

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES STUDY SESSION AGENDA**

**March 12, 2008**

**District Board Room**

**3401 CSM Drive, San Mateo, CA**

**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 3401CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

08-3-1      [Minutes of the Regular Meeting of the Board of Trustees of February 27, 2008](#)

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

**NEW BUSINESS**

08-3-1A      [Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel](#)

**Other Recommendations**

08-3-1B      [Approval of San Mateo County Community College District Proposed 2008 Board Goals](#)

08-3-2B      [Approval of Recommendations for Titles of Certificates](#)

**STUDY SESSION**

08-3-1C      [Career Technical Education \(CTE\); Apprenticeship Programs \(including discussion of the location and fit of career/technical/apprenticeship programs at each College\)](#)

08-3-2C

[Spring 2008 Census Data](#)

**RECESS TO CLOSED SESSION**

1. Conference with labor negotiator  
Agency negotiator: Harry Joel  
Employee organizations: AFT

**CLOSED SESSION ACTIONS TAKEN**

**ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
February 27, 2008  
San Mateo, CA**

**The meeting was called to order at 6:08 p.m.**

**Board Members Present:** President Holober, Vice President-Clerk Schwarz, Trustees Hausman, Mandelkern, and Miljanich, and Student Trustee Young

**Others Present:** Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline College Vice President Stanback-Stroud, College of San Mateo President Claire, and Cañada College President Mohr

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

In order to accommodate Auditor Terri Montgomery, it was requested that items 08-2-100B and 08-2-101B be considered after "Presentations to the Board by Persons or Delegations." There were no objections.

**MINUTES**

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the minutes of the Regular Meeting of the Board of January 23, 2008. The motion carried, all members voting "Aye."

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the minutes of the Board Retreat of February 9, 2008. The motion carried, all members voting "Aye."

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

**Presentation of Safety Award by Keenan & Associates (08-2-7C)**

Rick McHale of Keenan & Associates presented the award as manager of the Statewide Educational Wrap Up Program (SEWUP) under the Joint Powers Authority (JPA), to which the District belongs. The JPA identifies people and organizations that go the extra mile to foster safety. The District is being acknowledged for the Cañada Library and Learning Resource Center (Building 9) project. Mr. McHale presented plaques to Dan Sims for Amoroso Construction; Peter Hemple for Swinerton Management and Consulting; and Board President Richard Holober for the District.

**Update on the District Bookstores Textbook Rental Program: Two Years of Growth (08-2-8C)**

Director of Auxiliary Services Tom Bauer said the textbook rental program has experienced tremendous growth since he reported to the Board two years ago. It affords substantial savings to students, and those students receiving financial aid have first access to the program. The program receives financial assistance from District employees through payroll deduction; the Foundation; and large Bookstore and District vendors. Mr. Bauer has been invited to speak about the program in many venues around the country, and was asked to provide information for a Congressional hearing in February. Currently, all textbooks for the Middle College at Cañada are rented. The program may be expanded to include EOPS and concurrent enrollment students.

Mr. Bauer also reported tremendous growth of Apple computer sales since 2006 when, in collaboration with ITS, all sales have been run through the District bookstores. ITS is using its share of funds from the program for computer recycling.

Mr. Bauer said students in Professor Ken Fehrman's interior design program have redecorated the Cañada bookstore with artwork and other decorations, and he showed pictures of some of the redecorated areas.

Vice President Schwarz asked if most of the textbook rentals occur at Cañada. Mr. Bauer said they do, partly because the program started at Cañada and also because there is enthusiasm on the part of faculty. Vice President

Schwarz asked if Apple sales occur only at the Skyline bookstore. Mr. Bauer said all of the bookstores are involved, but all orders are run through Skyline because Bookstore Manager Kevin Chak knows the most about Apple products.

Trustee Mandelkern commended bookstore staff for their support of troops in Iraq. He also said that he visited the Skyline bookstore and found it to look inviting and well-merchandized.

Trustee Hausman suggested that the textbook rental program be presented to college trustee organizations on a national level. Trustee Miljanich said that Board members can contact representatives of ACCT whom they know. Vice President Schwarz added that trustees are sent forms asking for presentation ideas, and the Board should watch for this to come.

## **NEW BUSINESS**

### **RECEIPT AND ACCEPTANCE OF THE 2006-07 KCSM AUDIT REPORT (08-2-100B)**

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to accept the audit report.

Auditor Terri Montgomery presented reports on KCSM-FM and KCSM-TV. The audit of KCSM-FM found that the financial statements present fairly the financial position of the station as of June 30, 2007. Total operating revenues were \$1,743,153 and total operating expenses were \$1,709,906.

The audit found that the financial statements also present fairly the financial position of KCSM-TV. Total operating revenues were \$4,214,831 and total operating expenses were \$5,014,452, reflecting an operating loss of approximately \$800,000. The District contributed \$2,400,000 to the support of the station. Trustee Mandelkern asked why that amount was transferred from the District when the loss was a smaller amount. Auditor Montgomery said that funds are moved approximately every three years and the transfer amount was to clean up the books from a cash overdraft that had built up from prior years. Trustee Mandelkern asked if the \$800,000 loss has been increasing or decreasing over time. KCSM General Manager Marilyn Lawrence said the amount is not consistent from year to year.

Trustee Mandelkern asked if the statements of net value for KCSM-FM and KCSM-TV include the value of the license. Chancellor Galatolo said the license is an intangible asset and can be reflected in the books; however, there is discussion about whether the District has entitlement to that asset since it is a public airwave. Trustee Mandelkern said that while the District does not have ownership, there is some inherent value as seen in mergers between other public stations, and his concern is that the value could be impacted if the license is not in renewal status. Ms. Montgomery pointed out that U.S. accounting rules require reporting the amount that was paid for an item rather than its current worth.

After this discussion, the motion to accept the audit report carried, all members voting "Aye."

### **RECEIPT AND ACCEPTANCE OF THE 2006-07 GENERAL OBLIGATION BOND FINANCIAL AND PERFORMANCE AUDITS (08-02-101B)**

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to accept the audits.

Auditor Montgomery presented financial and performance reports for the 2001 election and the 2005 election. She said the performance reports are more significant because they examine expenditures to make sure they comply with bond language.

The end-of-year (June 30, 2007) fund balance in the bond fund 2001 election was \$24,082,706; activity in this fund is winding down. The performance report states that review of the expenditures did not reveal any items that were paid from the general obligation bond funds that did not comply with the purpose of the bonds as approved by the voters.

There is substantially more money in the bond fund 2005 election, with an end-of-year fund balance of \$432,268,179. There have not been many expenditures to date and the balance will carry over to next year. The performance report again found that there were no items that did not comply with the purpose of the bonds.

Chancellor Galatolo asked how the audits tie in with the Bond Oversight Committee. Ms. Montgomery said the audit reports go to the Oversight Committee before being presented to the Board and the Committee then drafts its Annual Report to the Public. Vice President Schwarz asked if the audit is always completed before the Committee produces its annual report. Ms. Montgomery replied that it is not a requirement that the audit be done first, but it is traditional to do so.

President Holober asked if it is legal to refinance the bonds and if it would be beneficial to do so. Chancellor Galatolo said full advance refunding could potentially generate incredible savings. However, County Treasurer Lee Buffington argues that any funds realized would have to be returned to the taxpayers. This is a delicate issue with no case law and no indication on what the ruling might be. The underwriter, John Sheldon, is carefully watching the market; since the District got very good rates initially, he has not recommended refinancing. Chancellor Galatolo will advise the Board if such a recommendation is made.

### **STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

College of San Mateo Associated Students President Matthew Kaidor reported that the programs and services group is working with Associated Students at Skyline and Cañada to sponsor a casino night on a yacht. He also reported that CSM students have been involved in discussions about the new campus building.

Chancellor Galatolo announced that District Academic Senate President Patty Dilko is absent due to illness.

Vice President Stanback-Stroud highlighted portions of the written President's Report from Skyline College.

Adding to his written report, President Claire provided an update on the fight that occurred on campus on February 26. The injured student was treated and released from the hospital. An investigation is ongoing and President Claire is awaiting the police report. President Claire also reported that he accompanied KCSM General Manager Marilyn Lawrence to Washington, D.C. for the annual PBS Conference. President Claire said he would forward to the Board the meeting dates of the Scholarship of Teaching and Learning.

Adding to his written report, President Mohr distributed a brochure entitled "Cañada Connection Summer Program," listing concurrent enrollment classes to be offered. He also distributed the book, "Minding the Gap: Why Integrating High School with College Makes Sense and How to Do It." President Mohr announced the death of Pamela Ward-Smith. He offered condolences to her family and colleagues and noted that she will be missed by all students whose lives she touched as a gifted and dedicated counselor. Chancellor Galatolo suggested, and the Board agreed, that tonight's meeting be adjourned in her honor.

Executive Vice Chancellor Keller said the award presented earlier tonight by Keenan & Associates shows that District staff embraces innovation. He said the Owner Controlled Insurance Program (OCIP) started out quite small with coverage for the faculty housing project, at a premium of approximately \$300,000. The premium for the Learning Center at Cañada was about \$800,000. The premium for the next round of CIP projects will be \$7-8 million; it will be for the entire program with uniform coverage with all of the vendors, and will give the District direct access to monitor and control the safety of the projects.

Returning to President Claire's discussion of the fighting incident, President Holober emphasized the importance of a zero tolerance policy on violence and stressed that anyone violating that policy should be removed. He asked what disciplinary action will be taken. Vice President Jennifer Hughes said it was difficult to determine who was involved; names have now been put forward and interviews with those named and with witnesses will begin tomorrow. Student Trustee Young said she heard that some students stood by and watched without calling for help and she believes these students bear some responsibility. President Claire said there is a need for dialogue throughout the campus community regarding conduct and civility. President Hausman said the incident is

reflective of a lack of civility in society as a whole. Chancellor concluded by saying that President Holober's statement on zero tolerance is duly noted by staff.

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

None

**NEW BUSINESS, CONTINUED**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-2-1A)**

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 08-2-1A. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 08-1 OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AUTHORIZING ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES (08-2-102B)**

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve adoption of Resolution No. 08-1. Student Trustee Young asked what drawbacks are associated with issuing the notes. Chancellor Galatolo said it is a positive tool used by the District to (1) generate legal arbitrage by issuing the notes and reinvesting the funds and earning interest, and (2) use for cash flow purposes, for instance when the State budget is not passed on time. Executive Vice Chancellor Keller added that it is a short-term instrument that must be repaid within 13 months, and that the District uses the funds before local property taxes are collected. After this discussion, the motion carried, all members voting "Aye."

**APPROVAL OF PURCHASE OF FIELD CAMERAS AND ACCESSORIES FOR KCSM (08-2-103B)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the purchase as described in the report. The motion carried, all members voting "Aye."

**2007-08 MID-YEAR BUDGET REPORT (08-2-104B)**

It was moved by Trustee Miljanich and seconded by Student Trustee Young to approve budgetary transfers and income adjustments for the period ending December 31, 2007, as outlined in the Budget Report. The motion carried, all members voting "Aye."

**ADOPTION OF RESOLUTION NO. 08-2 OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AUTHORIZING USE OF DESIGN-BUILD PROJECT DELIVERY METHOD – CAÑADA COLLEGE GATEWAYS PROJECT (08-2-105B)**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve adoption of Resolution No. 08-2.

Linda daSilva, Executive Director, Construction Planning, said the project focuses on exterior areas and she showed pictures of what the changes and additions will look like from different vantage points. Trustee Miljanich said that meeting locations are often identified by building number only and asked if the new signage will include building numbers. Trustee Hausman and President Holober agreed, with President Holober saying signs should list both building numbers and descriptive names. Cañada Vice President Phyllis Lucas-Woods confirmed that both will be included.

Ms. daSilva said that with passage of California Senate Bill 614, the District is able to use the Design-Build delivery method for this project. The total project cost as outlined in the proposal is not affordable and the District will use a Design-Assist approach to lower cost and bring the best value. For instance, the two water features may be removed or redesigned.

Trustee Mandelkern asked if the proposed faculty/staff housing project was accommodated in the plans. Ms. daSilva said it was, and she has been working closely on this with Barbara Christensen.

President Holober noted that in the past, there was a goal of having three competing design-build teams and asked if it is anticipated that the goal will be reached with this project. Ms. daSilva said that starting very early on, the District conducted more extensive outreach and simplified the application process. She also said that this project is shorter and less complex than the last two and will probably be more attractive to contractors. Vice Chancellor Nuñez said seven firms have shown interest and there might be more, but there is no way to tell until submittals are in.

Student Trustee Young asked if there will be call boxes in the parking lots. Ms. daSilva said this is not in the plans at this time. Blue phones will be tested at each College but will be closer to the center of the campuses. As they are moved further out, it becomes much more expensive. Chancellor Galatolo pointed out that most students have cell phones and can get to them faster than they would to blue phones. Therefore, effective surveillance may be a more effective way to provide security. Ms. daSilva said that surveillance cameras, motion sensors and audible detectors are all included in the plans. Trustee Miljanich asked if the surveillance cameras are monitored; Vice Chancellor Nuñez said that they are monitored, but not 24 hours a day.

After this discussion, the motion to approve adoption of the Resolution carried, all members voting “Aye.”

**APPROVAL OF CONSTRUCTION CONSULTANTS (08-2-106B)**

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the construction consultants as described in the report. The motion carried, all members voting “Aye.”

**APPROVAL OF CONTRACT AWARD FOR SKYLINE COLLEGE CIP2 DESIGN-BUILD PROJECT (08-2-107B)**

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to approve the contract award as described in the report.

Trustee Mandelkern asked for an update on costs. Ms. daSilva said that the District, Skyline administration and Hensel Phelps have worked collaboratively and brought the cost from \$77 million to the low \$60’s. There will still be two new buildings but some items, such as the water fountains, have been removed. Trustee Mandelkern asked what other items were cut out. Vice President Stanback-Stroud said the PE/Athletics/Dance Division asked to consider reprogramming of Building 3; they will stay in that building and consider moving in the future if possible. Chancellor Galatolo said costs for the new transmission facility were cut by half while still assuring a functional building that will accommodate student learning. Landscaping plans were also scaled back.

Vice President Schwarz noted that the Board Report says Hensel Phelps’ proposal describes how it will meet the Board’s goal to engage students enrolled in the skilled trades preparation (pre-apprenticeship) program. She asked how this request was received by Hensel Phelps. Ms. daSilva said this has been part of the District’s requirements since 2006 and prequalification is based on this along with other requirements. She said that, in response, proposals have come in with creative ways to enhance learning. Chancellor Galatolo added that the District is having more informal conversations with presidents of the firms regarding achievement of this goal. Vice President Schwarz said she would like further feedback on this issue.

President Holober noted that the Board Report also states that Hensel Phelps’ proposal describes how they will meet the Board’s goal to maximize opportunities for local, small and emerging businesses. He asked if Hensel Phelps listed subcontractors in the submission and, if so, what the mix is. He also asked if this requirement was included in the College of San Mateo project. President Holober would like to have a report on this topic. Ms. daSilva said the contractors bring on architects, civil and structural engineers, and Design-Build subcontractors. These have not included small firms because of the magnitude of the projects. McCarthy Builders and Hensel Phelps have made commitments to conduct outreach and encourage small and local firms for the skilled trades jobs. Ms. daSilva suggested that the contractors present a report to the Board.

After this discussion, the motion to approve the contract award passed, all members voting “Aye.”

**APPROVAL TO EXECUTE AN AGREEMENT WITH MANAGEMENT & POLICE CONSULTING, LLC FOR ORGANIZATIONAL ASSESSMENT OF SECURITY OPERATIONS – DISTRICTWIDE (08-2-108B)**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the agreement as described in the report. Vice President Schwarz asked how the agreement will be funded; Vice Chancellor Nuñez said local District resources will be used rather than bond funds. Vice President Schwarz noted the report states the Colleges' security operations currently operate independently from one another, and asked if there will be an attempt to unify operations. Vice Chancellor Nuñez confirmed this to be the case and said that by centralizing operations, the District can minimize cost and distribute resources across the three campuses. Trustee Mandelkern noted that video surveillance is not included in the deliverables listed in the report; Vice Chancellor Nuñez said it is included in the comprehensive contract. Trustee Mandelkern asked about an emergency messaging system. Vice Chancellor Nuñez said ITS has been working on this and will be discussing it in conjunction with both the new agreement and the existing agreement with T-Com. He added that a text messaging system is in place currently and messages will be sent if there is a major incident. President Holober said the study proposed in the report provides an opportunity to examine staffing levels at other colleges and districts. He said safety is paramount and he would like to keep open the option of having uniformed people on the campuses. Chancellor Galatolo agreed, saying the purpose of this agreement is to explore options and come back to the Board with the results. After this discussion, the motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**DISCUSSION OF ACCREDITATION REPORTS (08-2-9C)**

Chancellor Galatolo noted that Skyline President Vicki Morrow provided insight into the accreditation action with the summary previously distributed to the Board; a copy is attached. Of particular interest is the statement that "There are many more cases of 'sanctions' than in previous years."

President Mohr said that when the visiting accreditation team met with faculty and staff, there was no indication that there would be a warning and, in fact, the visiting team was surprised by the action of the Accrediting Commission. President Mohr said faculty and staff are fully committed to rectifying problems in the three areas cited by the Commission:

1. Build upon strategic planning efforts to develop an Educational Master Plan. The Commission noted that that this issue was also identified by the 2001 evaluation team.

President Mohr said he began work on strategic planning when he first came to Cañada and that process was ongoing at the same time as the self-study. However, lack of adequate time and expertise prevented the capability to put all of the pieces together into a comprehensive Educational Master Plan. Cañada has hired an outside consultant, Maas Companies, Inc., to assist in the writing of the Educational Master Plan.

2. Development of Student Learning Outcomes (SLOs).

President Mohr said the Commission felt Cañada was not at the level wanted by the Western Association of Schools and Colleges (WASC) in this area. There will be two all-day meetings at which faculty and staff can come on a voluntary basis to discourse and write SLOs. President Mohr believes most of the work can be accomplished during that time. A committee composed of three faculty and members of the Academic Senate will then finish writing SLOs for all courses.

3. Development of a staffing plan for all student support services.

President Mohr said the hours of time students are being served is low, including library and learning center hours and the ratio of counselors to students. This area will be easier to correct but will require finding additional funds.



President Mohr said that the Academic Senate and all shared governance bodies have read the report carefully and want to work together to complete all of the work by the end of the summer. President Mohr is trying to reach the President of WASC to ask if they are willing to send a team back and remove the warning if all items are satisfactorily remedied by that time.

President Claire said the College of San Mateo Academic Senate is completely on board to work together to correct the issues cited by the Commission. External support is needed and it is likely that Maas Companies, Inc. will be retained. Internally, an Accreditation Oversight Committee has been established to make sure the accreditation response is sufficient. This Committee will remain in place during the entire accreditation cycle. A Research, Planning and Development Group has been formed to tie research to planning efforts and provide administrative support to the various planning efforts. President Claire distributed a handout listing Commission recommendations and outlining the College's progress to date on each recommendation; a copy is attached. President Claire said there is a need to move quickly; the first progress report is due by October 2008 and much of the work must be done by May 2008 before faculty leave. President Claire is confident that the work will be done on time.

Vice President Schwarz said she was shocked to see the warnings because of the amount of work done on the self-studies. She is reassured by the attitudes of the Presidents, faculty and staff of Cañada and College of San Mateo.

Trustee Mandelkern said he has no doubts that faculty and staff of the Colleges can handle the situation. He believes it is a good idea to bring in outside help; he asked if Maas Companies, Inc. understands the process and has a track record of good outcomes. President Mohr said this consultant has written 83 educational master plans and is well-known in the educational community.

Trustee Hausman said there appeared to be some changes in standards by the Commission and that it seems counterproductive to place so many community colleges on warning. She commended Presidents Mohr and Claire for their commitment to stay on course and complete the necessary work.

President Holoher said the Colleges do a great job of educating their students. He noted that there is no due process opportunity to respond to the Commission's findings. He has no doubt that both Colleges will rise to the occasion and complete the work on time. President Holoher said the Board also was subject to criticism and the issues must be addressed; for example, the rules and regulations need to be regularly evaluated and revised if needed.

Regarding an outside consultant to write the master plans, President Holoher said there is a need to hire someone who knows what the Commission wants as well as being able to write the plan. President Mohr said he intends to consult with the Commission president about what a master plan should look like, and he wants to stay connected to WASC to make clear the College is doing its best to follow their rules. Trustee Mandelkern underscored the importance of hiring a consultant who can put the pieces together in a way the Commission wants. He suggested asking other colleges which have been in the same situation if they have used a consultant.

#### **CONTINUATION OF DISCUSSION OF 2008 BOARD GOALS (08-2-10C)**

Director of Community and Government Relations Barbara Christensen said there are wording changes in many of the goals discussed at the Board Retreat. Some goals are also renumbered; for example, accreditation is now the number one goal at the request of the Board. Goal number 6 is the most substantially changed goal and should be paid particular attention. President Holoher asked about the status of offering the Skilled Trades Prep program at Peninsula High School as a concurrent enrollment opportunity. President Claire said Peninsula High School was very interested but was struggling to find a teacher. President Claire will pursue this issue further. Student Trustee Young asked that students as a group be added to goal number 8; it will be revised to read, ". . . to assure that both District and College research goals are coordinated and adequately address the needs of the Board, faculty, staff and students." Regarding goal number 26 concerning maintenance staff, Student Trustee Young reported that student body representatives at all three Colleges have expressed having difficulty with facilities issues, such as cleaning cafeteria spaces and the International Café. Vice Chancellor Nuñez stated, and

Vice President Lucas-Woods confirmed, that the food service vendor is contractually responsible for upkeep of the cafeterias. Chancellor Galatolo said that because students receive all of the profits from the International Café, they would be required to pay to have it cleaned. After a brief discussion, the Board agreed that the first appropriate step is for students to express their concerns at a District Auxiliary Services Advisory Committee (DASAC) meeting.

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

Vice President Schwarz displayed a booklet that was included in last Sunday's edition of the San Francisco Chronicle advertising short courses at Foothill-De Anza. Vice President Schwarz attended the groundbreaking ceremony for the Skyline Maintenance Center and looks forward to attending the groundbreaking at Cañada as well. She also attended the Redwood City Planning Commission meeting at which the Commission approved sending the Cañada Vista project on to the City Council. Barbara Christensen said the City Council meeting will be held on March 24.

Trustee Mandelkern also attended the groundbreaking at Skyline College and was pleased that President Morrow recognized the importance of classified staff. He also attended the alumni mixer at Skyline. He reminded the Board that Skyline's Annual President's Breakfast will be on April 1.

#### **COMMUNICATIONS**

President Holoher received a letter from 2008-09 Grand Jury Judge George Miram asking for submission of names for possible grand jury service, and asked the Board if there were any nominations.

#### **RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 9:45 p.m.

The Board reconvened to Open Session at 11:30 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

President Holoher reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

#### **ADJOURNMENT**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 11:35 p.m.

The next meeting of the Board will be a Study Session on March 12, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the March 12, 2008 meeting.

Karen Schwarz  
Vice President-Clerk

**BOARD REPORT NO. 08-03-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations  
(650) 358-6767

**APPROVAL OF PERSONNEL ITEMS**

**A. REASSIGNMENT**

**District Office**

**Yanely Pulido** Administrative Assistant Construction Planning

Promoted through the hiring process from a Financial Aid Technician at College of San Mateo into this full-time 12-month position, effective March 10, 2008. The change in staff allocation was Board approved on October 25, 2006.

**B. CHANGE IN STAFF ALLOCATION**

**Skyline College**

Recommend a change in staff allocation in the Counseling Division to delete one full-time Office Assistant II position (2C0153) at Grade 18 of the Classified Salary Schedule 60 and to add one full-time 12-month Program Services Coordinator position at Grade 27, effective March 13, 2008.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
PROPOSED 2008 GOALS**

**Integration of Planning, Budget and Resource Allocation:** In order to develop a shared vision of the future that faculty, staff, students and community understand and support, the District, through its shared governance processes, has been working to develop an integrated strategic planning model. This model incorporates and builds upon five elements: the College Educational Master Plans; the Facilities Master Plan; a coordinated institutional research component; a comprehensive program review process; and an annual budget that is based upon the other four elements.

Many elements required for the integrated strategic planning system are already in place; however, they are not completely standardized within the District nor appropriately linked. The Vice Chancellor for Educational Services and Planning has taken responsibility for developing an organizational infrastructure that will produce the integrated strategic planning system for the District.

Specific goals for 2008 include:

***Education and Planning Goals***

1. Immediately address recommendations of the Accreditation Commission for Cañada College and College of San Mateo; present a progress report to the Board in May, 2008; and prepare final response for submittal in late August/early September, 2008.
2. The Strategic Planning process was discussed by the Board in April, 2007. The 2008 goal is to complete the District's Strategic Plan in the spring and begin implementation in the fall, with careful attention to integration of this plan with current College planning efforts, in order to assure concurrence with a Districtwide vision.
3. Analyze the results of the community needs assessment and the survey of high school students. Using these results, the Colleges will undertake an analysis of current course and program offerings and modify these offerings and delivery methods as deemed appropriate.
4. Continue efforts to improve high school to college transition and success (e.g., CalPASS, Summer Bridge Academy, Jump Start, Hermanos, concurrent enrollment, etc.) and expand the number of concurrent enrollment classes on high school campuses. The District and the Colleges will develop a comprehensive plan for concurrent enrollment with clearly defined targets and measurable performance outcomes.
5. Upon completion and adoption of the District's distance education plan (scheduled for the spring), the District will begin implementation of the plan with annual review of goals and targets established by the Colleges in response to the plan.
6. Expand the Skilled Trades Prep program by offering the program at Peninsula High School as a concurrent enrollment opportunity no later than fall 2008. Develop an articulation agreement with the San Mateo Adult School to foster the movement of students from the San Mateo Adult School program to the CSM program no later than May 2008. Develop and execute a marketing plan and related recruiting strategies for San Mateo County high schools immediately, with the goal of developing a thirty student cohort for fall 2008 semester. Expand course offerings to include the CSM campus in the fall 2008 semester.

7. Complete the implementation of the automated degree audit system to improve student access to information and provide tools, in addition to counseling services, that will allow students to be informed of progress made on their chosen program and able to plan the next steps towards their final goal.
8. Complete the agreed-upon research agenda and further refine the structure of research support in order to assure that both District and College research goals are coordinated and adequately address the needs of the Board, faculty, staff and students.
9. Implement the action plan which responds to Board directives received at 2007 study sessions concerning counseling. The goal is to identify and implement strategies to ensure efficiency, consistency and relevance in student counseling.
10. Work with the District Academic Senate to effect the remaining standardization of graduation requirements across the District.
11. Develop an equivalence matrix of all courses offered at all three Colleges to be effective in spring 2009 and included in the 2009-10 catalogs.
12. Continue work to ensure the ongoing viability of the University Center at Cañada College, including pursuing opportunities for alternative funding sources and adding at least one new bachelor's degree program that can be offered through the University Center.
13. Open and begin offering classes at the Half Moon Bay satellite center; ensure that all facilities and support services are fully functional ( e.g., computer lab, testing center, counseling and general lecture classrooms)
14. Reexamine District and College marketing strategies and practices and develop an integrated and targeted marketing program that utilizes multiple media to reach prospective students, current students and opinion leaders in the County.
15. Examine the potential for a Districtwide compressed calendar, including review of prior research and investigation of both opportunities and logistical requirements as identified by colleges which currently utilize the compressed calendar.

#### ***Human Resources/Recruitment/Retention Goals***

16. Implement two-year employment contracts for administrators.
17. Conduct diversity train-the-trainer sessions in spring 2008 and beyond. The goal is to have all permanent employees experience diversity training as a supplement to our twice yearly Museum of Tolerance trainings.
18. Implement the human resources recommendations from the Accreditation Team that call for the District to 1) incorporate effectiveness in producing student outcomes into the evaluation of faculty and others responsible for student progress; and 2) develop rules and regulations regarding the evaluation of College presidents.
19. Begin construction of Cañada Vista to provide safe, affordable upscale housing close to work for District faculty and staff.

***Facilities Goals***

20. Complete negotiations with the successful Design/Build teams for the Skyline and CSM projects; begin construction on those projects. Regarding Cañada College, complete the RFP process and initiate construction on the gateways/landscaping project at the College.
21. Focus the Capital Improvement effort to ensure that all existing buildings that have not been addressed as part of the first phase of construction, and not slated for demolition, are modernized to meet the needs of the instructional and support mission of the Colleges.
22. The District has been successful in securing more than \$87.5 million dollars through the CCCCO State Capital Outlay to date. Work to ensure that the \$60 million dollars (currently approved for project in FY 2007/08 and 2008/09 by the Board of Governors and slated for the November 2008 General Election) is secured through a vigorous awareness campaign with the local community and business partners.
23. The current campus security operation is autonomous; has different operating procedures, policies, staffing models, levels of trainings, hours of operations; different equipment; and is not coordinated cohesively. The District will review and re-organize the current campus Security, parking and public safety operations and procedures as well as incorporate electronic access controls and video monitoring technology in order to provide a cohesive, secure and safe campus environment.
24. Revamp the Districtwide emergency preparedness readiness plan by ensuring that all administrators, supervisors and key staff are compliant with Office of Emergency Service (OES), National Incident Management System (NIMS) and Standard Emergency Management (SEMS) standards. Work with the Colleges to ensure that Emergency Preparedness training and emergency drills are conducted with local Law Enforcement, Fire, and Emergency Medical Teams at the Colleges.
25. Revise the District's Hazardous and Chemical Action plans and procedures as well as conduct training in order to ensure that all staff, faculty, and students who come in contact with chemicals are OSHA compliant.
26. Develop a comprehensive plan to provide the increased maintenance staff needed as new buildings are brought on line.
27. Evaluate and refine the Capital Improvement Program's revenue "sources and uses" document to assure that there is adequate funding available from all sources (bond, State, private donations and other local revenues) to complete all projects.

***Finance Goals***

28. Maintain fiscal stability; develop strategies and actions to manage the effects of the State's budget deficit on our District.
29. Improve and expand on efforts to sustain and increase student enrollment.
30. In order to enhance the value of bond funds and post retirement benefit funds on deposit, the District will direct investments to earn the maximum amount permitted under federal arbitrage limits while maintaining appropriate levels of safety and liquidity.

**BOARD REPORT NO. 08-3-2B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**APPROVAL OF RECOMMENDATIONS FOR TITLES OF CERTIFICATES**

Newly revised Title 5 §55070 defines the standards for awarding credit Certificates of Achievement. System Office approval is required for a Certificate of Achievement consisting of 18 or more semester units of degree-applicable credit coursework in a field of study. The new Title 5 regulation also allows colleges to submit for approval “low-unit” certificates of 12 or more but fewer than 18 semester units as Certificates of Achievement. Without System Office approval, colleges may award these certificates to students, but cannot call them “Certificates of Achievement” nor can they appear on a student’s official transcripts.

There are a number of certificates in our district that fall into the category of certificates of 12 to 17.5 semester units. As stated above, if the Colleges seek System Office approval for some or all of these certificates and are approved, they will be automatically named “Certificates of Achievement”. Otherwise, they can be used locally, but need to be named differently. The Vice Presidents of Instruction worked with their respective curriculum committees at the three Colleges to seek a common name for certificates of 12 to 17.5 semester units. The name “Certificate of Specialization” was chosen and is now recommended to the Board for approval.

In addition, there are certificates of fewer than 12 semester units offered at the Colleges in our District, which by law do not need to be reviewed and approved by System Office, but need to be approved by Board of Trustees. These certificates also need to be renamed so as not to conflict with the new regulations.

**RECOMMENDATION**

It is recommended that the Board approve the name “Certificates of Specialization” for certificates of 12 to 17.5 semester units not approved by the state.

It is also recommended that the Board approve the names of “Skills Certificates”, “Career Certificates” or “Certificates of Specialization” for certificates of fewer than 12 semester units depending on the needs and requirements of the departments and disciplines at the Colleges.

**CAREER TECHNICAL EDUCATION (CTE); APPRENTICESHIP PROGRAMS  
(INCLUDING DISCUSSION OF THE LOCATION AND FIT OF  
CAREER/TECHNICAL/APPRENTICESHIP  
PROGRAMS AT EACH COLLEGE)**

There is no printed report for this agenda item.



**HIGHLIGHTS OF CENSUS COMPARISONS**

Compared to the Census Date of Spring 2007, Spring 2008 Census' slice of time data showed the following changes:

**District as a Whole (SMCCCD)**

The overall percentage distribution of student headcounts at three colleges remained relatively stable: 24.9% Cañada, 41% CSM and 34.1% Skyline.

The total student headcounts in Spring 2008 were 26,589. Compared to Spring 2007, the total district student headcounts increased by 1,422 students, or 5.7%.

Compared to Spring 2007, all age groups increased, except for the less than 18 group. Most noticeably the 18-20 age group increased by 425 (6.5%) and the 25-29 age group increased by 313 (9.3%).

Compared to Spring 2007, returning transfer students increased by 215 (16.3%). Continuing students increased by 1,277 (7.5%). Concurrently enrolled students remained almost unchanged.

**Cañada College**

Cañada college's total student headcounts in Spring 2008 were 6,631. Compared to Spring 2007, the total college student headcounts increased by 401 students, or 6.4%.

Compared to Spring 2007, all age groups increased. The 21-24 and 25-29 age groups increased the most, 11% and 16.1% respectively.

Compared to Spring 2007, all student types increased, except for the returning students who decreased by 102 (-13.7%). The concurrently enrolled students increased by 11.5%.

Only 21% of the student body was full-time. Full-time students increased by 121, or 9.4%, while part-time students increased by 280 or 5.7%.

**College of San Mateo**

CSM's total student headcounts in Spring 2008 were 10,899. Compared to Spring 2007, the total college student headcounts increased by 326 students, or 3.1%.

Compared to Spring 2007, there was a decrease of 104 students below the age of 18 (19.5% decrease) in Spring 2008. Age groups of 18-29, 40-59, however, experienced increases.

Compared to Spring 2007, concurrently enrolled students decreased by 114 (-20.5%) in Spring 2008. Day/Evening students had a 10.9% increase and Evening students also increased by 6.4%. Day students, however, dropped by -3.0%.

Only 28% of the student body was full-time. Full-time students increased by 178, or 6.3%, while part-time students increased by 148 or 1.9%.

**Skyline College**

Skyline's total student headcounts in Spring 2008 were 9,059. Compared to Spring 2007, the total college student headcounts increased by 695 students, or 8.3%.

Compared to Spring 2007, all age groups increased, except for the age group of 40-59, which decreased by -1.6%.

Compared to Spring 2007, all student types increased. Concurrently enrolled students increased by 59 (28.9%) in Spring 2008.

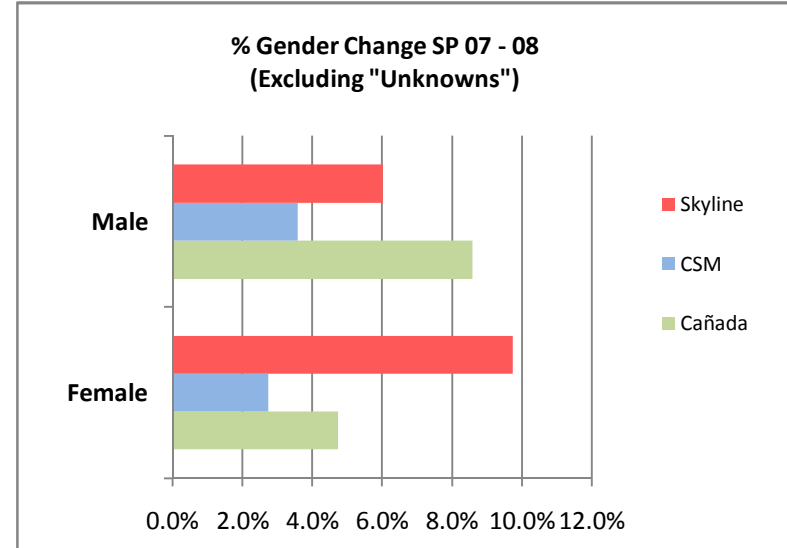
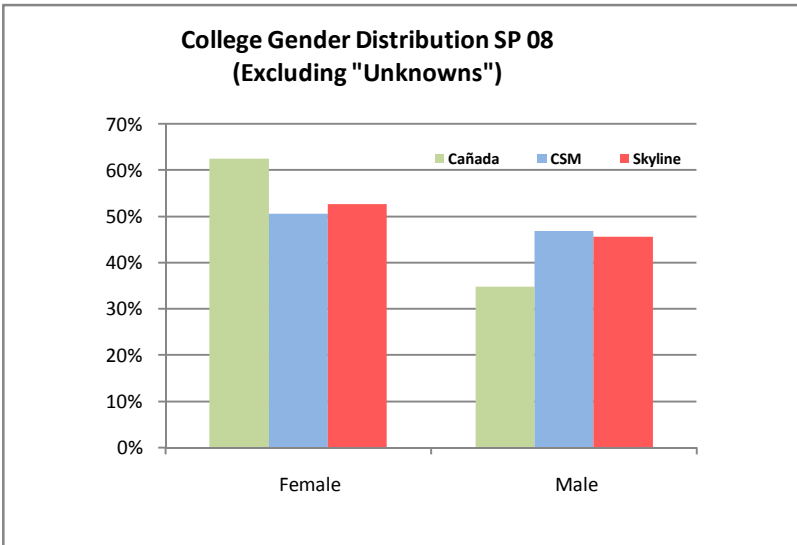
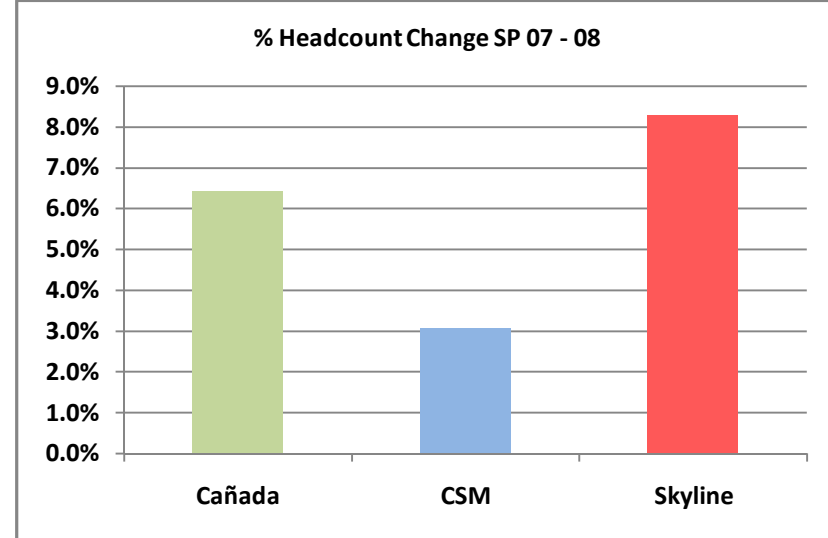
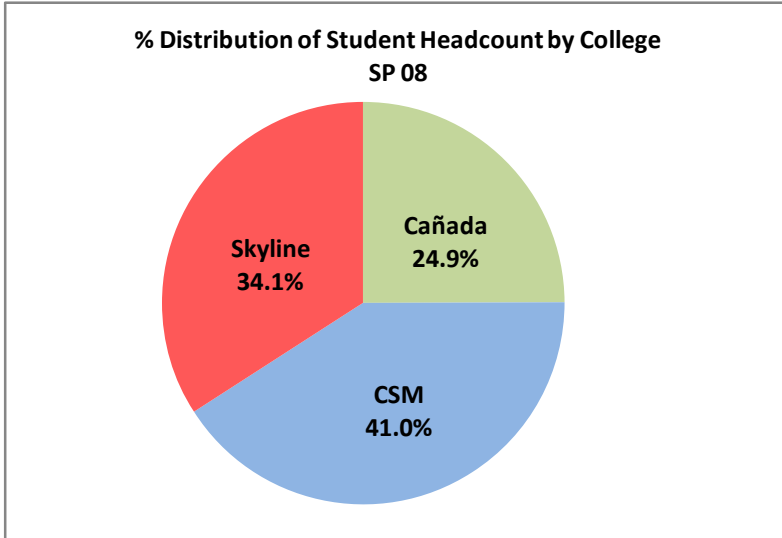
Only 28% of the student body was full-time. Full-time students increased by 252, or 11.1%, while part-time students increased by 443 or 7.3%.

*Official Spring 2008 Census Day was Feb 21.*

*Data provided by Hyperion Real-time Census Report and Suki Chang Reporting and analysis: Office of VC - ESP*

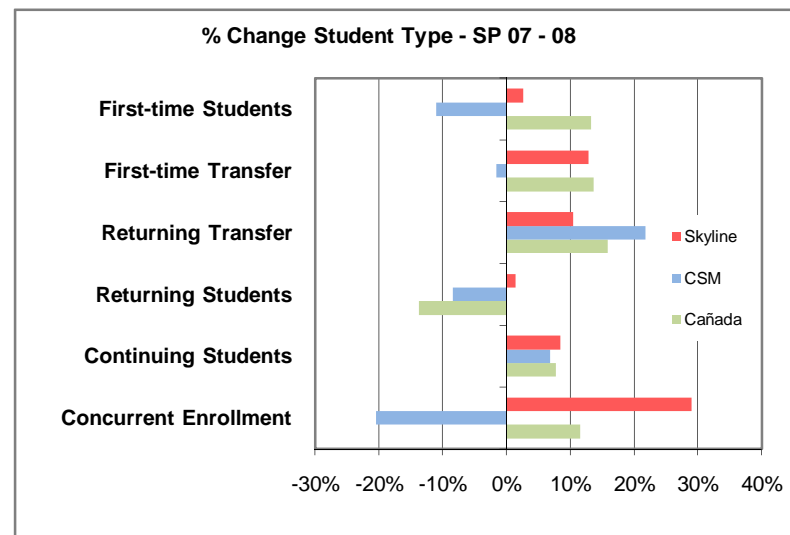
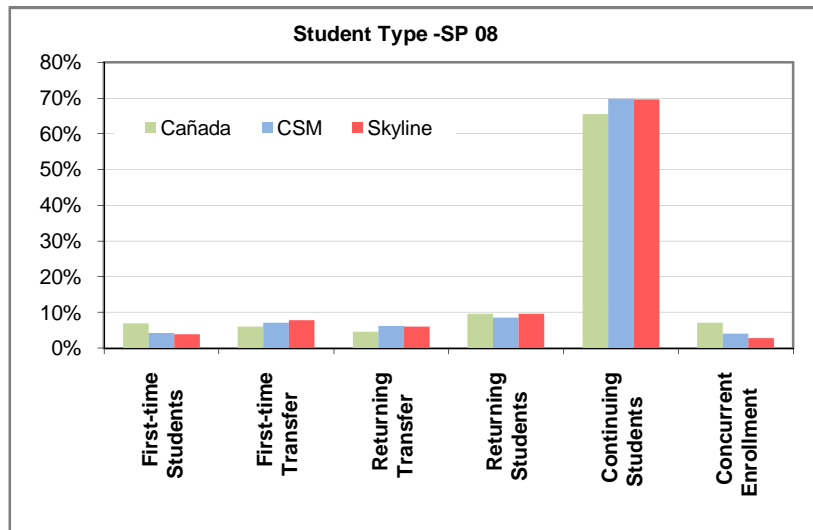
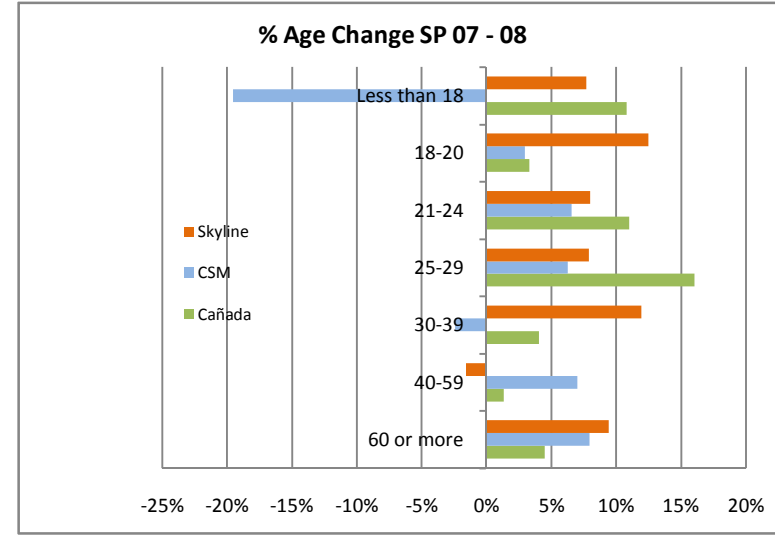
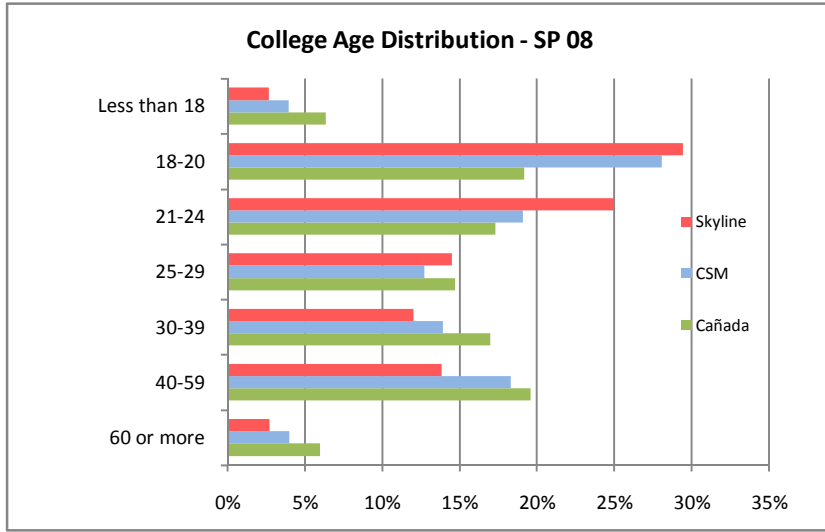
**OVERVIEW SP 2008**

**CHANGE SINCE SP 2007**



**OVERVIEW SP 2008**

**CHANGE SINCE SP 2007**



# SMCCCD Census Comparison Report (*Headcount* Distribution)

Colleges & District

	Cañada				CSM				Skyline				SMCCCD			
	SP 2007	SP 2008	# Change	% Change	SP 2007	SP 2008	# Change	% Change	SP 2007	SP 2008	# Change	% Change	SP 2007	SP 2008	# Change	% Change
<b>Total Students</b>																
Percent of SMCCCD Total	24.2%	24.9%		0.7%	41.0%	41.0%		0.0%	32.8%	34.1%		1.3%				
College and District Totals	6,230	6,631	401	6.4%	10,573	10,899	326	3.1%	8,364	9,059	695	8.3%	25,167	26,589	1,422	5.7%
<b>Gender</b>																
Female	3,962	4,150	188	4.7%	5,373	5,521	148	2.8%	4,347	4,771	424	9.8%	13,682	14,442	760	5.6%
Male	2,128	2,311	183	8.6%	4,936	5,113	177	3.6%	3,903	4,138	235	6.0%	10,967	11,562	595	5.4%
Unknown	140	170	30	21.4%	264	265	1	0.4%	114	150	36	31.6%	518	585	67	12.9%
<b>Ethnicity</b>																
Asian	483	476	-7	-1.4%	1,857	1,826	-31	-1.7%	1,971	2,119	148	7.5%	4,311	4,421	110	2.6%
African American	191	222	31	16.2%	354	378	24	6.8%	309	336	27	8.7%	854	936	82	9.6%
Filipino	230	218	-12	-5.2%	668	760	92	13.8%	1,508	1,668	160	10.6%	2,406	2,646	240	10.0%
Hispanic	2,436	2,704	268	11.0%	2,020	2,126	106	5.2%	1,563	1,736	173	11.1%	6,019	6,566	547	9.1%
Native American	17	24	7	41.2%	65	60	-5	-7.7%	39	51	12	30.8%	121	135	14	11.6%
White	2,222	2,258	36	1.6%	4,191	4,160	-31	-0.7%	2,030	2,071	41	2.0%	8,443	8,489	46	0.5%
Other/Unknown	651	729	78	12.0%	1,418	1,589	171	12.1%	944	1,078	134	14.2%	3,013	3,396	383	12.7%
<b>Age</b>																
Less than 18	379	420	41	10.8%	533	429	-104	-19.5%	221	238	17	7.7%	1,133	1,087	-46	-4.1%
18-20	1,228	1,269	41	3.3%	2,967	3,055	88	3.0%	2,368	2,664	296	12.5%	6,563	6,988	425	6.5%
21-24	1,034	1,148	114	11.0%	1,950	2,078	128	6.6%	2,093	2,261	168	8.0%	5,077	5,487	410	8.1%
25-29	840	975	135	16.1%	1,302	1,384	82	6.3%	1,216	1,312	96	7.9%	3,358	3,671	313	9.3%
30-39	1,081	1,125	44	4.1%	1,554	1,517	-37	-2.4%	972	1,088	116	11.9%	3,607	3,730	123	3.4%
40-59	1,281	1,298	17	1.3%	1,864	1,995	131	7.0%	1,272	1,252	-20	-1.6%	4,417	4,545	128	2.9%
60 or more	379	396	17	4.5%	403	435	32	7.9%	222	243	21	9.5%	1,004	1,074	70	7.0%
<b>Enrollment Pattern</b>																
Day Students	2,449	2,611	162	6.6%	4,705	4,564	-141	-3.0%	3,075	3,529	454	14.8%	10,229	10,704	475	4.6%
Evening Students	2,595	2,773	178	6.9%	3,958	4,211	253	6.4%	3,423	3,423	0	0.0%	9,976	10,407	431	4.3%
Day & Evening Students	1,186	1,247	61	5.1%	1,910	2,119	209	10.9%	1,866	2,107	241	12.9%	4,962	5,473	511	10.3%
<b>Residence</b>																
Calif. Residents	6,084	6,466	382	6.3%	10,266	10,597	331	3.2%	8,157	8,855	698	8.6%	24,507	25,918	1,411	5.8%
Non-Calif. Residents	146	165	19	13.0%	307	302	-5	-1.6%	207	204	-3	-1.4%	660	671	11	1.7%
<b>Student Type</b>																
First-time Students	407	461	54	13.3%	516	459	-57	-11.0%	347	356	9	2.6%	1,270	1,276	6	0.5%
First-time Transfer	359	408	49	13.6%	801	788	-13	-1.6%	631	712	81	12.8%	1,791	1,908	117	6.5%
Returning Transfer	265	307	42	15.8%	557	678	121	21.7%	500	552	52	10.4%	1,322	1,537	215	16.3%
Returning Students	742	640	-102	-13.7%	1,017	931	-86	-8.5%	858	870	12	1.4%	2,617	2,441	-176	-6.7%
Continuing Students	4,030	4,339	309	7.7%	7,119	7,600	481	6.8%	5,818	6,305	487	8.4%	16,967	18,244	1,277	7.5%
Concurrent Enrollment	426	475	49	11.5%	557	443	-114	-20.5%	204	263	59	28.9%	1,187	1,181	-6	-0.5%
<b>Student Status</b>																
Full Time > = 12 units	1,290	1,411	121	9.4%	2,848	3,026	178	6.3%	2,266	2,518	252	11.1%	6,404	6,955	551	8.6%
Part Time < 12 units	4,940	5,220	280	5.7%	7,725	7,873	148	1.9%	6,098	6,541	443	7.3%	18,763	19,634	871	4.6%
<b>Class Standing</b>																
0.5 - 14.5 units	2,870	3,171	301	10.5%	4,751	4,833	82	1.7%	3,737	4,111	374	10.0%	11,358	12,115	757	6.7%
15.0 - 29.5 units	936	995	59	6.3%	1,589	1,738	149	9.4%	1,180	1,307	127	10.8%	3,705	4,040	335	9.0%
30.0 - 44.5 units	683	678	-5	-0.7%	1,144	1,155	11	1.0%	945	948	3	0.3%	2,772	2,781	9	0.3%
45.0 - 60.0 units	554	531	-23	-4.2%	997	960	-37	-3.7%	777	849	72	9.3%	2,328	2,340	12	0.5%
60.5 or more	1,187	1,256	69	5.8%	2,092	2,213	121	5.8%	1,725	1,844	119	6.9%	5,004	5,313	309	6.2%

# SMCCCD Census Comparison Report (*Percentage* Distribution)

Colleges & District

	Cañada				CSM				Skyline				SMCCCD			
	SP 2007	SP 2008	# Change	% Change	SP 2007	SP 2008	# Change	% Change	SP 2007	SP 2008	# Change	% Change	SP 2007	SP 2008	# Change	% Change
<b>Total Students</b>																
Percent of SMCCCD Total	24%	25%		0.7%	41%	41%		0.0%	33%	34%		1.3%				
College and District Totals	6,230	6,631	401	6.4%	10,573	10,899	326	3.1%	8,364	9,059	695	8.3%	25,167	26,589	1422	5.7%
<b>Gender</b>																
Female	64%	63%	188	4.7%	51%	51%	148	2.8%	52%	53%	424	9.8%	54%	54%	760	5.6%
Male	34%	35%	183	8.6%	47%	47%	177	3.6%	47%	46%	235	6.0%	44%	43%	595	5.4%
Unknown	2%	3%	30	21.4%	2%	2%	1	0.4%	1%	2%	36	31.6%	2%	2%	67	12.9%
<b>Ethnicity</b>																
Asian	8%	7%	-7	-1.4%	18%	17%	-31	-1.7%	24%	23%	148	7.5%	17%	17%	110	2.6%
African American	3%	3%	31	16.2%	3%	3%	24	6.8%	4%	4%	27	8.7%	3%	4%	82	9.6%
Filipino	4%	3%	-12	-5.2%	6%	7%	92	13.8%	18%	18%	160	10.6%	10%	10%	240	10.0%
Hispanic	39%	41%	268	11.0%	19%	20%	106	5.2%	19%	19%	173	11.1%	24%	25%	547	9.1%
Native American	0%	0%	7	41.2%	1%	1%	-5	-7.7%	0%	1%	12	30.8%	0%	1%	14	11.6%
White	36%	34%	36	1.6%	40%	38%	-31	-0.7%	24%	23%	41	2.0%	34%	32%	46	0.5%
Other/Unknown	10%	11%	78	12.0%	13%	15%	171	12.1%	11%	12%	134	14.2%	12%	13%	383	12.7%
<b>Age</b>																
Less than 18	6%	6%	41	10.8%	5%	4%	-104	-19.5%	3%	3%	17	7.7%	5%	4%	-46	-4.1%
18-20	20%	19%	41	3.3%	28%	28%	88	3.0%	28%	29%	296	12.5%	26%	26%	425	6.5%
21-24	17%	17%	114	11.0%	18%	19%	128	6.6%	25%	25%	168	8.0%	20%	21%	410	8.1%
25-29	13%	15%	135	16.1%	12%	13%	82	6.3%	15%	14%	96	7.9%	13%	14%	313	9.3%
30-39	17%	17%	44	4.1%	15%	14%	-37	-2.4%	12%	12%	116	11.9%	14%	14%	123	3.4%
40-59	21%	20%	17	1.3%	18%	18%	131	7.0%	15%	14%	-20	-1.6%	18%	17%	128	2.9%
60 or more	6%	6%	17	4.5%	4%	4%	32	7.9%	3%	3%	21	9.5%	4%	4%	70	7.0%
<b>Enrollment Pattern</b>																
Day Students	39%	39%	162	6.6%	45%	42%	-141	-3.0%	37%	39%	454	14.8%	41%	40%	475	4.6%
Evening Students	42%	42%	178	6.9%	37%	39%	253	6.4%	41%	38%	0	0.0%	40%	39%	431	4.3%
Day & Evening Students	19%	19%	61	5.1%	18%	19%	209	10.9%	22%	23%	241	12.9%	20%	21%	511	10.3%
<b>Residence</b>																
Calif. Residents	98%	98%	382	6.3%	97%	97%	331	3.2%	98%	98%	698	8.6%	97%	97%	1411	5.8%
Non-Calif. Residents	2%	2%	19	13.0%	3%	3%	-5	-1.6%	2%	2%	-3	-1.4%	3%	3%	11	1.7%
<b>Student Type</b>																
First-time Students	7%	7%	54	13.3%	5%	4%	-57	-11.0%	4%	4%	9	2.6%	5%	5%	6	0.5%
First-time Transfer	6%	6%	49	13.6%	8%	7%	-13	-1.6%	8%	8%	81	12.8%	7%	7%	117	6.5%
Returning Transfer	4%	5%	42	15.8%	5%	6%	121	21.7%	6%	6%	52	10.4%	5%	6%	215	16.3%
Returning Students	12%	10%	-102	-13.7%	10%	9%	-86	-8.5%	10%	10%	12	1.4%	10%	9%	-176	-6.7%
Continuing Students	65%	65%	309	7.7%	67%	70%	481	6.8%	70%	70%	487	8.4%	67%	69%	1277	7.5%
Concurrent Enrollment	7%	7%	49	11.5%	5%	4%	-114	-20.5%	2%	3%	59	28.9%	5%	4%	-6	-0.5%
<b>Student Status</b>																
Full Time > = 12 units	21%	21%	121	9.4%	27%	28%	178	6.3%	27%	28%	252	11.1%	25%	26%	551	8.6%
Part Time < 12 units	79%	79%	280	5.7%	73%	72%	148	1.9%	73%	72%	443	7.3%	75%	74%	871	4.6%
<b>Class Standing</b>																
0.5 - 14.5 units	46%	48%	301	10.5%	45%	44%	82	1.7%	45%	45%	374	10.0%	45%	46%	757	6.7%
15.0 - 29.5 units	15%	15%	59	6.3%	15%	16%	149	9.4%	14%	14%	127	10.8%	15%	15%	335	9.0%
30.0 - 44.5 units	11%	10%	-5	-0.7%	11%	11%	11	1.0%	11%	10%	3	0.3%	11%	10%	9	0.3%
45.0 - 60.0 units	9%	8%	-23	-4.2%	9%	9%	-37	-3.7%	9%	9%	72	9.3%	9%	9%	12	0.5%
60.5 or more	19%	19%	69	5.8%	20%	20%	121	5.8%	21%	20%	119	6.9%	20%	20%	309	6.2%