sup>th</sup> Assembly District, 2003
- Recognized as Woman of the Year for the 50<sup>th</sup> Senate District, 2002
- Coach of girls' cross-country club, John Glenn High School, from 1996-98
- Presidential appointee to Administrative Services Committee, League of California Cities.

- Member of the League of California Cities
- NALEO Member and active member in contributing useful information as it relates to Latino issues
- Southeast Schools Coalition Secretary
- Latino Caucus Board of Directors

### **Education**

- Teaching Credential in Secondary Education, M.A. (Educational Administration and Public Administration), California State University, Long Beach, 2000
- B.S. (Biological Sciences, minor in Chemistry), California State University, Dominguez Hills, 1996

### **Employment**

- ESL Teacher Marshall Elementary School in Lynwood USD from 2008 to Present.  
On a Pro-bono basis.
- Biology Teacher & Science Dept Chair, John Glenn High School from 1996-1998

### **Personal**

- Mother of six children. Avalos enjoys spending time with her children at Museums, plays, and parks and reading when she can sneak it in.

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 "2016" at the bottom in a smaller serif font.

CCCT BOARD  
NOMINATION FORM  
2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

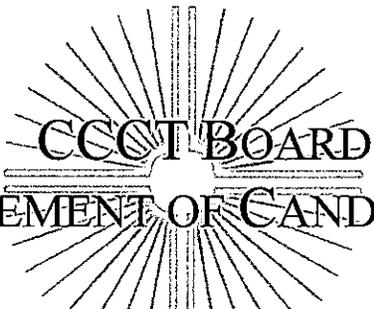
Mail to:  
**CCCT Board Nominations**  
**Community College League of California**  
**2017 "O" Street**  
**Sacramento, CA 95811**

The governing board of the El Camino Community College District nominates Kenneth A. Brown to be a candidate for the CCCT Board.

This nominee is a member of the El Camino 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 "Cory [unclear]", 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: KENNETH A. BROWN

DATE: JANUARY 28, 2016

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 CCCT and League should focus on expanding opportunities and access to students. The current emphasis on student completion should not deter us from advocating non-traditional pathways to success. We should work to strengthen our strategic partnerships to ensure adequate funding for student access and 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.)**

I have always worked to help California students achieve their goals no matter the venue. I have been successful in establishing relationships to help forge successful pathways via support programs, CTE and Industry partners, athletics, as well as Middle School-to-High School-to-Community College to-University/Career pipelines



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

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Kenneth A. Brown	DATE: January 28, 2016
ADDRESS: 7717 S. Victoria Avenue	CITY & ZIP CODE: Inglewood, CA 90305-1221
PHONE: 213-293-5362	EMAIL: kbrown@elcamino.edu

**EDUCATION**

<b>EDUCATION</b>
CERTIFICATES/DEGREES: Bachelor of Science, Physics & Computer Science, Morehouse College Atlanta; Master of Science, Applied Physics, Clark Atlanta University Preliminary Designated Subjects Adult Education Teaching Credential

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Senior Systems Engineer, Northrop Grumman Information Systems Adjunct Professor, California State University, Dominguez Hills
OTHER: Senior Systems Engineer / Scientist, NASA's Jet Propulsion Laboratory Advisory Board Member / Adjunct Professor, Santa Monica College

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: El Camino Community College District
YEARS OF SERVICE ON LOCAL BOARD: Six years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President, December 2015-present Board Vice President, 2013-15 El Camino College Foundation Board Representative Los Angeles County Schools Trustees Association Representative

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

May 2015, CCCT Annual Trustees Convention Workshop Presenter "Board Members on Social Media"  
 November 2015, CCLC Workshop Presenter "New Frontiers in Social Media"  
 Technology Advisory Committee Member (2004-2011) California Department of Education  
 California Science Textbook Adoption Committee  
 California Science Curriculum Framework for Public Schools (CDE Appointment)

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

Next-Generation Science Standards (NGSS), Science Expert Panel (SEP) Member (2011 - Present)  
 Certified USA Track & Field Official, Southern California Association - USA Track & Field

**CIVIC AND COMMUNITY ACTIVITIES**

Century Community Charter School Board Member  
 Job Starts, Inc. Board Member  
 Los Angeles Inner City Youth Orchestra Advisor

**OTHER**

National Association of University Women Hall of Fame Recipient  
 California Science Expert Panel Member  
 Featured Presenter for California Community College Trustee Conference on Excellence in Leadership  
 NASA/Jet Propulsion Laboratory NOVA Award for Innovation and Initiative  
 Sigma Pi Sigma Physics Honor Society  
 National Physical Science Consortium Graduate Fellow  
 NASA/Jet Propulsion Laboratory Graduate Scholar  
 Invited Delegate, National Conference of Black Physics Students  
 Invited Presenter to NSF's 1st Annual National Conference on Diversity in the Scientific and Technological Workforce  
 Invited Presenter of Research at The Fifth Annual National Physical Science Consortium (NPSC) Annual Meeting



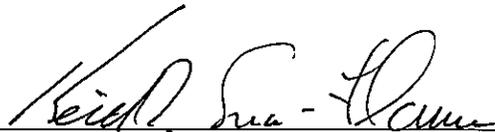
CCCT BOARD  
NOMINATION FORM  
2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

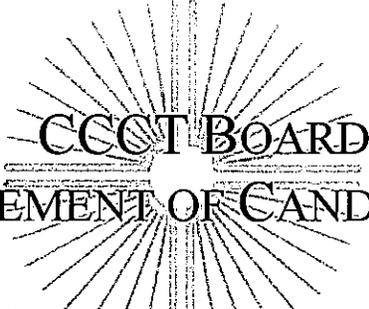
Mail to:  
**CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811**

The governing board of the Redwoods Community College District nominates Sally W Biggin to be a candidate for the CCCT Board.

This nominee is a member of the Redwoods 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Sally W. Biggin

DATE: February 3, 2016

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.)**

\*Student success and equity issues are my top priority including concerns for diversity in faculty hiring.

\*Improving the accreditation system through raising the professionalism of the accreditation process.

\*Alignment of student learning outcomes (SLOs) between two and four year institutions.

\*Professional growth pathways and mentoring opportunities for trustees and CEOs.

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 extensive experience working within geographically diverse rural communities in Northern California. I have 35 years of administrative experience serving K-16 student populations promoting student success and equity issues within Del Norte, Humboldt, Trinity, and Mendocino counties. I have experience in reviewing legislation and alternative funding models.



**CCCT BOARD  
BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Sally W Biggin	DATE: February 3, 2016
ADDRESS: P O Box 1127	CITY & ZIP CODE: Hoopa, CA 95546
PHONE: (530 625-4736	EMAIL: sbiggin@thegrid.net

**EDUCATION**

CERTIFICATES/DEGREES: University of California, Irvine: B.A.  
Humboldt State University: M.A.

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: recently retired University Supervisor for Humboldt State University  
OTHER: former K-12 Superintendent of Schools; Director of Special Education Services; high school principal; elementary school principal, and Resource Specialist Teacher (RST)

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Redwoods Community College District  
YEARS OF SERVICE ON LOCAL BOARD: 9 years  
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Vice-President; Clerk; Audit Committee Chair; Foundation Board; Board Development, Board Policy, and Redistricting Committees.

**STATE ACTIVITIES**

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

California Community College Trustees (CCCT) Board, 2013-2016). Former Association of CA School Administrator (ACSA) President-Elect, Region IV. ACSA Charter President for Humboldt-Del Norte County, Mendocino, and Trinity Counties.

**NATIONAL ACTIVITIES**

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

AACC National Conference, Washington, D.C. (2014); ACCT Leadership Congress, Dallas, TX (2011); ACCT Leadership Congress, San Francisco, CA (2009); NWPC (National Women's Political Caucus), Treasurer (4 yrs).

**CIVIC AND COMMUNITY ACTIVITIES**

[currently:]

Inn At the Opera Owners Association (San Francisco), Board Member  
Friends of the Hoopa Library, Treasurer  
Redwood Coast Chapter of 99s (International Women Pilots), Treasurer

[previously:]

Girl Scouts of Northern California (GSNC) Board Member & 2nd Vice President.  
Humboldt Arts Council (HAC) Board Member  
North Coast Dance (NCD) Board Member & President  
KEET-TV (PBS) Chanel 13 Board Member  
Humboldt County Airport Advisory Committee member & 2nd Vice President  
Humboldt County Commission on the Status of Women member

**OTHER**

Paul Harris Fellow (Rotary Club of Eureka), 2012

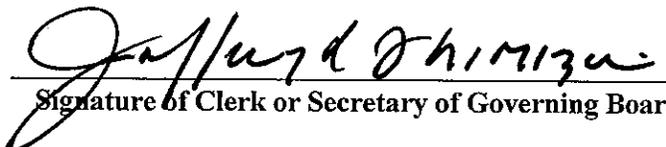
# CCCT BOARD NOMINATION FORM 2016

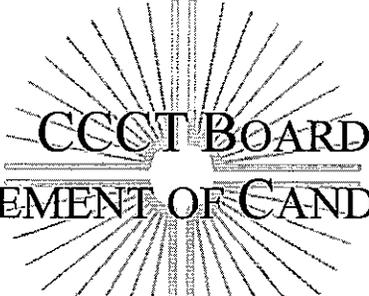
Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the \_\_\_\_\_ Santa Monica \_\_\_\_\_ Community  
 College District nominates \_\_\_\_\_ Louise Jaffe \_\_\_\_\_ to be a  
 candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Santa Monica \_\_\_\_\_ 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Louise Jaffe

DATE: January 12, 2016

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.)**

Advancing access, excellence, affordability and equitable success for students in a fast-changing world is the League's purpose. CCCT must be proactive and collaborative in developing trustee leadership, state policy, and legislation to ensure community colleges are recognized, funded, and effective as Californians' essential path to higher education and skilled jobs.

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.)**

As immediate past Chair of the League and President of CCCT during challenging and exciting times, I have deep knowledge about the League, our colleges, budget and legislative processes, and CCCCCO initiatives. My re-election will help continue the excellent work of CCCT, contributing to stability, continuity, organizational strength, and progress.

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: LOUISE JAFFE	DATE: January 14, 2016
ADDRESS: 1121 GRANT STREET	CITY & ZIP CODE: SANTA MONICA, CA 90405
PHONE: 310-450-2487	EMAIL: JAFFE_LOUISE@SMC.EDU

### EDUCATION

CERTIFICATES/DEGREES: DOCTOR OF EDUCATION

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: SCRIPT SUPERVISOR, TRUSTEE

OTHER: EDUCATION RESEARCHER, WRITER

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: SANTA MONICA COLLEGE

YEARS OF SERVICE ON LOCAL BOARD: 10

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: CHAIR (2016, 2009); VICE-CHAIR (2015, 2008); REPRESENTATIVE TO LA COUNTY SCHOOL TRUSTEES ASSOCIATION (LACSTA) COMMITTEES: SUPERINTENDENT/PRESIDENT CONTRACT & TRANSITION; SUPERINTENDENT'S EVALUATION PROCESS; AUDIT REVIEW; REAL ESTATE; BOARD POLICY; BOARD ENGAGEMENT & COMMUNICATIONS; REVIEW OF APPLICATIONS FOR CITIZEN'S BOND OVERSIGHT COMMITTEE

### STATE ACTIVITIES

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

CCLC Board Chair (2014/15); CCCT President (2014/15); CCCT 1<sup>st</sup> Vice President (2013/14); CCCT 2<sup>nd</sup> Vice President (2012/13); CCCT Board member (2009-present); CCLC League Board member (2012-present); CCLC Legislation Committee (2009); Consultation Council member (2014/15); Common Assessment Initiative (CAI) Steering Committee and Multiple Measures Assessment Project Advisory Board (2014-present); Institutional Effectiveness Partnership Initiative (IEPI) and Indicators Work Group

(2015-present); Research & Planning for California Community Collegess (RP Group) ex-officio board member (2013-present); Co-author and study group member for the League of Women Voters of California (LWVC) Study of Public Higher Education (2015-present); Presented and/or moderated at conferences and meetings across the state for CAI, IEPI, CCLC/CCCT, LWVC Study on Higher Education, and my research on college preparation, articulation, and un-readiness.

### NATIONAL ACTIVITIES

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

Attended ACCT Convention in San Diego (2015) and helped CCCT organize the election of California representatives to ACCT board and committees; Attended ACCT National Legislative Summits in 2009 and 2010.

### CIVIC AND COMMUNITY ACTIVITIES

Santa Monica Lifelong Learning Community Project, Founder  
 Community for Excellent Public Schools, Founding Member and Past Co-Chair  
 Santa Monica Cradle to Career Initiative, Steering Committee  
 Santa Monica Early Education and Child Care Task Force, Steering Committee  
 PTA Council, Liaison to Santa Monica College  
 Will Rogers Elementary School PTA and Santa Monica High School PTSA, Past President  
 Santa Monica Malibu Council of PTAs, Past President  
 Multiple parcel tax and bond exploration and campaign steering committees  
 League of Women Voters of Santa Monica, member and study leader for Study on CA Higher Education  
 Santa Monica College General Advisory Board, President's Circle, and Associates member

### OTHER

My dissertation *Mathematics from High School to Community College: Preparation, Articulation, and College Un-readiness* received Dissertation of Excellence 2013 from the RP Group and Outstanding EdD Dissertation Award 2013 from the UCLA Department of Education;  
 Policy Analysis for California Education (PACE) published my article *Mathematics from High School to Community College: Using Existing Tools to Increase College-Readiness Now* (May 2014);  
 Presented research to the Public Schools Accountability Act (PSAA) Advisory Committee (February 2014);  
 Salzburg Fellow, Salzburg Global Seminar, International Studies Program;  
 Keynote Speaker, Unity Resource Festival;  
 Recipient of five PTA Honorary Service Awards including PTA's highest award, the Golden Oak;  
 Recipient of League of United Latin American Citizens (LULAC) Community Unity Award;  
 Recipient of Certificate of Recognition from then Assembly member Fran Pavley;  
 Writer, monthly Lifelong Learning Community eNewsletter;  
 Writer, monthly guest newspaper columnist for *Santa Monica Observer*.

# CCCT BOARD NOMINATION FORM 2016

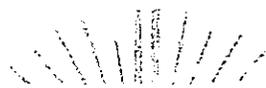
Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

The governing board of the Victor Valley Community  
 College District nominates Dr. Marianne Tortorici to be a  
 candidate for the CCCT Board.

This nominee is a member of the Victor Valley 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 16, 2016**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Dr. Marianne Tortorici

DATE: January 15, 2016

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.)**

Determination of the agency that will accredit community colleges and insure the guidelines includes bachelor degree programs. Investigate the possibility of California providing tuition free community college education. Implement the State Chancellor's Office recommendations regarding CTE programs. Find ways to continue funding Prop 30.

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 served on accrediting visitation teams for both 2 and 4 year colleges have the knowledge to provide guidance in developing/revising a new accrediting agency. I have experience working with businesses and workforce investment boards enabling me to assist in increasing CTE programs.

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

Name: Dr. Marianne Tortorici Date: January 15, 2016

Address: 7919 SVL Box

City: Victorville, CA Zip: 92395

Phone: (619) 890-7763 (760) 245-4271 Ext 2448

(home)

(Work)

Email: marianne.tortorici@vvc.edu

### EDUCATION

Certificates/degrees: Bachelor of Science (Radiologic Technology),

Master of Education (Educational Administration)

Master of Science (Marriage and Family Counseling)

Master of Science (Rehabilitation Counseling)

Doctorate (Educational Administration)

### PROFESSIONAL EXPERIENCE

Present Occupation: Retired Community College Administrator

Other:

Registered Radiologic Technologist, Radiograph

Registered Cardiovascular Technologist

Author of several radiology textbooks, journal articles and laboratory manuals

Professor at University of Nevada, Las Vegas.

### COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Victor Valley Community College District

Years of Service on Local Board: One year

Offices and Committee Memberships Held on Local Board: Clerk

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

Region 5 California Community College Chief Instructional Officers state representative

California Community College Chief Instructional Officers Executive Board

California Community College Chief Instructional Officers, East Central Region 5; Desert Region 9 and San Diego/Imperial Region 10

Association of California Community College Administrators (ACCCA)

Management Development Commission (ACCCA subcommittee)

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

None

---

CIVIC AND COMMUNITY ACTIVITIES

Worked as a Community Monitoring Program volunteer for the U S Department of Energy, Desert Research Institute and Environmental Protection Agency

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 "2016" at the bottom in a similar serif font.

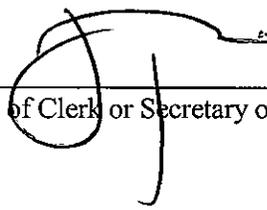
CCCT BOARD  
NOMINATION FORM  
2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

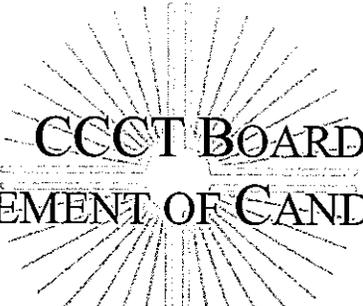
The governing board of the Los Angeles Community College District nominates Andra Hoffman to be a candidate for the CCCT Board.

This nominee is a member of the Los Angeles 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 "A. Hoffman", 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Andra Hoffman

DATE: January 19, 2016

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.)**

With the State's reinvestment in community colleges, the next two years are critical for evaluating the student outcomes and success of SSSP, Student Equity, Bachelor's Degree pilot programs, CTE and workforce programs, and the new model for Adult Education delivery. Implementing California's College Promise is also a hot issue.

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 nearly 20 years of community college experience, and am very familiar with the history of our system, our funding model, as well as the goals of SSSP and Student Equity, ensuring that our students complete their goals. I have also built a strong network of educator-advocates in California.



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

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Andra Hoffman	DATE: December 21, 2015
ADDRESS: 4557 Haskell Avenue #305	CITY & ZIP CODE: Encino, CA 91436
PHONE: 818.726.0859	EMAIL: ahoffman@email.laccd.edu

**EDUCATION**

CERTIFICATES/DEGREES: Bachelor's Degree, Liberal Studies-Antioch University; Master's Degree Public Administration-California State University, Northridge

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Director, Career/Job Placement Center - Glendale Community College; Adjunct Faculty Member, Political Science - Glendale Community College

OTHER: Former Director, Community Outreach, San Fernando Valley Girl Scout Council

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Los Angeles Community College District (LACCD)

YEARS OF SERVICE ON LOCAL BOARD: July 1, 2015

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Chair, Legislative & Public Affairs Committee; Vice Chair, Student Success & Institutional Effectiveness Committee

**STATE ACTIVITIES**

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

Member, Advisory Committee on Legislation, CCLC (4 years); Workshop Presenter numerous times since 1997 with CCLC, Chancellor's Office, FACCC, on topics such as legislative advocacy, leadership, student success, faculty and staff development, and community engagement. Organized a state-wide conference on Teacher Training, recruitment and preparation in 2001.

**NATIONAL ACTIVITIES**

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

LACCD is a lead district in the America's College Promise campaign and is now focused on developing a local promise program as part of the California Promise efforts.

**CIVIC AND COMMUNITY ACTIVITIES**

Past Member of the Board, YWCA, Glendale; Past Member of the Board, American Youth Soccer Organization; Former Director, AmeriCorps - Welfare to Work Program

**OTHER**

Member, California Placement Association  
Member, National Student Employment Association  
Member, CIWEA (California Internship and Work Experience Association)  
Member, National Association of Colleges and Employers  
President, National Women's Political Caucus, San Fernando Valley  
Former Member, School Site Council, Sherman Oaks Elementary School



CCCT BOARD  
NOMINATION FORM  
2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

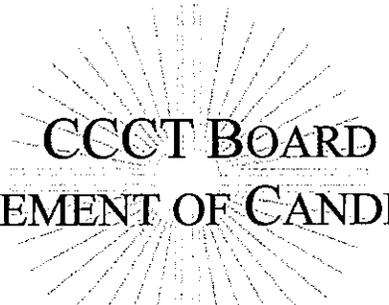
The governing board of the Imperial Community College District nominates Jerry D Hart to be a candidate for the CCCT Board.

This nominee is a member of the Imperial 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  
Victor M. Jaime, Ed.D.  
Board Secretary



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

Must be returned to the League office **postmarked no later than February 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Jerry D Hart

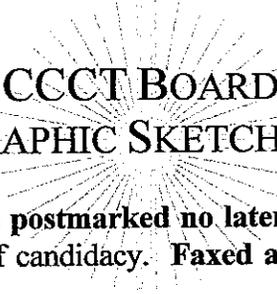
DATE: January 19, 2016

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.)**

Although budgets in California have improved with Proposition 30 its taxes are due to sunset in a short time. With the costs of retirement benefits going up and costs associated with new mandates, financial stability is our first responsibility. Work with the Chancellor and Board of Governors to resolve accreditation issues.

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.)**

Budget stabilization requires an effort by all constituencies to make changes to address student needs to quality education. I would work with CCLC, Chancellor, BOG, Department of Education and all labor groups to come to agreement on an equitable plan to fund colleges and insure quality programs to all students.



## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

NAME: Jerry D Hart	DATE: January 19, 2016
ADDRESS: 108 West 2nd Street	CITY & ZIP CODE: Imperial 92251
PHONE: (760) 355-1192	EMAIL: jerry.hart@imperial.edu

### EDUCATION

<b>EDUCATION</b>
CERTIFICATES/DEGREES: Ed Spc, M. A., B.A., A.A., CA Teaching and Administration Certificates

### PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: 14 years of teaching at the K-12, 17 years of administration at K-12 level
OTHER: Served on CCCT Board and was one of the first graduated from the Effective Trustees Program.

### COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Imperial Community College District
YEARS OF SERVICE ON LOCAL BOARD: 8
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board Chair 3 years, SDICCA rep 8 years, Foundation rep 8 years, Chair SDICCA Board Alliance 2 years

### STATE ACTIVITIES

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

CCCT Board, SDICCA Board Alliance 8 years Chair 2 years, Workshop Presenter CCLC on Improving Financial Stability in 2014
---

### NATIONAL ACTIVITIES

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

Along with SDICCA and the CCCT encouraged California Community Colleges to become an active participants in ACCT. Attended ACCT Congress and helped in getting California Trustees elected to
---

the ACCT Board and elected Committees.

### **CIVIC AND COMMUNITY ACTIVITIES**

IVC Foundation Board, CALCCT Member, Chair SDICCA Board Alliance, IVTA Member, Pride of Imperial Booster, Imperial JR and High School Wrestling Booster, Volunteer for the Red Cross, CPR and First Aid Trainer, Calipatria Lions Club, Little League Coach, CSBA Member and ACSA Member.

### **OTHER**

Since being elected I have worked diligently to find answers to the critical issues facing colleges today. I have looked at the issues of partnerships in meeting our funding needs, looked at local parcel taxes as a temporary fix for meeting local needs, and lobbied for expanding CAL Grants and expanding access to these funds to community college students since I represent one of the poorest and most unemployed counties in California.



CCCT BOARD  
NOMINATION FORM  
2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

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

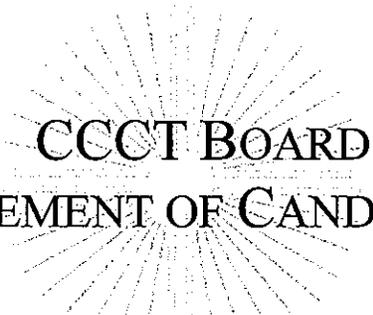
The governing board of the Peralta Community College District nominates Cy Gulassa to be a candidate for the CCCT Board.

This nominee is a member of the Peralta 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 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Cy Gulassa

DATE: February 4, 2016

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 CCCT/League must continue to be a strong voice for CCs and advocate vigorously for the resources needed to assure student access, equity and success; the creation of a new accreditation process, and the implementation of goals like College Promise and the Strong Workforce initiative, among others.

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.)**

As a leader in CC politics, a seasoned elected trustee with 30 years of teaching in California Community colleges, I feel I know the issues, players and processes that ensure trustees a powerful roll in CC decision making, especially regarding support for effective programs and overall student success.



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

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nominating form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

**PERSONAL**

NAME: Cy Gulassa	DATE: February 4, 2016
ADDRESS: 6145 Harwood Ave	CITY & ZIP CODE: Oakland, 94618
PHONE: 510 551 8359	EMAIL: cy@gulassa.com

**EDUCATION**

CERTIFICATES/DEGREES: MA English, UC Berkeley; BA English, St. Joseph's College (IN)

**PROFESSIONAL EXPERIENCE**

PRESENT OCCUPATION: Peralta CC Trustee; As consultant for the Collegiate Brain Trust, worked as governance and policy specialist for various California and US CCs.

OTHER: 30 years experience as CC instructor and statewide faculty leader.

**COMMUNITY COLLEGE ACTIVITIES**

COLLEGE DISTRICT WHERE BOARD MEMBER: Peralta CCD, Oakland, CA

YEARS OF SERVICE ON LOCAL BOARD: Commencing 12th year

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President; Vice President, Chair of Policy Review Committee; Chair Chancellor Search Committee; member Audit & Finance, Standards, Technology committies; Board member Peralta Foundation.

**STATE ACTIVITIES**

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

CCCT Board; President (2 years) and board member (15 years) of Faculty Association of California Community Colleges; President (2 years) and Board member (7 years) of California Community College Independents; President of Bay Faculty Association (four years); Member of panel to review the Master Plan for Higher Ed; Chair of the State Task Force (AB1725) on reform of CC personnel issues; Member of Chancellor's Committee on Study Abroad; Member of the Chancellor's Consultation Committee (3 years); Member California Community College Coalition (2 years); Accreditation Team Member to 4

colleges; Published over 100 articles on CC issues; Speaker and presenter on personnel and governance reforms at numerous workshops sponsored by the Chancellor, League, State Academic Senate, FACCC, and individual CC districts.

#### **NATIONAL ACTIVITIES**

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

ACCT, AACC conferences; meetings with officials of DOE, DOJ, DOL, NSF, Veterans Affairs, & various consulates on matters pertaining to the Peralta Colleges.

#### **CIVIC AND COMMUNITY ACTIVITIES**

Member, Rockridge (Oakland) Community Planning Council (8 years); Chief Editor, Rockridge News (10 years); participant in various community projects and activities.

#### **OTHER**

Faculty Member of the Year, FACCC, 1995  
Letter of Commendation, President Clinton, 1995  
Honored by Senate and Assembly Resolutions

# CCCT BOARD NOMINATION FORM 2016

Must be returned to the League office postmarked no later than February 16, 2016, along with the statement of candidacy and biographic sketch form. Faxed and/or electronically mailed 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 Antelope Valley Community  
College District nominates Barbara Gaines to be a  
candidate for the CCCT Board.

This nominee is a member of the Antelope Valley 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  
Ed Knudson, Superintendent/President

# CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 16, 2016 along with the nomination form and biographic sketch form. Faxed and/or electronically mailed material will not be accepted.

CANDIDATE'S NAME: Barbara Gaines DATE: February 16, 2016

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.)

What do you see as the major issues...  
The major issues I see that should be considered by CCCT over the next two years center on a budget that provides funding for expansion of CTE programs and expands in the area of financial aid and governance, emphasizing access and equity for all community college 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.)

What do you feel you can contribute...  
I have experience in the accreditation process having served on the committee for Antelope Valley Community College. My goal, as a board member and educator, is to ensure that all students are the main focus and that equity and access to classes are the guiding principles that drive our board.

## CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

Name: Barbara Gaines Date: February 16, 2016  
 Address: 4340 W. Avenue M-12  
 City: Quartz Hill Zip: 93536  
 Phone: 661-943-3401 661-789-6751  
(home) (office)  
 E-Mail: begaines@outlook.com / begaines@palmdalesd.org / bgaines2@avc.edu

### EDUCATION

Certificates/Degrees: Masters Degree in Curriculum & Instruction  
Tier II Administrative Credential

### PROFESSIONAL EXPERIENCE

Present Occupation: Director of Curriculum & Instruction-Intermediate - Palmdale School District  
 Other: Principal - PSD - 8.5 years  
Adjunct Instructor - Concordia University - Masters in C & I & Masters in Leadership

### COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Antelope Valley  
 Years of Service on Local Board: 2 years  
 Offices and Committee Memberships Held on Local Board: Currently serving as Clerk  
3rd Vice President - Antelope Valley School Board Association  
Director - LACSTA - LA County Schools Trustee Association

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**

**Past Director of Charters - ACSA - Region XV**

---

**Past President, Antelope Valley - ACSA Charter**

---

**Past Director - Palmdale Kiwanis West**

---

---

---

---

---

**OTHER**

---

---

---

---

---

---

---



## CCCT BOARD NOMINATION FORM 2016

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the statement of candidacy and biographic sketch form. **Faxed and/or electronically mailed 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 Lassen Community  
 College District nominates Shaun Giese to be a  
 candidate for the CCCT Board.

This nominee is a member of the Lassen 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**  
 Marlon R. Hall, Ed.D, Secretary

## CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 16, 2016** along with the nomination form and biographic sketch form. **Faxed and/or electronically mailed material will not be accepted.**

CANDIDATE'S NAME: Shaun Giese

DATE: 1/25/16

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 major issues and activities that should be considered by the CCCT and the League in the next two years are as follows:

- \* Changing of the 50% rule
- \* Accreditation
- \* Costs of CTE courses compared to academic courses
- \* The funding and sustainability of the rural, remote community colleges.

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 an eagerness to engage in discussions with a solution oriented outcome. Complaining about issues rarely gets them solved. Asking a lot of questions and gathering data is vital to being a member of a board. My strengths lend toward these types of actions.

# CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 16, 2016**, along with the nomination form and statement of candidacy. **Faxed and/or electronically mailed material will not be accepted.**

### PERSONAL

Name: Shaun Giese Date: 1/25/2016  
Address: P.O. Box 654  
City: Herlong CA Zip: 96113  
Phone: (530) 386-3891 (home) (office)  
E-Mail: rocky\_shaun@hotmail.com

### EDUCATION

Certificates/Degrees: B.S. Religion from Liberty University

### PROFESSIONAL EXPERIENCE

Present Occupation: Facility Manager at K-8 School District

Other: \_\_\_\_\_

### COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Lassen Community College District

Years of Service on Local Board: 2

Offices and Committee Memberships Held on Local Board: Policy Committee and Budget Committee

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**

Vice Chair of Honey Lake Valley Resource Conservation District \_\_\_\_\_

---

---

---

---

---

---

---

**OTHER**

---

---

---

---

---

---

---

**BOARD REPORT NO. 16-3-100B**

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

**ACCEPTANCE OF 2015-16 MID-YEAR BUDGET REPORT AND APPROVAL  
OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS FOR THE PERIOD  
ENDING DECEMBER 31, 2015**

The purpose of the Mid-Year Budget Report is to provide information about the District's financial condition as of December 31, 2015. Reports routinely received separately by the Board, including the quarterly report of Auxiliary Operations (Associated Students, Bookstore, Cafeteria, San Mateo Athletic Club), the quarterly District Financial Summary (CCFS-311Q Report and District Cash Flow Summary), and the semi-annual requests to approve adjustments to the budget as required by Title 5, are included in this comprehensive report.

The document consists of narrative materials outlining the fiscal activities of the District during the first half of 2015-16, as well as 2016-17 State budget projections and preliminary District budget planning. Also included are year-to-date budget tables for each of the District's funds and locations and supplemental information relating to the budget.

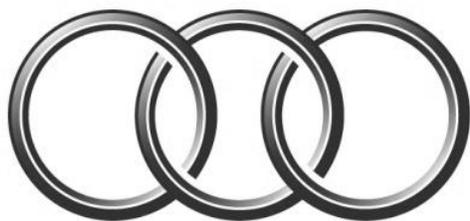
**RECOMMENDATION**

It is recommended that the Board approve budgetary transfers and income adjustments for the period ending December 31, 2015, as outlined in the attached report on pages 6-7.

# San Mateo County Community College District



## 2015-2016 Mid-Year Budget Report



**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

**2015-16**  
***Mid-Year Budget  
Report***

**Board of Trustees**

Dave Mandelkern, *President*  
Thomas Mohr, *Vice-President-Clerk*  
Maurice Goodman  
Richard Holober  
Karen Schwarz  
Rupinder Bajwa, *Student Trustee, 2015-16*

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

Acknowledgements:

*Photographs that appear in this book have been contributed by the District and College staff including the San Mateo Athletic Club staff, Auxiliaries' staff, College websites and the internet.*

## San Mateo County Community College District 2015-16 Mid-Year Budget Report

### Contents

2015-16 Mid-Year Budget Summary .....	1
State News .....	1
Community and District Status .....	2
SMCCCD Enrollment .....	3
SMCCCD Budget Planning .....	4
2015-16 Mid-Year Budget Status .....	5
Revenues .....	5
Expenditures .....	5
Transfer of Funds .....	5
Other Funds .....	7
Self-Insurance Fund .....	7
Debt Service Fund .....	7
Restricted General Fund .....	8
Capital Projects Fund .....	8
Enterprise/Auxiliary Fund (Bookstores, Cafeterias, SMAC, CCCE) .....	13
Child Development Fund .....	18
Trust Fund (Financial Aid) .....	18
Retirement Reserve Fund .....	19
Associated Students .....	19
<b>Budget Tables</b> .....	<b>21</b>
SMCCCD Funds Chart .....	23
2015-16 Adoption Budget .....	24
2015-16 Second Quarter Actuals .....	26
<b>Unrestricted General Fund (Fund 1)</b> .....	<b>29</b>
Cañada College .....	30
College of San Mateo .....	31
Skyline College .....	32
District Office .....	33
Central Services .....	34
Total District .....	35
Proposition 30 (EPA) .....	36
<b>Internal Services Fund (Fund 2)</b> .....	<b>41</b>
Self-Insurance Fund .....	42
<b>Debt Service Fund (Fund 25)</b> .....	<b>43</b>
Debt Service Fund .....	44
<b>Restricted General Fund (Fund 3)</b> .....	<b>45</b>
Mid-Year Budget Augmentations – Specially Funded Programs .....	46
Cañada College .....	47
College of San Mateo .....	48
Skyline College .....	49
District Office .....	50
Total District .....	51

<b>Capital Projects Fund (Fund 4)</b> .....	53
2015-16 Capital Projects Financial Summary .....	54
Cañada College .....	56
College of San Mateo.....	57
Skyline College.....	58
Districtwide.....	59
Total District.....	60
<b>Enterprise – Auxiliary Services (Fund 5)</b> .....	61
Bookstore Fund.....	62
Cafeteria Fund.....	63
San Mateo Athletic Club (SMAC).....	64
Community, Continuing and Corporate Education (CCCE).....	65
<b>Special Revenue Funds (Fund 6)</b> .....	67
College of San Mateo.....	68
Skyline College.....	69
Total District.....	70
<b>Expendable Trust Fund (Fund 7)</b> .....	71
Cañada College .....	72
College of San Mateo.....	73
Skyline College.....	74
Total District.....	75
<b>Retirement Reserve Fund (Fund 8)</b> .....	77
Reserve Fund for Post-Retirement Benefits.....	78
<b>Supplemental Information</b> .....	79
FTES Analysis .....	80
2015-16 Integrated Budget Planning Calendar .....	82
Second Quarter CCFS-311Q Report (12/31/15).....	86
District Cash Flow Summary for Quarter Ending 12/31/15 .....	89
Associated Students of Cañada College Summary of Programs & Activities.....	90
Associated Students of College of San Mateo Summary of Programs & Activities .....	91
Associated Students of Skyline College Summary of Programs & Activities.....	93
Expenditure Comparison of Academic Salaries .....	96
Expenditure Comparison by Major Budget Activity .....	98
Expenditure Comparison by Major Account Code.....	100

## 2015-16 Mid-Year Budget Summary

This Mid-Year report provides information about the status of the District's Unrestricted General Fund, as well as summary information about other District funds. It also provides an overview of the Governor's January budget proposal for fiscal year 2016-17.

Since attaining community supported status in fiscal year 2011-12, much of the State budget news as it applies to community colleges does not apply to the San Mateo County Community College District.

### State News

Governor Jerry Brown delivered his 2016-17 budget proposal on January 7 and he described it as "being in good shape." General fund revenues and transfers total \$120.6 billion with expenditures of \$122.6 billion. During his presentation, he highlighted other areas of the State budget which could indicate that education is stabilizing. Overall, the budget provides both ongoing and one-time funding for K-12 and community colleges making the current focus toward education policy and student outcomes rather than financial recovery.<sup>1</sup>

Governor Brown pointed out that education funding has grown by 51% over the past few years. In 2015-16, increases to education funding have come from property taxes and not the State General Fund and this trend is expected to continue in 2016-17. The Governor made no proposal to change current fee levels in higher education which remain at \$46 per unit for community colleges.

In his message to community colleges, State Chancellor Brice Harris stated that the initial budget shows the Governor's continued commitment to public education. Throughout California, overall reaction to the proposed budget has been positive.

**The following are highlights for California Community Colleges (CCCs)** as summarized by State Vice Chancellor Dan Troy and the impact to SMCCCD as a community supported District.

- \$114.7 million for increased access which is an increase of 2%. **No impact on SMCCCD.**
- \$200 million to improve and expand workforce consistent with the recommendations by the Task Force on Workforce, Job Creation and Strong Economy. **Grant funds but unsure of impact on SMCCCD.**
- \$48 million for CTE Pathways (SB1070). **Grant funds but unsure of impact on SMCCCD.**
- \$30 million increase to the existing Basic Skills categorical to incentivize and support colleges that successfully implement research-based practices that transition students from basic skills to college-level programs. **Grant funds but unsure of impact on SMCCCD.**
- \$289 million provided for Maintenance and Instructional Equipment where districts will have the flexibility to distribute funds among maintenance, instructional equipment, and drought response activities. **Approximately \$4 million to SMCCCD.**
- \$25 million in innovation awards related to innovative practices in community colleges. **Not clear yet on impact to SMCCCD.**
- \$39 million in Cal Grant for full time student success grant which provides supplemental financial assistance to Cal Grant B recipients taking 12 units or more. **Should assist our students at SMCCCD.**
- \$45 million for Proposition 39 to support energy efficient projects and workforce development. **Should receive around \$500 million.**

The Chancellor's Office has been cautioning districts of the following in the coming years:

- Increases to STRS and PERS employer rates in the next few years, adding that districts will face substantial challenges in funding the rates.

<sup>1</sup> The Annual Workshop on the Governor's Proposed Budget workbook article by School Services of California, page 1.

- Phasing out of Proposition 30, reminding districts that the sales tax portion expires on December 30, 2016 and the income tax portion will end on December 31, 2018. Note that SMCCCD will continue to receive \$100 per FTES through 2018.

Districts have been warned about the rapid growth of retirement obligations based on recent pension reforms and legislation. The State Chancellor's Office has consistently advised on prudent budget planning to meet these future retirement obligations in anticipation of the next economic crisis.

The following chart references future employer rates as provided by School Services of California. The projected PERS rates for 2017-18 through 2019-20 are best estimates at this writing.

Factor	2015-16	2016-17	2017-18	2018-19	2019-20
CalPERS Employer Rate	11.847%	13.05%	16.60%	18.20%	19.90%
CalSTRS Employer Rate	10.73%	12.58%	14.43%	16.28%	18.13%

According to the Legislative Analyst Office's (LAO) analysis of the 2016-17 budget, the State's economic outlook looks positive and assumes that moderate economic growth continues through 2019-20. Under the current conditions, without new commitments by the Legislature, the LAO estimates a sizable reserve of \$11.5 billion at the end of 2016-17, with revenues to exceed expenditures, that leaves the State in a favorable fiscal situation. The LAO report concludes that based on its assumptions, the State is well prepared for the upcoming economic downturn.

The Employment Development Department (EDD) reports that California's unemployment rate is down to 5.7% as of December 2015.<sup>2</sup>

Currently, the State economy is highly reliant on the Bay Area economy. This includes the areas of San Francisco, Oakland, and San Jose metropolitan regions where the unemployment rates are below the State average as job growth has been increasing in the last year. The rising housing sector (rents and home prices) has dramatically contributed to the robust growth in State and local revenues, specifically property taxes. The LAO report notes that there was a 6% increase in assessed value in fiscal years 2014-15 and 2015-16 compared to the average annual rate of less than ½ percent in the last five years. 2016-17 is projected to have more than 6% growth.<sup>3</sup>

## Community and District Status

The District continues to be community supported, receiving no State apportionment as it is mainly funded by property taxes and student fees.

The stellar economic performance in San Mateo County indicates another favorable year for the District. According to a report from the County of San Mateo Controller, approximately \$1.8 billion will be collected from the 1% general tax countywide in fiscal year 2015-16. This increase is primarily due to a strong real estate market, ownership changes and new construction.<sup>4</sup>

Additionally, the District receives State funding from Proposition 30, the Educational Protection Account (EPA), which is a temporary source of funding from sales and income taxes passed by voters in 2012, as well as for categorical programs and federal financial aid for students.

The District maintains a healthy fiscal condition that is stable and secure, guided by direction from the Board of Trustees, strong leadership by Chancellor Galatolo, and solid fiscal stewardship from District and College staff. It is critical that the District maintain stable funding in order to continue its mission to serve and support the local community and its students.

<sup>2</sup> [http://www.edd.ca.gov/EDD\\_News.htm](http://www.edd.ca.gov/EDD_News.htm)

<sup>3</sup> <http://www.lao.ca.gov/Publications/Report/3305>

<sup>4</sup> County of San Mateo Controller's Office Property Tax Highlights, Controller's message, page 2.

## District Enrollment

Following is enrollment data provided by the Office of the Vice Chancellor of Educational Services and Planning for Spring 2016. The numbers detailing headcount and enrollment are useful but should not be used to project funding as current funding is primarily based on property taxes. The headcount data reflects the total number of students in attendance regardless of units taken. Course enrollments are the total number of enrollments in each class.

While the majority of the District's unrestricted general fund revenue is not driven by changes in full time equivalent students (FTES), the drop in FTES does have an impact on many of our restricted programs that are fully or partially funded based on FTES.

### End of First Day of Classes

Overview	Cañada		CSM		Skyline		SMCCCD	
	Count	Change	Count	Change	Count	Change	Count	Change
Course Enrollments	14,283	-0.52%	22,133	-0.66%	22,721	-5.02%	59,137	-2.35%
College Headcounts	6,520	-0.53%	8,935	-0.07%	9,312	-3.22%	24,767	1.40%
FTES*	1,729	1.68%	2,986	-0.10%	3,004	-5.39%	7,720	-1.85%
Load**	464	1.27%	485	-1.39%	504	-0.82%	487	-0.65%
Sub-Populations	Count	Change	Count	Change	Count	Change	Count	Change
First-Time	149	-13.37%	287	7.09%	199	13.07%	635	3.08%
First-Time Transfer	330	2.48%	493	-10.04%	430	-8.70%	1,253	-6.56%
Returning	305	-8.13%	400	-9.91%	456	-12.31%	1,161	-10.42%
Returning Transfer	322	-6.40%	445	3.01%	434	9.39%	1,201	-4.30%
Concurrent K-12	281	-27.58%	355	32.96%	292	-9.60%	928	-5.11%
Continuing	5,133	2.72%	6,955	-0.39%	7,501	-1.99%	19,589	-0.22%
Internet Enrollments	2,454	7.58%	3,257	4.83%	3,885	2.97%	9,596	4.75%

Source: Argos Enrollment Statistic Reports

For this report, Course Enrollments, FTES, and Load are based on DESR-history files. Select 201603 Census Day and then select either Census Enrollment or FTES & WSCH or Section & Load.

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

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

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

\*\*\*WSCH: Weekly Student Contact Hours

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

**SMCCCD 2015-16 and 2016-17 Budget Planning**

The Board of Trustees approved the 2016-17 Budget and Planning Calendar in January 2016 (see Pages 82-85). The District Committee on Budget and Finance reviews preliminary income assumptions and expenditure plans for 2016-17. The current model was implemented in the current year to mainly address the District’s community supported status. It reflects District priorities which rely less on enrollment for funding but rather recognizes the need to focus on community needs. Since becoming community-supported, the District undertook an extensive review of its resource allocation model. As in the past, the District Committee on Budget and Finance will review and potentially revise the allocation model annually or as needed.

**Cash Flow and Tax Revenue Anticipation Notes (TRANS)**

The District receives property taxes which are distributed by the County in December and April. Short-term borrowing through Tax Revenue Anticipation Notes (TRANS) helps cash flow during months without cash inflows. In prior years, the District has issued up to \$30 million in TRANS to cover the District’s needs.

**Increased Costs**

Like many other districts up and down the State, SMCCCD prepares for increases in health costs as medical costs increase each January. Annual movements on the salary schedule for all employees generally add a 1% cost to the budget. Increased expenditures for employee benefits will be included in the 2016-17 expenditure plans as budget planning begins.

The average percentage increase to medical premiums effective January 1, 2016 is 10.7%. A new plan choice, Health Net, was added. For the last three years, there have been no changes to Delta Dental or VSP (vision care) which remain at the same level. Agreement was reached on employee medical caps with bargaining units in the fall. As contracts are expiring for all bargaining units in June 2016, discussions will commence for the new contract period this spring.

According to the School Services of California Dartboard, the Public Employees Retirement System (PERS) employer contribution rate for 2016-17 is projected to be 13.05 % (up from 11.847%). The PERS Board will adopt an official rate at their Board meeting in May. The employer PERS rate is projected to increase to 19.90% in 2019-20.

Due to the forecasted State Teachers Retirement System (STRS) unfunded liability, the State Legislature has taken action and Governor Brown signed AB1469 that would increase STRS rates, gradually phased in for the next few years. The employer rate for the STRS’ Defined Benefit rate will increase from 10.73% to 12.58% in 2015-16 and is expected to double and reach 18.13% by 2019-20.

Utility and property insurance costs are also projected to increase.

<b>District Committee on Budget and Finance members for 2015-16:</b>	
Kathy Blackwood	District Executive Vice Chancellor
Eloisa Briones	Skyline Budget Office
Raymond Chow	District Chief Financial Officer
Mary Concha Thia	Cañada Budget Office
Doug Hirzel	Cañada Academic Senate
Judy Hutchinson	Skyline Budget Office
Barbara Lamson	Skyline Classified
Steven Lehigh	CSM AFT
Vincent Li	CSM Academic Senate
Michele Marquez	Cañada Budget Office
Vickie Nunes	Cañada Classified
Ludmila Prisecar	CSM Budget Office
Jan Roecks	CSM Budget Office
Linda Whitten	Skyline Academic Senate
Student representatives from each College	

## 2015-16 Mid-Year Budget Status

### Revenues

The District's revenue received to date is \$88,416,432 or 56.39% of the total revenue budget. Non-resident tuition fees far exceed the projected budget and more than half of property taxes, EPA, interest income and miscellaneous income have been posted at mid-year.

<b>Unrestricted General Fund Revenue</b>	<b>2015-16 Budget</b>	<b>12/31/2015 Actuals</b>	<b>% of Total Budget</b>
PropTaxes and RDA	\$131,683,289	\$74,548,101	56.61%
Proposition 30 (EPA)	1,816,206	982,460	54.09%
Lottery	2,400,000	736,263	30.68%
State PT Faculty Compensation	608,898	193,378	31.76%
Apprenticeship	273,000	141,960	52.00%
Non Resident Tuition	5,297,677	5,523,195	104.26%
Interest Income	1,100,000	718,525	65.32%
Miscellaneous	13,624,352	5,572,552	40.90%
<b>Total Projected Revenue</b>	<b>\$156,803,422</b>	<b>\$88,416,432</b>	<b>56.39%</b>

### Expenditures

The District's expenditures to date are \$71,516,469 or 43.97% of the total expenditure budget.

<b>Unrestricted General Fund Expenses</b>	<b>2015-16 Budget</b>	<b>12/31/2015 Actuals</b>	<b>% of Total Budget</b>
Cañada College	\$22,168,175	\$11,399,088	51.42%
College of San Mateo	35,901,765	18,805,046	52.38%
Skyline College	38,513,561	18,748,038	48.68%
District Office/Facilities	24,669,598	11,665,656	47.29%
Central Services	41,383,472	10,898,641	26.34%
<b>Total Expense Budget</b>	<b>\$162,636,571</b>	<b>\$71,516,469</b>	<b>43.97%</b>

The financial tables in this report include actual expenditures for each fund and location as of December 31, 2015. Note that, in addition to Districtwide expenditures, Central Services also serves as a holding account for some allocations to be transferred to the sites at the end of the fiscal year. Additionally, the District has a 9% contingency reserve of more than \$14 million which is reflected in the fund balance.

### **Transfer of Funds**

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

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

**General Fund (Unrestricted) – Fund 1**

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

1000	Academic Salaries	\$(2,498,150)
2000	Classified Salaries	(885,520)
3000	Employee Benefits	(32,480)
4000	Supplies and Materials	1,890,659
5000	Operating Expenses	(194,444)
6000	Capital Outlay	376,424
7000	Other Outgo	<u>1,462,544</u>
Total		\$119,033

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

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

8800	Local Revenues	\$ 115,524
8900	Other Sources	<u>3,509</u>
Total		\$119,033

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

**General Fund (Restricted) – Fund 3**

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

1000	Academic Salaries	\$ 34,105
2000	Classified Salaries	571,229
3000	Employee Benefits	135,764
4000	Supplies and Materials	(211,873)
5000	Operating Expenses	(1,203,052)
6000	Capital Outlay	118,469
7000	Other Outgo	<u>(279,074)</u>
Total		\$741,794

Decreases in the Restricted General Fund budget occurred as a result of transferring international student health insurance to the Unrestricted General Fund and reducing the State allocation for the Student Equity program to the actual fund allocation. This decrease was offset by new external programs that includes federal revenue for the Math Science Engineering Improvement program (MSEIP) at Cañada College. A list of new grants and augmentations to specially funded programs in the Restricted General Fund is located on Page 46.

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

8100	Federal Revenues	\$ 291,348
8600	State Revenues	(461,663)
8800	Local Revenues	600,639
8900	Other Sources	<u>29,160</u>
Total		\$741,794

**Capital Outlay Projects Fund – Fund 4**

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

2000	Classified Salaries	\$ 487,033
3000	Employee Benefits	117,710
4000	Supplies and Materials	1,349,464
5000	Operating Expenses	2,080,082
6000	Capital Outlay	<u>(190,464)</u>
Total		\$3,843,825

Changes in the expenditure budget relate to the redefinition of various projects and realignment within account classifications.

**Capital Outlay Projects Fund – Fund 4**

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

8600	State Revenues	\$2,843,825
8900	Other Sources	<u>1,000,000</u>
Total		\$3,843,825

Revenue increased as a result of the State allocation for scheduled maintenance and repair as well as transfers from the sites for one-time fund reserves.

**Child Development Fund – Fund 6**

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

4000	Supplies and Materials	\$ (295)
5000	Operating Expenses	<u>295</u>
Total		-0-

Changes in expenditure budgets are a result of realignment in supplies to operating expenses.

**Trust Fund (Student Aid) – Fund 7**

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

7500	Scholarships	\$121,149
7600	Payments to Students	<u>41,760</u>
Total		\$162,909

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

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

8900	Other Sources	<u>162,909</u>
Total		\$162,909

**OTHER FUNDS**

**Self Insurance Fund (Fund 2)**

The Self Insurance Fund (Page 42) provides for the payment of claims, deductible amounts, administrative costs and related services; purchase of excess insurance; and other purposes as defined by the Education Code. Mid-year expenditures of \$690,700 include salary costs and insurance premiums. Transfers into the fund are from Workers' Compensation benefits.

**Debt Service Fund (Fund 25)**

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

### Restricted General Fund (Fund 3)

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

#### Health Services Fund

Mid-year Health Services fee revenue decreased from \$1,417,339 in 2014-15 to \$865,614 in 2015-16. The significant \$551,725 decrease can be attributed to the transfer of medical insurance purchased by international students to the unrestricted general fund. For residents, there has been no increase to the current health fee of \$19 per semester and \$16 for summer school since Fall 2012.

#### Parking Fund

Mid-year parking fee revenue decreased from \$1,154,647 in 2014-15 to \$1,081,870 in 2015-16. This could primarily be due to enrollment decline at all three Colleges.



There have been no recent changes to parking fees. The parking fee for a full semester remains at \$50 which is the maximum amount permitted by the Education Code. The summer session parking fee is \$25. The two-term Fall/Spring semester parking permit remains at \$90. One-day permits remain at \$2 per day. In accordance with State law, students eligible for a Board of Governor's Grant that waive their enrollment fees pay \$30 per semester for a parking permit.

### Capital Projects Fund (Fund 4)

The Capital Projects Fund is a restricted fund and reflects estimated year-end data and funding carryover for projects approved but not completed in prior years. A project list can be found on Pages 54-55. Project expenditures as of December 31 were \$8,290,375.

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



### Capital Improvement Program

The District is nearing completion of the second phase of the Capital Improvement Program (CIP2) with only a handful of projects remaining. To date, Measure A bond funds have generated an interest of \$33.3 million, which increased the Measure A budget from \$468 million to \$501.3 million. As of December 31, 2015, the District has expended \$489,827,580 and committed \$5,306,656 of Measure A funds – 98% of the total authorization.

Continual revision and update to the master schedule and the master budget of the Capital Improvement Program match the funding and programming requirements. However, the District continues to experience a decline in State Capital Outlay funds for projects on all three campuses due to the absence of any State educational facilities bond since 2006.

The successful passage of Measure H in November 2014 by the voters of San Mateo County is allowing the District to complete the modernization, construction and reconstruction projects as envisioned in the 2015 Facilities Master Plan Amendment that was approved by the Board in January 2015.

The District has made significant progress in developing procedures and documents to support implementation of the majority of the first wave of projects using the Lease Lease-Back Delivery method as approved by the Board of Trustees in March 2015. In June 2015, a Court of Appeal of the State of California, Fifth Appellate District, published an opinion supporting a challenge of this delivery method. Upon advice of counsel, staff commenced exploration of alternative delivery methods unclouded by judicial challenge. After extensive research, Design Build has been identified as the most optimal delivery method to achieve the goals of the projects and generate success in a highly competitive market. However, the delay caused by legal challenges and subsequent due diligence in researching alternative delivery methods caused approximately 10 months' delay to the program. Staff is working diligently to get the first wave projects to market, and construction on some of the projects should begin in early 2017. As of December 31, 2015, the District has expended \$2,950,692 and committed \$1,433,302 of Measure H funds representing 2% of the total authorization.

Compilations of site-specific activities which have recently been completed or are currently in design, pre-construction, or construction are listed below. Construction dates listed reflect currently planned schedules as of early February 2016, but are subject to change.



**Completed Projects** – The following projects were completed during the first half of the fiscal year:

- Tennis Court Office Conversion and new storage shed installation
- Space Needs Analysis (Phase I)
- Remodel to accommodate additional staff in the International Studies Office
- Seismic retrofit for gas lines to Faculty Housing Facility

**Active Construction Projects** – The following projects are under construction:

- Parking Lot and Roadway Light Upgrade, Phase 2 (LED)
  - Anticipated Completion date: Spring 2016
- New Team House
  - Anticipated Completion date: Summer 2016

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

- Building 1N Kinesiology and Wellness Center
- Building 23N Math/Science/Technology
- Campuswide ADA Mitigation
- Swing Space Planning for Construction

**Future State Capital Outlay Funded Projects** – The State has informed the District that the following project is approved for future State Capital Outlay funding contingent on the passing of a future educational facilities bond and subsequent confirmation of project priorities by the California Community College Chancellor's Office (CCCCO):

- Building 13 Multiple Program Instructional Center (FPP)
- Building 3 Performing Arts Center Technology and Environmental Modernization (IPP)

## College of San Mateo

**Completed Projects** – The following projects were completed during the second half of the fiscal year:

- North Gateway Project, Phase 2: Demolition of Buildings 21-29, Landscape and Hardscape
- Building 1, 14, 16 Roofing and Colonnades Waterproofing Replacement
- New Star Projector installed in the Planetarium and upgrades to the video projection
- Softball Field Netting, Exterior Signage and Paint Upgrades
- Olympian/Beethoven 2 – relocation of Visitor and Patron Parking
- Pavement marking for Athletic Training and Rehabilitation
- Seismic retrofit for gas lines to Faculty and Staff Housing Facility

**Active Construction Projects** – The following projects are under construction:

- Parking Lot and Street Light Upgrade, Phase 2 (LED)
  - Anticipated Completion date: Spring 2016
- Softball Turf Replacement
  - Anticipated Completion date: Summer 2016

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

- Building 6 Aquatics Center Pool System Upgrade

- Parking Lot 5 Improvements
- Building 36 Chemistry Ventilation Upgrades
- Solar and Energy Storage
- Building 17 Student Life and Learning Communities Renovation
- Building 3 Humanities and Arts Renovation

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

- Building 9 Library Modernization (FPP)



**Completed Projects** – The following projects were completed during the second half of the fiscal year:

- Building 14 Roof Replacement
- Learning Commons, Phase 1 – Creation of new rooms for the Supplemental Instruction Program and New Ergonomic workstations for the Library staff

**Active Construction Projects** – The following projects are under construction:

- Learning Commons, Phase 2 – Creation of a new Technology-Enhanced Active Learning (TEAL) classroom and Signage Upgrades
- Fabrication Lab to support the STEM Program

- New Team House for Baseball
- Building 2 Signage Upgrades

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

- Building 1N Social Science and Creative Arts
- Building 12N Environmental Science
- Pacific Heights Renovation
- Building 2, 3<sup>rd</sup> Floor, Global Learning Program Services Renovation
- Parking Lot L Expansion and Parcel B ADA Access
- Swing Space Planning for Construction

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

- Building 2 Workforce and Economic Development Prosperity Center (FPP)
- Building 5 Learning Resource Center Technology and Environmental Modernization (IPP)



**Completed Projects** – The following projects were completed during the second half of the fiscal year:

- District Office Deck Waterproofing Replacement

**Active Districtwide Projects:** The following projects are under construction:

- Districtwide Utility Measurement & Verification
  - Anticipated Completion date: Spring 2016
- DW Network Core Switch Upgrade
  - Anticipated Completion date: Fall 2016
- DW UPS Device (MDF/IDF) Replacement
  - Anticipated Completion date: Fall 2016
- DW Symetra UPS Device (MPOE) Replacement
  - Anticipated Completion date: Summer 2016
- DW Telephone System Replacement
  - Anticipated Completion date: Summer 2016
- DW Network Switch Upgrade
  - Anticipated Completion date: Fall 2016
- DW Evacuation Map Upgrade
- DW Earthquake Preparedness Program
- DW Disaster Response and Recovery for Ongoing Operations

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

- DW ADA Transition Plan Upgrade

## Enterprise/Auxiliary Fund (Fund 5)

### Bookstores

The following report covers the period July 1, 2015 through December 31, 2015 for the District Auxiliary Services. The District Auxiliary and Commercial Operations, including the three campus Bookstores, cafeterias, vending operations and the San Mateo Athletic Club (SMAC) at the College of San Mateo, are self-sustaining enterprises. All income generated covers the total salaries and expenses generated by these operations. General fund dollars are not used to subsidize District enterprise operations.

<b>Bookstore Sales</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>% Change</b>
Regular Merchandise Sales	\$2,927,815	\$2,985,296	\$(57,481)	-1.9%
Computer Products Sales	71,145	59,194	11,951	20.2%
Total Merchandise Sales	2,998,960	3,044,490	(45,530)	-1.5%
Textbook Rental Income	230,303	228,659	1,644	0.7%
Production Service Income	197,695	142,936	54,759	38.3%
<b>Total Sales</b>	<b>\$3,426,958</b>	<b>\$3,416,085</b>	<b>\$10,873</b>	<b>0.3%</b>

Regular merchandise sales have decreased slightly this year compared to last year just as textbook sales continue to struggle. Textbook sales continue to decrease due to a number of factors including the decline in enrollment. Textbook rentals are not represented as sales and, therefore, the more textbooks we rent, the fewer textbooks we sell. In fact, we are realizing the gross margin we would from the sale of a new book on the rental of any book. Textbook rental fee revenue increased 0.7% over last year as the program has matured and continues to serve thousands of students each semester.

Although textbook sales continue to decline, increases in textbook rentals at all three campuses continue. Through December 2015, the textbooks rented to students represent a savings to students of **\$690,909** if the students had to purchase the same textbooks new. The textbook rental program has clearly benefitted students by providing access to course materials in an affordable manner. Since Fall 2005, the textbook rental program has saved students in the District more than \$8 million dollars in course materials costs. This is an incredible achievement and has no rival in the California Community College system. The program began with 35 individual titles and has grown to more than 1,500 titles. Many of these textbooks have been purchased through a series of grants and donated funds as well as from the Bookstores' capital reserve.

The three coffee concessions and convenience departments—World Cup Coffee and Tea at Skyline College, Pony Espresso at Cañada College and PAWS for Coffee at College of San Mateo – continue to give the Bookstores a much needed revenue stream to offset the sales losses in the textbook department. Through the end of December, sales of coffee, snack and convenience items at the three Bookstores stand at \$881,325 compared with \$836,395 last year reflecting a 5% increase over the same period last year. To illustrate, in June 2007, the District Bookstores' total sales in this category for the year were \$210,000. Sales in this category are expected to exceed \$1.6 million with continued steady growth.

### **Comparative figures are shown below:**

<b>Bookstore Recap</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Operations</b>				
Merchandise Sales	\$2,998,960	\$3,044,490	\$(45,530)	-1.5%
Textbook Rental Income	230,303	228,659	1,644	0.7%

Production Service Income	197,695	142,936	54,759	38.3%
Cost of Goods Sold	1,887,316	1,914,657	(27,341)	-1.4%
<b>Gross Profit from Operations</b>	<b>1,539,641</b>	<b>1,501,428</b>	<b>38,214</b>	<b>2.5%</b>
Total Operating Expenses	1,556,344	1,428,962	127,382	8.9%
<b>Net Income/(Loss) from Operations</b>	<b>(16,703)</b>	<b>72,465</b>	<b>(89,168)</b>	<b>-123.0%</b>
Interest and Other Income	95,021	116,279	(21,258)	-18.3%
<b>Net Income Before Other Expenses</b>	<b>78,318</b>	<b>188,745</b>	<b>(110,426)</b>	<b>-58.5%</b>
<b>District Support</b>				
Contract Income Received	56,507	69,397	(12,890)	-18.6%
Admin Salary & Benefits	34,655	32,726	1,930	5.9%
Other Expenses	38,524	39,685	(1,161)	-2.9%
<b>Net Change in Fund Balance</b>	<b>\$61,646</b>	<b>\$185,732</b>	<b>\$(124,086)</b>	<b>-66.8%</b>

Cost of goods sold decreased slightly this year in line with sales decreases. Total direct operating expenses increased by 8.9% over this same period last year due to salary and benefit cost increases as well as software and hardware maintenance cost increases.

Particularly noteworthy is the \$56,507 represented as “in-kind donations” received. This represents funds paid to the Bookstores from Pepsi according to the terms of the contract. In addition to the \$30,000 in partnership funds the Bookstore receives each year of the contract, Pepsi also pays \$1.50 per case of Pepsi sold by the Bookstores and cafeterias. This money will be completely spent down over the course of the academic year supporting the textbook rental fund as well as supporting a variety of activities at the Colleges that support teaching and learning.

It is expected that this will continue to be a very challenging time for all bookstores in California in general as enrollments continue to flatten or decline. Lower enrollment, the added competition from now numerous outside organizations, particularly in terms of textbook sales, will put added pressure on the Bookstores’ overall financial performance. All District Auxiliary and Commercial Operations are dependent on a strong, stable enrollment for continued success. The Bookstores are committed to focusing efforts to improve service, offer as many lower cost textbook alternatives as possible, continue to grow the rental program, further integrate digital and on-line solutions at all three Colleges, increase the amount of custom and institutionally adopted textbooks Districtwide and further maximize the interest and other income potential. Doing so will assure future growth as we serve the students of the San Mateo County community.

### Cafeterias

Beverage, Snack and Food Service Vendors –

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

Pacific Dining, under the leadership of Rick McMahon, operates the food service at the three District campuses after initially being awarded the contract in June 2007. After their contract expired on June 30, it was renewed to operate the dining facilities on all three campuses. In addition to Pacific Dining’s financial proposal, the Colleges have come to appreciate and rely on donated services from the food service operator to subsidize their budgets and to be able to provide food for special events on campus. The details of Pacific Dining’s donated services for each College are as follows:

- Sponsor two scholarships in the amount of \$1,000 annually
- Sponsor annual Scholarship and Awards Banquet with in-kind catering services valued at \$4,500
- Co-sponsor with Student Life and Associated Students of each college 4 events each year of the contract up to \$500 annually
- Co-sponsor with college president 4 events annually for faculty, staff, and managers up to \$500

Pacific Dining has provided top quality service to the District for the past five years. They met or exceeded expectations and have offered the most beneficial financial proposal to the District, and we are very pleased to have them continue as our food service professionals.

**Second quarter comparisons are noted below:**

<b>Cafeteria Recap</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Revenues</b>				
Food Service Income	\$98,575	\$88,423	\$10,151	11.5%
Vending Income	36,208	30,098	6,110	20.3%
Interest Income	2,218	2,851	(634)	-22.2%
Event Rental	40,773	39,596	1,177	3.0%
<b>Total Revenues</b>	<b>177,773</b>	<b>160,969</b>	<b>16,804</b>	<b>10.4%</b>
<b>Expenditures</b>	<b>108,222</b>	<b>88,786</b>	<b>19,436</b>	<b>21.9%</b>
<b>Prior Year Adjustment</b>	<b>-</b>	<b>15,761</b>	<b>(15,761)</b>	<b>-100.0%</b>
<b>Net Change in Fund Balance</b>	<b>\$69,551</b>	<b>\$56,422</b>	<b>\$13,129</b>	<b>23.3%</b>

<b>FOOD SERVICE INCOME</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>% Change</b>
<b>PACIFIC DINING</b>				
Cañada	\$19,513	\$18,578	\$935	5.0%
CSM	37,844	37,116	728	2.0%
Le Bulldog	13,419	7,746	5,673	73.2%
Skyline	27,798	24,983	2,815	11.3%
<b>Total Food Service Income</b>	<b>\$98,575</b>	<b>\$88,423</b>	<b>\$10,151</b>	<b>11.5%</b>

Compared to the second quarter 2014-15, food service income has increased substantially by 11.5%. Vending income has increased significantly by 20.3% compared to last year due to a repositioning and deployment of vending machines throughout the three Colleges and District Office. Overall expenditures have increased this year primarily due to increased maintenance costs on aging equipment. Event rental income has increased slightly by 3% as we continue to host outside events. Event rental fees are poured back into the facility for continued upgrade, upkeep and enhanced maintenance allowing us to maintain the facility.

As part of the Enterprise Fund, the cafeteria and vending operations and are fully self-supporting. No General Fund dollars go to support any Enterprise operation. The fund is also responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

**San Mateo Athletic Club and Aquatic Center**

The San Mateo Athletic Club (SMAC) is a professionally managed, wholly District owned, enterprise program sharing the fitness facility with the College of San Mateo. The San Mateo Athletic Club shares the instructional and training space on two levels of the Health and Wellness building that includes a large main floor, four

exercise studios on the second level and an aquatics complex with a 50 meter Olympic size competition pool, along with a 25 meter instructional pool for Adaptive Fitness and other group exercise classes. SMAC and its members enjoy this multi-use College of San Mateo facility that provides credit classes, non-credit classes, community education and adaptive fitness.

Operating as an enterprise through Auxiliary Services, SMAC is a self-sustaining community-centered, fee-based operation offering numerous service options to the San Mateo campus community and the community-at-large. The concept of a multi-use space enables the District to maximize the use of facility resources and consequently create a revenue stream that will supplement the College budgetary needs including equipment maintenance and replacement.

Over the past four years, SMAC has grown its membership to over 6,000 and it provides health and wellness opportunities to the local community and offers training and certification programs to fitness professionals. SMAC also provides a revenue stream that helps to support the facility and the equipment therein where the college faculty provide teaching and learning to the students at CSM. In addition, SMAC supports the mission and goals of CSM as it continues to engage the local community in an effort to increase the exposure opportunities for the College. This effort continues to be led by an outstanding aquatics facility and programming which has attracted attention from the Peninsula and surrounding areas.

#### SMAC financial summary:

<b>San Mateo Athletic Club and Aquatic Center</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>%Change</b>
<b>Operating Revenues</b>				
Registration & Membership	\$ 1,624,465	\$ 1,516,537	\$ 107,927	7.1%
Personal Training	170,063	150,608	19,455	12.9%
Aquatics	355,909	349,379	6,530	1.9%
Parking	41,238	40,118	1,120	2.8%
Group Exercise	41,092	21,612	19,480	90.1%
Retail	13,577	13,446	131	1.0%
Other Income	9,642	8,153	1,489	18.3%
<b>Total Operating Revenue</b>	<b>2,255,986</b>	<b>2,099,852</b>	<b>156,133</b>	<b>7.4%</b>
<b>Operating Expenses</b>	<b>1,627,353</b>	<b>1,460,387</b>	<b>166,967</b>	<b>11.4%</b>
<b>Net Operating Income/(Loss), prior to District and College Support</b>	<b>628,632</b>	<b>639,466</b>	<b>( 10,834 )</b>	<b>-1.7%</b>
<b>District Support</b>				
District Support Income	75,891	71,989	3,902	5.4%
District Support Expense	151,185	154,935	( 3,750 )	-2.4%
<b>Net Income/(Loss) after District Support, prior to College Support</b>	<b>553,338</b>	<b>556,520</b>	<b>( 3,182 )</b>	<b>-0.6%</b>
<b>College Support Expense</b>	<b>50,000</b>	<b>80,000</b>	<b>( 30,000 )</b>	<b>-37.5%</b>
<b>Net Income/(Loss) after District &amp; College Support</b>	<b>\$ 503,338</b>	<b>\$ 476,520</b>	<b>\$ 26,818</b>	<b>5.6%</b>

Total operating revenue is 7.4% or \$156,133 ahead of last year for a total of \$2,255,986. Net operating income after expenses has increased over last year as well by 5.6% or \$26,818. One of the many benefits of this enterprise is that SMAC is in a position to replace equipment that is aging or replace equipment with equipment outfitted with superior technology with enterprise funds. Prior to creating SMAC, equipment used by students in the Kinesiology/PE academic program was used far in excess of its useful life due to limited resources for equipment replacement. The District has begun replacing aging equipment this year and has added new treadmills, spin bikes and other equipment that is used and enjoyed by students and members alike.

As a “mature” club, SMAC does not anticipate that it will be able to continue growing at the same rapid rate as had been due to the size of the facility. SMAC will continue to maximize memberships and explore new partnerships by offering more continuing education programs and certification.

### **Community, Continuing and Corporate Education**

Formerly known as Community Education, Community, Continuing and Corporate Education (CCCE) was renamed and joined the Auxiliary Services team in December 2014 with the intent to restore and transform it into a financially self-sustaining powerhouse of programs and initiatives creating an impact for San Mateo County residents, families, businesses, nonprofits and governmental agencies, as well as for international students seeking increased educational opportunities within the San Mateo County Community College District.

As CCCE continues to work collaboratively to “reinvent” the organization, it established new strategic goals for the organization.

The following strategic goals have been established for 2015-2020:

1. Increase Community, Continuing and Corporate Education (CCCE) training and services to San Mateo County residents, families and businesses through increased lifelong learning and professional certifications for adults, expanded academic and fitness programming for youth, and customized workforce training for public and private-sector organizations.
2. Increase revenue-generating contract training for public and private-sector organizations.
3. Develop internationally-recognized, revenue-generating Intensive English Programs for students, educators, administrators and executives.
4. Contribute to the economic development of San Mateo County through collaborative partnerships with industry and workforce/economic development agencies.
5. Increase credit-based enrollments through new credit/non-credit hybrid programming.
6. Create or expand revenue generating programs in collaboration with the San Mateo Athletic Club.

In an effort to achieve its strategic goals, the following are a few select initiatives currently in progress:

- Development of a for-credit Construction Management Certificate and a not-for-credit Revit Certificate in partnership with Skyline College’s Dean of Science, Mathematics and Technology and Dean of Business, Education and Professional Programs.
- Creation of an Emergency Management Academy and the delivery of certified emergency management training for public and private sector employees in San Mateo County.
- Formation of a Nonprofit Leadership Certificate in partnership with the Center for Excellence in Nonprofits (CEN).
- Implementation of customized training programs for San Mateo industry and agencies.
- Development of customized trainings and camps for international professionals and youth.
- Full launch of the Silicon Valley Intensive English Program (SVIEP) at Cañada College.
- Development of “Decode the Code”, a summer Coding Academy for youth which will provide programming and career navigation skills development.

Creation of the Bay Area Pathways Academy (BAPA), a six week summer program for students in grades 7 – 10 that will combine academic courses to support students over the summer along with fitness, aquatic and other confidence-building classes with a particular emphasis on serving foster youth and youth from underserved communities who need academic support and fun programs during the summer with opportunities for mentorship and engagement in the community college environment.

The following represents the financial performance of CCCE through December 2015:

<b>Community, Continuing and Corporate Education</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Revenues</b>	\$327,149	\$216,732	\$110,418	50.9%
<b>Expenditures</b>				
<b>Salaries and Benefits</b>	208,143	159,757	48,386	30.3%
<b>Other Operating Expenses</b>	222,552	161,347	61,205	37.9%
<b>Total Expenses</b>	<b>430,694</b>	<b>321,104</b>	<b>109,590</b>	<b>34.1%</b>
<b>Net Change in Fund Balance</b>	<b>\$(103,545)</b>	<b>\$(104,372)</b>	<b>\$828</b>	<b>-0.8%</b>

After engineering a fiscal recovery for fiscal year 2014-15, CCCE entered the investment phase of a multi-year growth curve in the current fiscal year, which is projected to yield over a million dollars in new revenues by fiscal year 2017-18. CCCE anticipates continuation of this investment phase in 2015-16 through the third quarter, with the anticipated revenue growth from new programs projected to increase by hundreds of thousands of dollars by fourth quarter, resulting in a significant increase in year-end net revenues. These investments of time, energy and human capital are primarily focused around the development of an all-new children's summer camp, called the Bay Area Pathways Academy, and the simultaneous creation of two Intensive English Programs at Cañada College and Skyline College. The SVIEP received a one-time allocation of \$417,000 to assist with startup costs. Other major initiatives include development of both Corporate and International Education initiatives involving customized training for both local and international organizations.

### **Child Development Fund (Fund 60)**

The Child Development Fund (Pages 68-70) is a special revenue fund that is used to account for the activities of on-campus preschool programs that serve children of students, faculty, and staff. The primary source of revenue is State funding for children who qualify for subsidized care and Board-approved fees assessed for non-subsidized children. As directed by the Board of Trustees, program deficits up to \$200,000 per site in this fund continue to be funded by redevelopment funds.

College of San Mateo and Skyline College each operate a Child Development Center (CDC) under General Center and State Preschool Child Development agreements from the California Department of Education. Cañada College currently does not operate a center.

CSM's Child Development Center was awarded a grant of \$11,500 from the Sequoia Healthcare District to continue the development of a health and nutrition education program for preschool children and their parents. The program is in its fifth year and continues to promote healthy lifestyles to help prevent childhood obesity.

### **Trust Fund/Student Financial Aid (Fund 7)**

Awards for Fall 2015 are reflected in this report and total \$9,290,343, a decrease of \$940,768 over the same period last year. The decrease is mostly due to the continued decline in the number of students receiving Federal awards even though the maximum Federal Pell award increased to \$5,775 from \$5,730 in the previous year. Additional Fall 2015 awards, along with those for Spring 2016, will be processed during the second half of the year. The Student Financial Aid Fund can be found on Pages 72-75.

According to the Financial Aid Directors, decline in awards could be attributed to students not maintaining satisfactory academic progress (SAP), expected family contributions (EFC) being higher as families having higher incomes relative to the national average fail to qualify for full awards, students exceeding 90 units, and students not completing the required paperwork. The Colleges have taken action to encourage students to complete their files.

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

### **Reserve Fund for Post-Retirement Benefits (Fund 8)**

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

The District has established a Government Accounting Standards Board (GASB 45) Trust for future other post-employment (OPEB) benefits. An actuarial study will be completed this spring. The trust had a total portfolio value of \$73,362,901 ending December 31, 2015. Amounts from the Retirement Reserve Fund are being transferred periodically to the Futuris Trust Fund.

The Reserve Fund for Post-Retirement Benefits can be found on Page 78.

### **Associated Students**

The following report covers the period July 1, 2015 through December 31, 2015 for the Associated Student Bodies.

Total income and expenditures for the Associated Student Body (ASB) at each College for the second quarter of 2015-16 are listed below:

<b>Associated Students Income</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$51,519	\$54,116	\$(2,597)	-4.8%
College of San Mateo ASB	81,786	81,383	403	0.5%
Skyline College ASB	77,373	82,325	(4,953)	-6.0%

<b>Associated Students Expenditures</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$27,792	\$30,568	\$(2,776)	-9.1%
College of San Mateo ASB	79,261	61,445	17,816	28.7%
Skyline College ASB	85,203	63,569	21,634	34.0%

Activity card sales are the major source of income for the Associated Students. Sales at all three Colleges have decreased compared to same period in 2014.

In overall income, Skyline posted the largest decrease of 6%, followed by Cañada College which decreased by 4.8%. CSM had a slight increase of 0.5%.

At CSM the Net Income decrease of 87.34 % is primarily due to the increase in the CSM Associated Student expenditure of 28.73% and the increase in the vending income transfer to VP Trust account of 30.2%. The expenditure increase is due to the increase in conference, ethnic cultural affairs and publicity expense. Students successfully participated in the Summer Leadership Retreat and the Northern Regional Fall Conference. Ethnic

cultural affairs expense included increased activities of the Cultural Awareness Board. The Board organized a variety of events in partnership with the International Students Group, MANA (transfer and support program that focuses on improving communication skills needed for success in college) and Umoja (Swahili word meaning unity). Publicity expenses also increased due to a number of events and activities organized by the Associated Students of College of San Mateo.

At Skyline, the drop in Net Income is a result of reduced Student Body Card income in addition to an increase in expenses that is attributed to increases in the College Assistance Program which consists of more funding requests, more attendees at conferences, increase in publicity expenses and student salaries that are covered when the federal work study monies were depleted.

At Cañada College, the overall expenditures have decreased by 9.1% compared to last year. While most operating expenditure categories have slightly increased, the exceptions are decreases in Program Assistance and Spirit Thursday.

Interest Income – The main source of interest income is from the County Investment Pool, where the rate of return varied between 0.7% and 0.9% during the period. There have been no significant changes in interest income received compared to that of last year.

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

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

<b>Associated Students Net Income</b>	<b>2015-16</b>	<b>2014-15</b>	<b>\$ Change</b>	<b>%Change</b>
Cañada College ASB	\$23,728	\$23,548	\$180	0.8%
College of San Mateo ASB	2,524	19,938	(17,413)	-87.3%
Skyline College ASB	(7,830)	18,756	(26,586)	-141.7%



## **Budget Tables**

**Page 23 – SMCCCD Funds Chart**

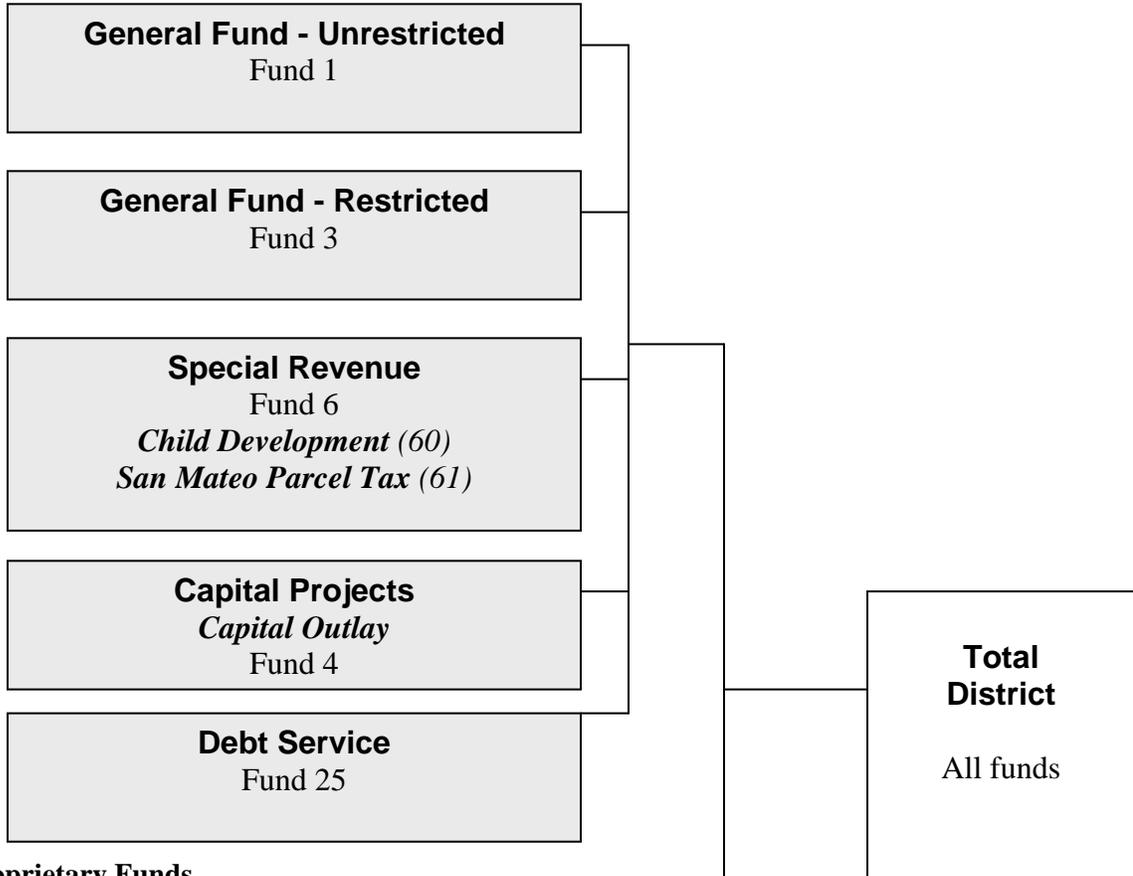
**Page 24 – 2015-16 Adoption Budget**

**Page 26 – 2015-16 Second Quarter  
Actuals**

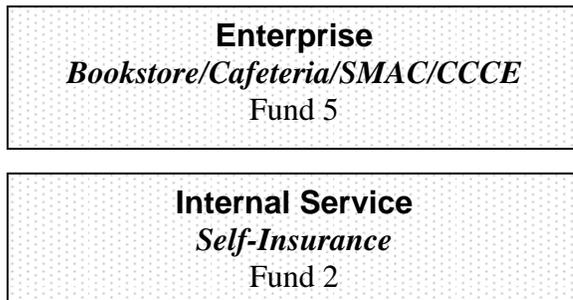
*This page intentionally left blank*

# San Mateo County Community College District Funds

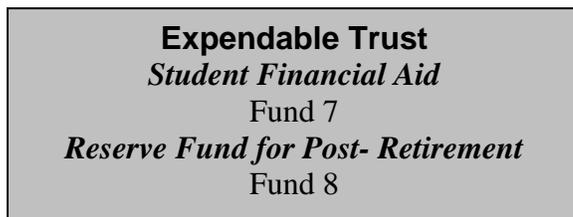
## Governmental Funds



## Proprietary Funds



## Fiduciary Funds



**San Mateo County Community College District  
2015-2016**



**Final Budget - All Funds**

		Governmental Funds				Proprietary	
		Total General Fund	Special Revenue	Capital Projects	Debt Service	Enterprise Fund	
		Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service	CCC Education
<b>Revenue</b>							
1	Federal Revenue	0	7,639,530	120,900	0	0	0
2	State Revenue	16,256,631	18,606,997	300,800	0	176,020	0
3	Local Revenue	140,546,791	8,006,692	549,495	1,686,884	36,501,792	900,000
4	<b>Total Revenue</b>	<b>156,803,422</b>	<b>34,253,219</b>	<b>971,195</b>	<b>1,686,884</b>	<b>36,677,812</b>	<b>900,000</b>
<b>Expenses</b>							
5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	57,141,011	7,325,565	223,600	0	0	0
7	Classified Salaries	34,520,181	11,681,077	576,649	2,360,000	0	315,000
8	Employee Benefits	37,020,256	5,664,828	303,387	900,000	0	110,000
9	Materials & Supplies	6,728,549	3,431,318	113,623	1,900,000	0	25,000
10	Operating Expenses	27,150,568	7,204,591	4,248	12,500,000	0	350,000
11	Capital Outlay	76,006	303,719	0	25,000,000	0	0
12	<b>Total Expenses</b>	<b>162,636,571</b>	<b>35,611,100</b>	<b>1,221,507</b>	<b>42,660,000</b>	<b>0</b>	<b>800,000</b>
<b>Transfers &amp; Other</b>							
13	Transfers In	0	1,844,990	250,312	398,244	0	0
14	Other Sources	0	0	0	708,756	0	0
15	Transfers out	(2,243,234)	0	0	(250,312)	0	0
16	Contingency/Deficit	0	0	0	0	0	0
17	Other Out Go	0	(1,090,117)	0	0	(36,331,792)	0
18	<b>Total Transfers/Other</b>	<b>(2,243,234)</b>	<b>754,873</b>	<b>250,312</b>	<b>856,688</b>	<b>(36,331,792)</b>	<b>0</b>
<b>Fund Balance</b>							
19	Net Change in Fund Balance	(8,076,383)	(603,008)	0	(40,116,428)	346,020	100,000
20	Beginning Balance, July 1	22,188,692	15,185,451	0	224,950,123	43,388,339	0
21	Adjustments to Beginning Balance		0	0	0	0	0
22	<b>Net Fund Balance, 6/30</b>	<b>14,112,310</b>	<b>14,582,443</b>	<b>0</b>	<b>184,833,695</b>	<b>43,734,359</b>	<b>100,000</b>

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

**San Mateo County Community College District  
2015-2016  
Final Budget - All Funds**

Proprietary Funds				Fiduciary Funds		Total District All Funds	
Enterprise Funds		Internal Service		Expendable Trusts			
Bookstore	Cafeteria	San Mateo Athletic Club	Self- Insurance	Trust Fund (Student Aid)	Retirement Reserve		
0	0	0	0	19,655,080	0	27,415,510	1
0	0	0	0	1,067,500	0	36,407,948	2
7,500,000	320,000	4,500,000	0	785,000	165,000	201,461,654	3
<b>7,500,000</b>	<b>320,000</b>	<b>4,500,000</b>	<b>0</b>	<b>21,507,580</b>	<b>165,000</b>	<b>265,285,112</b>	<b>4</b>
4,000,000	0	0	0	0	0	4,000,000	5
0	0	0	0	0	0	64,690,176	6
1,800,000	50,000	185,000	35,023	0	0	51,522,930	7
530,000	9,000	43,000	14,015	0	0	44,594,486	8
35,000	60,000	0	5,000	0	0	12,298,491	9
800,000	100,000	3,300,000	705,000	0	5,000	52,119,407	10
0	0	0	0	0	0	25,379,725	11
<b>7,165,000</b>	<b>219,000</b>	<b>3,528,000</b>	<b>759,038</b>	<b>0</b>	<b>5,000</b>	<b>254,605,216</b>	<b>12</b>
0	0	0	0	0	0	2,493,546	13
0	0	150,000	1,062,575	0	4,500,000	6,421,331	14
0	0	0	0	0	0	(2,493,546)	15
0	0	0	0	0	0	0	16
0	0	(385,000)	0	(21,507,580)	(12,000,000)	(71,314,489)	17
<b>0</b>	<b>0</b>	<b>(235,000)</b>	<b>1,062,575</b>	<b>(21,507,580)</b>	<b>(7,500,000)</b>	<b>(64,893,158)</b>	<b>18</b>
335,000	101,000	737,000	303,537	0	(7,340,000)	(54,213,262)	19
8,070,715	507,020	1,936,074	7,664,018	130,251	19,243,322	343,264,005	20
0	0	0	0	0	0	0	21
<b>8,405,715</b>	<b>608,020</b>	<b>2,673,074</b>	<b>7,967,555</b>	<b>130,251</b>	<b>11,903,322</b>	<b>289,050,743</b>	<b>22</b>

**San Mateo County Community College District**  
**2015-2016**  
**Second Quarter Actuals - All Funds**



Governmental Funds					Proprietary Enterprise Fund
Total General Fund		Special Revenue	Capital Projects	Debt Service	
Unrestricted	Restricted	Child Development	Capital Outlay	Debt Service	

**Revenue**

1	Federal Revenue	0	2,275,916	36,142	0	0	0
2	State Revenue	6,050,800	6,346,294	98,807	1,725,637	33,035	0
3	Local Revenue	82,365,632	3,900,560	303,921	648,470	23,625,907	327,149
4	<b>Total Revenue</b>	<b>88,416,432</b>	<b>12,522,770</b>	<b>438,869</b>	<b>2,374,107</b>	<b>23,658,942</b>	<b>327,149</b>

**Expenses**

5	Cost of Sales	0	0	0	0	0	0
6	Certificated Salaries	28,858,296	3,302,262	124,084	1,102,634	0	0
7	Classified Salaries	16,074,307	4,980,330	345,276	385,824	0	153,152
8	Employee Benefits	17,166,134	2,382,069	159,552	1,163,289	0	54,991
9	Materials & Supplies	1,086,555	860,589	34,928	1,629,266	0	5,748
10	Operating Expenses	5,294,178	1,775,150	2,410	4,009,363	0	216,803
11	Capital Outlay	48,637	187,537	0	0	0	0
12	<b>Total Expenses</b>	<b>68,528,107</b>	<b>13,487,937</b>	<b>666,250</b>	<b>8,290,375</b>	<b>0</b>	<b>430,694</b>

**Transfers & Other**

13	Transfers In	0	720,544	227,381	1,187,000	0	0
14	Other Sources	0	0	0	741,302	0	417,000
15	Transfers out	(1,720,544)	(162,909)	0	(414,381)	0	0
16	Contingency	0	0	0	0	0	0
17	Other Out Go	(417,000)	(238,110)	0	0	(28,000,863)	0
18	<b>Total Transfers/Other</b>	<b>(2,137,544)</b>	<b>319,526</b>	<b>227,381</b>	<b>1,513,921</b>	<b>(28,000,863)</b>	<b>417,000</b>

**Fund Balance**

19	Net Change in Fund Balance	17,750,780	(645,641)	0	(4,402,346)	(4,341,920)	313,455
20	Beginning Balance, 7/1/15	22,188,692	15,185,451	0	224,950,123	43,388,339	0
21	Adjustments to Beginning Balance	(850,818)	0	0	0	0	850,818
22	<b>Net Fund Balance, 12/31/15</b>	<b>39,088,654</b>	<b>14,539,809</b>	<b>0</b>	<b>220,547,777</b>	<b>39,046,419</b>	<b>1,164,273</b>

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

**San Mateo County Community College District  
2015-2016  
Second Quarter Actuals- All Funds**

Proprietary Funds				Fiduciary Funds			
Enterprise Funds			Internal Service	Expendable Trusts			
Bookstore	Cafeteria	San Mateo Athletic Club	Self-Insurance	Trust Fund (Student Aid)	Retirement Reserve	Total District All Funds	
0	0	0	0	8,007,271	0	10,319,329	1
0	0	0	0	423,617	0	14,678,190	2
3,583,421	177,773	2,255,986	0	706,720	53,163	117,948,702	3
<b>3,583,421</b>	<b>177,773</b>	<b>2,255,986</b>	<b>0</b>	<b>9,137,609</b>	<b>53,163</b>	<b>142,946,221</b>	4
1,887,316	0	0	0	0	0	1,887,316	5
0	0	0	0	0	0	33,387,276	6
981,382	31,276	104,337	67,561	0	0	23,123,445	7
281,530	6,911	30,074	30,410	0	0	21,274,960	8
17,232	36,208	0	0	0	0	3,670,526	9
349,380	33,827	1,627,353	592,729	0	2,500	13,903,693	10
0	0	0	0	0	0	236,174	11
<b>3,516,840</b>	<b>108,222</b>	<b>1,761,764</b>	<b>690,700</b>	<b>0</b>	<b>2,500</b>	<b>97,483,390</b>	12
0	0	0	0	162,909	0	2,297,834	13
0	0	75,890	530,299	0	1,946,680	3,711,171	14
0	0	0	0	0	0	(2,297,834)	15
0	0	0	0	0	0	0	16
0	0	(66,774)	0	(9,290,343)	(7,261,991)	(45,275,081)	17
<b>0</b>	<b>0</b>	<b>9,116</b>	<b>530,299</b>	<b>(9,127,435)</b>	<b>(5,315,311)</b>	<b>(41,563,910)</b>	18
66,581	69,551	503,338	(160,402)	10,174	(5,264,648)	3,898,921	19
8,070,715	507,019	1,936,074	7,664,018	130,251	19,243,323	343,264,005	20
0	0	0	0	0	0	0	21
<b>8,137,296</b>	<b>576,570</b>	<b>2,439,412</b>	<b>7,503,616</b>	<b>140,425</b>	<b>13,978,675</b>	<b>347,162,926</b>	22

*This page intentionally left blank*



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Unrestricted General Fund (Fund 1)**

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

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

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Cañada College***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actuals To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	309,943	309,943	154,972	50%	2
3 Local Revenue	2,645,817	2,529,460	2,774,792	3,460,962	3,464,812	3,402,932	98%	3
4 <b>Total Revenue</b>	<b>\$2,645,817</b>	<b>\$2,529,460</b>	<b>\$2,774,792</b>	<b>\$3,770,905</b>	<b>\$3,774,755</b>	<b>\$3,557,904</b>	<b>94%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$5,097,398	\$4,820,750	\$5,646,264	\$11,406,222	\$11,630,075	\$6,450,417	55%	5
6 Classified Salaries	1,850,921	1,822,866	1,977,661	4,743,138	4,751,067	2,236,992	47%	6
7 Employee Benefits	2,078,904	1,686,000	2,041,728	4,887,971	4,892,662	2,378,371	49%	7
8 Materials & Supplies	96,929	84,544	113,414	391,078	374,770	112,084	30%	8
9 Operating Expenses	289,644	234,118	297,588	739,766	2,820,218	221,225	8%	9
10 Capital Outlay	3,237	3,725	28,952	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$9,417,033</b>	<b>\$8,652,003</b>	<b>\$10,105,608</b>	<b>\$22,168,175</b>	<b>\$24,468,792</b>	<b>\$11,399,089</b>	<b>47%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$100,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	(143,349)	(143,349)	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>(\$143,349)</b>	<b>(\$143,349)</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$6,771,216)	(\$6,122,543)	(\$7,230,815)	(\$18,540,619)	(\$20,837,386)	(\$7,841,185)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$6,771,216)</b>	<b>(\$6,122,543)</b>	<b>(\$7,230,815)</b>	<b>(\$18,540,619)</b>	<b>(\$20,837,386)</b>	<b>(\$7,841,185)</b>		<b>21</b>

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - College of San Mateo***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	526,024	526,024	263,012	50%	2
3 Local Revenue	5,375,331	5,725,665	6,705,009	7,112,064	7,200,250	7,721,595	107%	3
4 <b>Total Revenue</b>	<b>\$5,375,331</b>	<b>\$5,725,665</b>	<b>\$6,705,009</b>	<b>\$7,638,088</b>	<b>\$7,726,274</b>	<b>\$7,984,607</b>	<b>103%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$8,865,828	\$9,115,187	\$10,366,564	\$19,654,995	\$19,873,948	\$11,103,809	56%	5
6 Classified Salaries	2,756,822	2,933,029	3,234,713	6,932,842	7,090,158	3,405,359	48%	6
7 Employee Benefits	3,537,557	2,930,076	3,584,039	7,884,275	7,830,364	3,845,821	49%	7
8 Materials & Supplies	162,351	179,433	202,512	975,561	1,306,442	124,311	10%	8
9 Operating Expenses	443,775	471,170	439,811	434,092	3,840,769	307,080	8%	9
10 Capital Outlay	2,811	34,177	20,249	20,000	20,000	18,666	93%	10
11 <b>Total Expenses</b>	<b>\$15,769,144</b>	<b>\$15,663,072</b>	<b>\$17,847,889</b>	<b>\$35,901,765</b>	<b>\$39,961,681</b>	<b>\$18,805,046</b>	<b>47%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$100,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	(133,253)	(133,253)	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>(\$133,253)</b>	<b>(\$133,253)</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$10,393,813)	(\$9,937,407)	(\$11,042,879)	(\$28,396,930)	(\$32,368,661)	(\$10,820,439)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$10,393,813)</b>	<b>(\$9,937,407)</b>	<b>(\$11,042,879)</b>	<b>(\$28,396,930)</b>	<b>(\$32,368,661)</b>	<b>(\$10,820,439)</b>		21

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

**San Mateo County Community College District**  
**2015-16 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Skyline College***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	579,976	579,976	289,988	50%	2
3 Local Revenue	4,420,397	4,360,398	4,726,336	5,786,761	5,810,249	5,224,392	90%	3
<b>4 Total Revenue</b>	<b>\$4,420,397</b>	<b>\$4,360,398</b>	<b>\$4,726,336</b>	<b>\$6,366,737</b>	<b>\$6,390,225</b>	<b>\$5,514,380</b>	<b>86%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$8,615,992	\$9,080,146	\$10,764,088	\$20,286,496	\$20,531,927	\$10,815,776	53%	5
6 Classified Salaries	2,375,711	2,896,085	3,273,656	7,464,691	7,407,457	3,497,612	47%	6
7 Employee Benefits	3,037,327	2,745,695	3,469,162	7,765,560	7,794,572	3,809,407	49%	7
8 Materials & Supplies	381,591	406,826	348,188	806,901	3,752,932	259,185	7%	8
9 Operating Expenses	449,718	447,593	386,240	2,159,205	3,114,571	318,327	10%	9
10 Capital Outlay	3,744	11,750	6,014	30,707	30,707	2,187	7%	10
<b>11 Total Expenses</b>	<b>\$14,864,083</b>	<b>\$15,588,095</b>	<b>\$18,247,348</b>	<b>\$38,513,560</b>	<b>\$42,632,165</b>	<b>\$18,702,494</b>	<b>44%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$1,000,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	(138,026)	(183,570)	(45,544)	25%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>(\$138,026)</b>	<b>(\$183,570)</b>	<b>(\$45,544)</b>	<b>25%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$10,443,686)	(\$11,227,697)	(\$12,521,012)	(\$32,284,850)	(\$36,058,370)	(\$13,233,658)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>(\$10,443,686)</b>	<b>(\$11,227,697)</b>	<b>(\$12,521,012)</b>	<b>(\$32,284,850)</b>	<b>(\$36,058,370)</b>	<b>(\$13,233,658)</b>		<b>21</b>

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

**San Mateo County Community College District**  
**2015-16 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - District Office***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	400,263	400,263	274,489	69%	2
3 Local Revenue	27,287	32,689	11,192	0	134	(17,220)	0%	3
4 <b>Total Revenue</b>	<b>\$27,287</b>	<b>\$32,689</b>	<b>\$11,192</b>	<b>\$400,263</b>	<b>\$400,397</b>	<b>\$257,269</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$297,320	\$309,509	\$304,593	\$893,125	\$893,125	\$488,295	55%	5
6 Classified Salaries	5,490,639	6,170,640	6,497,436	13,693,634	13,693,634	6,682,305	49%	6
7 Employee Benefits	2,516,744	2,410,492	2,896,069	6,006,735	6,006,735	2,948,942	49%	7
8 Materials & Supplies	417,678	565,512	616,705	1,164,825	1,157,711	566,290	49%	8
9 Operating Expenses	866,279	807,261	897,483	2,901,279	3,265,553	969,335	30%	9
10 Capital Outlay	27,501	15,147	3,848	10,000	9,000	10,490	117%	10
11 <b>Total Expenses</b>	<b>\$9,616,161</b>	<b>\$10,278,561</b>	<b>\$11,216,134</b>	<b>\$24,669,598</b>	<b>\$25,025,758</b>	<b>\$11,665,656</b>	<b>47%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$9,588,874)	(\$10,245,872)	(\$11,204,943)	(\$24,269,335)	(\$24,625,361)	(\$11,408,387)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$9,588,874)</b>	<b>(\$10,245,872)</b>	<b>(\$11,204,943)</b>	<b>(\$24,269,335)</b>	<b>(\$24,625,361)</b>	<b>(\$11,408,387)</b>		21

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

**San Mateo County Community College District**  
**2015-16 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Central Services\****

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	1,397,166	3,855,962	1,757,004	14,440,425	14,440,425	5,068,339	35%	2
3 Local Revenue	53,611,679	56,512,998	61,707,972	124,187,004	124,190,379	66,033,932	53%	3
<b>4 Total Revenue</b>	<b>\$55,008,845</b>	<b>\$60,368,960</b>	<b>\$63,464,976</b>	<b>\$138,627,429</b>	<b>\$138,630,804</b>	<b>\$71,102,272</b>	<b>51%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$82,409	\$7,908	\$104,630	\$4,900,173	\$1,713,786	\$0	0%	5
6 Classified Salaries	387,593	549,545	404,606	1,685,875	692,345	252,040	36%	6
7 Employee Benefits	5,348,206	3,503,983	4,381,879	10,475,715	10,463,444	4,183,592	40%	7
8 Materials & Supplies	33,118	73,500	58,339	3,390,185	2,027,354	24,685	1%	8
9 Operating Expenses	3,575,339	4,324,116	4,264,338	20,916,226	14,643,560	3,478,211	24%	9
10 Capital Outlay	0	51,468	6,662	15,299	390,723	17,294	4%	10
<b>11 Total Expenses</b>	<b>\$9,426,665</b>	<b>\$8,510,520</b>	<b>\$9,220,454</b>	<b>\$41,383,472</b>	<b>\$29,931,211</b>	<b>\$7,955,822</b>	<b>27%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$25,000	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	(1,054,467)	(715,003)	(1,828,605)	(1,251,239)	(1,675,000)	134%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	(417,000)	(417,000)	100%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>(\$1,029,467)</b>	<b>(\$715,003)</b>	<b>(\$1,828,605)</b>	<b>(\$1,668,239)</b>	<b>(\$2,092,000)</b>	<b>125%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$45,582,180	\$50,828,973	\$53,529,519	\$95,415,352	\$107,031,354	\$61,054,450		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	(850,818)	(850,818)		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$45,582,180</b>	<b>\$50,828,973</b>	<b>\$53,529,519</b>	<b>\$95,415,351</b>	<b>\$106,180,536</b>	<b>\$60,203,632</b>		<b>21</b>

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

**San Mateo County Community College District**  
**2015-16 Mid-Year Report**  
***Unrestricted General Fund (Fund 1) - Total District***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	1,397,166	3,855,962	1,757,004	16,256,631	16,256,631	6,050,800	37%	2
3 Local Revenue	66,080,511	69,161,210	75,925,301	140,546,791	140,665,824	82,365,632	59%	3
4 <b>Total Revenue</b>	<b>\$67,477,677</b>	<b>\$73,017,172</b>	<b>\$77,682,305</b>	<b>\$156,803,422</b>	<b>\$156,922,455</b>	<b>\$88,416,432</b>	<b>56%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$22,958,947	\$23,333,500	\$27,186,139	\$57,141,011	\$54,642,861	\$28,858,296	53%	5
6 Classified Salaries	12,861,686	14,372,165	15,388,073	34,520,181	33,634,661	16,074,307	48%	6
7 Employee Benefits	16,518,738	13,276,246	16,372,876	37,020,256	36,987,776	17,166,134	46%	7
8 Materials & Supplies	1,091,667	1,309,815	1,339,158	6,728,549	8,619,209	1,086,555	13%	8
9 Operating Expenses	5,624,755	6,284,258	6,285,460	27,150,568	27,684,671	5,294,178	19%	9
10 Capital Outlay	37,293	116,267	65,725	76,006	450,430	48,637	11%	10
11 <b>Total Expenses</b>	<b>\$59,093,086</b>	<b>\$58,692,252</b>	<b>\$66,637,434</b>	<b>\$162,636,571</b>	<b>\$162,019,608</b>	<b>\$68,528,107</b>	<b>42%</b>	11
				*****				
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$578,330	\$1,200,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	(1,054,467)	(715,003)	(2,243,233)	(1,711,411)	(1,720,544)	101%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	(3,888)	0	0	(417,000)	(417,000)	100%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>(\$480,025)</b>	<b>\$484,997</b>	<b>(\$2,243,233)</b>	<b>(\$2,128,411)</b>	<b>(\$2,137,544)</b>	<b>100%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	8,384,591	\$13,844,895	\$11,529,868	(\$8,076,382)	(\$7,225,564)	\$17,750,779		18
19 Beginning Balance, July 1	19,601,578	19,703,765	20,124,128	22,188,692	22,188,692	22,188,692		19
20 Balance	0	0	0	0	(850,818)	(850,818)		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$27,986,169</b>	<b>\$33,548,660</b>	<b>\$31,653,996</b>	<b>\$14,112,310</b>	<b>\$14,112,310</b>	<b>\$39,088,654</b>		21

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

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Unrestricted General Fund (Fund 11002) - Cañada College**  
**Proposition 30 (EPA)**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-2016 Adjusted Budget	Actuals To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	171,184	309,943	309,943	154,972	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$171,184</b>	<b>\$309,943</b>	<b>\$309,943</b>	<b>\$154,972</b>	<b>50%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$0	188,900	123,660	\$233,744	\$233,744	134,310	57%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	38,127	39,571	76,199	76,199	43,611	57%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$227,027</b>	<b>\$163,231</b>	<b>\$309,943</b>	<b>\$309,943</b>	<b>\$177,921</b>	<b>57%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	0	0	\$0	\$0	0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$0	(\$227,027)	\$7,953	\$0	\$0	(\$22,949)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>(\$227,027)</b>	<b>\$7,953</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$22,949)</b>		<b>21</b>

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Unrestricted General Fund (Fund 11002) - College of San Mateo***  
***Proposition 30 (EPA)***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	288,607	526,024	526,024	263,012	50%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$288,607</b>	<b>\$526,024</b>	<b>\$526,024</b>	<b>\$263,012</b>	<b>50%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$159,209	\$210,316	\$394,718	\$394,718	\$202,195	51%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	44,723	67,301	131,306	\$131,306	65,653	50%	7
8 Materials & Supplies	0	0	0	0	\$0	0	0%	8
9 Operating Expenses	0	0	0	0	\$0	0	0%	9
10 Capital Outlay	0	0	0	0	\$0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$203,932</b>	<b>\$277,618</b>	<b>\$526,024</b>	<b>\$526,024</b>	<b>\$267,848</b>	<b>51%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$0	(\$203,932)	\$10,989	\$0	\$0	(\$4,836)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>(\$203,932)</b>	<b>\$10,989</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$4,836)</b>		21

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Unrestricted General Fund (Fund 11002) - Skyline College**  
**Proposition 30 (EPA)**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	301,922	579,976	579,976	289,988	50%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
<b>4 Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$301,922</b>	<b>\$579,976</b>	<b>\$579,976</b>	<b>\$289,988</b>	<b>50%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$326,883	\$246,692	\$525,674	\$525,674	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	91,666	78,941	54,302	54,302	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$0</b>	<b>\$418,549</b>	<b>\$325,633</b>	<b>\$579,976</b>	<b>\$579,976</b>	<b>\$0</b>	<b>0%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	\$0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$0	(\$418,549)	(\$23,711)	\$0	\$0	\$289,988		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>(\$418,549)</b>	<b>(\$23,711)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$289,988</b>		<b>21</b>

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Unrestricted General Fund (Fund 11002) - District Office/Central Services***  
***Proposition 30 (EPA)***

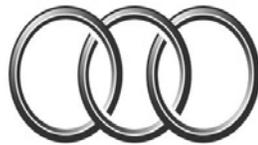
	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	2,932,223	218,805	400,263	400,263	274,489	69%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$2,932,223</b>	<b>\$218,805</b>	<b>\$400,263</b>	<b>\$400,263</b>	<b>\$274,489</b>	<b>69%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	48,285	123,346	288,976	288,976	113,184	39%	6
7 Employee Benefits	0	0	61,640	111,287	111,287	55,088	50%	7
8 Materials & Supplies	0	17,491	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$65,776</b>	<b>\$184,986</b>	<b>\$400,263</b>	<b>\$400,263</b>	<b>\$168,272</b>	<b>42%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$0	\$2,866,447	\$33,819	\$0	\$0	\$106,216		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>\$2,866,447</b>	<b>\$33,819</b>	<b>\$0</b>	<b>\$0</b>	<b>\$106,216</b>		21

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Unrestricted General Fund (Fund 11002) - Total District***  
***Proposition 30 (EPA)***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	2,932,223	809,334	1,816,206	1,816,206	982,460	54%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$2,932,223</b>	<b>\$809,334</b>	<b>\$1,816,206</b>	<b>\$1,816,206</b>	<b>\$982,460</b>	<b>54%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$674,992	\$580,668	\$1,154,136	\$1,154,136	\$336,505	29%	5
6 Classified Salaries	0	48,285	123,346	288,976	288,976	113,184	39%	6
7 Employee Benefits	0	174,516	247,454	373,094	373,094	164,351	44%	7
8 Materials & Supplies	0	17,491	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$915,284</b>	<b>\$951,468</b>	<b>\$1,816,206</b>	<b>\$1,816,206</b>	<b>\$614,041</b>	<b>34%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	0	\$2,016,939	(\$142,134)	\$0	\$0	\$368,419		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>\$2,016,939</b>	<b>(\$142,134)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$368,419</b>		21

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



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Internal Service Fund (Fund 2)**

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

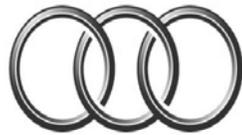
*An amount is transferred into this fund each year from the Unrestricted General Fund in anticipation of estimated losses. This is a reserve for current and future losses; it may or may not be depleted during the year.*

**San Mateo County Community College District  
2015-2016 Mid-Year Budget**

***Internal Service - Self-Insurance Fund (Fund 2) - Total District***



	1st Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	0	0	0%	3
<b>4 Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$8,534	\$7,944	\$0	\$0	\$0	0%	5
6 Classified Salaries	70,802	62,879	25,218	\$35,023	\$35,023	67,561	193%	6
7 Employee Benefits	33,262	29,718	13,821	14,015	14,015	30,410	217%	7
8 Materials & Supplies	0	0	0	5,000	5,000	0	0%	8
9 Operating Expenses	418,597	474,924	442,599	705,000	705,000	592,729	84%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$522,661</b>	<b>\$576,055</b>	<b>\$489,582</b>	<b>\$759,038</b>	<b>\$759,038</b>	<b>\$690,700</b>	<b>91%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	468,719	485,714	511,442	1,062,575	1,062,575	530,299	50%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$468,719</b>	<b>\$485,714</b>	<b>\$511,442</b>	<b>\$1,062,575</b>	<b>\$1,062,575</b>	<b>\$530,299</b>	<b>50%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$53,942)	(\$90,341)	\$21,860	\$303,537	\$303,537	(\$160,402)		18
19 Beginning Balance, July 1	8,772,642	9,018,291	6,772,977	7,664,018	7,664,018	7,664,018		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$8,718,700</b>	<b>\$8,927,950</b>	<b>\$6,794,837</b>	<b>\$7,967,555</b>	<b>\$7,967,555</b>	<b>\$7,503,616</b>		<b>21</b>



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Debt Service Fund (Fund 25)**

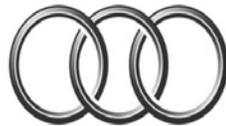
*The Debt Services Fund is used to account for the accumulation of resources for, and the payment of general long-term debt.*

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Budget**  
***Internal Service - Debt Service Fund (Fund 25) - Total District***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	26,560	26,280	25,476	176,020	176,020	33,035	0%	2
3 Local Revenue	15,123,322	16,416,047	16,881,082	36,501,792	36,501,792	23,625,907	65%	3
<b>4 Total Revenue</b>	<b>\$15,149,882</b>	<b>\$16,442,327</b>	<b>\$16,906,558</b>	<b>\$36,677,812</b>	<b>\$36,677,812</b>	<b>\$23,658,942</b>	<b>65%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(20,295,887)	(23,513,832)	(25,378,139)	(36,331,792)	(36,331,792)	(28,000,863)	77%	16
<b>17 Total Transfers/Other</b>	<b>(\$20,295,887)</b>	<b>(\$23,513,832)</b>	<b>(\$25,378,139)</b>	<b>(\$36,331,792)</b>	<b>(\$36,331,792)</b>	<b>(\$28,000,863)</b>	<b>77%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$5,146,005)	(\$7,071,505)	(\$8,471,581)	\$346,020	\$346,020	(\$4,341,920)		18
19 Beginning Balance, July 1	23,632,459	26,472,082	28,911,155	43,388,339	43,388,339	43,388,339		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$18,486,454</b>	<b>\$19,400,577</b>	<b>\$20,439,575</b>	<b>\$43,734,359</b>	<b>\$43,734,359</b>	<b>\$39,046,419</b>		<b>21</b>



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Restricted General Fund (Fund 3)**

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

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

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

## San Mateo County Community College District

## 2015-16 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS

July 1, 2015 - December 31, 2015

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30038	Child Dev Consortium Yosemite CCD	Federal		8,750	12,500		21,250
30101	TRIO Student Support Services	Local			45,544		45,544
30119	Jacobs Technology-Student Interns	Federal		13,139			13,139
30124	SBDC-HSUSPF 01/01/15-12/31/15	Federal	(43,041)				(43,041)
30129	MSEIP Cooperative	Federal		300,000			300,000
31002	AB 77/DSPS/Handicap	State	(40,636)	48,157	50,697		58,218
31009	Student Success and Support Program	State	26,797	(25,586)	(31,850)		(30,639)
31013	Foster Care CSEC Workshops	State		3,750			3,750
31069	Lottery--Prop 20--Instr MatrIs	State	(10,051)			10,051	-
31136	SMC HSA CalFresh 2/1/14-1/30/16	State			15,000		15,000
31139	Basic Skills 14-15 Appropriation	State			(6,516)		(6,516)
31142	Student Equity Program	State	(291,463)	(27,604)	(248,082)		(567,149)
31143	CCCD CTE Enhance SKY 1/1/15-6/30/1	State			43,073		43,073
31149	FHDACCD-DSN Energy	State			4,600		4,600
31160	Cabrillo CCS DSN Sm Bus Mini-Grant	State		18,000			18,000
32063	EQ+IP - SMCOE - First 5	Local		(4,000)	4,000		-
32080	The Grove Foundation-CAN CBET	Local		7,500			7,500
32081	SMCGS Grant - Canada Coll Library	Local		2,027			2,027
32097	VITA - United Way of the BA	Local			6,000		6,000
32112	JobTrain ICT Career Pathway	Local		36,000			36,000
35001	Miscellaneous Donations/Fees	Local	8,721	109	3,569		12,399
35041	Ctr for Int'l Trade Match	Local			36,260		36,260
35058	Skyline President's Innovation Fund	Local			104,175		104,175
35059	CSM President's Innovation Fund	Local	(16,384)				(16,384)
39030	Health Services - International Students	Local	(500,000)	(140,000)	(165,000)		(805,000)
<b>Total 2015-2016 Fund 3 Budget Revenue Adjustments</b>			<b>(866,057)</b>	<b>240,242</b>	<b>(126,030)</b>	<b>10,051</b>	<b>(741,794)</b>



**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Restricted General Fund (Fund 3) - Cañada College***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$1,182,749	\$1,348,568	\$1,451,062	\$6,203,837	\$6,525,726	\$1,619,421	25%	1
2 State Revenue	774,653	760,224	1,051,152	4,485,153	4,501,870	1,786,894	40%	2
3 Local Revenue	515,546	475,845	589,032	1,174,268	1,075,904	609,601	57%	3
4 <b>Total Revenue</b>	<b>\$2,472,947</b>	<b>\$2,584,637</b>	<b>\$3,091,246</b>	<b>\$11,863,258</b>	<b>\$12,103,500</b>	<b>\$4,015,917</b>	<b>33%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$571,126	\$565,127	\$740,729	\$2,352,065	\$2,376,483	\$1,002,589	42%	5
6 Classified Salaries	776,060	936,329	1,055,589	3,843,110	3,942,132	1,380,212	35%	6
7 Employee Benefits	373,391	376,447	490,515	1,709,939	1,735,117	666,449	38%	7
8 Materials & Supplies	122,742	99,411	128,611	892,095	850,640	204,376	24%	8
9 Operating Expenses	303,570	348,395	380,157	1,854,307	1,927,555	423,758	22%	9
10 Capital Outlay	13,434	43,577	42,869	36,535	57,527	76,360	133%	10
11 <b>Total Expenses</b>	<b>\$2,160,322</b>	<b>\$2,369,286</b>	<b>\$2,838,470</b>	<b>\$10,688,051</b>	<b>\$10,889,454</b>	<b>\$3,753,744</b>	<b>34%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(107,752)	(112,110)	(136,341)	(170,887)	(259,036)	(88,149)	34%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(102,312)	(56,903)	(83,679)	(716,764)	(667,453)	(137,457)	21%	16
17 <b>Total Transfers/Other</b>	<b>(\$210,064)</b>	<b>(\$169,013)</b>	<b>(\$220,020)</b>	<b>(\$887,651)</b>	<b>(\$926,489)</b>	<b>(\$225,606)</b>	<b>24%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$102,561	\$46,338	\$32,756	\$287,556	\$287,556	\$36,566		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
Adjustments to Beginning								
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$102,561</b>	<b>\$46,338</b>	<b>\$32,756</b>	<b>\$287,556</b>	<b>\$287,556</b>	<b>\$36,566</b>		21

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



**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Restricted General Fund (Fund 3) - College of San Mateo***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$180,712	\$170,131	\$178,686	\$445,124	\$402,083	\$157,457	39%	1
2 State Revenue	871,553	983,025	1,196,147	6,642,398	6,327,045	1,722,805	27%	2
3 Local Revenue	1,102,188	1,280,991	1,762,074	3,572,042	3,080,763	1,180,293	38%	3
4 <b>Total Revenue</b>	<b>\$2,154,452</b>	<b>\$2,434,147</b>	<b>\$3,136,907</b>	<b>\$10,659,565</b>	<b>\$9,809,892</b>	<b>\$3,060,555</b>	<b>31%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$413,237	\$531,375	\$528,964	\$1,927,012	\$1,708,694	\$759,563	44%	5
6 Classified Salaries	1,303,848	1,310,932	1,354,352	3,202,764	3,306,331	1,463,960	44%	6
7 Employee Benefits	576,767	477,613	573,089	1,557,330	1,556,304	674,304	43%	7
8 Materials & Supplies	155,748	146,738	198,696	1,354,864	895,035	267,652	30%	8
9 Operating Expenses	491,929	503,553	787,525	2,878,427	2,502,037	610,255	24%	9
10 Capital Outlay	24,157	78,770	17,819	152,692	238,630	81,388	34%	10
11 <b>Total Expenses</b>	<b>\$2,965,686</b>	<b>\$3,048,982</b>	<b>\$3,460,444</b>	<b>\$11,073,089</b>	<b>\$10,207,031</b>	<b>\$3,857,122</b>	<b>38%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$675,900	\$690,712	\$916,384	\$900,000	\$675,000	75%	12
13 Other Sources	0	0	1,400	0	0	0	0%	13
14 Transfers out	0	67,500	69,731	170,887	165,387	(5,500)	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(48,960)	(58,939)	(52,165)	(235,895)	(230,395)	(50,870)	22%	16
17 <b>Total Transfers/Other</b>	<b>(\$48,960)</b>	<b>\$684,461</b>	<b>\$709,679</b>	<b>\$851,376</b>	<b>\$834,992</b>	<b>\$618,630</b>	<b>74%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$860,194)	\$69,626	\$386,142	\$437,853	\$437,853	(\$177,938)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$860,194)</b>	<b>\$69,626</b>	<b>\$386,142</b>	<b>\$437,853</b>	<b>\$437,853</b>	<b>(\$177,938)</b>		21

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Restricted General Fund (Fund 3) - Skyline College**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$899,473	\$683,219	\$698,063	\$1,490,569	\$1,503,069	\$499,038	33%	1
2 State Revenue	1,301,524	1,270,031	1,478,178	8,669,104	8,496,026	2,800,807	33%	2
3 Local Revenue	764,735	710,299	1,394,887	1,450,760	1,439,764	1,028,796	71%	3
<b>4 Total Revenue</b>	<b>\$2,965,732</b>	<b>\$2,663,548</b>	<b>\$3,571,128</b>	<b>\$11,610,433</b>	<b>\$11,438,859</b>	<b>\$4,328,640</b>	<b>38%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$1,040,286	\$886,373	\$1,088,125	\$3,046,487	\$3,274,493	\$1,540,109	47%	5
6 Classified Salaries	816,583	833,330	761,646	2,417,014	2,785,653	1,091,920	39%	6
7 Employee Benefits	476,426	387,473	454,194	1,523,133	1,634,744	624,791	38%	7
8 Materials & Supplies	71,891	112,200	232,040	1,020,699	1,266,059	299,196	24%	8
9 Operating Expenses	283,216	216,775	835,148	2,458,133	1,592,222	628,592	39%	9
10 Capital Outlay	103	4,403	10,736	116,761	128,300	29,789	23%	10
<b>11 Total Expenses</b>	<b>\$2,688,505</b>	<b>\$2,440,554</b>	<b>\$3,381,889</b>	<b>\$10,582,226</b>	<b>\$10,681,471</b>	<b>\$4,214,397</b>	<b>39%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	(\$0)	\$45,544	\$45,544	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	(51,102)	(55,154)	(49,104)	(19,815)	(18,804)	(69,260)	368%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(71,788)	(52,856)	(59,753)	(537,458)	(313,195)	(49,782)	16%	16
<b>17 Total Transfers/Other</b>	<b>(\$122,890)</b>	<b>(\$108,010)</b>	<b>(\$108,857)</b>	<b>(\$557,273)</b>	<b>(\$286,454)</b>	<b>(\$73,498)</b>	<b>26%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$154,337	\$114,984	\$80,383	\$470,933	\$470,933	\$40,745		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$154,337</b>	<b>\$114,984</b>	<b>\$80,383</b>	<b>\$470,933</b>	<b>\$470,933</b>	<b>\$40,745</b>		<b>21</b>

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Restricted General Fund (Fund 3) - District Office***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	178,250	32,717	92,351	(1,231,277)	(1,221,226)	35,788	-3%	2
3 Local Revenue	1,248,467	1,181,858	1,215,897	2,614,622	2,614,622	1,081,870	41%	3
4 <b>Total Revenue</b>	<b>\$1,426,717</b>	<b>\$1,214,575</b>	<b>\$1,308,248</b>	<b>\$1,383,344</b>	<b>\$1,393,395</b>	<b>\$1,117,659</b>	<b>80%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	1,031,793	925,596	994,426	2,212,424	2,212,424	1,044,237	47%	6
7 Employee Benefits	419,021	324,359	386,815	874,427	874,427	416,526	48%	7
8 Materials & Supplies	56,247	46,068	77,216	263,661	307,712	89,365	29%	8
9 Operating Expenses	34,557	127,650	102,776	804,675	770,675	112,546	15%	9
10 Capital Outlay	13,540	0	0	7,762,732	7,762,732	0	0%	10
11 <b>Total Expenses</b>	<b>\$1,555,157</b>	<b>\$1,423,674</b>	<b>\$1,561,233</b>	<b>\$11,917,919</b>	<b>\$11,927,970</b>	<b>\$1,662,674</b>	<b>14%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$379,467	\$40,000	\$928,605	\$928,605	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$379,467</b>	<b>\$40,000</b>	<b>\$928,605</b>	<b>\$928,605</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$128,441)	\$170,368	(\$212,985)	(\$9,605,969)	(\$9,605,969)	(\$545,015)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$128,441)</b>	<b>\$170,368</b>	<b>(\$212,985)</b>	<b>(\$9,605,969)</b>	<b>(\$9,605,969)</b>	<b>(\$545,015)</b>		21

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Restricted General Fund (Fund 3) - Total District***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$2,262,933	\$2,201,917	\$2,327,811	\$8,139,530	\$8,430,878	\$2,275,916	27%	1
2 State Revenue	3,125,980	3,045,998	3,817,827	18,565,379	18,103,716	6,346,294	35%	2
3 Local Revenue	3,630,935	3,648,992	4,961,892	8,811,692	8,211,053	3,900,560	48%	3
<b>4 Total Revenue</b>	<b>\$9,019,848</b>	<b>\$8,896,908</b>	<b>\$11,107,529</b>	<b>\$35,516,600</b>	<b>\$34,745,646</b>	<b>\$12,522,770</b>	<b>36%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$2,024,649	\$1,982,876	\$2,357,818	\$7,325,565	\$7,359,670	\$3,302,262	45%	5
6 Classified Salaries	3,928,283	4,006,187	4,166,013	11,675,313	12,246,541	4,980,330	41%	6
7 Employee Benefits	1,845,605	1,565,893	1,904,612	5,664,828	5,800,592	2,382,069	41%	7
8 Materials & Supplies	406,628	404,417	636,563	3,531,318	3,319,446	860,589	26%	8
9 Operating Expenses	1,113,271	1,196,373	2,105,606	7,995,541	6,792,490	1,775,150	26%	9
10 Capital Outlay	51,234	126,750	71,423	8,068,719	8,187,188	187,537	2%	10
<b>11 Total Expenses</b>	<b>\$9,369,670</b>	<b>\$9,282,497</b>	<b>\$11,242,035</b>	<b>\$44,261,285</b>	<b>\$43,705,927</b>	<b>\$13,487,937</b>	<b>31%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$1,055,367	\$730,712	\$1,844,990	\$1,874,150	\$720,544	38%	12
13 Other Sources	0	0	1,400	0	0	0	0%	13
14 Transfers out	(158,854)	(99,764)	(115,713)	(19,815)	(112,453)	(162,909)	145%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(223,061)	(168,697)	(195,598)	(1,490,117)	(1,211,043)	(238,110)	20%	16
<b>17 Total Transfers/Other</b>	<b>(\$381,914)</b>	<b>\$786,905</b>	<b>\$420,802</b>	<b>\$335,058</b>	<b>\$550,654</b>	<b>\$319,526</b>	<b>58%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$731,736)	\$401,316	\$286,296	(\$8,409,627)	(\$8,409,627)	(\$645,641)		18
19 Beginning Balance, July 1	13,495,708	13,899,288	14,936,402	15,185,451	15,185,451	15,185,451		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$12,763,972</b>	<b>\$14,300,604</b>	<b>\$15,222,698</b>	<b>\$6,775,824</b>	<b>\$6,775,824</b>	<b>\$14,539,809</b>		<b>21</b>

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

*This page intentionally left blank*



## Capital Projects Fund (Fund 4)

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

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

**2015-2016 Capital Projects Financial Summary  
Budget Expenditures as of December 31, 2015**

LOCATION	PROJECT NAME	FUND NUMBER		EXPENDITURE			AVAILABLE BALANCE *
				2015-16 BUDGET	YTD	ENCUMBRANCE	
CAÑADA	CAN Housing Maintenance Reserve	40303	40303 Total	702,500	63,606	0	638,894
CAÑADA	CAN Walkway Lighting	41322	41322 Total	179,596	22,157	98,952	58,487
CAÑADA	CAN FY1516 SMSR Projects	43340	43340 Total	900,000	0	48,669	851,331
CAÑADA	CAN Instructional Equipment	43383	43383 Total	1,177,715	22,337	865	1,154,513
CAÑADA	CAN Solar Photovoltaic System	44345	44345 Total	547,730	(2,216,833)	7,975	2,756,589
CAÑADA	CAN Parking Lot LED Project	44346	44346 Total	30,831	4,388	25,812	631
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	44347	44347 Total	41,500,000	0	0	41,500,000
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	45309	45309 Total	18,987,710	(1,646,335)	0	20,634,045
CAÑADA	CAN B23N Math/Science/Tech	45310	45310 Total	2,000,000	99,756	54,369	1,845,875
CAÑADA	CAN Emergency Building Repairs	45311	45311 Total	960,000	3,855	2,274	953,871
CAÑADA	CAN Small Projects	45322	45322 Total	900,000	0	0	900,000
CAÑADA	CAN Small Projects	47323	47323 Total	100,897	9,134	91,762	0
CAÑADA	CAN Emergency Building Repairs	47324	47324 Total	80,482	18,322	285	61,875
CAÑADA	CAN Instructional Equipment	47330	47330 Total	177,767	63,840	62,918	51,009
CAÑADA	CAN Solar PV System	47342	47342 Total	2,240,691	2,240,691	0	0
CAÑADA	CAN Parking Lot LED Project	47344	47344 Total	148,451	39,982	61,210	47,259
CAÑADA	CAN Bldg 1 Kinesiology and Wellness	47345	47345 Total	3,942,260	1,992,873	210,942	1,738,445
CAÑADA	Faculty/Staff Housing-Cañada Site	48310	48310 Total	161	0	0	161
CSM	CSM Housing Maintenance Reserve	40403	40403 Total	449,500	6,443	0	443,057
CSM	CSM Exterior Walkway Lighting	41421	41421 Total	320,693	22,414	216,367	81,912
CSM	CSM Equipment Recycling	42404	42404 Total	84,977	0	0	84,977
CSM	CSM Instructional Equipment	43483	43483 Total	1,191,996	1,398	0	1,190,598
CSM	CSM SMSR Projects	43486	43486 Total	1,096,504	978,681	120,093	(2,270)
CSM	CSM FY1516 SMSR Projects	43488	43488 Total	626,000	0	0	626,000
CSM	Ergonomic office furniture (completion)	44435	44435 Total	8,703	0	0	8,703
CSM	Haz. Mat. clean-up/disposal	44438	44438 Total	8,962	0	0	8,962
CSM	CSM Parking Lot LED Project	44456	44456 Total	87,994	48,281	20,060	19,653
CSM	CSM Bldg 36 Star Projector Replacement	45405	45405 Total	2,000,000	823,347	238,766	937,887
CSM	CSM Solar and Energy Storage	45406	45406 Total	600,999	0	0	600,999
CSM	CSM Bldg 3 Modernization	45407	45407 Total	4,946,245	63,840	73,163	4,809,243
CSM	CSM B17 Student Life/Learning Comm	45408	45408 Total	3,000,000	88,307	58,117	2,853,577
CSM	CSM B19 Center for Emerging Tech.	45409	45409 Total	3,000,000	7,150	0	2,992,850
CSM	CSM Emergency Building Repairs	45411	45411 Total	1,020,000	54,750	3,811	961,440
CSM	CSM Small Projects	45422	45422 Total	900,000	109,068	29,730	761,202
CSM	CSM North Gateway	47408	47408 Total	1,056,228	481,022	575,205	0
CSM	CSM Small Projects	47423	47423 Total	124,095	6,382	75,522	42,190
CSM	CSM Emergency Building Repairs	47424	47424 Total	111,280	36,743	50,911	23,626
CSM	CSM Instructional Equipment	47432	47432 Total	689,741	192,641	271,702	225,398
CSM	CSM Edison Lot Project	47433	47433 Total	0	0	0	0
CSM	CSM Bldg 6 Aquatic System Pool Upgrade	47449	47449 Total	599,190	11,194	86,318	501,678
CSM	CSM Bldg 36 Chemistry Ventilation	47452	47452 Total	122,755	39,463	32,288	51,005
CSM	CSM Parking Lot LED Project	47453	47453 Total	23,055	0	0	23,055
CSM	CSM B30 Plaza Renovation	47455	47455 Total	6,176	5,381	795	0
CSM	CSM Landscape Refresh and Irrigation	47456	47456 Total	135,164	73,067	15,205	46,892
CSM	CSM Waterproofing	47457	47457 Total	186,855	123,753	45,681	17,421
CSM	CSM Marie Curie Pkg Lot Renovation	47458	47458 Total	336,000	29,887	0	306,113
CSM	CSM Roof Replacement	47459	47459 Total	135,872	49,732	86,140	0
DISTRICTWIDE	General Capital Projects	40000	40000 Total	10,172,750	0	0	10,172,750
DISTRICTWIDE	College Contingency	40001	40001 Total	11,455,025	0	0	11,455,025
DISTRICTWIDE	College Housing Project	40003	40003 Total	485,414	0	0	485,414
DISTRICTWIDE	Post Bond Admin Fee Reserve	40005	40005 Total	113,486	0	0	113,486
DISTRICTWIDE	College One Time Fd Reserve	40006	40006 Total	4,500,000	0	0	4,500,000
DISTRICTWIDE	Aux Services Use Fee	40007	40007 Total	74,080	0	0	74,080
DISTRICTWIDE	DW Construction Planning Internal Svc Fund	40009	40009 Total	6,500	4,337	0	2,163
DISTRICTWIDE	DW Parking Lot Retaining Wall	42005	42005 Total	447,900	0	0	447,900
DISTRICTWIDE	DW Athletic Fields Replacement	42103	42103 Total	831,551	563,617	144,611	123,322
DISTRICTWIDE	Redevelopment Program	43001	43001 Total	2,464,376	148,464	0	2,315,912
DISTRICTWIDE	Property Management Study	44001	44001 Total	33,353	4,102	17,762	11,490
DISTRICTWIDE	PE Vans Purchase	44003	44003 Total	456,355	21,418	21,406	413,531
DISTRICTWIDE	District Facilities Projects	44102	44102 Total	1,754,576	47,815	68,143	1,638,618
DISTRICTWIDE	District Funded FCI Contingency	44103	44103 Total	1,993,500	11,742	0	1,981,758
DISTRICTWIDE	Energy Efficiency Projects Fund	44108	44108 Total	71,708	(16,383)	0	88,091
DISTRICTWIDE	DW CIP3 Master	45000	45000 Total	32,213,631	0	0	32,213,631
DISTRICTWIDE	DW CIP3 Planning	45001	45001 Total	5,158,704	456,757	618,249	4,083,698
DISTRICTWIDE	DW Network Core Switch upgrade	45002	45002 Total	500,000	1,553	1,960	496,487
DISTRICTWIDE	DW UPS Device(MDF/IDF) Replacement	45003	45003 Total	250,000	71,313	0	178,687
DISTRICTWIDE	DW Symetra UPS Device(MPOE) Replace	45004	45004 Total	250,000	437	0	249,563
DISTRICTWIDE	DW Network Firewall Switch Replacmnt	45005	45005 Total	1,000,000	0	0	1,000,000
DISTRICTWIDE	DW Telephone System Replacement	45006	45006 Total	2,500,000	1,099	0	2,498,901
DISTRICTWIDE	DW Wireless Access Point(WAP) Repl	45007	45007 Total	1,000,000	0	0	1,000,000
DISTRICTWIDE	DW Network Switch Upgrade (10 GB)	45008	45008 Total	2,500,000	47,121	3,001	2,449,877
DISTRICTWIDE	DW Server Replacement	45009	45009 Total	2,000,000	0	0	2,000,000
DISTRICTWIDE	DW Small Projects	45022	45022 Total	300,000	0	0	300,000
DISTRICTWIDE	Facilities Excellence (Foundation)	46112	46112 Total	0	7,623	0	(7,623)
DISTRICTWIDE	IVES ITS Project	46113	46113 Total	6	0	0	6
DISTRICTWIDE	Bond Construction General	47000	47000 Total	460,620	0	0	460,620

\* NOTE: All negative balances will be cleared accordingly.

**2015-2016 Capital Projects Financial Summary  
Budget Expenditures as of December 31, 2015**

LOCATION	PROJECT NAME	FUND NUMBER		2015-16 BUDGET	EXPENDITURE		AVAILABLE
					YTD	ENCUMBRANCE	BALANCE *
DISTRICTWIDE	DW CIP2 Planning	47001	47001 Total	2,600,638	1,191,766	192,670	1,216,202
DISTRICTWIDE	DW Technology Upgrades	47002	47002 Total	32,353	22,582	0	9,771
DISTRICTWIDE	DW Contingency	47007	47007 Total	0	0	0	0
DISTRICTWIDE	DW Small Projects	47008	47008 Total	84,688	22,276	27,343	35,070
DISTRICTWIDE	DO Cooling Tower and Comp Replacement	47016	47016 Total	3,810	0	0	3,810
DISTRICTWIDE	DW Utility Consumption Measurement	47017	47017 Total	1,311,508	77,565	1,050,989	182,955
DISTRICTWIDE	DW Computer Lab Replacement Project	47019	47019 Total	945,414	500,648	184,394	260,371
DISTRICTWIDE	DW Banner/Emerg System Upgrades	47022	47022 Total	89,556	18,467	2,506	68,583
DISTRICTWIDE	DW Restroom Renovation	47023	47023 Total	20,083	1,322	0	18,761
DISTRICTWIDE	DW Onuma Integration	47024	47024 Total	106,505	10,022	90,803	5,680
DISTRICTWIDE	DW ESCO Multi Phase Project	47027	47027 Total	1,910,497	17,695	1,703,392	189,410
DISTRICTWIDE	DW ACAMS System Upgrade	47028	47028 Total	103,263	79,707	23,224	332
DISTRICTWIDE	DO Audio Video Upgrade	47029	47029 Total	18,324	2,210	15,055	1,058
DISTRICTWIDE	DW EV Charging Stations Expansion	47030	47030 Total	300,000	7,560	0	292,440
DISTRICTWIDE	C.O.P. Projects	48001	48001 Total	9,764	9,374	0	390
SKYLINE	SKY Walkway Lighting	41225	41225 Total	519,752	23,485	217,726	278,541
SKYLINE	SKY Bldg 6 Servery	42206	42206 Total	146,095	7,512	0	138,583
SKYLINE	SKY SMSR Projects	43244	43244 Total	26,890	7,456	19,433	0
SKYLINE	SKY FY1516 SMSR Projects	43245	43245 Total	803,559	0	22,935	780,624
SKYLINE	SKY Instructional Equipment	43283	43283 Total	685,927	2,435	75,421	608,071
SKYLINE	SKY Bldg 1 Social Science/Creative Arts	45204	45204 Total	19,758,120	337,651	123,875	19,296,595
SKYLINE	SKY Bldg 12 Environmental Science	45205	45205 Total	2,467,501	171,088	206,488	2,089,925
SKYLINE	SKY Bldg 12 Career/Sustainable Tech	45206	45206 Total	2,730,025	131,747	0	2,598,278
SKYLINE	SKY Bldg 2 Workforce/Econ Development	45207	45207 Total	13,069,200	(24,550)	19,500	13,074,250
SKYLINE	SKY Emergency Building Repairs	45211	45211 Total	1,020,000	0	0	1,020,000
SKYLINE	SKY Small Projects	45222	45222 Total	900,000	0	0	900,000
SKYLINE	SKY Small Projects	47223	47223 Total	129,885	67,377	32,000	30,508
SKYLINE	SKY Emergency Building Repairs	47224	47224 Total	60,181	23,230	3,512	33,438
SKYLINE	SKY Instructional Equipment	47232	47232 Total	475,569	224,024	179,788	71,757
SKYLINE	SKY Bldgs 1, 3, 6-8 Wayfinding Signage	47240	47240 Total	0	0	0	0
SKYLINE	SKY Bldg 7 Cadaver Room Exhaust Upgrade	47251	47251 Total	0	0	0	0
SKYLINE	SKY Bldg 14 Replacement	47253	47253 Total	42,265	15,994	0	26,271
SKYLINE	SKY B5 Learning Commons Facelift	47254	47254 Total	300,000	0	61,892	238,108
SKYLINE	SKY B7 Fabrication Lab Setup	47255	47255 Total	150,000	0	72,204	77,796
		<b>TOTAL</b>		<b>231,260,676</b>	<b>8,290,375</b>	<b>7,866,187</b>	<b>215,104,114</b>

\* NOTE: All negative balances will be cleared accordingly.



**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Capital Projects Fund (Fund 4) - Cañada College**

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	2015-16 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	25,000	70,275	281%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>	<b>\$70,275</b>	<b>281%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	2,399	274	825	\$10,000	\$10,000	0	0%	6
7 Employee Benefits	0	33	0	\$0	\$0	0	0%	7
8 Materials & Supplies	300,509	207,654	184,591	\$100,000	\$118,759	63,139	53%	8
9 Operating Expenses	208,727	346,445	26,700	\$2,000,000	\$500,000	22,244	4%	9
10 Capital Outlay	939,949	273,903	42,733	\$9,000,000	\$3,620,731	795	0%	10
11 <b>Total Expenses</b>	<b>\$1,451,584</b>	<b>\$828,310</b>	<b>\$254,848</b>	<b>\$11,110,000</b>	<b>\$4,249,491</b>	<b>\$86,177</b>	<b>2%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$400,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$1,451,584)	(\$828,310)	\$145,152	(\$11,110,000)	(\$4,224,491)	(\$15,903)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$1,451,584)</b>	<b>(\$828,310)</b>	<b>\$145,152</b>	<b>(\$11,110,000)</b>	<b>(\$4,224,491)</b>	<b>(\$15,903)</b>		21

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



**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Capital Projects Fund (Fund 4) - College of San Mateo**

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	2015-16 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	103,500	205,053	198%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$103,500</b>	<b>\$205,053</b>	<b>0%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	6,438	11,909	2,614	30,000	30,000	4,663	16%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	165,119	102,860	74,230	400,000	585,362	153,092	26%	8
9 Operating Expenses	391,294	545,078	14,924	5,000,000	1,000,000	11,349	1%	9
10 Capital Outlay	867,853	2,829,321	40,750	5,000,000	6,234,135	23,876	0%	10
11 <b>Total Expenses</b>	<b>\$1,430,705</b>	<b>\$3,489,169</b>	<b>\$132,517</b>	<b>\$10,430,000</b>	<b>\$7,849,497</b>	<b>\$192,980</b>	<b>2%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$400,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$1,430,705)	(\$3,489,169)	\$267,483	(\$10,430,000)	(\$7,745,997)	\$12,073		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$1,430,705)</b>	<b>(\$3,489,169)</b>	<b>\$267,483</b>	<b>(\$10,430,000)</b>	<b>(\$7,745,997)</b>	<b>\$12,073</b>		21

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



**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Capital Projects Fund (Fund 4) - Skyline College**

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	2015-16 Actual To Date	%	
								To Date
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	0	0	0	0	44,800	115,781	258%	3
4 <b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,800</b>	<b>\$115,781</b>	<b>258%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	14,362	3,930	0	20,000	20,000	1,235	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	193,627	154,697	232,490	400,000	423,896	184,159	43%	8
9 Operating Expenses	650,626	462,526	19,916	2,500,000	1,500,000	21,336	1%	9
10 Capital Outlay	555,052	105,995	92,801	5,000,000	6,764,476	20,788	0%	10
11 <b>Total Expenses</b>	<b>\$1,413,666</b>	<b>\$727,150</b>	<b>\$345,208</b>	<b>\$7,920,000</b>	<b>\$8,708,372</b>	<b>\$227,518</b>	<b>3%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$400,000	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	(1,000,000)	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$600,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$1,413,666)	(\$727,150)	(\$945,208)	(\$7,920,000)	(\$8,663,572)	(\$111,737)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$1,413,666)</b>	<b>(\$727,150)</b>	<b>(\$945,208)</b>	<b>(\$7,920,000)</b>	<b>(\$8,663,572)</b>	<b>(\$111,737)</b>		21

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Capital Projects Fund (Fund 4) - Districtwide**

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	2015-16 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	1,301,387	821,684	1,830,524	0	2,843,825	1,725,637	61%	2
3 Local Revenue	0	6,077,516	384,858	1,686,884	1,513,584	257,361	17%	3
4 <b>Total Revenue</b>	<b>\$1,301,387</b>	<b>\$6,899,200</b>	<b>\$2,215,382</b>	<b>\$1,686,884</b>	<b>\$4,357,409</b>	<b>\$1,982,998</b>	<b>46%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	376,507	325,236	395,173	2,300,000	2,320,000	1,096,735	47%	6
7 Employee Benefits	145,033	98,012	124,615	900,000	900,000	385,824	43%	7
8 Materials & Supplies	134,555	552,497	680,305	1,000,000	1,571,983	762,900	49%	8
9 Operating Expenses	222,950	501,343	1,470,589	3,000,000	9,500,000	1,574,336	17%	9
10 Capital Outlay	418,948	2,124,816	3,768,652	6,000,000	11,061,716	3,963,905	36%	10
11 <b>Total Expenses</b>	<b>\$1,297,993</b>	<b>\$3,601,904</b>	<b>\$6,439,333</b>	<b>\$13,200,000</b>	<b>\$25,353,699</b>	<b>\$7,783,700</b>	<b>31%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$1,475,000	\$5,950,000	\$3	\$398,244	\$1,187,000	\$1,187,000	100%	12
13 Other Sources	586,289	476,279	41,306	708,756	741,302	741,302	100%	13
14 Transfers out	(1,666,291)	(6,720,084)	(1,618,250)	(250,312)	(414,381)	(414,381)	100%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$394,998</b>	<b>(\$293,805)</b>	<b>(\$1,576,941)</b>	<b>\$856,688</b>	<b>\$1,513,921</b>	<b>\$1,513,921</b>	<b>100%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$398,392	\$3,003,491	(\$5,800,892)	(\$10,656,428)	(\$19,482,369)	(\$4,286,780)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$398,392</b>	<b>\$3,003,491</b>	<b>(\$5,800,892)</b>	<b>(\$10,656,428)</b>	<b>(\$19,482,369)</b>	<b>(\$4,286,780)</b>		21

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Capital Projects Fund (Fund 4) - Total District**

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	2015-16 Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	1,301,387	821,684	1,830,524	0	2,843,825	1,725,637	61%	2
3 Local Revenue	0	6,077,516	384,858	1,686,884	1,686,884	648,470	38%	3
<b>4 Total Revenue</b>	<b>\$1,301,387</b>	<b>\$6,899,200</b>	<b>\$2,215,382</b>	<b>\$1,686,884</b>	<b>\$4,530,709</b>	<b>\$2,374,107</b>	<b>52%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	\$399,707	\$341,350	\$398,612	\$2,360,000	\$2,380,000	\$1,102,634	46%	6
7 Employee Benefits	\$145,033	\$98,045	\$124,615	\$900,000	\$900,000	\$385,824	43%	7
8 Materials & Supplies	\$793,810	\$1,017,709	\$1,171,616	\$1,900,000	\$2,700,000	\$1,163,289	43%	8
9 Operating Expenses	\$1,473,596	\$1,855,392	\$1,532,129	\$12,500,000	\$12,500,000	\$1,629,266	13%	9
10 Capital Outlay	\$2,781,802	\$5,334,036	\$3,944,936	\$25,000,000	\$27,681,058	\$4,009,363	14%	10
<b>11 Total Expenses</b>	<b>\$5,593,948</b>	<b>\$8,646,532</b>	<b>\$7,171,907</b>	<b>\$42,660,000</b>	<b>\$46,161,059</b>	<b>\$8,290,375</b>	<b>18%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$1,475,000	\$5,950,000	\$800,003	\$398,244	\$1,187,000	\$1,187,000	100%	12
13 Other Sources	\$586,289	\$476,279	\$441,306	\$708,756	\$741,302	\$741,302	100%	13
14 Transfers out	(\$1,666,291)	(\$6,720,084)	(\$2,618,250)	(\$250,312)	(\$414,381)	(\$414,381)	100%	14
15 Contingency	\$0	\$0	\$0	\$0	\$0	\$0	0%	15
16 Other Out Go	\$0	\$0	\$0	\$0	\$0	\$0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$394,998</b>	<b>(\$293,805)</b>	<b>(\$1,376,941)</b>	<b>\$856,688</b>	<b>\$1,513,921</b>	<b>\$1,513,921</b>	<b>100%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$3,897,563)	(\$2,041,137)	(\$6,333,466)	(\$40,116,428)	(\$40,116,428)	(\$4,402,347)		18
19 Beginning Balance, July 1	117,780,030	113,255,732	110,414,127	224,950,124	224,950,124	224,950,124		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$113,882,467</b>	<b>\$111,214,595</b>	<b>\$104,080,662</b>	<b>\$184,833,696</b>	<b>\$184,833,696</b>	<b>\$220,547,777</b>		21

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



## Enterprise Fund Auxiliary Fund (Fund 5)

*The District maintains enterprise funds. These funds account for operations that the Board requires to be self-supporting. These funds are maintained independently of other District funds to facilitate the entrepreneurial nature of the activities involved and also provide the necessary flexibility to report the retail and operational requirements of these self-supporting services.*

*The **Bookstore Fund** is used to account for revenues received and expenses made to operate the District's bookstores. **The Cafeteria Fund** is used to account for revenues received and expenses related to contracted food service and vending operations of the District. **The San Mateo Athletic Club (SMAC)** accounts for revenues received and expenses related to the operations of the athletic club and aquatic center. **The Community, Continuing, and Corporate Education (CCCE)** is the newest addition to the enterprise funds with the goal of increasing and meeting educational opportunities and needs in San Mateo County.*

**San Mateo County Community College District**  
**2015-2016 Mid -Year Report**  
**Enterprise Fund - Bookstore (Fund 5)**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Income</b>								
1 Federal Income	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0	0	0	0%	2
3 Local Income	3,801,990	3,698,953	3,532,364	7,500,000	7,500,000	3,583,421	48%	3
<b>4 Total Income</b>	<b>\$3,801,990</b>	<b>\$3,698,953</b>	<b>\$3,532,364</b>	<b>\$7,500,000</b>	<b>\$7,500,000</b>	<b>\$3,583,421</b>	<b>48%</b>	<b>4</b>
<b>Expenses</b>								
5 Cost of Sales	\$2,243,409	\$2,148,638	\$1,914,657	\$4,000,000	\$4,000,000	\$1,887,316	47%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	865,944	839,399	859,677	1,800,000	1,800,000	981,382	55%	7
8 Employee Benefits	255,914	215,284	249,624	530,000	530,000	281,530	53%	8
9 Materials & Supplies	0	0	0	35,000	35,000	17,232	49%	9
10 Operating Expenses	389,712	381,071	322,674	800,000	800,000	349,380	44%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
<b>12 Total Expenses</b>	<b>\$3,754,979</b>	<b>\$3,584,392</b>	<b>\$3,346,633</b>	<b>\$7,165,000</b>	<b>\$7,165,000</b>	<b>\$3,516,840</b>	<b>49%</b>	<b>12</b>
<b>Transfers &amp; Other</b>								
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	13
14 Other Sources	0	0	0	0	0	0	0%	14
15 Transfers out	0	0	0	0	0	0	0%	15
16 Contingency	0	0	0	0	0	0	0%	16
17 Other Out Go	0	0	0	0	0	0	0%	17
<b>18 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>18</b>
<b>Fund Balance</b>								
19 Net Change in Fund Balance	\$47,011	\$114,561	\$185,732	\$335,000	\$335,000	\$66,581		19
20 Beginning Balance, July 1	7,133,273	7,249,115	7,636,581	8,070,715	8,070,715	8,070,715		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0		21
<b>22 Net Fund Balance, Dec. 31</b>	<b>\$7,180,284</b>	<b>\$7,363,676</b>	<b>\$7,822,313</b>	<b>\$8,405,715</b>	<b>\$8,405,715</b>	<b>\$8,137,296</b>		<b>22</b>

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Enterprise Fund - Cafeteria (Fund 5)**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	123,035	148,436	145,208	320,000	320,000	177,773	56%	3
4 <b>Total Revenue</b>	<b>\$123,035</b>	<b>\$148,436</b>	<b>\$145,208</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$177,773</b>	<b>56%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	19,048	23,403	23,856	50,000	50,000	31,276	63%	6
7 Employee Benefits	4,736	3,988	4,918	9,000	9,000	6,911	77%	7
8 Materials & Supplies	0	29,715	30,098	60,000	60,000	36,208	60%	8
9 Operating Expenses	62,517	31,708	29,914	100,000	100,000	33,827	34%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$86,301</b>	<b>\$88,814</b>	<b>\$88,786</b>	<b>\$219,000</b>	<b>\$219,000</b>	<b>\$108,222</b>	<b>49%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$36,734	\$59,622	\$56,422	\$101,000	\$101,000	\$69,551		18
19 Beginning Balance, July 1	337,374	353,375	456,337	507,019	507,019	507,019		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$374,108</b>	<b>\$412,997</b>	<b>\$512,759</b>	<b>\$608,019</b>	<b>\$608,019</b>	<b>\$576,570</b>		21

**San Mateo County Community College District**  
**2015-2016 Mid -Year Report**  
**Enterprise Fund - San Mateo Athletic Club & Aquatic Center (Fund 5)**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Income</b>								
1 Federal Income	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Income	0	0	0	0	0	0	0%	2
3 Local Income	1,631,440	1,957,032	2,099,852	4,500,000	4,500,000	2,255,986	50%	3
4 <b>Total Income</b>	<b>\$1,631,440</b>	<b>\$1,957,032</b>	<b>\$2,099,852</b>	<b>\$4,500,000</b>	<b>\$4,500,000</b>	<b>\$2,255,986</b>	<b>50%</b>	4
<b>Expenses</b>								
5 Cost of Sales	0	0	0	0	0	0	0%	5
6 Certificated Salaries	0	0	0	0	0	0	0%	6
7 Classified Salaries	734,968	69,640	85,955	185,000	185,000	104,337	56%	7
8 Employee Benefits	176,392	17,077	25,519	43,000	43,000	30,074	70%	8
9 Materials & Supplies	0	0	0	0	0	0	0%	9
10 Operating Expenses	286,363	1,348,020	1,460,387	3,300,000	3,300,000	1,627,353	49%	10
11 Capital Outlay	0	0	0	0	0	0	0%	11
12 <b>Total Expenses</b>	<b>\$1,197,723</b>	<b>\$1,434,737</b>	<b>\$1,571,861</b>	<b>\$3,528,000</b>	<b>\$3,528,000</b>	<b>\$1,761,764</b>	<b>50%</b>	12
<b>Transfers &amp; Other</b>								
13 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	13
14 Other Sources	36,671	35,048	71,989	150,000	150,000	75,890	51%	14
15 Transfers out	0	0	0	0	0	0	0%	15
16 Contingency	0	0	0	0	0	0	0%	16
17 Other Out Go	(89,894)	(32,626)	(123,460)	(385,000)	(385,000)	(66,774)	17%	17
18 <b>Total Transfers/Other</b>	<b>(\$53,223)</b>	<b>\$2,422</b>	<b>(\$51,471)</b>	<b>(\$235,000)</b>	<b>(\$235,000)</b>	<b>\$9,116</b>	<b>-4%</b>	18
<b>Fund Balance</b>								
19 Net Change in Fund Balance	\$380,494	\$524,717	\$476,520	\$737,000	\$737,000	\$503,338		19
20 Beginning Balance, July 1	171,400	816,784	1,344,968	1,936,074	1,936,074	1,936,074		20
21 Adjustments to Beginning Balance	0	0	0	0	0	0		21
22 <b>Net Fund Balance, Dec. 31</b>	<b>\$551,894</b>	<b>\$1,341,501</b>	<b>\$1,821,488</b>	<b>\$2,673,074</b>	<b>\$2,673,074</b>	<b>\$2,439,412</b>		22

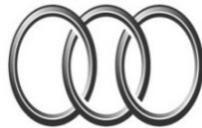
**San Mateo County Community College District**  
**2015 - 2016 Mid -Year Report**  
**Enterprise Fund - Community, Continuing, and Corporate Education (Fund 5)**



	2nd Quarter 2012-13 Actuals *	2nd Quarter 2013-14 Actuals *	2nd Quarter 2014-15 Actuals *	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	244,438	233,911	216,732	900,000	900,000	327,149	36%	3
<b>4 Total Revenue</b>	<b>\$244,438</b>	<b>\$233,911</b>	<b>\$216,732</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$327,149</b>	<b>36%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	105,325	100,078	111,945	315,000	315,000	153,152	49%	6
7 Employee Benefits	36,732	31,180	47,812	110,000	110,000	54,991	50%	7
8 Materials & Supplies	1,039	1,102	2,728	25,000	25,000	5,748	23%	8
9 Operating Expenses	165,976	180,968	158,620	350,000	350,000	216,803	62%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$309,072</b>	<b>\$313,327</b>	<b>\$321,104</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$430,694</b>	<b>54%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	0	0	0	0	417,000	417,000	100%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$417,000</b>	<b>\$417,000</b>	<b>100%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$64,634)	(\$79,417)	(\$104,372)	\$100,000	\$517,000	\$313,455		18
19 Beginning Balance, July 1	739,335	824,978	826,567	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	850,818		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$674,701</b>	<b>\$745,561</b>	<b>\$722,195</b>	<b>\$100,000</b>	<b>\$517,000</b>	<b>\$1,164,273</b>		<b>21</b>

\* CCCE was previously included in Fund 1 before it moved to Fund 5 in the current 2015-16 fiscal year.

*This page intentionally left blank*



SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT

## Special Revenue Fund (Fund 6)

*This fund is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.*

*Special Revenue Funds encompass activities not directly related to the educational program of the College but that provide a service to students—and which may provide non-classroom instructional or laboratory experience for students and incidentally produce revenue and non-instructional expense.*

*The District maintains one such fund, the **Child Development Fund**, which is used to account for the activities of the child development centers at the Colleges.*

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Child Development Fund (Fund 6) - College of San Mateo***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	(\$15,912)	\$31,895	\$24,248	\$28,900	\$28,900	\$11,831	41%	1
2 State Revenue	67,549	35,254	20,064	34,100	34,100	10,726	31%	2
3 Local Revenue	131,563	162,108	145,435	373,672	373,672	212,239	57%	3
<b>4 Total Revenue</b>	<b>\$183,201</b>	<b>\$229,257</b>	<b>\$189,746</b>	<b>\$436,672</b>	<b>\$436,672</b>	<b>\$234,796</b>	<b>54%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$47,318	\$48,740	\$50,496	\$116,912	\$116,912	\$63,488	54%	5
6 Classified Salaries	133,881	139,528	140,123	272,150	272,150	147,082	54%	6
7 Employee Benefits	74,575	62,547	67,795	145,699	145,699	75,081	52%	7
8 Materials & Supplies	13,695	12,071	12,601	36,800	36,800	13,326	36%	8
9 Operating Expenses	0	0	0	448	448	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$269,469</b>	<b>\$262,886</b>	<b>\$271,015</b>	<b>\$572,009</b>	<b>\$572,009</b>	<b>\$298,976</b>	<b>52%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$59,917	\$39,645	\$81,269	\$135,337	\$135,337	\$64,180	47%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$59,917</b>	<b>\$39,645</b>	<b>\$81,269</b>	<b>\$135,337</b>	<b>\$135,337</b>	<b>\$64,180</b>	<b>47%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$26,352)	\$6,015	\$0	\$0	\$0	(\$0)		18
19 Beginning Balance, July 1	26,352	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$0</b>	<b>\$6,015</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>		<b>21</b>

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Child Development Fund (Fund 6) - Skyline College**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$61,013	\$55,140	\$65,146	\$92,000	\$92,000	\$24,311	26%	1
2 State Revenue	88,146	88,394	110,520	266,700	266,700	88,081	33%	2
3 Local Revenue	54,372	66,057	73,971	175,823	175,823	91,682	52%	3
<b>4 Total Revenue</b>	<b>\$203,531</b>	<b>\$209,591</b>	<b>\$249,637</b>	<b>\$534,523</b>	<b>\$534,523</b>	<b>\$204,074</b>	<b>38%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$43,812	\$52,425	\$58,944	\$106,688	\$106,688	\$60,596	57%	5
6 Classified Salaries	179,605	200,743	204,828	304,498	304,498	198,194	65%	6
7 Employee Benefits	84,184	72,745	82,938	157,688	157,688	84,471	54%	7
8 Materials & Supplies	25,784	34,805	36,954	76,823	76,528	21,602	28%	8
9 Operating Expenses	698	983	2,955	3,800	4,095	2,410	59%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$334,083</b>	<b>\$361,701</b>	<b>\$386,618</b>	<b>\$649,497</b>	<b>\$649,497</b>	<b>\$367,274</b>	<b>57%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$131,375	\$152,110	\$136,981	\$114,975	\$114,975	\$163,200	142%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
<b>17 Total Transfers/Other</b>	<b>\$131,375</b>	<b>\$152,110</b>	<b>\$136,981</b>	<b>\$114,975</b>	<b>\$114,975</b>	<b>\$163,200</b>	<b>142%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	\$823	\$0	\$0	\$0	\$0	\$0		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$823</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>21</b>

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

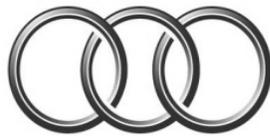
**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Child Development Fund (Fund 6) - Total District***



SAN MATEO COUNTY  
**COMMUNITY**  
 COLLEGE DISTRICT

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$45,101	\$87,035	\$89,394	\$120,900	\$120,900	\$36,142	30%	1
2 State Revenue	155,695	123,648	130,584	300,800	300,800	98,807	33%	2
3 Local Revenue	186,005	228,165	219,406	549,495	549,495	303,921	55%	3
4 <b>Total Revenue</b>	<b>\$386,801</b>	<b>\$438,848</b>	<b>\$439,383</b>	<b>\$971,195</b>	<b>\$971,195</b>	<b>\$438,869</b>	<b>45%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$91,130	\$101,165	\$109,440	\$223,600	\$223,600	\$124,084	55%	5
6 Classified Salaries	313,487	340,271	344,951	576,649	576,649	345,276	60%	6
7 Employee Benefits	158,759	135,292	150,733	303,387	303,387	159,552	53%	7
8 Materials & Supplies	39,478	46,876	49,554	113,623	113,328	34,928	31%	8
9 Operating Expenses	698	983	2,955	4,248	4,543	2,410	53%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$603,552</b>	<b>\$624,587</b>	<b>\$657,633</b>	<b>\$1,221,507</b>	<b>\$1,221,507</b>	<b>\$666,250</b>	<b>55%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$191,291	\$191,754	\$218,250	\$250,312	\$250,312	\$227,381	91%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency/Reserve	0	0	0	0	0	0	0%	15
16 Other Out Go	0	0	0	0	0	0	0%	16
17 <b>Total Transfers/Other</b>	<b>\$191,291</b>	<b>\$191,754</b>	<b>\$218,250</b>	<b>\$250,312</b>	<b>\$250,312</b>	<b>\$227,381</b>	<b>91%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$25,460)	\$6,015	\$0	\$0	\$0	\$0		18
19 Beginning Balance, July 1	26,352	0	0	0	0	0		19
20 Adjustments to Beginning Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>\$892</b>	<b>\$6,015</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		21

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



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Expendable Trust Fund**

### **Student Financial Aid**

### **(Fund 7)**

*Funds of this type account for assets held by the District as trustee. Funds in this category include financial aid such as Federal Student Aid PELL/SEOG, Federal Academic Competitiveness Grants, Cal Grants, and EOPS Direct Aid to Students.*

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Student Aid Fund (Fund 7) - Cañada College***



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$2,414,781	\$2,085,792	\$2,111,425	\$4,462,702	\$4,462,702	\$1,822,206	41%	1
2 State Revenue	55,580	109,321	127,271	245,000	245,000	83,040	34%	2
3 Local Revenue	56,511	184,565	188,548	200,000	200,000	193,808	97%	3
4 <b>Total Revenue</b>	<b>\$2,526,872</b>	<b>\$2,379,677</b>	<b>\$2,427,244</b>	<b>\$4,907,702</b>	<b>\$4,907,702</b>	<b>\$2,099,054</b>	<b>43%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$107,752	\$44,610	\$50,897	\$0	\$88,149	\$88,149	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(2,757,323)	(2,420,422)	(2,432,186)	(4,907,702)	(4,995,851)	(2,134,583)	43%	16
17 <b>Total Transfers/Other</b>	<b>(\$2,649,571)</b>	<b>(\$2,375,812)</b>	<b>(\$2,381,289)</b>	<b>(\$4,907,702)</b>	<b>(\$4,907,702)</b>	<b>(\$2,046,434)</b>	<b>42%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$122,699)	\$3,866	\$45,955	\$0	\$0	\$52,621		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$122,699)</b>	<b>\$3,866</b>	<b>\$45,955</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,621</b>		21

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



**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Student Aid Fund (Fund 7) - College of San Mateo***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$2,944,238	\$2,807,816	\$2,764,642	\$6,051,002	\$6,051,002	\$2,519,303	42%	1
2 State Revenue	193,279	144,500	179,139	396,000	396,000	124,935	32%	2
3 Local Revenue	54,715	264,425	308,497	375,000	375,000	304,880	81%	3
4 <b>Total Revenue</b>	<b>\$3,192,232</b>	<b>\$3,216,741</b>	<b>\$3,252,277</b>	<b>\$6,822,002</b>	<b>\$6,822,002</b>	<b>\$2,949,118</b>	<b>43%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	5,500	\$5,500	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(3,271,776)	(3,156,822)	(3,141,103)	(6,822,002)	(6,827,502)	(2,937,285)	43%	16
17 <b>Total Transfers/Other</b>	<b>(\$3,271,776)</b>	<b>(\$3,156,822)</b>	<b>(\$3,141,103)</b>	<b>(\$6,822,002)</b>	<b>(\$6,822,002)</b>	<b>(\$2,931,785)</b>	<b>43%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$79,544)	\$59,919	\$111,174	\$0	\$0	\$17,332		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$79,544)</b>	<b>\$59,919</b>	<b>\$111,174</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,332</b>		21

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

**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
**Student Aid Fund (Fund 7) - Skyline College**



	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$4,388,554	\$4,410,597	\$4,211,436	\$9,141,376	\$9,141,376	\$3,665,763	40%	1
2 State Revenue	65,256	167,643	203,788	426,500	426,500	215,642	51%	2
3 Local Revenue	86,606	206,239	199,840	210,000	210,000	208,032	99%	3
4 <b>Total Revenue</b>	<b>\$4,540,416</b>	<b>\$4,784,479</b>	<b>\$4,615,064</b>	<b>\$9,777,876</b>	<b>\$9,777,876</b>	<b>\$4,089,437</b>	<b>42%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	\$0	0	0%	6
7 Employee Benefits	0	0	0	0	\$0	0	0%	7
8 Materials & Supplies	0	0	0	0	\$0	0	0%	8
9 Operating Expenses	0	0	0	0	\$0	0	0%	9
10 Capital Outlay	0	0	0	0	\$0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$51,102	\$55,154	\$49,104	\$0	\$69,260	\$69,260	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(4,771,706)	(4,880,067)	(4,657,822)	(9,777,876)	(9,847,136)	(4,218,476)	43%	16
17 <b>Total Transfers/Other</b>	<b>(\$4,720,604)</b>	<b>(\$4,824,913)</b>	<b>(\$4,608,719)</b>	<b>(\$9,777,876)</b>	<b>(\$9,777,876)</b>	<b>(\$4,149,216)</b>	<b>42%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$180,188)	(\$40,434)	\$6,345	\$0	\$0	(\$59,779)		18
19 Beginning Balance, July 1	0	0	0	0	0	0		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$180,188)</b>	<b>(\$40,434)</b>	<b>\$6,345</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$59,779)</b>		21

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

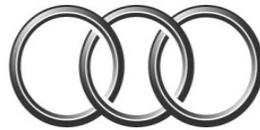


**San Mateo County Community College District**  
**2015-2016 Mid-Year Report**  
***Student Aid Fund (Fund 7) - Total District***

	2nd Quarter 2012-13 Actuals	2nd Quarter 2013-14 Actuals	2nd Quarter 2014-15 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$9,747,573	\$9,304,205	\$9,087,502	\$19,655,080	\$19,655,080	\$8,007,271	41%	1
2 State Revenue	314,115	421,464	510,198	1,067,500	1,067,500	423,617	40%	2
3 Local Revenue	197,831	655,228	696,885	785,000	785,000	706,720	90%	3
4 <b>Total Revenue</b>	<b>\$10,259,519</b>	<b>\$10,380,897</b>	<b>\$10,294,585</b>	<b>\$21,507,580</b>	<b>\$21,507,580</b>	<b>\$9,137,609</b>	<b>42%</b>	4
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	0	0	0	0	0	0%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
11 <b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	11
<b>Transfers &amp; Other</b>								
12 Transfers In	\$158,854	\$99,764	\$100,001	\$0	\$162,909	\$162,909	100%	12
13 Other Sources	0	0	0	0	0	0	0%	13
14 Transfers out	0	0	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(10,800,805)	(10,457,311)	(10,231,111)	(21,507,580)	(21,670,489)	(9,290,343)	43%	16
17 <b>Total Transfers/Other</b>	<b>(\$10,641,951)</b>	<b>(\$10,357,547)</b>	<b>(\$10,131,111)</b>	<b>(\$21,507,580)</b>	<b>(\$21,507,580)</b>	<b>(\$9,127,435)</b>	<b>42%</b>	17
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$382,432)	\$23,350	\$163,475	\$0	\$0	\$10,174		18
19 Beginning Balance, July 1	246,689	206,796	130,251	130,251	130,251	130,251		19
20 Balance	0	0	0	0	0	0		20
21 <b>Net Fund Balance, Dec. 31</b>	<b>(\$135,743)</b>	<b>\$230,146</b>	<b>\$293,726</b>	<b>\$130,251</b>	<b>\$130,251</b>	<b>\$140,425</b>		21

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

*This page intentionally left blank*



SAN MATEO COUNTY  
**COMMUNITY**  
COLLEGE DISTRICT

## **Retirement Reserve Fund Expendable Trust (Fund 8)**

*Also an Expendable Trust, the **Reserve for Post-Retirement Benefits** was established to reflect the District liability that has already been incurred and continues to incur as employees earn the right to health benefits at retirement.*

*This Fund has been generated by transfers made from the Unrestricted General Fund. Effective July 2009, these transfers come from all funds and are now charged as part of the benefit expense in those funds. This reserve is minimal compared to the total liability already incurred, so current retiree benefits continue to be paid from the General Fund on a “pay as you go” basis. The goal is to eventually have enough funds in this reserve to pay the ongoing costs of retiree benefits.*

**San Mateo County Community College District**  
**2015-2016 Mid-Year Budget**  
***Retirement Reserve (Fund 8) - Total District***



	2nd Quarter 2012-2013 Actuals	2nd Quarter 2013-2014 Actuals	2nd Quarter 2014-2015 Actuals	2015-16 Adoption Budget	2015-16 Adjusted Budget	Actual To Date	% To Date	
<b>Revenue</b>								
1 Federal Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0%	1
2 State Revenue	0	0	0	0	0	0	0%	2
3 Local Revenue	122,551	128,910	99,986	165,000	165,000	53,163	32%	3
<b>4 Total Revenue</b>	<b>\$122,551</b>	<b>\$128,910</b>	<b>\$99,986</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$53,163</b>	<b>32%</b>	<b>4</b>
<b>Expenses</b>								
5 Certificated Salaries	\$0	\$0	\$0	\$0	\$0	\$0	0%	5
6 Classified Salaries	0	0	0	0	0	0	0%	6
7 Employee Benefits	0	0	0	0	0	0	0%	7
8 Materials & Supplies	0	0	0	0	0	0	0%	8
9 Operating Expenses	0	5,000	2,500	5,000	5,000	2,500	50%	9
10 Capital Outlay	0	0	0	0	0	0	0%	10
<b>11 Total Expenses</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$2,500</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$2,500</b>	<b>50%</b>	<b>11</b>
<b>Transfers &amp; Other</b>								
12 Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	0%	12
13 Other Sources	633,746	1,656,641	1,777,765	4,500,000	4,500,000	1,946,680	0%	13
14 Transfers out	0	(1,000,000)	0	0	0	0	0%	14
15 Contingency	0	0	0	0	0	0	0%	15
16 Other Out Go	(6,000,000)	(5,000,000)	(6,000,000)	(12,000,000)	(12,000,000)	(7,261,991)	61%	16
<b>17 Total Transfers/Other</b>	<b>(\$5,366,254)</b>	<b>(\$4,343,359)</b>	<b>(\$4,222,235)</b>	<b>(\$7,500,000)</b>	<b>(\$7,500,000)</b>	<b>(\$5,315,311)</b>	<b>71%</b>	<b>17</b>
<b>Fund Balance</b>								
18 Net Change in Fund Balance	(\$5,243,703)	(\$4,219,449)	(\$4,124,749)	(\$7,340,000)	(\$7,340,000)	(\$5,264,648)		18
19 Beginning Balance, July 1	22,194,598	19,983,831	23,641,326	19,243,323	19,243,323	19,243,323		19
20 Balance	0	0	0	0	0	0		20
<b>21 Net Fund Balance, Dec. 31</b>	<b>\$16,950,895</b>	<b>\$15,764,382</b>	<b>\$19,516,577</b>	<b>\$11,903,323</b>	<b>\$11,903,323</b>	<b>\$13,978,675</b>		<b>21</b>



## **Supplemental Information**

- Page 80 - **Historical FTES Analysis**
- Page 82 - **2016-17 Integrated Budget Calendar**
- Page 86 - **CCFS-311Q Report (12/31/15)**
- Page 89 - **Cash Flow Summary (12/31/15)**
- Page 90 - **Associated Student Body Reports**
- Page 96 - **Expenditure Comparison of  
Academic Salaries**
- Page 98 - **Expenditure Comparison of  
Major Budget Activity**
- Page 100 - **Expenditure Comparison by Major  
Account Code**

**San Mateo County Community College District**  
**FTES Analysis**

	<u>Actual 2006-2007</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Annual 2013-14</u>	<u>Annual 2014-15</u>	<u>1st Period 2015-16</u>
<b><i>College of San Mateo</i></b>										
Resident										
Fall & Spring	7,423	7,686	8,022	8,062	7,002	6,706	6,431	5,943	5,574	5,537
Fall & Spring (N/C)							3	3	4	1
Summer (N/C)								1	1	-
Summer	<u>956</u>	<u>992</u>	<u>985</u>	<u>1,093</u>	<u>940</u>	<u>904</u>	<u>888</u>	<u>786</u>	<u>757</u>	<u>721</u>
Total, Resident	8,379	8,678	9,007	9,155	7,942	7,610	7,322	6,733	6,336	6,259
Total, Apprenticeship	156	164	115	94	87	80	83	88	62	65
Flex-time	10	11	16	15	2	2	3	5	5	5
Non-Resident										
Fall & Spring	226	217	198	200	214	204	255	343	472	575
Fall & Spring (N/C)								-	1	-
Summer (N/C)									-	-
Summer	<u>20</u>	<u>15</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>16</u>	<u>22</u>	<u>23</u>	<u>31</u>	<u>44</u>
Total, Non-Resident	246	232	216	219	235	220	277	366	504	619
<b>College of San Mateo Total</b>	<b>8,791</b>	<b>9,085</b>	<b>9,354</b>	<b>9,483</b>	<b>8,266</b>	<b>7,912</b>	<b>7,685</b>	<b>7,192</b>	<b>6,907</b>	<b>6,948</b>
<b><i>Canada College</i></b>										
Resident										
Fall & Spring	3,770	3,938	4,218	4,512	4,203	4,055	3,804	3,592	3,419	3,264
Fall & Spring (N/C)	27	35	38	41	51	33	24	23	24	11
Summer (N/C)	4	5	1	6	10	11	11	8	9	8
Summer	<u>380</u>	<u>402</u>	<u>414</u>	<u>512</u>	<u>398</u>	<u>415</u>	<u>435</u>	<u>463</u>	<u>488</u>	<u>451</u>
Total, Resident	4,181	4,380	4,671	5,071	4,662	4,514	4,274	4,086	3,940	3,734
Flex-time	3	4	7	17	4	3	3	4	5	5
Non-Resident										
Fall & Spring	62	60	88	86	89	77	97	103	134	188
Fall & Spring (N/C)	1	1	1	1	1	1	1	1	2	1
Summer (N/C)	-	-	-	-	0	0	1	0	-	1
Summer	<u>8</u>	<u>7</u>	<u>7</u>	<u>11</u>	<u>8</u>	<u>8</u>	<u>11</u>	<u>10</u>	<u>16</u>	<u>20</u>
Total, Non-Resident	71	68	96	98	98	86	110	114	152	210
<b>Canada College Total</b>	<b>4,255</b>	<b>4,452</b>	<b>4,774</b>	<b>5,186</b>	<b>4,764</b>	<b>4,603</b>	<b>4,387</b>	<b>4,204</b>	<b>4,097</b>	<b>3,949</b>
<b><i>Skyline College</i></b>										
Resident										
Fall & Spring	5,840	6,345	6,893	7,404	7,093	7,080	6,801	6,626	6,531	5,929
Fall & Spring (N/C)	-	-	47	68	67	71	76	37	81	49
Summer (N/C)				5	4	2	4	4	7	6
Summer	<u>844</u>	<u>868</u>	<u>1,087</u>	<u>1,253</u>	<u>976</u>	<u>1,164</u>	<u>1,130</u>	<u>998</u>	<u>1,067</u>	<u>1,030</u>
Total, Resident	6,684	7,213	8,027	8,730	8,139	8,317	8,011	7,665	7,686	7,014
Total, Apprenticeship	3	3	2	5	2	1	2	2	2	3
Flex-time	3	5	6	17	2	2	2	1	3	4
Non-Resident										
Fall & Spring	101	97	88	85	99	109	132	170	193	238
Fall & Spring (N/C)			1	1	1	2	-	1	4	2
Summer (N/C)					-	-	-	0	-	0
Summer	<u>10</u>	<u>12</u>	<u>16</u>	<u>14</u>	<u>10</u>	<u>18</u>	<u>21</u>	<u>18</u>	<u>23</u>	<u>31</u>
Total, Non-Resident	111	109	105	100	110	129	153	189	220	271
<b>Skyline College Total</b>	<b>6,801</b>	<b>7,330</b>	<b>8,140</b>	<b>8,852</b>	<b>8,253</b>	<b>8,449</b>	<b>8,168</b>	<b>7,857</b>	<b>7,911</b>	<b>7,292</b>

**San Mateo County Community College District**  
**FTES Analysis**

	<u>Actual 2006-2007</u>	<u>Actual 2007-2008</u>	<u>Actual 2008-2009</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>1st Period 2015-16</u>
<i>District</i>										
Resident										
Fall & Spring	17,033	17,969	19,133	19,978	18,298	17,841	17,036	16,161	15,524	14,730
Fall & Spring (N/C)	27	35	85	109	118	104	100	63	109	61
Summer (N/C)	4	5	1	11	14	13	15	13	17	14
Summer	<u>2,180</u>	<u>2,262</u>	<u>2,486</u>	<u>2,858</u>	<u>2,314</u>	<u>2,483</u>	<u>2,453</u>	<u>2,247</u>	<u>2,312</u>	<u>2,202</u>
Total, Resident	19,244	20,271	21,705	22,956	20,744	20,441	19,604	18,484	17,962	17,007
Total, Apprenticeship	159	167	117	99	88	81	85	90	64	68
Flex-time	16	20	29	49	8	7	8	10	13	14
Non-Resident										
Fall & Spring	389	374	374	371	402	390	484	616	799	1,001
Fall & Spring (N/C)	1	1	2	2	2	3	1	2	7	3
Summer (N/C)	0	0	0	0	0	0	1	1	0	1
Summer	<u>38</u>	<u>34</u>	<u>41</u>	<u>44</u>	<u>38</u>	<u>42</u>	<u>54</u>	<u>51</u>	<u>70</u>	<u>95</u>
Total, Non-Resident	428	409	417	417	443	435	540	670	876	1,100
<b>District Total</b>	<b>19,847</b>	<b>20,867</b>	<b>22,268</b>	<b>23,521</b>	<b>21,283</b>	<b>20,964</b>	<b>20,237</b>	<b>19,254</b>	<b>18,915</b>	<b>18,189</b>

San Mateo County Community College District

January 13, 2016

**BOARD REPORT NO. 16-1-3CA**

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

**APPROVAL OF 2016-17 INTEGRATED DISTRICT BUDGET PLANNING CALENDAR**

The budget development process for 2016-17 requires formulation of a budget calendar. Included in the 2016-17 calendar is consultation with the District Committee for Budget and Finance, which is a subcommittee of the District Participatory Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2016-17 on September 14, 2016.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached 2016-17 Integrated District Budget Planning Calendar.

## Integrated District Budget Planning Calendar, 2016-17

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September 2015	Colleges Finalize Spring 2016 Schedule of Classes		
September	College Budget and Planning committees convene <ul style="list-style-type: none"> <li>• Review priorities, budget goals for current year and accomplishments from past year</li> </ul>	District Committee on Budget and Finance convenes	
September - October	Develop program plans and discuss strategies for 15-16 Review external audit reports and audit findings	Discuss Resource allocation model	
October - November	College Budget and Planning committees <ul style="list-style-type: none"> <li>• Develop college budget goals for 2016-2017</li> <li>• Review District prelim resource allocation Faculty Obligation Number report due to the State</li> </ul>	Discuss and approve new Resource allocation model  College/site presentations of allocation model	
October – December	College Budget and Planning committees <ul style="list-style-type: none"> <li>• Submit hiring priorities</li> <li>• Committees submit tentative recommendation for 2016-17 that includes number of positions to be funded</li> </ul>	Review of Budget Calendar, discussion of budget strategies, new resource allocation, and budget development process	
January 7	Governor's 2016-17 Budget Proposal		
January – February	College Budget and Planning committees <ul style="list-style-type: none"> <li>• Review 2015-16 expenditures</li> </ul>	Review/revise draft of Budget and Planning Calendar Review and reassess estimates of 2016-17 Governor's Budget proposal and discussion of District revenue and expenditure implications (inform DPGC at its next meeting)	Approval of 2016-17 Budget Calendar, review of Governor's Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities  Presentation of prior year external audit reports and audit findings
January – February	Chancellor's Council <ul style="list-style-type: none"> <li>• Discussions of budget strategies and allocations</li> </ul>	Continuing discussion of District revenue and expenditure options	Board retreat – Review of preliminary District revenue assumptions and expenditure plans
January/ February	Ongoing State budget hearings Legislative Analyst's Office Review of Governor's Proposed Budget		

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
February	Colleges Finalize Summer Session 2016 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans	District Participatory Governance Council receives budget updates. Board policy discussions/decision regarding budget adjustments
February	"P1" First Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
February/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet	Review of 2015-16 Mid-Year Budget Report	Approval of 2015-16 Mid-Year Budget Report
March - May	Departments submit budget requests for 2016-17 to College Budget Committees College Budget committees review requests		
March	Colleges Finalize Fall 2016 Schedule of Classes	Review of Board budget priorities and Districtwide allocations	Review/approval of 2016-17 budget priorities and Districtwide allocations.
Mid-March - April	Run preliminary position control worksheets for 2016-17 Colleges ongoing review of position control		
March – April	College Budget and Planning committees <ul style="list-style-type: none"> <li>Preliminary current year 2015-16 ending balance estimates</li> </ul> Colleges prepare for current year external audit		Budget updates with Board; review budget assumptions for Tentative budget  Board Goals for 2016-2017
Mid-May	<b>Governor's May Revise</b>		
May	Review of Governor's May Revise	Review of Governor's May Revise (inform DPGC at its next meeting).	Governor's May Revise; budget priorities, goals and objectives.
May	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.	Review of Fiscal Management Self-Assessment Checklist	
June	District Office completes budget input and prepares Tentative Budget document	Review of 2016-17 Tentative Budget	
June 22			Adoption of 2016-17 Tentative Budget and 2016-17 Gann Limit
June	"P2" Second Principal Apportionment	Review apportionment and District Controller certifies to State Controller	
June-August	Final adjustments to budget are made.	Committee is updated throughout the summer on major budget changes	
End of June	<b>Enactment of 2016-17 State Budget</b>		

<u>Date</u>	<u>Campus &amp; District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
July	County finalizes tax increases for 2016-17		
August	Legislative Trailer Bills		
August	State Budget Workshop (held after Advance)		
August	2015-16 books are closed. District Office completes budget input and prepares Final Budget document		
September 2016			Public hearing and Adoption of 2016-17 Final Budget

CALIFORNIA COMMUNITY COLLEGES  
 CHANCELLOR'S OFFICE

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

CHANGE THE PERIOD ▾

Fiscal Year: 2015-2016

District: (370) SAN MATEO

Quarter Ended: (Q2) Dec 31, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	127,520,416	135,790,198	141,694,473	156,918,946
A.2	Other Financing Sources (Object 8900)	4,968,388	4,553,777	2,396,839	854,327
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>132,488,804</b>	<b>140,343,975</b>	<b>144,091,312</b>	<b>157,773,273</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	115,718,817	119,336,708	126,732,713	147,693,060
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,667,798	20,586,908	15,294,035	4,556,596
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>132,386,615</b>	<b>139,923,616</b>	<b>142,026,748</b>	<b>152,249,656</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>102,189</b>	<b>420,359</b>	<b>2,064,564</b>	<b>5,523,617</b>
D.	<b>Fund Balance, Beginning</b>	<b>19,601,580</b>	<b>19,703,769</b>	<b>20,124,128</b>	<b>22,188,692</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>19,601,580</b>	<b>19,703,769</b>	<b>20,124,128</b>	<b>22,188,692</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>19,703,769</b>	<b>20,124,128</b>	<b>22,188,692</b>	<b>27,712,309</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.9%	14.4%	15.6%	18.2%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	19,614	18,578	17,975	17,021
-----	---	--------	--------	--------	--------

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

	Description	As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		25,816,139	10,689,739	14,236,757
H.2	Cash, borrowed funds only		20,000,000	18,655,000	21,000,000
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>46,671,011</b>	<b>45,816,139</b>	<b>29,344,739</b>	<b>35,236,757</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	156,803,422	156,918,946	88,450,604	56.4%
I.2	Other Financing Sources (Object 8900)	0	3,509	-34,173	-973.9%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>156,803,422</b>	<b>156,922,455</b>	<b>88,416,431</b>	<b>56.3%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	162,636,571	161,293,060	68,528,107	42.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,243,234	3,705,778	2,988,362	80.6%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>164,879,805</b>	<b>164,998,838</b>	<b>71,516,469</b>	<b>43.3%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-8,076,383</b>	<b>-8,076,383</b>	<b>16,899,962</b>	
L.	Adjusted Fund Balance, Beginning	22,188,692	22,188,692	22,188,692	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>14,112,309</b>	<b>14,112,309</b>	<b>39,088,654</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	8.6%	8.6%		

**V. Has the district settled any employee contracts during this quarter?**

NO

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

*This page intentionally left blank*

**San Mateo County Community College District**  
**DISTRICT CASH FLOW SUMMARY**  
**FOR THE QUARTER ENDING December 31, 2015**

	GENERAL FUND	Payroll Fund	GENERAL RESTRICTED FUND	INSURANCE & Debt Services FUND	CAPITAL OUTLAY FUND	CHILD CARE FUND	STUDENT AID FUND	POST- RETIREMENT RESERVES
<b>Beg. Cash Balance in County Treasury</b>	3,196,633.73	3,403,320.36	16,359,694.53	50,193,309.86	223,097,594.99	28,630.03	185,710.26	-
<b>Cash inflow from operations:</b>								
Year-to-date Income	88,416,431.93		13,243,314.60	24,189,240.70	4,302,409.00	666,249.96	9,300,517.32	1,999,843.05
Accounts Receivable	2,506,203.64	4,651.53	(691,815.92)	3,054,651.87	8,622,572.97	(45,719.71)	169,269.72	3,025,354.22
Advances / Prepaid	103,940.73	117,410.35	138,857.77	1,175.00	785,709.23	681.15		
Cash awaiting for deposit	86,804.12							
<b>Total Income</b>	<b>94,310,014.15</b>	<b>3,525,382.24</b>	<b>29,050,050.98</b>	<b>77,438,377.43</b>	<b>236,808,286.19</b>	<b>649,841.43</b>	<b>9,655,497.30</b>	<b>5,025,197.27</b>
<b>Cash outflow for operations:</b>								
Year to date expenditure	71,516,469.39		13,888,955.96	28,691,562.81	8,704,755.70	666,249.96	9,290,343.37	7,261,991.17
Deferred Income	7,655,113.89	-	(102,027.99)	-	83,516.00	29,477.00	139,591.00	1,187.64
Account Payable	14,492,012.76	2,721,291.80	194,995.74	16,403.61	4,237,506.54	5,957.21	1,066,951.85	1,563.64
<b>Cash Balance From Operations</b>	<b>646,418.11</b>	<b>804,090.44</b>	<b>15,068,127.27</b>	<b>48,730,411.01</b>	<b>223,782,507.95</b>	<b>(51,842.74)</b>	<b>(841,388.92)</b>	<b>(2,239,545.18)</b>
<b>Other Cash inflow</b>								
Medical Flex Plan / Revolv. Fund	(200.00)			-				
TRANS	21,000,000.00							
Trusts (JPA & 3CBG)								
<b>Beg. Investment Balance</b>								
LAIF Balance	89,247.05							54,453.70
County Pool Balance	-							6,218,041.60
Special Bond					922.78			-
C.O.P. & Others	36,828,084.92			-	5,000.00			8,988,303.44
<b>Total Beg. Balance</b>	<b>36,917,331.97</b>			<b>-</b>	<b>5,922.78</b>			<b>15,260,798.74</b>
<b>Y.T.D. Investment Balance</b>								
LAIF Balance	91,217.33							54,536.07
County Pool Balance	-							11,213,777.19
Special Bond				-	922.78			-
C.O.P./Bank CD	39,107,793.06			-	5,000.00			1,752,940.30
Y.T.D. Balance	39,199,010.39			-	5,922.78			13,021,253.56
Net Cash changes from Investment	(2,281,678.42)			-	-			2,239,545.18
Net changes from unrealized gain / (loss)	-			-				
Cash Balance in County Treasury	19,364,539.69	804,090.44	15,068,127.27	48,730,411.01	223,782,507.95	(51,842.74)	(841,388.92)	(0.00)
<b>Net Cash (Excluding TRANS &amp; Trusts)</b>	<b>(1,635,460.31)</b>	<b>804,090.44</b>	<b>15,068,127.27</b>	<b>48,730,411.01</b>	<b>223,782,507.95</b>	<b>(51,842.74)</b>	<b>(841,388.92)</b>	<b>(0.00)</b>

**Associated Students of Cañada College**  
**2<sup>nd</sup> Quarter Report**  
**October 2015- December 2015**

The following is a summary highlighting the events and activities of ASCC this quarter:

**Participatory Governance**

The students continue to serve on **19** committees at Cañada College and the District.

**Student Identification Cards**

The Center for Student Life and Leadership Development continues to produce Student Body Cards for the student body. The Center produced **1,065** cards this quarter.

**Inter-Club Council (ICC)**

The ASCC continues to encourage students to become an active member on campus through their handouts, fliers, activities, social media and Inter-Club Council. This past quarter all **24** clubs remained active.

**Events & Activities**

- October 2015
  - Ongoing ASCC Meetings: Every Wednesday throughout the semester
  - Ongoing ICC Meetings: Every Other Tuesday throughout the semester
  - ASCC Leadership Retreat: October 3, 4, 5
  - Pride Day: October 8
  - Transfer Success Tour: October 13
  - Off-Campus ESL Night: October 21
  - College Fair: October 21
  - California Community College Student Affairs Association Conference (CCCSAA): October 23-25
  - Computer Science Speaker Series: October 26
  - Classic Halloween: October 29
- November 2015
  - Dia De Los Muertos: November 2, 3, 4, 5
  - Supersmash Brother Tournament: November 2
  - Housing Crisis in Our Community: November 5
  - Oakland Museum of California Field Trip: November 5
  - International Education Week: November 10, 11, 12
  - Republican Club Debate: November 10
  - National Conference on Student Leadership: November 18-22
  - Precious Knowledge: November 19
  - Instructions Not Included: November 19
- December 2015
  - Star Wars Finals De-Stress Day: December 3
  - Las Posadas: December 10
  - Salsa Social: December 10

## **Associated Students of College of San Mateo 2nd Quarter Report, October 2015 – December 2015**

The Associated Students of College of San Mateo (ASCSM) has had a productive second quarter of the fall 2015 semester. ASCSM has been able to successfully continue to participate in college governance and to create a lively and entertaining campus atmosphere for CSM students, faculty, staff, and administrators. Some of the highlights for the second quarter of the fall 2015 semester are:

### **Ongoing Activities**

In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including the Executive Cabinet, the Advocacy Board, the Cultural Awareness Board, the Programming Board, and the Inter Club Council (ICC).

Members of the ASCSM Student Senate continued to participate in College and District governance committees. At the College level, student leaders are attending numerous committee meetings, including the Institutional Planning Committee (IPC), Faculty Academic Senate, Committee on Instruction, Diversity in Action Group, College Auxiliary Services Advisory Committee and the College Assessment Committee. At the District level, students are also involved in the District Participatory Governance Council, the District Committee on Budget & Finance, the District Auxiliary Services Advisory Committee and the District Student Council.

The ASCSM, in cooperation with the Center for Student Life and Leadership continued to issue credit card style Student ID Cards. To date, the A.S. has issued thousands of ID Cards to students. Due to the planned rollout of employee ID cards, the students have stopped producing ID cards for CSM faculty, staff, and administrators.

### **Events and Activities of Note**

#### ***October 2015***

- 10/7, 10/14, and 10/21: International Student Club, *World Chat*
- 10/9: Puente Club, *Movie Night (Selma)*
- 10/13-10/15: Nursing Student Association, *Sign ups for Science Fair/Blood Drive*
- 10/14: Anime Club, *Donut Sale Fundraiser*
- 10/14: ASCSM Cultural Awareness Board, *Latino Heritage Event*
- 10/15- The Writer's Project, *Pie Sale Fundraiser*
- 10/17: Nursing Student Association, *Family Science Fair/Blood Drive*
- 10/29: ASCSM Advocacy Board, *Board of Trustees Candidates Form*
- 10/20-10/21: InterVarsity Christian Fellowship, *Justice and the Bible*

- 10/21: Psychology Club, *Domestic Violence Awareness Month Event*
- 10/22: InterVarsity Christian Fellowship, *Ultimate Frisbee and Pizza*
- 10/28: Psychology Club, *Domestic Violence Awareness Month Event (Second Event)*
- 10/28: Phi Theta Kappa, *Tea Sale Fundraiser*
- 10/27-10/28: ASCSM Programming Board, *Halloween Event*
- 10/29: Alpha Gamma Sigma, *Halloween Spookfest*
- 10/30: Anime Club, *Club Halloween Party*

### ***November 2015***

- 11/05: Conservation Society, *Project Butt (cigarette butt clean up)*
- 11/6: Puente Club, *Movie Night (The Book of Life)*
- 11/10: ASCSM Cultural Awareness Board, *Dia de Los Muertos Event*
- 11/11: Performance Dance Ensemble, *Dance Bake Sale*
- 11/11 & 11/17: ASCSM Programming Board, *Evening Student Engagement Event*
- 11/13: Phi Theta Kappa, *PTK Inductions Ceremony*
- 11/13: ASCSM Programming Board, *Football Homecoming Rally*
- 11/18: ASCSM Cultural Awareness Board, *Global Village*
- 11/18: International Students Club, *Global Village*
- 11/21: Alpha Gamma Sigma, *Fall Regional Conference*
- 11/21: Cycling Club, *Coyote Point Ride and BBQ*
- 11/23: Charity Club, *Clothing Collection Day*
- 11/23: Alpha Gamma Sigma, *Krispy Kreme Sale*
- 11/30: Math Club, *Math Club Promotion Event and Survey*

### ***December 2015***

- 12/1-12/3: Alpha Gamma Sigma, *Toy Drive*
- 12/1-12/3: CSM Veterans Club, *Vet Drive*
- 12/2: ASCSM Inter Club Council, *Fall Club Mixer*
- 12/2: Business Club, *Business Case Competition*
- 12/2: ASCSM Programming Board, *Child Development Center Holiday Party*
- 12/4: Computer Science Club, *Field Trip to Computer History Museum and Google*
- 12/4: Performance Dance Ensemble, *Fall Dance Performance*
- 12/9: EOPS Club, *EOPS Awareness Day*
- 12/7, 12/9, 12/11: Psychology Club, *De-Stress Week*
- 12/9-12/10: ASCSM Programming Board, *Relaxation Week*

**Associated Students of Skyline College  
2015-2016: Budget Report for the 2<sup>nd</sup> Quarter  
Summary of Programs and Activities  
January 21, 2016**

The following is a summary highlighting the events and activities of this quarter.

**Participatory Governance**

The students continue to serve on the following committees at Skyline College and the District:

Governance Committees

Academic Senate Governing Council  
Accreditation Oversight Committee  
College Governance Council  
Curriculum Committee  
Ed Policy  
Health and Safety Committee  
PEDAC  
SEED/Student Equity Committees  
Strategic Planning and Allocation of Resource Committee  
Institutional Effectiveness Committee  
Technology Advisory Committee

Task Forces

Art on Campus Task Force  
Student Learning Outcome Assessment Cycle Steering Committee  
Outreach

Operational Work Groups

Commencement Committee  
Student Recognition and Awards Ceremony

**Student Handbook and Academic Planners**

The Student Handbook is available online in a downloadable format

<http://www.skylinecollege.edu/centerforstudentlife/studenthandbook.php>.

**Recruitment of Students**

The ASSC continues to encourage student engagement in activities, events, and student government with the help of handouts, flyers, social media, and giveaways to increase participation and attendance. All of the elected positions in the Associated Student of Skyline College Governing Council are currently filled. Current members are developing a recruitment plan for the upcoming spring elections.

**Student Identification Cards**

The Center for Student Life and Leadership Development continues to produce Student ID Cards for the student body with assistance from the ASSC.

## **Skyline Organizations and Clubs (SOCC)**

The ASSC members always encourage other students to become active on campus by their work through SOCC. They also encourage students who do not find a club that interests them to start their own.

## **Programs and Events**

### **ASSC Meetings**

8/11/15-Present:

ASSC weekly meetings on Tuesdays from 4-6pm

### **Umpqua Condolence Letter Writing Booth**

10/12 - 13/2015:

A table was setting up for students to write their condolences to the victims of the Umpqua Community College in Roseburg, Oregon. Letters were sent to .....

### **National Coming Out Day**

10/12/2015:

In light of this year's Supreme Court decision, the theme for National Coming Out Day was marriage equality. Members of the ASSC gave out rainbow cupcakes and had a photo booth for students.

### **Donations for Friends and Family of Butte Country Fire Victims**

10/16/2015 – 10/30/2015:

Campus wide, donations were collected for the victims who suffered losses in the Butte County fires.

### **Latino Heritage Month**

10/20/2015: Closing Event

ASSC invited local spoken word artist, Paul S. Flores, San Jarocho acoustic band, and South Andres dance troupe. ASSC also collaborated with Skyline Club LASO and learning community program Puente to share their information about their upcoming programs and events.

### **Breast Cancer Awareness**

10/21/2015:

ASSC handed out pink ribbons, collected donations for the Susan B. Anthony breast cancer research foundation, also students had to opportunity to write inspiring notes those fighting cancer.

### **Lecture Series: Camille Seaman**

10/22/2015: Camille Seaman, award winning photographer, TED fellow, and environmental activist. Skyline College had the opportunity to see her amazing photography from the ice caps melting, lightening, to a supercell.

**Skyloween**

10/29/2015:

ASSC invited all clubs on campus along with the Loma Chica daycare center on campus to participate in the annual Skyloween activities. Many clubs handed out information about their clubs, recruited new members, and handed out candy to everyone.

**Movember, Prostate Cancer Awareness**

11/18/2015

Light blue ribbons were handed out in light of prostate cancer awareness month. The month of November ASSC celebrated, Movember. This national event designed to create prostate cancer awareness. Mustache prizes were given away for all students who participated.

**Guardian Scholars Dinner**

11/23/2015

ASSC hosted a thanksgiving outreach dinner for the Guardian Scholars program which consist of middle college and foster youth students. ASSC wanted to bridge the gap between the two programs and wanted to get to know the Guardian Scholar students.

**End of the Year Dinner**

12/8/2015

For the last ASSC meeting of the fall semester, ASSC members gathered to for an end of the year potluck.

If you need additional information please contact:

Amory Nan Cariadus  
Director of Student Development  
Skyline College  
Phone: (650) 738-4334  
Email: [cariadusa@smccd.edu](mailto:cariadusa@smccd.edu)

**San Mateo County Community College District**  
**ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000**

Page 1

	TOTAL GEN'L FUND EXPENSES 1XXXX only	REGULAR TEACHING SALARIES		HOURLY TEACHING SALARIES		REGULAR NON TEACHING SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
<b>2007-2008</b>							
Cañada College	\$9,850,232	\$3,858,352	39.17%	\$3,845,743	39.04%	\$758,535	7.70%
College of San Mateo	\$21,861,864	\$10,037,996	45.92%	\$7,466,030	34.15%	\$2,044,622	9.35%
Skyline College	\$15,639,708	\$6,598,079	42.19%	\$5,695,340	36.42%	\$1,370,320	8.76%
Central Svcs/District Office	\$611,469	\$0	0.00%	\$248	0.04%	\$89,683	14.67%
<b>Total</b>	<b>\$47,963,273</b>	<b>\$20,494,427</b>	<b>42.73%</b>	<b>\$17,007,361</b>	<b>35.46%</b>	<b>\$4,263,160</b>	<b>8.89%</b>
<b>2008-2009</b>							
Cañada College	\$9,904,053	\$3,544,538	35.79%	\$4,056,147	40.95%	\$977,734	9.87%
College of San Mateo	\$21,025,803	\$9,527,023	45.31%	\$7,213,197	34.31%	\$1,671,028	7.95%
Skyline College	\$16,510,947	\$6,446,076	39.04%	\$6,449,553	39.06%	\$1,290,645	7.82%
Central Svcs/District Office	\$631,845	\$0	0.00%	\$0	0.00%	\$86,969	13.76%
<b>Total</b>	<b>\$48,072,649</b>	<b>\$19,517,637</b>	<b>40.60%</b>	<b>\$17,718,896</b>	<b>36.86%</b>	<b>\$4,026,376</b>	<b>8.38%</b>
<b>2009-2010</b>							
Cañada College	\$9,683,963	\$3,740,868	38.63%	\$4,033,155	41.65%	\$815,033	8.42%
College of San Mateo	\$20,281,012	\$9,168,526	45.21%	\$6,956,250	34.30%	\$1,711,121	8.44%
Skyline College	\$16,433,139	\$6,342,370	38.59%	\$6,387,439	38.87%	\$1,442,241	8.78%
Central Svcs/District Office	\$1,204,175	\$0	0.00%	\$441,511	36.67%	\$173,649	14.42%
<b>Total</b>	<b>\$47,602,290</b>	<b>\$19,251,764</b>	<b>40.44%</b>	<b>\$17,818,355</b>	<b>37.43%</b>	<b>\$4,142,044</b>	<b>8.70%</b>
<b>2010-2011</b>							
Cañada College	\$8,839,531	\$3,868,844	43.77%	\$2,888,162	32.67%	\$866,088	9.80%
College of San Mateo	\$17,470,185	\$8,923,903	51.08%	\$4,599,288	26.33%	\$1,663,052	9.52%
Skyline College	\$15,064,877	\$6,317,838	41.94%	\$5,200,208	34.52%	\$1,490,781	9.90%
Central Svcs/District Office	\$1,038,171	\$0	0.00%	\$277,950	26.77%	\$212,709	20.49%
<b>Total</b>	<b>\$42,412,764</b>	<b>\$19,110,585</b>	<b>45.06%</b>	<b>\$12,965,608</b>	<b>30.57%</b>	<b>\$4,232,631</b>	<b>9.98%</b>
<b>2011-2012</b>							
Cañada College	\$9,504,948	\$4,154,751	43.71%	\$2,987,837	31.43%	\$947,621	9.97%
College of San Mateo	\$17,648,853	\$9,026,429	51.14%	\$4,578,415	25.94%	\$1,570,880	8.90%
Skyline College	\$15,486,881	\$6,330,003	40.87%	\$5,342,679	34.50%	\$1,505,204	9.72%
Central Svcs/District Office	\$1,057,360	\$0	0.00%	\$417,928	39.53%	\$33,992	3.21%
<b>Total</b>	<b>\$43,698,042</b>	<b>\$19,511,183</b>	<b>44.65%</b>	<b>\$13,326,858</b>	<b>30.50%</b>	<b>\$4,057,697</b>	<b>9.29%</b>
<b>2012-2013</b>							
Cañada College	\$9,943,793	\$4,171,757	41.95%	\$3,390,409	34.10%	\$1,006,771	10.12%
College of San Mateo	\$17,768,589	\$8,815,824	49.61%	\$4,558,772	25.66%	\$1,832,398	10.31%
Skyline College	\$16,811,626	\$6,841,045	40.69%	\$5,564,218	33.10%	\$1,761,224	10.48%
Central Svcs/District Office	\$1,174,073	\$0	0.00%	\$457,096	38.93%	\$85,000	7.24%
<b>Total</b>	<b>\$45,698,081</b>	<b>\$19,828,626</b>	<b>43.39%</b>	<b>\$13,970,495</b>	<b>30.57%</b>	<b>\$4,685,392</b>	<b>10.25%</b>
<b>2013-2014</b>							
Cañada College	\$10,247,632	\$4,520,945	44.12%	\$3,262,439	31.84%	\$961,382	9.38%
College of San Mateo	\$18,665,362	\$8,948,187	47.94%	\$5,168,007	27.69%	\$1,804,152	9.67%
Skyline College	\$18,825,411	\$7,691,971	40.86%	\$6,205,723	32.96%	\$1,791,980	9.52%
Central Svcs/District Office	\$785,355	\$0	0.00%	\$55,271	7.04%	\$87,346	11.12%
<b>Total</b>	<b>\$48,523,760</b>	<b>\$21,161,103</b>	<b>43.61%</b>	<b>\$14,691,440</b>	<b>30.28%</b>	<b>\$4,644,860</b>	<b>9.57%</b>
<b>2014-2015</b>							
Cañada College	\$10,803,495	\$5,095,673	47.17%	\$3,228,160	29.88%	\$883,703	8.18%
College of San Mateo	\$20,414,369	\$9,316,009	45.63%	\$6,261,937	30.67%	\$2,007,636	9.83%
Skyline College	\$19,898,421	\$8,044,694	40.43%	\$6,913,917	34.75%	\$1,944,923	9.77%
Central Svcs/District Office	\$931,129	\$0	0.00%	\$167,004	17.94%	\$96,332	10.35%
<b>Total</b>	<b>\$52,047,414</b>	<b>\$22,456,376</b>	<b>43.15%</b>	<b>\$16,571,018</b>	<b>31.84%</b>	<b>\$4,932,595</b>	<b>9.48%</b>

1. Regular Non Teaching Salaries includes counselors, Librarians, Psychologists, Nurses, Coordinators, and other reassigned time
2. Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District**  
**ACTUAL EXPENDITURE COMPARISON OF ACADEMIC SALARIES--ACCOUNT CODE 1000**

Page 2

	TOTAL GEN'L FUND EXPENSES 1XXXX only	HOURLY NON TEACHING SALARIES		ACADEMIC ADMINISTRATIVE SALARIES		ACADEMIC SUPERVISORY SALARIES	
		AMOUNT	%	AMOUNT	%	AMOUNT	%
<b>2007-2008</b>							
Cañada College	\$9,850,232	\$187,321	1.90%	\$1,108,821	11.26%	\$91,460	0.93%
College of San Mateo	\$21,861,864	\$444,326	2.03%	\$1,566,545	7.17%	\$302,345	1.38%
Skyline College	\$15,639,708	\$624,213	3.99%	\$1,135,058	7.26%	\$216,698	1.39%
Central Svcs/District Office	\$611,469	\$47,128	7.71%	\$474,410	77.59%	\$0	0.00%
<b>Total</b>	<b>\$47,963,273</b>	<b>\$1,302,988</b>	<b>2.72%</b>	<b>\$4,284,834</b>	<b>8.93%</b>	<b>\$610,503</b>	<b>1.27%</b>
<b>2008-2009</b>							
Cañada College	\$9,904,053	\$131,654	1.33%	\$1,097,819	11.08%	\$96,162	0.97%
College of San Mateo	\$21,025,803	\$628,108	2.99%	\$1,684,106	8.01%	\$302,341	1.44%
Skyline College	\$16,510,947	\$764,700	4.63%	\$1,343,278	8.14%	\$216,695	1.31%
Central Svcs/District Office	\$631,845	\$0	0.00%	\$544,876	86.24%	\$0	0.00%
<b>Total</b>	<b>\$48,072,649</b>	<b>\$1,524,463</b>	<b>3.17%</b>	<b>\$4,670,079</b>	<b>9.71%</b>	<b>\$615,198</b>	<b>1.28%</b>
<b>2009-2010</b>							
Cañada College	\$9,683,963	\$119,100	1.23%	\$866,858	8.95%	\$108,950	1.13%
College of San Mateo	\$20,281,012	\$373,036	1.84%	\$1,766,127	8.71%	\$305,952	1.51%
Skyline College	\$16,433,139	\$610,178	3.71%	\$1,427,006	8.68%	\$223,905	1.36%
Central Svcs/District Office	\$1,204,175	\$69,571	5.78%	\$519,445	43.14%	\$0	0.00%
<b>Total</b>	<b>\$47,602,290</b>	<b>\$1,171,884</b>	<b>2.46%</b>	<b>\$4,579,436</b>	<b>9.62%</b>	<b>\$638,807</b>	<b>1.34%</b>
<b>2010-2011</b>							
Cañada College	\$8,839,531	\$77,926	0.88%	\$999,043	11.30%	\$139,467	1.58%
College of San Mateo	\$17,470,185	\$358,601	2.05%	\$1,702,549	9.75%	\$222,792	1.28%
Skyline College	\$15,064,877	\$467,433	3.10%	\$1,445,633	9.60%	\$142,984	0.95%
Central Svcs/District Office	\$1,038,171	\$33,308	3.21%	\$514,204	49.53%	\$0	0.00%
<b>Total</b>	<b>\$42,412,764</b>	<b>\$937,267</b>	<b>2.21%</b>	<b>\$4,661,430</b>	<b>10.99%</b>	<b>\$505,243</b>	<b>1.19%</b>
<b>2011-2012</b>							
Cañada College	\$9,504,948	\$32,626	0.34%	\$1,122,933	11.81%	\$259,181	2.73%
College of San Mateo	\$17,648,853	\$340,081	1.93%	\$1,748,429	9.91%	\$384,618	2.18%
Skyline College	\$15,486,881	\$694,042	4.48%	\$1,500,122	9.69%	\$114,832	0.74%
Central Svcs/District Office	\$1,057,360	\$61,746	5.84%	\$543,695	51.42%	\$0	0.00%
<b>Total</b>	<b>\$43,698,042</b>	<b>\$1,128,494</b>	<b>2.58%</b>	<b>\$4,915,180</b>	<b>11.25%</b>	<b>\$758,630</b>	<b>1.74%</b>
<b>2012-2013</b>							
Cañada College	\$9,943,793	\$72,959	0.73%	\$1,135,854	11.42%	\$166,043	1.67%
College of San Mateo	\$17,768,589	\$353,385	1.99%	\$1,821,540	10.25%	\$386,669	2.18%
Skyline College	\$16,811,626	\$712,832	4.24%	\$1,729,869	10.29%	\$202,439	1.20%
Central Svcs/District Office	\$1,174,073	\$66,684	5.68%	\$565,294	48.15%	\$0	0.00%
<b>Total</b>	<b>\$45,698,081</b>	<b>\$1,205,859</b>	<b>2.64%</b>	<b>\$5,252,557</b>	<b>11.49%</b>	<b>\$755,151</b>	<b>1.65%</b>
<b>2013-2014</b>							
Cañada College	\$10,247,632	\$58,396	0.57%	\$1,270,193	12.39%	\$174,277	1.70%
College of San Mateo	\$18,665,362	\$422,211	2.26%	\$1,915,297	10.26%	\$407,508	2.18%
Skyline College	\$18,825,411	\$1,086,346	5.77%	\$1,779,676	9.45%	\$269,714	1.43%
Central Svcs/District Office	\$785,355	\$72,561	9.24%	\$570,177	72.60%	\$0	0.00%
<b>Total</b>	<b>\$48,523,760</b>	<b>\$1,639,514</b>	<b>3.38%</b>	<b>\$5,535,344</b>	<b>11.41%</b>	<b>\$851,499</b>	<b>1.75%</b>
<b>2014-2015</b>							
Cañada College	\$10,803,495	\$21,593	0.20%	\$1,556,704	14.41%	\$17,663	0.16%
College of San Mateo	\$20,414,369	\$434,932	2.13%	\$2,092,564	10.25%	\$301,291	1.48%
Skyline College	\$19,898,421	\$494,447	2.48%	\$1,933,708	9.72%	\$566,731	2.85%
Central Svcs/District Office	\$931,129	\$73,125	7.85%	\$594,668	63.87%	\$0	0.00%
<b>Total</b>	<b>\$52,047,414</b>	<b>\$1,024,097</b>	<b>1.97%</b>	<b>\$6,177,644</b>	<b>11.87%</b>	<b>\$885,684</b>	<b>1.70%</b>

Expenditures represent certificated salary expenses in the unrestricted general fund (Fund 1) for all activity centers

**San Mateo County Community College District**  
**ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	INSTRUCTION & INSTRUCTIONAL SERVICES			STUDENT SERVICES		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
<b>2007-2008</b>								
Cañada College	\$16,339,336	4,452	\$12,563,064	76.89%	\$2,822	\$2,153,630	13.18%	\$484
College of San Mateo	\$34,136,045	9,085	\$27,521,671	80.62%	\$3,029	\$3,966,271	11.62%	\$437
Skyline College	\$25,950,675	7,330	\$20,497,620	78.99%	\$2,796	\$2,895,907	11.16%	\$395
Central Svcs/District Office	\$34,129,012	0	\$10,786,024	31.60%	\$0	\$21,418	0.06%	\$0
<b>Total</b>	<b>\$110,555,068</b>	<b>20,867</b>	<b>\$71,368,379</b>	<b>64.55%</b>	<b>\$3,420</b>	<b>\$9,037,226</b>	<b>8.17%</b>	<b>\$433</b>
<b>2008-2009</b>								
Cañada College	\$16,469,244	4,774	\$12,688,927	77.05%	\$2,658	\$2,299,008	13.96%	\$482
College of San Mateo	\$33,254,715	9,354	\$26,778,912	80.53%	\$2,863	\$3,863,920	11.62%	\$413
Skyline College	\$26,669,433	8,139	\$20,987,266	78.69%	\$2,579	\$3,113,514	11.67%	\$383
Central Svcs/District Office	\$30,311,416	0	\$9,058,385	29.88%	\$0	\$0	0.00%	\$0
<b>Total</b>	<b>\$106,704,808</b>	<b>22,267</b>	<b>\$69,513,491</b>	<b>65.15%</b>	<b>\$3,122</b>	<b>\$9,276,443</b>	<b>8.69%</b>	<b>\$417</b>
<b>2009-2010</b>								
Cañada College	\$16,519,183	5,186	\$12,792,917	77.44%	\$2,467	\$2,333,747	14.13%	\$450
College of San Mateo	\$31,501,317	9,483	\$25,149,352	79.84%	\$2,652	\$3,702,548	11.75%	\$390
Skyline College	\$26,211,975	8,852	\$20,789,297	79.31%	\$2,349	\$3,245,316	12.38%	\$367
Central Svcs/District Office	\$34,532,789	0	\$8,480,482	24.56%	\$0	\$341,187	0.99%	\$0
<b>Total</b>	<b>\$108,765,264</b>	<b>23,521</b>	<b>\$67,212,048</b>	<b>61.80%</b>	<b>\$2,858</b>	<b>\$9,622,798</b>	<b>8.85%</b>	<b>\$409</b>
<b>2010-2011</b>								
Cañada College	\$16,572,499	4,764	\$12,616,683	76.13%	\$2,648	\$2,408,129	14.53%	\$505
College of San Mateo	\$31,261,092	8,266	\$25,179,738	80.55%	\$3,046	\$3,573,014	11.43%	\$432
Skyline College	\$26,880,908	8,253	\$21,797,099	81.09%	\$2,641	\$2,919,213	10.86%	\$354
Central Svcs/District Office	\$34,781,850	0	\$9,392,721	27.00%	\$0	\$78,957	0.23%	\$0
<b>Total</b>	<b>\$109,496,350</b>	<b>21,283</b>	<b>\$68,986,240</b>	<b>63.00%</b>	<b>\$3,241</b>	<b>\$8,979,312</b>	<b>8.20%</b>	<b>\$422</b>
<b>2011-2012</b>								
Cañada College	\$17,253,719	4,603	\$12,269,544	67.68%	\$2,666	\$3,352,175	18.49%	\$728
College of San Mateo	\$29,725,875	7,912	\$22,893,040	78.21%	\$2,893	\$4,213,301	14.39%	\$533
Skyline College	\$26,112,579	8,449	\$20,091,160	40.85%	\$2,378	\$3,780,352	7.69%	\$447
Central Svcs/District Office	\$38,115,015	0	\$7,268,389	19.07%	\$0	\$692,690	1.82%	\$0
<b>Total</b>	<b>\$111,207,188</b>	<b>20,964</b>	<b>\$62,522,132</b>	<b>56.22%</b>	<b>\$2,982</b>	<b>\$12,038,517</b>	<b>10.83%</b>	<b>\$574</b>
<b>2012-2013</b>								
Cañada College	\$17,999,903	4,387	\$13,518,910	75.40%	\$3,082	\$2,779,740	15.50%	\$634
College of San Mateo	\$30,793,718	7,685	\$24,020,917	78.97%	\$3,126	\$3,778,708	12.42%	\$492
Skyline College	\$29,143,082	8,168	\$22,584,241	79.27%	\$2,765	\$3,664,768	12.86%	\$449
Central Svcs/District Office	\$36,348,552	0	\$7,077,143	19.47%	\$0	\$714,434	1.97%	\$0
<b>Total</b>	<b>\$114,285,254</b>	<b>20,240</b>	<b>\$67,201,210</b>	<b>58.80%</b>	<b>\$3,320</b>	<b>\$10,937,650</b>	<b>9.57%</b>	<b>\$540</b>
<b>2013-2014</b>								
Cañada College	\$18,787,675	4,204	\$14,109,445	75.10%	\$3,356	\$3,072,553	16.35%	\$731
College of San Mateo	\$30,919,934	7,192	\$24,063,872	77.83%	\$3,346	\$3,615,664	11.69%	\$503
Skyline College	\$31,767,514	7,858	\$24,311,807	76.53%	\$3,094	\$4,233,625	13.33%	\$539
Central Svcs/District Office	\$37,494,776	0	\$7,362,936	19.64%	\$0	\$794,384	2.12%	\$0
<b>Total</b>	<b>\$118,969,899</b>	<b>19,254</b>	<b>\$69,848,061</b>	<b>58.71%</b>	<b>\$3,628</b>	<b>\$11,716,227</b>	<b>9.85%</b>	<b>\$609</b>
<b>2014-2015</b>								
Cañada College	\$19,430,743	4,097	\$14,468,017	81.55%	\$3,531	\$3,274,015	18.45%	\$799
College of San Mateo	\$34,286,291	6,907	\$26,869,025	86.86%	\$3,890	\$4,063,339	13.14%	\$588
Skyline College	\$34,017,280	7,911	\$26,541,551	85.44%	\$3,355	\$4,521,773	14.56%	\$572
Central Svcs/District Office	\$37,175,674	0	\$4,673,421	12.57%	\$0	\$675,083	1.82%	\$0
<b>Total</b>	<b>\$124,909,988</b>	<b>18,915</b>	<b>\$72,552,014</b>	<b>58.08%</b>	<b>\$3,836</b>	<b>\$12,534,210</b>	<b>10.03%</b>	<b>\$663</b>

## Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for activity centers 0100 through 6700 only.
2. Instruction/Instructional Services includes activity centers 0100 through 6100
3. Student Services includes activity centers 6200 through 6400

**San Mateo County Community College District**  
**ACTUAL EXPENDITURE COMPARISON FOR THE SMCCCD BY MAJOR BUDGET ACTIVITY**

Page 2

	TOTAL GEN'L FUND EXPENSES	FTES	PLANT OPERATIONS			INSTITUTIONAL SUPPORT		
			AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
<b>2007-2008</b>								
Cañada College	\$16,339,336	4,452	\$25,125	0.15%	\$6	\$1,597,517	9.78%	\$359
College of San Mateo	\$34,136,045	9,085	\$104,339	0.31%	\$11	\$2,543,764	7.45%	\$280
Skyline College	\$25,950,675	7,330	\$52,117	0.20%	\$7	\$2,505,031	9.65%	\$342
Central Svcs/District Office	\$34,129,012	0	\$11,129,376	32.61%	\$0	\$12,192,194	35.72%	\$0
<b>Total</b>	<b>\$110,555,068</b>	<b>20,867</b>	<b>\$11,310,957</b>	<b>10.23%</b>	<b>\$542</b>	<b>\$18,838,506</b>	<b>17.04%</b>	<b>\$903</b>
<b>2008-2009</b>								
Cañada College	\$16,469,244	4,774	\$22,740	0.14%	\$5	\$1,458,569	8.86%	\$306
College of San Mateo	\$33,254,715	9,354	\$89,106	0.27%	\$10	\$2,522,776	7.59%	\$270
Skyline College	\$26,669,433	8,139	\$41,400	0.16%	\$5	\$2,527,253	9.48%	\$311
Central Svcs/District Office	\$30,311,416	0	\$10,479,660	34.57%	\$0	\$10,773,370	35.54%	\$0
<b>Total</b>	<b>\$106,704,808</b>	<b>22,267</b>	<b>\$10,632,906</b>	<b>9.96%</b>	<b>\$478</b>	<b>\$17,281,969</b>	<b>16.20%</b>	<b>\$776</b>
<b>2009-2010</b>								
Cañada College	\$16,519,183	5,186	\$25,665	0.16%	\$5	\$1,366,854	8.27%	\$264
College of San Mateo	\$31,501,317	9,483	\$43,463	0.14%	\$5	\$2,605,954	8.27%	\$275
Skyline College	\$26,211,975	8,852	\$68,909	0.26%	\$8	\$2,108,453	8.04%	\$238
Central Svcs/District Office	\$34,532,789	0	\$11,290,028	32.69%	\$0	\$14,421,092	41.76%	\$0
<b>Total</b>	<b>\$108,765,264</b>	<b>23,521</b>	<b>\$11,428,065</b>	<b>10.51%</b>	<b>\$486</b>	<b>\$20,502,353</b>	<b>18.85%</b>	<b>\$872</b>
<b>2010-2011</b>								
Cañada College	\$16,572,499	4,764	\$24,201	0.15%	\$5	\$1,523,486	9.19%	\$320
College of San Mateo	\$31,261,092	8,266	\$30,638	0.10%	\$4	\$2,477,702	7.93%	\$300
Skyline College	\$26,880,908	8,253	\$74,138	0.28%	\$9	\$2,090,459	7.78%	\$253
Central Svcs/District Office	\$34,781,850	0	\$11,342,390	32.61%	\$0	\$13,967,783	40.16%	\$0
<b>Total</b>	<b>\$109,496,350</b>	<b>21,283</b>	<b>\$11,471,367</b>	<b>10.48%</b>	<b>\$539</b>	<b>\$20,059,430</b>	<b>18.32%</b>	<b>\$943</b>
<b>2011-12</b>								
Cañada College	\$17,253,719	4,603	\$24,201	0.14%	\$5	\$1,607,800	9.32%	\$349
College of San Mateo	\$29,725,875	7,912	\$47,808	0.16%	\$6	\$2,571,726	8.65%	\$325
Skyline College	\$26,112,579	8,449	\$70,384	0.27%	\$8	\$2,170,683	8.31%	\$257
Central Svcs/District Office	\$38,115,015	0	\$11,595,818	30.42%	\$0	\$18,558,118	48.69%	\$0
<b>Total</b>	<b>\$111,207,188</b>	<b>20,964</b>	<b>\$11,738,212</b>	<b>10.56%</b>	<b>\$560</b>	<b>\$24,908,327</b>	<b>22.40%</b>	<b>\$1,188</b>
<b>2012-13</b>								
Cañada College	\$17,999,903	4,387	\$24,927	0.14%	\$6	\$1,676,326	9.31%	\$382
College of San Mateo	\$30,793,718	7,685	\$68,779	0.22%	\$9	\$2,925,314	9.50%	\$381
Skyline College	\$29,143,082	8,168	\$99,638	0.34%	\$12	\$2,794,435	9.59%	\$342
Central Svcs/District Office	\$36,348,552	0	\$13,428,118	36.94%	\$0	\$15,128,857	41.62%	\$0
<b>Total</b>	<b>\$114,285,254</b>	<b>20,240</b>	<b>\$13,621,462</b>	<b>11.92%</b>	<b>\$673</b>	<b>\$22,524,931</b>	<b>19.71%</b>	<b>\$1,113</b>
<b>2013-2014</b>								
Cañada College	\$18,787,675	4,204	\$25,665	0.14%	\$6	\$1,580,010	8.41%	\$376
College of San Mateo	\$30,919,934	7,192	\$78,904	0.26%	\$11	\$3,161,494	10.22%	\$440
Skyline College	\$31,767,514	7,858	\$55,683	0.18%	\$7	\$3,166,399	9.97%	\$403
Central Svcs/District Office	\$37,494,776	0	\$14,123,966	37.67%	\$0	\$15,213,490	40.57%	\$0
<b>Total</b>	<b>\$118,969,899</b>	<b>19,254</b>	<b>\$14,284,219</b>	<b>12.01%</b>	<b>\$742</b>	<b>\$23,121,393</b>	<b>19.43%</b>	<b>\$1,201</b>
<b>2014-2015</b>								
Cañada College	\$19,430,743	4,097	\$27,272	0.14%	\$7	\$1,661,438	8.55%	\$406
College of San Mateo	\$34,286,291	6,907	\$30,985	0.09%	\$4	\$3,322,943	9.69%	\$481
Skyline College	\$34,017,280	7,911	\$57,011	0.17%	\$7	\$2,896,945	8.52%	\$366
Central Svcs/District Office	\$37,175,674	0	\$14,276,028	38.40%	\$0	\$17,551,143	47.21%	\$0
<b>Total</b>	<b>\$124,909,988</b>	<b>18,915</b>	<b>\$14,391,295</b>	<b>11.52%</b>	<b>\$761</b>	<b>\$25,432,468</b>	<b>20.36%</b>	<b>\$1,345</b>

Notes:

- Plant Operations includes activity center 6500
- Institutional Support includes activity centers 6600 through 6700
- Totals do **not** include Ancillary Services in activity centers 6800 through 7000

**San Mateo County Community College District**  
**ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE**

Page 1

	TOTAL GEN'L FUND EXPENSES	FTES	PER FTES	ACADEMIC SALARIES			CLASSIFIED SALARIES		
				1000		PER FTES	2000		PER FTES
			AMOUNT	%			AMOUNT	%	
<b>2007-2008</b>									
Cañada College	\$16,730,918	4,452	\$3,758	\$9,845,546	58.85%	\$2,211	\$3,199,693	19.12%	\$719
College of San Mateo	\$36,457,366	9,085	\$4,013	\$21,861,864	59.97%	\$2,406	\$6,084,482	16.69%	\$670
Skyline College	\$26,377,385	7,330	\$3,599	\$15,623,167	59.23%	\$2,131	\$4,552,722	17.26%	\$621
Central Svcs/District Office	\$35,076,681	0	\$0	\$596,454	1.70%	\$0	\$9,879,738	28.17%	\$0
<b>Total</b>	<b>\$114,642,350</b>	<b>20,867</b>	<b>\$5,494</b>	<b>\$47,927,031</b>	<b>41.81%</b>	<b>\$2,297</b>	<b>\$23,716,635</b>	<b>20.69%</b>	<b>\$1,137</b>
<b>2008-2009</b>									
Cañada College	\$16,858,542	4,774	\$3,531	\$9,895,460	58.70%	\$2,073	\$3,323,871	19.72%	\$696
College of San Mateo	\$35,493,486	9,354	\$3,794	\$21,025,439	59.24%	\$2,248	\$6,247,000	17.60%	\$668
Skyline College	\$27,329,614	8,139	\$3,358	\$16,508,725	60.41%	\$2,028	\$4,764,004	17.43%	\$585
Central Svcs/District Office	\$30,949,401	0	\$0	-\$574,324	0.00%	\$0	\$9,656,455	31.20%	\$0
<b>Total</b>	<b>\$110,631,043</b>	<b>22,267</b>	<b>\$4,968</b>	<b>\$46,855,300</b>	<b>42.35%</b>	<b>\$2,104</b>	<b>\$23,991,330</b>	<b>21.69%</b>	<b>\$1,077</b>
<b>2009-2010</b>									
Cañada College	\$16,371,172	5,186	\$3,157	\$9,161,495	55.96%	\$1,767	\$3,339,476	20.40%	\$644
College of San Mateo	\$32,524,619	9,483	\$3,430	\$19,335,194	59.45%	\$2,039	\$5,498,324	16.91%	\$580
Skyline College	\$25,941,728	8,852	\$2,931	\$15,541,596	59.91%	\$1,756	\$4,339,379	16.73%	\$490
Central Svcs/District Office	\$35,029,219	0	\$0	\$536,058	1.53%	\$0	\$9,119,804	26.03%	\$0
<b>Total</b>	<b>\$109,866,738</b>	<b>23,521</b>	<b>\$4,671</b>	<b>\$44,574,343</b>	<b>40.57%</b>	<b>\$1,895</b>	<b>\$22,296,983</b>	<b>20.29%</b>	<b>\$948</b>
<b>2010-2011</b>									
Cañada College	\$15,428,060	4,764	\$3,238	\$8,195,558	53.12%	\$1,720	\$3,263,146	21.15%	\$685
College of San Mateo	\$28,399,633	8,266	\$3,436	\$16,404,580	57.76%	\$1,985	\$4,727,520	16.65%	\$572
Skyline College	\$24,243,581	8,253	\$2,938	\$13,978,704	57.66%	\$1,694	\$4,202,011	17.33%	\$509
Central Svcs/District Office	\$36,427,540	0	\$0	\$547,332	1.50%	\$0	\$9,892,321	27.16%	\$0
<b>Total</b>	<b>\$104,498,814</b>	<b>21,283</b>	<b>\$4,910</b>	<b>\$39,126,174</b>	<b>37.44%</b>	<b>\$1,838</b>	<b>\$22,084,998</b>	<b>21.13%</b>	<b>\$1,038</b>
<b>2011-2012</b>									
Cañada College	\$16,668,686	4,603	\$3,621	\$8,971,134	53.82%	\$1,949	\$3,414,481	20.48%	\$742
College of San Mateo	\$28,910,195	7,912	\$3,654	\$16,746,889	57.93%	\$2,117	\$4,864,332	16.83%	\$615
Skyline College	\$25,568,739	8,449	\$3,026	\$14,440,991	56.48%	\$1,709	\$4,326,117	16.92%	\$512
Central Svcs/District Office	\$39,036,312	0	\$0	\$583,947	1.50%	\$0	\$11,237,338	28.79%	\$0
<b>Total</b>	<b>\$110,183,932</b>	<b>20,964</b>	<b>\$5,256</b>	<b>\$40,742,961</b>	<b>36.98%</b>	<b>\$1,943</b>	<b>\$23,842,268</b>	<b>21.64%</b>	<b>\$1,137</b>
<b>2012-2013</b>									
Cañada College	\$19,059,408	4,387	\$443	\$9,396,448	49.30%	\$2,142	\$3,551,163	18.63%	\$809
College of San Mateo	\$33,012,454	7,685	\$4,296	\$16,856,349	51.06%	\$2,193	\$5,548,283	16.81%	\$722
Skyline College	\$30,601,126	8,168	\$3,746	\$15,718,180	51.36%	\$1,924	\$4,983,920	16.29%	\$610
Central Svcs/District Office	\$40,250,426	0	\$0	\$600,426	1.49%	\$0	\$12,119,643	30.11%	\$0
<b>Total</b>	<b>\$122,923,414</b>	<b>20,240</b>	<b>\$6,073</b>	<b>\$42,571,403</b>	<b>34.63%</b>	<b>\$2,103</b>	<b>\$26,203,009</b>	<b>21.32%</b>	<b>\$1,295</b>
<b>2013-2014</b>									
Cañada College	\$18,737,876	4,204	\$4,457	\$9,691,451	51.72%	\$2,305	\$3,670,792	19.59%	\$873
College of San Mateo	\$31,048,646	7,192	\$4,317	\$17,773,084	57.24%	\$2,471	\$5,896,459	18.99%	\$820
Skyline College	\$31,961,155	7,858	\$4,067	\$17,760,758	55.57%	\$2,260	\$5,926,416	18.54%	\$754
Central Svcs/District Office	\$37,213,687	0	\$0	\$573,353	1.54%	\$0	\$13,819,069	37.13%	\$0
<b>Total</b>	<b>\$118,961,364</b>	<b>19,254</b>	<b>\$6,179</b>	<b>\$45,798,646</b>	<b>38.50%</b>	<b>\$2,379</b>	<b>\$29,312,736</b>	<b>24.64%</b>	<b>\$1,522</b>
<b>2014-2015</b>									
Cañada College	\$19,438,758	4,097	\$4,745	\$10,246,309	52.71%	\$2,501	\$3,840,425	19.76%	\$937
College of San Mateo	\$34,246,543	6,907	\$4,958	\$19,538,346	57.05%	\$2,829	\$6,286,123	18.36%	\$910
Skyline College	\$34,044,190	7,911	\$4,303	\$18,886,227	55.48%	\$2,387	\$6,418,142	18.85%	\$811
Central Svcs/District Office	\$38,078,828	0	\$0	\$622,558	1.63%	\$0	\$14,097,972	37.02%	\$0
<b>Total</b>	<b>\$125,808,319</b>	<b>18,915</b>	<b>\$6,651</b>	<b>\$49,293,440</b>	<b>39.18%</b>	<b>\$2,606</b>	<b>\$30,642,662</b>	<b>24.36%</b>	<b>\$1,620</b>

Notes:

- Expenditures represent unrestricted general fund (Fund 1) for all activity centers
- Spreadsheet continued on next page

**San Mateo County Community College District  
ACTUAL SITE EXPENDITURE COMPARISON BY MAJOR ACCOUNT CODE**

Page 2

EMPLOYEE BENEFITS 3000			SUPPLIES/SERVICES 4000-5000			CAPITAL OUTLAY 6000			OTHER OUTGO 7000		
AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES	AMOUNT	%	PER FTES
\$2,920,233	17.45%	\$656	\$721,486	4.31%	\$162	\$26,308	0.16%	\$6	\$17,652	0.11%	\$4
\$6,205,681	17.02%	\$683	\$1,939,154	5.32%	\$213	\$0	0.00%	\$0	\$366,185	1.00%	\$40
\$4,359,983	16.53%	\$595	\$1,223,234	4.64%	\$167	\$31,661	0.12%	\$4	\$586,618	2.22%	\$80
\$10,254,507	29.23%	\$0	\$7,752,016	22.10%	\$0	\$41,805	0.12%	\$0	\$6,552,161	18.68%	\$0
<b>\$23,740,404</b>	<b>20.71%</b>	<b>\$1,138</b>	<b>\$11,635,890</b>	<b>10.15%</b>	<b>\$558</b>	<b>\$99,774</b>	<b>0.09%</b>	<b>\$5</b>	<b>\$7,522,616</b>	<b>6.56%</b>	<b>\$361</b>
\$3,001,316	17.80%	\$629	\$621,773	3.69%	\$130	\$0	0.00%	\$0	\$16,122	0.10%	\$3
\$6,314,448	37.46%	\$1,323	\$1,644,068	9.75%	\$344	\$0	0.00%	\$0	\$262,531	1.56%	\$55
\$4,606,975	12.98%	\$493	\$1,238,391	3.49%	\$132	\$21,761	0.06%	\$2	\$189,758	0.53%	\$20
\$9,887,569	36.18%	\$0	\$7,718,039	28.24%	\$0	\$110,596	0.40%	\$0	\$4,151,066	15.19%	\$0
<b>\$23,810,308</b>	<b>21.52%</b>	<b>\$1,069</b>	<b>\$11,222,271</b>	<b>36.26%</b>	<b>\$504</b>	<b>\$132,357</b>	<b>0.43%</b>	<b>\$6</b>	<b>\$4,619,477</b>	<b>14.93%</b>	<b>\$207</b>
\$3,297,091	20.14%	\$636	\$545,580	3.33%	\$105	\$9,966	0.06%	\$2	\$17,564	0.11%	\$3
\$6,545,970	20.13%	\$690	\$1,059,283	3.26%	\$112	\$0	0.00%	\$0	\$85,848	0.26%	\$9
\$4,879,461	18.81%	\$551	\$1,044,322	4.03%	\$118	\$20,574	0.08%	\$2	\$116,396	0.45%	\$13
\$10,241,115	29.24%	\$0	\$7,290,565	20.81%	\$0	\$41,811	0.12%	\$0	\$7,799,866	22.27%	\$0
<b>\$24,963,637</b>	<b>22.72%</b>	<b>\$1,061</b>	<b>\$9,939,750</b>	<b>9.05%</b>	<b>\$423</b>	<b>\$72,351</b>	<b>0.07%</b>	<b>\$3</b>	<b>\$8,019,674</b>	<b>7.30%</b>	<b>\$341</b>
\$3,368,584	21.83%	\$707	\$589,290	3.82%	\$124	\$10,482	0.07%	\$2	\$1,000	0.01%	\$0
\$6,114,237	21.53%	\$740	\$1,153,296	4.06%	\$140	\$0	0.00%	\$0	\$0	0.00%	\$0
\$4,904,335	20.23%	\$594	\$1,126,707	3.09%	\$137	\$30,984	0.13%	\$4	\$840	0.00%	\$0
\$11,145,307	30.60%	\$0	\$9,228,375	25.33%	\$0	\$31,777	0.09%	\$0	\$5,582,428	15.32%	\$0
<b>\$25,532,463</b>	<b>24.43%</b>	<b>\$1,200</b>	<b>\$12,097,668</b>	<b>11.58%</b>	<b>\$568</b>	<b>\$73,243</b>	<b>0.07%</b>	<b>\$3</b>	<b>\$5,584,268</b>	<b>5.34%</b>	<b>\$262</b>
\$3,498,632	20.99%	\$760	\$687,538	4.12%	\$149	\$12,231	0.07%	\$3	\$84,670	0.51%	\$18
\$5,969,524	20.65%	\$754	\$1,297,806	4.49%	\$164	\$278	0.00%	\$0	\$31,366	0.11%	\$4
\$4,873,252	19.06%	\$577	\$1,459,645	5.71%	\$173	\$119,719	0.47%	\$14	\$349,015	1.37%	\$41
\$12,100,395	31.00%	\$0	\$10,390,512	26.62%	\$0	\$26,849	0.07%	\$0	\$4,697,271	12.03%	\$0
<b>\$26,441,803</b>	<b>24.00%</b>	<b>\$1,261</b>	<b>\$13,835,501</b>	<b>12.56%</b>	<b>\$660</b>	<b>\$159,077</b>	<b>0.14%</b>	<b>\$8</b>	<b>\$5,162,322</b>	<b>4.69%</b>	<b>\$246</b>
\$4,081,421	21.41%	\$930	\$651,800	3.42%	\$149	\$34,143	0.18%	\$8	\$1,344,433	7.05%	\$306
\$7,121,539	21.57%	\$927	\$1,000,771	3.03%	\$130	\$20,041	0.06%	\$3	\$2,465,471	7.47%	\$321
\$6,169,146	20.16%	\$755	\$1,761,622	5.76%	\$216	\$44,338	0.14%	\$5	\$1,923,920	6.29%	\$236
\$12,793,602	31.79%	\$0	\$10,263,909	25.50%	\$0	\$45,913	0.11%	\$0	\$4,426,933	11.00%	\$0
<b>\$30,165,708</b>	<b>24.54%</b>	<b>\$1,490</b>	<b>\$13,678,102</b>	<b>11.13%</b>	<b>\$676</b>	<b>\$144,435</b>	<b>0.12%</b>	<b>\$7</b>	<b>\$10,160,757</b>	<b>8.27%</b>	<b>\$502</b>
\$3,498,835	18.67%	\$832	\$730,373	3.90%	\$174	\$14,254	0.08%	\$3	\$1,132,171	6.04%	\$269
\$6,074,563	19.56%	\$845	\$1,233,025	3.97%	\$171	\$71,515	0.23%	\$10	\$0	0.00%	\$0
\$5,765,661	18.04%	\$734	\$2,301,815	7.20%	\$293	\$92,154	0.29%	\$12	\$114,351	0.36%	\$16
\$11,469,149	30.82%	\$0	\$10,231,095	27.49%	\$0	\$121,021	0.33%	\$0	\$1,000,000	2.69%	\$0
<b>\$26,808,208</b>	<b>22.54%</b>	<b>\$1,392</b>	<b>\$14,496,308</b>	<b>12.19%</b>	<b>\$753</b>	<b>\$298,944</b>	<b>0.80%</b>	<b>\$16</b>	<b>\$2,246,522</b>	<b>6.04%</b>	<b>\$117</b>
\$4,154,850	21.37%	\$1,014	\$675,860	3.48%	\$165	\$0	0.00%	\$0	\$521,314	2.68%	\$127
\$7,257,965	37.34%	\$1,051	\$1,102,448	5.67%	\$160	\$793	0.00%	\$0	\$60,868	0.31%	\$9
\$6,955,141	20.31%	\$879	\$1,314,325	3.84%	\$166	\$5,814	0.02%	\$1	\$464,541	1.36%	\$59
\$13,100,041	38.48%	\$0	\$9,399,421	27.61%	\$0	\$108,833	0.32%	\$0	\$750,003	2.20%	\$0
<b>\$31,467,997</b>	<b>82.64%</b>	<b>\$1,664</b>	<b>\$12,492,054</b>	<b>32.81%</b>	<b>\$660</b>	<b>\$115,440</b>	<b>0.34%</b>	<b>\$6</b>	<b>\$1,796,726</b>	<b>5.28%</b>	<b>\$95</b>

Notes:

1. Expenditures represent unrestricted general fund (Fund 1) for all activity centers

**BOARD REPORT NO. 16-3-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Bruce Griffin, Chief Technology Officer, 650-358-6722

**APPROVAL OF SOLE SOURCE PURCHASE OF WEB CONTENT MANAGEMENT SOFTWARE (OUCAMPUS) FROM OMNIUPDATE**

The District's web presence consists of over 730 distinct websites for colleges as well as divisions, departments, programs, services, events, committees and initiatives. Specifically, websites around the District include:

- Cañada College - 190 sites,
- College of San Mateo - 268 sites,
- Skyline College - 237 sites,
- District Office - 44 sites.

Each site's content must be regularly updated to maintain accuracy and currency. Due to the large number of sites and the need for multiple users to maintain their own sections, since 2007 the District has been using a tool called OuCampus to manage its public-facing web content. Over time, the District has invested significant time and effort into acquiring the skills and knowledge to use OuCampus effectively as well as years of invested time in customizing the system for our unique environment at each of the three Colleges. At present there are only 100 licenses deployed across the District with a need for far more. An enterprise-wide license would allow any District staff or faculty member to make use of the software.

The District seeks to take advantage of its existing investment in OuCampus by entering into a three-year enterprise contract with OmniUpdate. OuCampus software costs will not exceed \$95,000.00.

**RECOMMENDATION**

It is recommended that the Board approve a sole source purchase of an enterprise license from OuCampus for maintenance of the District's websites in an amount not to exceed \$95,000.00.

**BOARD REPORT NO. 16-3-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY:

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.10, DUTIES AND  
RESPONSIBILITIES OF THE BOARD; 1.20, DUTIES OF OFFICERS;  
AND 8.27, RECORDS RETENTION AND DESTRUCTION**

Revisions are recommended as follows:

Policy 1.10 – Revision of language regarding new trustee orientation program, as requested by the Board.

Policy 1.20 – Minor change to clarify role of the Representative of the Board to the County Committee on School District Organization.

Policy 8.27 – Title and reference changes only.

**RECOMMENDATION**

It is recommended that the Board approve the revisions to Board Policies 1.10, 1.20 and 8.27 as shown on the attached.

**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.10 (BP 2200 and 2740)**

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

**Subject:** BP 1.10 Duties and Responsibilities of the Board  
**Revision Date:** 2/12; xx/xx  
**Policy References:** ACCJC Accreditation Standards III.A.1.b, IV and IV.C.9; Education Code Section 70902

---

1. The essential duties of the Board, as the elective body representative of all the people of the District, shall be:
  - a. To provide policy guidelines for staff through adoption and periodic review of District Mission and Goals Statement.
  - b. To establish, enforce, and periodically review Board policies consistent with the goals and operation of the District and its Colleges.
  - c. To appoint and annually evaluate the Chancellor of the District.
  - d. By Board action and decision making, may give direction to staff on matters relating to District organization, operations, and property.
  - e. To approve all District and College programs, insuring that program offerings are responsive to and reflect community needs.
  - f. To establish guidelines for District negotiations and the collective bargaining process.
  - g. To review and set salary schedules annually for all District personnel. Considers and approves all personnel assignments and transfers on the recommendation of the Chancellor.
  - h. To provide guidelines on funding levels, allocations, and District reserves; review and consider staff-prepared District and College budgets; adopt annual budget; assure fiscal health and stability.
  - i. To delegate appropriate authority for implementation of State law, regulations, and Board policies.
  - j. Under most circumstances, to serve as the final appeal within the District for students, staff, and citizens of the San Mateo County Community College District.
  - k. To monitor institutional performance and educational quality.
  - l. To carry out such specific duties as required by law.
  
2. The essential responsibilities of the Board, in the public interest and trust, shall be:
  - a. To provide the best possible learning experiences for students of the Colleges.
  - b. To assure that the District and its Colleges are effectively and efficiently managed.
  - c. To maintain enlightened, fair, and equitable policies for employees and students of the District and its Colleges.
  - d. To represent the general interests of the entire College District and to act only on the basis of what is in the best interests of the College District and the community.
  - e. To be knowledgeable of and support the mission and philosophy of community colleges.
  - f. To hire and evaluate the Chancellor.
  - g. To support the work of the Colleges in the community.
  - h. To engage in ongoing development of the Board. The Board will conduct study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

## BP 1.10 Duties and Responsibilities of the Board (continued)

- i. To provide a comprehensive new trustee orientation program for newly elected or appointed trustees that may include attendance at a statewide “New Trustee” orientation program; one-on-one interviews with the Chancellor, Presidents and Executive Vice Chancellor; discussions with representatives of employee groups, the Academic and Classified Senates and student leaders; delivery of the Trustee Handbook prepared by the Community College League of California (CCLC); and review of the CCLC’s comprehensive online education program titled “Elected/ Appointed Trustees: Next Steps.”

**CHAPTER 1: Board of Trustees**  
**BOARD POLICY NO. 1.20 (BP 2210)**

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

**Subject:** 1.20 Duties of Officers  
**Revision Date:** 12/11; xx/xx  
**Policy Reference:** Education Code Section 72000

---

1. President

It shall be the duty of the President of the Board to preside at Board meetings; to represent, as appropriate, the Board at special events or ensure Board representation; to consult with the Chancellor on Board meeting agendas; to call special or emergency meetings as required; to assure Board compliance with policies on Board education, self-evaluation and Chancellor evaluation; and to perform such other duties as may be prescribed by law or by action of the Board.

2. Vice President-Clerk

The Vice President-Clerk shall serve as President Pro Tempore in the absence of the President. It shall be the duty of the Vice President-Clerk to sign the approved minutes of all special and regular meetings of the Board and to sign other official documents of the Board.

3. Representative of the Board to the County Committee on School District Organization

It shall be the duty of the County Committee Representative to attend ~~a~~ meetings called by the County Superintendent of Schools to elect members to the San Mateo County Committee on School District Organization and decide other issues before the body.

4. Representatives of the Board to the San Mateo County Community Colleges Foundation Board

Two members of the Board of Trustees shall be appointed as representatives to the Foundation Board and shall each serve a two-year term. It shall be the duty of the representatives to attend Foundation Board meetings and to keep the Board of Trustees informed about Foundation matters.

5. Other Representatives

The Board may appoint such other representatives to groups and organizations as deemed appropriate.

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.27 (BP 3310)**

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

**Subject:** 8.27 Records **Retention and Destruction**  
**Revision Date:** 3/12; **xx/xx**  
**Policy References:** **Title 5 Sections 59020 et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45**

---

The Chancellor shall establish procedures to assure the retention and destruction of all District records (including electronically stored information as defined by the Federal Rules of Civil Procedure) in compliance with Title 5 regulations. Such records shall include, but not be limited to student records, employment records and financial records.

**BOARD REPORT NO. 16-3-103B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor – Superintendent  
PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 358-6836

**AUTHORIZATION FOR AMENDMENT 4 TO PROGRAM STABILIZATION AGREEMENT**

In January 2002 (Board Report No. 02-1-107B), the Board adopted Resolution No. 02-2, authorizing the District Chancellor to negotiate Project Labor Agreements (PLA). In May 2003 (Board Report No. 03-5-104B), the Board authorized the District Chancellor to execute a Program Stabilization Agreement (also known as a PLA) between the San Mateo County Community College District and the San Mateo County Building & Trades Council AFL-CIO and its member organizations.

The *Program Stabilization Agreement* is designed to ensure efficient construction, timely completion of scheduled work, access to qualified craftspeople, and minimal impediments to work progress. It establishes standard work rules, hours, holidays, overtime pay, wages and benefits, and other requirements, as well as management rights for hiring, promotion, transfer and discipline. The Program Stabilization Agreement has proven to be an effective management vehicle during the District's first phase of its Capital Improvement, providing skilled labor resulting in high quality, state-of-the-art new and renovated facilities. Moreover, the PLA helped the District achieve its goals of obtaining expeditious, on-time construction. The amendment to the existing agreement is attached to this Board Report and includes clauses for contractor outreach to encourage contractor participation in the bidding process and local workforce development through hiring of TIP and Job Train graduates on CIP3 projects. Amendment 4 is a program-wide document applicable to large bond projects including, but not limited to, the following Capital Improvement Program Phase 3 projects:

**San Mateo County Community College District Proposed CIP3 PLA Project List**

Cañada College

- Kinesiology and Wellness (B1N)
- Humanities/Arts/Theater (B3)
- Multiple Program Instructional Center (B13)
- Physical Life Science Secondary Effects (B16 & 18)
- Math/Science/Technology (B23N)

College of San Mateo

- Public Safety and Health Services (B1)
- Humanities & Arts (B3)
- Physical Education & Kinesiology (B8N)
- Library Modernization (B9)
- Student Life & Learning Communities (B17)
- Center for Emerging Technologies (B19)

Skyline College

- Social Science and Creative Arts (B1N)
- Workforce and Economic Development Prosperity Center (FPP) (B2)
- Library/Learning Resource (B5)
- Environmental Science (B12N)
- Early Childhood Education (B14)
- Pacific Heights Modernization (B19)
- North Campus Improvements

Districtwide

- Roadways, Parking, Utility & Infrastructure Upgrades – TBD. This amendment only covers utility and infrastructure upgrade projects in which construction costs exceed \$1,000,000.

Estimated Cost of Construction

- \$371,000,000

The signatories to the agreement include the San Mateo Building & Construction Trades Council AFL-CIO, affiliated local trade unions, and the District.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor to implement Amendment 4 to the *Program Stabilization Agreement for the San Mateo County Community College District Capital Improvement Program*.

**AMENDMENT 4**  
**TO THE PROGRAM STABILIZATION AGREEMENT**  
**FOR THE SAN MATEO COMMUNITY COLLEGE DISTRICT**  
**CAPITAL IMPROVEMENT PROGRAM**

This Amendment 4 is entered into this \_\_\_ day of \_\_\_\_\_, 2015, by and between the San Mateo County Community College District ("District") and the San Mateo Building & Construction Trades Council, AFL-CIO ("Council") to add additional projects to the Scope provisions of the Program Stabilization Agreement (hereinafter "PSA"), dated June 6, 2003. The District and the Council are collectively referred to as the "Parties."

WHEREAS, the Parties acknowledge that the PSA has proven to be an extremely useful vehicle for the Community College District in achieving its goals of obtaining quality, on-time construction as part of its Capital Improvement Program; and

WHEREAS, the PSA originally covered only projects funded by Measure C Bonds, was subsequently amended to include projects funded by Measure A Bonds; and

WHEREAS, the District now wishes to cover additional projects under the PSA that are funded by Measure H Bonds;

NOW, therefore, IT IS HEREBY AGREED that Article I, Section 1.5 of the PSA shall be amended so that the definition of "Program" shall state: "Program" means the Capital Improvement Program as funded by the San Mateo County Measure C, Measure A, and Measure H Bond Programs.

IT IS HEREBY FURTHER AGREED that Exhibit A to the PSA shall be amended to add Measure H Bond Program to be eligible for construction under the terms and conditions of the PSA.

IT IS HEREBY FURTHER AGREED, Introduction/Findings section of the PSA shall be amended so that the District has the absolute right to select the lowest responsive and responsible bidder for the award of traditional or "Hard Bid" construction contracts or to determine the "Best Value" submission for Design-Build contracts.

IT IS HEREBY FURTHER AGREED by the Parties to mutually engage in contractor outreach, through affiliated contractor trade associations, in order to solicit and maximize participation in the competitive bidding process.

IT IS HEREBY FURTHER AGREED that the Parties have entered into a partnership with Bay Area Apprenticeship Coordinators Association, the San Mateo Workforce Investment Board, the San Mateo County Union Community Alliance, and the CA Division of Apprenticeship Standards , establishing a county wide Pre-Apprenticeship Program – the Trades Introduction Program (TIP San Mateo) – to prepare students to become apprentices to work in construction-related trades, and acknowledge that JobTrain, also creates opportunities for people to acquire relevant skills through high-value training and effective personal development programs. The Parties shall provide opportunities for employment on District construction projects for students who have completed the TIP or JobTrain program by being admitted to trade apprenticeship programs. Each project shall

establish good faith efforts to employ a minimum of two (2) TIP and two (2) Job Train graduates who meet the local union relevant requirements for admittance into a California Certified Joint Labor Management Apprenticeship Training Program.

IT IS HEREBY FURTHER AGREED that Article VIII, Section 8.4 of the PSA shall be amended that in the event the Council is unable to provide sufficient workforce from its local union hiring halls to meet Program needs, the Council will solicit trade persons from outside jurisdictions.

In all other respects, the PSA shall remain unchanged.

**By:** \_\_\_\_\_  
**Title: Kathy Blackwood, Executive Vice Chancellor**  
**San Mateo County Community College District**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Title: James Ruigomez, Business Manager**  
**San Mateo Building & Construction Trades**  
**Council AFL-CIO (Council)**

**Date:** \_\_\_\_\_

**AMENDMENT 4**  
**TO THE PROGRAM STABILIZATION AGREEMENT**  
**FOR THE SAN MATEO COMMUNITY COLLEGE DISTRICT**  
**CAPITAL IMPROVEMENT PROGRAM**

International Association of Heat and Frost  
Insulators & Asbestos Workers Local # 16

Carpenters 46 Northern  
California Counties Conference Board

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

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

Brick Layers & Allied Crafts Local #3

Northern California Carpenters  
Regional Council

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

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

International Brotherhood of Electrical  
Workers Local #617

District Council of Plasterers &  
Cement Masons of No. California

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

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

International Association of Bridge  
Structural & Ornamental Iron Workers  
Local#377

District Council #16 for Painters #913,  
Glaziers #718 & Carpet Layers #12

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

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

International Union of Operating  
Engineers Local #3

Roofers & Waterproofers Local Union  
#40

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

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

**AMENDMENT 4**  
**TO THE PROGRAM STABILIZATION AGREEMENT**  
**FOR THE SAN MATEO COMMUNITY COLLEGE DISTRICT**  
**CAPITAL IMPROVEMENT PROGRAM**

United Association of Plumbers &  
Steamfitters Local Union # 467

International Brotherhood of  
Teamsters Local Union #853

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

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

Sprinkler Fitters Local #483

Plasterers Local Union #66

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

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

Sheet Metal Workers Local # 104

Laborers Local #389

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

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

Boilermakers Local #549

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

## **San Mateo County Community College District Proposed CIP3 PLA Project List**

### Cañada College

- Kinesiology and Wellness (B1N)
- Humanities/Arts/Theater (B3)
- Multiple Program Instructional Center (B13)
- Physical Life Science Secondary Effects (B16 & 18)
- Math/Science/Technology (B23N)

### College of San Mateo

- Public Safety and Health Services (B1)
- Humanities & Arts (B3)
- Physical Education & Kinesiology (B8N)
- Library Modernization (B9)
- Student Life & Learning Communities (B17)
- Center for Emerging Technologies (B19)

### Skyline College

- Social Science and Creative Arts (B1N)
- Workforce and Economic Development Prosperity Center (FPP) (B2)
- Library/Learning Resource (B5)
- Environmental Science (B12N)
- Early Childhood Education (B14)
- Pacific Heights Modernization (B19)
- North Campus Improvements

### Districtwide

- Roadways, Parking, Utility & Infrastructure Upgrades – TBD. This amendment only covers utility and infrastructure upgrade projects in which construction costs exceed \$1,000,000.

### Estimated Cost of Construction

- \$371,000,000

**RESOLUTION NO. 16-8  
BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

---

**RESOLUTION IN SUPPORT OF PROPOSITION 30 EXTENSION**

**WHEREAS**, during the Great Recession California schools lost more than 30,000 certificated employees, and thousands of classified employees, to layoffs due to revenue losses; and

**WHEREAS**, additional thousands of school employees endured pay cuts and furloughs; and

**WHEREAS**, colleges and universities cut classes, laid off faculty and staff, and increased their tuitions and fees, pricing higher education out of the reach of many working families; and

**WHEREAS**, our ability to offer the best quality education possible to our students and their families suffered greatly during this period; and

**WHEREAS**, Proposition 30 has made an enormous difference between the massive layoffs and program cuts in public education suffered between 2008-2011, and the growth of funding and restoration of programs since its passage in 2012; and

**WHEREAS**, through the Local Control Funding Formula Proposition 30 has enabled a necessary reform in how state revenues are allocated to local school districts, steering additional monies toward school districts with high proportions of English Language Learners, low income families, and foster children; and

**WHEREAS**, many of the lost personnel and programs have been restored through Proposition 30; and

**WHEREAS**, Proposition 30 is a temporary tax, made up of two portions—a sales tax increase of one quarter of one percent, raising approximately one-sixth of the revenue, and an income tax increase on wealthy individuals making at least \$250,000 per year or families making at least \$500,000 per year, raising the other five-sixths of the revenue, totaling billions of dollars; and

**WHEREAS**, Proposition 30 sales tax revenues sunset in 2016, and the income tax revenues on high income earners expires in 2018; and

**WHEREAS**, if Proposition 30 revenues are allowed to expire, even in a recovering economy the loss of funding support for public education will likely return schools and colleges to pre-Proposition 30 conditions, forcing layoffs, furloughs, pay cuts and program cuts once more; and

**WHEREAS**, the “Children’s Education and Health Care Protection Act of 2016” would extend the temporary income tax increases on wealthy Californians for an additional twelve years, while allowing the sales tax provisions of Proposition 30 to expire, making this extension of Proposition 30 revenues a purely progressive tax, paid for by taxpayers well able to continue to afford the modest increase, while benefiting all of public education;

**NOW, THEREFORE, BE IT RESOLVED** that the San Mateo Community College District Board of Trustees go on record in support of the “Children’s Education and Health Care Protection Act of 2016”; and

**BE IT FURTHER RESOLVED** that the San Mateo Community College District Board of Trustees will join and work with supporters of the Act in the community on behalf of its passage; and

**BE IT FINALLY RESOLVED** that the San Mateo Community College District Board of Trustees will publicize this support throughout the community.

**BOARD REPORT NO. 16-3-9C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**REVISION OF PROCEDURES 2.12.1, WHISTLEBLOWER PROTECTION AND  
8.55.1, DOMESTIC CONFERENCE AND TRAVEL EXPENSES**

The Board requested that the procedures for the portion of Board Policy 2.12 dealing with whistleblower protection be revised. The revised procedures are presented for their review.

The Board also requested that the procedures for Board Policy 8.55 be revised. The revised procedures are presented for their review. Since the revisions to this procedure were very extensive, no red-lined version is available.

The Board does not approve procedures.

**CHAPTER 2: Administration and General Institution  
ADMINISTRATIVE PROCEDURE NO. 2.12.1**

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

**Subject:** AP 2.12.1 Whistleblower Protection  
**Adoption Date:** 3/12; 2/16  
**References:** Education Code Sections 87160-87164; Government Code Section 53296;  
 Labor Code Section 1102.5; Private Attorney General Act of 2004 (Labor  
 Code Section 2698); Affordable Care Act (29 U.S.C. 218C)

1. Individuals are encouraged to report suspected incidents of unlawful activities or improper conduct by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.
2. Any person may report allegations of suspected unlawful activities or improper conduct. Knowledge or suspicion of such unlawful activities or improper conduct may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.
3. Anonymous reports will ~~not~~ be investigated ~~to the extent possible. However, and~~ employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. ~~If an employee does not want his/her name associated with the report on unlawful activities or improper conduct, the employee may request anonymity when presenting the report and, to the extent possible, that request will be honored.~~ As set forth fully below, retaliation against individuals who report suspected unlawful activities or improper conduct will not be tolerated.
4. Normally, a report by a District employee of allegations of a suspected unlawful activity or improper conduct should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity or improper conduct on behalf of the District. When the alleged unlawful activity or improper conduct involves the ~~president-President~~ or ~~chancellor-Chancellor~~, the report should be made to the ~~chancellor-Chancellor~~ or ~~president-President~~ of the ~~board-Board~~ of ~~trustees-Trustees~~, respectively. When the alleged unlawful activity or improper conduct involves the ~~board-Board~~ of ~~trustees-Trustees~~ or one of its members, the report should be made to the Chancellor who will confer with the ~~president-President~~ of the ~~board-Board~~ of ~~trustees-Trustees~~ and/or legal counsel on how to proceed.
5. Allegations of suspected unlawful activities or improper conduct should be made in writing so as to assure a clear understanding of the issues raised. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

6. Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity or improper conduct, he/she must immediately forward it to the President of the College where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is Districtwide. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.
7. In the course of investigating allegations of unlawful conduct or improper conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.
8. In the event that an investigation into alleged unlawful activity or improper conduct determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.
9. Protection from Retaliation: When a person makes a good-faith report of suspected unlawful activities or improper conduct to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.
10. Any employee who believes he/she has been subjected to or affected by retaliatory conduct for (1) reporting suspected unlawful activity or improper conduct, or (2) refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their ~~college~~ College president ~~President~~ or the ~~chancellor~~ Chancellor if retaliation is at the ~~district~~ District office ~~Office~~. If the allegations of retaliation or the underlying allegations of unlawful conduct or improper conduct involve the President or ~~chancellor~~ Chancellor, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.
11. All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.
12. Whistleblower Contact Information: Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.
13. In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.55.1 (AP 7400)**

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

**Subject:** AP 8.55.1 Domestic Conference and Travel Expenses  
**Revision Date:** 2/16  
**References:**

---

This administrative procedure is an integral part of the District's Board Policy 8.55 and is subject to change at the discretion of the District.

**1. Purpose and Scope**

It is the intent of the Board of Trustees that no employee suffer financial loss or produce personal gain as a result of being on District business.

**a. International Travel**

Travel outside of the 50 United States and U.S. possessions is considered international travel and is subject to the International Conference and Travel Expense Procedures.

**b. Travel of Less Than 30 Days**

Reimbursement for domestic travel assignments of less than 30 days shall be based on the actual and reasonable amounts incurred for lodging.

**c. Travel of 30 Days or More**

Long-term traveling expenses will be approved on a case-by-case basis.

**2. Approval of Conference Attendance and Advance Check Request**

**a.** All business-related travel should be pre-approved by the employee's immediate supervisor, the appropriate Business Officer and, if applicable, by the President. For Executives, business-related travel should be pre-approved by the Chancellor or his designee.

**b.** If an advance check is requested, the Conference Advance Form should be filled out, approved, and sent to Accounts Payable at the District Office with supporting documentation (such documentation must include the registration and agenda information) for processing 30 days prior to the conference. Only one advance check per conference per employee will be processed; the check will be either payable to the organization for the conference fees or to the employee, and it is the employee's responsibility to pay directly any necessary conference expenses covered by the advance check.

**1)** Advances may only be made for approved business expenses and provided to an employee within 30 days prior to the trip.

**2)** Travelers must provide an adequate accounting or substantiation of their actual travel related expenses within 30 days following the trip.

- 3) Employees must return any advance amounts in excess of substantiated expenses as soon as possible after the travel is completed.

### **3. Payment for Travel Expenses When No Advance Check is Provided**

- a. If the employee possesses a District procurement card, he or she should use it to pay for event registration, lodging and transportation expenses related to the official business travel. A Statement of Conference Expense Form covering all event-related expenses must be prepared after the event regardless of the payment method. All reimbursements should include the detailed, itemized receipts and not just the credit card charge receipts. Even if no reimbursement is needed, the Statement of Conference Expense Form must be attached to the procurement card back-up package for the supervisor's review and approval.
- b. Any travel vouchers/credits earned due to changes in reservations remain the property of the District and should be used for future business travel within the same fiscal year whenever possible.

### **4. Payment of Overtime for Conference Attendance and Travel To/From Conferences**

- a. If an employee attends a conference during the regular workday, the employee shall receive his/her regular compensation.
- b. If a non-exempt employee attends a conference outside of his/her regular workday, the employee is eligible to receive overtime only if attendance at the conference has been made mandatory by the employee's manager. Note, however, that even if attendance at a conference is mandatory, travel time to/from the conference shall not be eligible for overtime. In this case, a manager may, in his/her discretion, offer the employee equivalent time off to account for part of the travel time if the roundtrip travel time exceeds eight hours. For travel by car, travel time shall be calculated by using Google Maps. For travel by plane, travel time shall be calculated from one hour prior to the scheduled departure time to one hour after the scheduled arrival time.
- c. Exempt employees are not eligible to be paid overtime for time spent at a conference or for travel time to/from a conference.

### **5. Transportation**

- a. **Air Travel**  
Economy class or any discounted class airfare shall be used for all reservations. Upgrading to a more expensive class of service is allowed but only at the employee's expense. Any special accommodations require pre-approval by the supervisor in order to be reimbursed by the District. The Chancellor or his designee may decide to pay a higher fare only if it is in the best interests of the District.

If a trip is cancelled, every effort must be made to recover a refund or credit. The following situations describe the factors to consider when reimbursing for cancellations:

- 1) When the cancellation of the trip was within the traveler's control and:
  - i. No credit is issued, the traveler must reimburse the District for the cost of the ticket.
  - ii. A credit is issued – the credit must be used for SMCCCD business travel or the traveler must reimburse the District.

- 2) When the cancellation of the trip was outside of the traveler's control and:
  - i. No credit is issued – the District will cover the cost of the ticket.
  - ii. A credit is issued – the credit must be used for SMCCCD business travel or the traveler can 'buy' the credit from the District for personal use. If the credit cannot be used, the District will absorb the cost of the ticket.

**b. Automobile Travel**

**1) Mileage Calculation**

Under usual conditions, mileage shall be computed between the traveler's office and the common carrier or destination. However, mileage expenses may be allowed between the traveler's residence and the common carrier or destination if the business travel originates or terminates before or after the traveler's working hours, or during a regularly scheduled day off. Under all circumstances, the shortest route should be chosen for mileage reimbursement purpose.

Employees receiving mileage stipend should not claim mileage expenses reimbursements for business travel, unless the business travel is outside the county.

The maximum mileage reimbursement should not exceed the equivalent of market airfare cost (reference to other attendees' flight cost, if available).

**2) Mileage Reimbursement Rate**

Mileage reimbursement will be approved per current mileage reimbursement rate published by the Internal Revenue Service.

**3) Types of Vehicles**

Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation.

A vehicle may be rented when renting would be more advantageous to the District than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model should be requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip.

The vehicle rental contract should include Supplemental Liability Insurance (SLI) and Loss Damage Waiver (LDW).

**4) Miscellaneous Automobile-Related Expenses**

Charges for ferries, bridges, tunnels, or toll roads may be claimed by the traveler. Reasonable charges for parking while an employee is on travel status or on business away from regular duties will be allowed.

**6. Lodging**

**a. Local Travel**

An overnight stay is not allowed if the destination is within a **100** mile radius from the traveler's work address. An exception to the overnight stay requirement will be allowed if the need for the overnight stay was **preapproved** by supervising administrator.

**b. Lodging Expenses**

All lodging expenses must be supported by original itemized receipts and the lodging should only cover the period of the conference. Employees must always book at the

lowest, single occupancy room rate available, provided, however, that employees are permitted to book rooms at a hotel where a conference is located even if it is not the lowest cost, single occupancy room. Any extra days prior to or after the conference will be at employee’s expense.

Charges for failure to cancel hotel reservations in a timely manner should not be reimbursed to the employee, or if paid on a procurement card, should be reimbursed promptly by the employee.

**c. Hotel/Motel Transient Occupancy Tax Waiver**

San Mateo County Community College District is an agency of the California government. The law allows State government agency workers who travel and must stay in hotels while on agency business to be exempt from local transient tax. To obtain this tax exemption, you must present the tax waiver form to the registration desk at the time of check in. Note that some hotels will not accept the tax waiver form and some hotels will request that the employee complete a form specific to the hotel.

**7. Meals and Incidentals**

**a. Meals**

- 1.) A per-diem is allowed for meals during approved travel. The current per-diem rate is up to \$60.00 at the maximum for each day of the trip – please note that taxes, tips and room service charges are included in the per-diem calculation. For partial per-diem reimbursements please use the following breakdown as reference.

Per-diem meal allowance:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00

Depending on the travel start and end times, the employees may be entitled to the whole per-diem or just part of it – breakfast, lunch or dinner. For local conferences, the event start and end time will be used to determine the meal per diem reimbursement.

<b>Event or Flight time starts...employee can claim</b>	Breakfast	Lunch	Dinner
Before 12 noon	X	X	X
Between 12 noon and 6pm		X	X
After 6pm			X

<b>Event or Return flight time ends... employee can claim</b>	Breakfast	Lunch	Dinner
Before 12 noon	X		
Between 12 noon and 6pm	X	X	
After 6pm	X	X	X

- 2) Meals included as part of conference registration fees should be noted on the Statement of Conference Expense Form and should be deducted from the per-diem. The employee will not be reimbursed a per diem for any meals that are included in the cost of registration regardless of whether or not the employee eats the meal. In rare cases when the employee requires special meals due to health conditions, the employee will be reimbursed only if adequate receipts are provided for any extra meals purchased in lieu of the meals included in the registration fee. When dining with another District employee or agent who receives reimbursement for his/her expenses, if one of the employees covers the cost of the other, the employee who did not pay will have his/her reimbursement adjusted by the per diem portion of that meal.

**b. Incidentals**

All other reasonable miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Miscellaneous expenses may include: parking, tolls and other miscellaneous charges. The Statement of Conference Expense Form must include an explanation of why such expenditures are being claimed.

**c. Meal Reimbursement Options**

- 1) **Actual receipts reimbursement:** All restaurant receipts must be included. It is not enough to just include the credit card portion – the detailed receipt of items ordered must also be attached. When the itemized receipt is not available, an explanation must be provided and this expense specifically acknowledged by the authorized approval signature. Tips and room service charges need to be reasonable and necessary.
- 2) **Per Diem:** Per Diem is a daily allowance for expenses - a specific amount of money the District allows an employee, per day to cover meal expenses when traveling for work. Fixed per diem rate eliminates the need for employees to prepare a detailed expenses report with supporting receipts to document amounts spent while travelling on business. Instead, employers pay employees a standard daily rate without regard to actual expenditure. No receipts are required to be submitted when claiming per diem.

**8. Insurance for Travelers**

**a. Employees**

District employees eligible for benefits are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment and other accidents and incidents while on an official business trip. District provided medical insurance covers international traveling, therefore check with Human Resources prior to purchasing any additional medical travel insurance. If coverage is provided through the District medical insurance, purchase of any additional travel and medical insurance coverage is considered an out-of-pocket, non-reimbursable expense. If a procurement card is used for these expenses, the employee should reimburse the District promptly.

**b. Vehicles**

When private vehicles are used on District business, the employees are responsible for maintaining adequate liability insurance coverage. Travelers using rental cars should include Supplemental Liability Insurance (SLI) and Loss Damage Waiver (LDW) when renting.

## 9. Reporting Procedures and Forms

### a. Required Documentation

Employees must keep a record of and substantiate their travel expenses by completing a Statement of Conference Expense Form (along with all required documentation). If the employee is due a reimbursement, the form must be submitted to the Accounts Payable Office within 30 days of completing the travel. The Statement of Conference Expense Form should be supported by sufficient information to establish the business purpose of the travel, the dates and location of the travel as well as detailed, itemized, original receipts for all reimbursable expenses as well as any expenses charged to the purchasing card. The following documentation should be provided along with the Statement of Conference Expense form:

- Itemized receipts for all travel related expenses (meals, hotels, transportation, etc.)
- Conference/event agenda/schedule
- Hotel and flight reservations

Hotel, restaurant and other vendor invoices must contain itemized details. Proof of payments, receipts or statements without a detailed breakdown of expense are not considered proper supporting documents and will not be reimbursed.

Whenever personal credit cards are used for purchases, sufficient proof of payment such as credit card receipt/statement showing the type of credit card and last four digits of the credit card number should be presented. For check payments, a copy of the cashed check or the bank statement showing the posted charge should be provided as proof of payment.

When advance reservations are made with procurement cards (registration, travel and lodging) for events happening in the following fiscal year, the information must be forwarded to Accounts Payable prior to June 30, so it can be set as a prepayment for the following fiscal year.

When the procurement card is used, the complete Statement of Conference Expense Form with all required approvals should be scanned and attached to the procurement card statement. In case of any discrepancies or departures from the District Travel and Conference Expense Procedures, the Accounts Payable staff is required to complete an Audit Findings Form. The Audit Findings Form requires the acknowledgment and approval of the employee and their supervisor prior to processing any reimbursement and may require the employee to reimburse the District for unallowable costs.

### b. Forms and Deadlines:

The conference expense related forms can be found online at the [District forms download site](#).

[Conference Advance Form](#) – This form must be completed 30 days prior to conference date.

[Statement of Conference Expense Form](#) – This form must be submitted within 30 days after the conference date.

[Transient Tax Form](#) – This form must be used to claim sales tax exemption from hotel whenever applicable. Procurement card user's guide (use of Procurement card for business trip expense payments must be strictly followed).

## 10. **Non-Reimbursable Expenses**

The following are examples of personal expenses that are not eligible for reimbursement as business expenses:

- Amenities such as movies, in-room bars, saunas, massages, etc.
- With the exception of religious or dietary needs, meals purchased in lieu of those included in the conference package are considered personal expenses
- Child care costs, babysitting, or house sitting costs
- Any personal clothing or accessories
- Laundry for trips of less than 5 days
- Grooming expenses such as haircuts, toiletries, etc.
- Prescriptions, over-the-counter medication, supplements, or other medical expenses
- Fees for boarding pets or other animal care
- Magazines, books, newspapers, or other personal reading material
- Outlays for personal recreation or entertainment such as golf course green fees, sightseeing fares, theater tickets, entry fees, lift tickets, etc.
- Expenses related to non-College activities or personal time off taken before, during, or after a business trip, such as extended stays before or after the event dates
- Travel expenses incurred by others than District employee
- Loss of cash advances, airline tickets, or personal funds or property
- Airline travel insurance and medical insurance costs
- Incremental costs for first, business class or upgrade tickets without specific approval
- Fines for automobile or parking violations
- Charges for failure to cancel hotel reservations in a timely manner
- Credit card interest or delinquency fees
- Fees for personal credit cards
- Tips for concierge, maid service, valet parking and other personal preference services

## 11. **Business Meal Expenses and Alcoholic Beverages Special Rules**

Unless otherwise specified, it is the District's policy to follow the guidelines, rules and regulations set by the Federal and State Government in managing its conference, travel and entertainment spending:

### a. **Business Meals**

Business meals are defined by the IRS as the cost of food and beverage (including taxes and tips) consumed in-town or away from home with other business-affiliated individuals, or consumed alone while traveling on District and or College business.

### **Lavish or Extravagant Spending**

Meals that are lavish or extravagant are not allowed. A meal is not considered lavish or extravagant if it is reasonable based on the facts and circumstances. Meal expenses will not be disallowed merely because they are more than a fixed dollar amount or take place at deluxe restaurants, hotels, nightclubs, or resorts.

**b. Alcoholic Beverages**

When employees dine with business partners, vendors, donors, or potential donors, the District will reimburse for alcohol chosen as beverage with a meal. Employees must, however, use prudence in these circumstances and must not purchase an unreasonable amount of alcohol nor at an unreasonable cost as compared to the overall cost of the meal.

Please note that if you purchase an alcoholic drink with your meal it must be counted as part of your meal allowance when travelling. However, alcoholic beverages consumed by travelers between or after mealtimes are not considered part of the meal allowance and are not reimbursable, except when they qualify as necessary entertainment for donor solicitation, or college or District business promotional events. Receipts submitted to substantiate such purchases should note the name of the guests and the nature of the meeting, unless the employee selects Per Diem rate reimbursement method. In that case no receipts are required.

The federal government has mandated that no alcohol may be charged as either a direct or indirect expense of federally sponsored projects. This mandate means that under no circumstances should alcohol be charged directly to a federal grant or contract.

San Mateo County Community College District

March 16, 2016

**BOARD REPORT NO. 16-3-10C**

**DISCUSSION OF DISTRICT ELECTIONS**

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