



**SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT**

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STUDENT TRUSTEE ORIENTATION

I. ROLE OF BOARD OF TRUSTEES

- Develop effective policies that establish the general direction for and expected results of the college's programs and services, and that establish legal, ethical, and prudent parameters for college operations.
- Build strong community connections to effectively represent a wide range of community interests.
- Hire, support, and evaluate the CEO as the district leader.
- Monitor the performance of the district to ensure that it is meeting current community needs and anticipating future trends.

II. ROLE OF STUDENT TRUSTEE

A. RIGHTS

- Be seated with the Board of Trustees at all open session meetings and participate in all discussions
- Receive the same materials as other Board members (except information for closed session). Materials will be released 72 hours prior to the Board meeting commencing.
- Receive District-related legal advice from the Office of General Counsel

B. PRIVILEGES

- Student Trustee advisory vote



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- Receive compensation for attending Board meetings (reduced proportionately for unexcused absences from Board meetings)
- Reimbursement for travel to conferences up to travel budget approved by the Board of Trustees

C. RESPONSIBILITIES

- The student trustee has the same general responsibilities as publicly elected trustees to be a contributing and ethical member of the Board, including Adherence to the Board's *Ethical Principles and Code of Ethical Conduct* contained in BP 2715
- Additionally, the Student Trustee has the following specific responsibilities:
 - Attending all meeting of Board of Trustees
 - Preparing for Board meetings
 - Prepare for Board meetings by reviewing Board agenda and related materials and seeking clarification when needed
 - Attend one District Student Council meeting each month to review BoT agenda and discuss issues before Trustees
 - Attend one Student Council meeting at the Colleges when deemed appropriate
 - Keep the District Student Council informed about issues brought to the BoT
 - Prepare a Student Trustees report
 - Understanding Board policy on Student Trustee eligibility (BP 2105), Students' Role in Shared Governance (BP 2510), and other Board policies as necessary.
 - Advocating for the District at State and National level
 - Understanding and complying with Brown Act requirements
 - Understanding and applying parliamentary procedures

III. STUDENT TRUSTEE ORIENTATION

- Upon election by students, Student Trustee will be sent the Student Trustee Handbook and Student Trustee Binder with information about the District.
- Within the first month after election, Student Trustee should attend an orientation with Chancellor and Student Life leaders for a two-hour training session.

A. TECHNICAL



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- Brown Act and Robert's Rules of Order
- Board policy manual and use of BoardDocs (log in, etc)
- HR materials including insurance, payroll
- Board calendar
- Communication protocols and other guidelines (BP and practice)
- SMCCCD Student Trustee handbook + Student Trustee Binder of District/ College information

B. BOARD MEETINGS

- Board meeting procedures (e.g., rules of order)
 - Agendas and Minutes
 - Public Comments
 - Communication Protocol
 - Decorum
 - Voting protocol
 - Open meeting legal/ ethical constraints (Legal or HR)
 - Conflicts of interest (Legal or HR)
 - Parliamentary Procedures

C. DISTRICT AND COLLEGES INFORMATION

- District and college mission, history and culture
- District and college organization
- Student success and learning outcomes definitions
- The district's educational programs and services
- District budget, budgeting processes, constraints and resources
- Plans, major issues and trends
- Campus layouts, off-campus sites and facilities plans
- Institutional and student success data

D. CALIFORNIA COMMUNITY COLLEGE SYSTEM

- History and mission of community colleges
- Structure of higher education in California
- Bilateral Governance



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E. DISTRICT STUDENT COUNCIL

- History and Purpose of Student Council
- Agenda Setting and Running a Meeting (Brown Act, Robert's Rules of Order)
- Participatory Governance

IV. TERM OF OFFICE AND ELIGIBILITY

- The term of the Student Trustee is one year (June 1 through May 31).
- Eligibility (BP 2105)
 - While in office Student Trustee must meet all statutory requirements to maintain eligibility, in addition :
 - Be currently enrolled and in good standing (i.e., not on academic or progress probation) in the District.
 - Maintain enrollment in at least five semester units during the election period and throughout the Student Trustee's term of office, and meet and maintain the minimum standards of scholarship as described in BP 4220 Standards of Scholarship.
 - Not hold any other elected or appointed AS positions at any of the District's colleges.
- Attendance and Pay

V. BOARD PROTOCOL

- Advanced Board approval for travel (BP 2735)
- Board approval of absences required for payment for missed Board meeting
- As a courtesy, discuss any items to be placed on the Board agenda with Board President, prior to submission

VI. CONTINUED PROFESSIONAL DEVELOPMENT

- As part of the board's commitment to professional development, board members, including the Student Trustee, are encouraged to participate in professional conferences and meetings that increase and enhance their understanding of the community college mission and the role of trustees, including serving as advocates for and representatives of the District.
 - CCLC Student Trustee Workshop (Annually, August)



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- SSSCC Trustee Caucus (*Annually, April*)
- CCLC Trustee Conferences
- Legislative Conference (*Annually, January*)

VII. RESOURCES FOR STUDENT TRUSTEES

- Community College League of California's Annual Student Trustee Workshop
- Publications Available from Community College League of California (www.ccleague.org)
- Student Trustee Candidate Information (Community College League of California)
- Trustee Handbook (California Community College Trustees), Chapter 9 – "Student Trustee"
- [Perspectives on the Role of Student Trustees in California Community Colleges \(Community College League of California\)](#)

VIII. CCLC PERSPECTIVES

FROM CCLC's paper "Perspectives on the Role of Student Trustees," published in 1998, reviewed in 2018.

<https://files.eric.ed.gov/fulltext/ED597845.pdf>

BACKGROUND:

STUDENT ROLES IN GOVERNANCE In 1977, the student trustee seat on local governing boards was established in law. The California Education Code (Section 72023.5) reads:

72023.5. (a) The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students who are residents of California as determined pursuant to Part 41 (commencing with Section 68000). These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board.

The students in a district select the student board member(s) in accordance with procedures established by the governing board. The board also determines which privileges are granted to the student trustees (a survey of district practices is available on the League's website).

AB 1725 charged the Board of Governors to develop, in cooperation with district and student representatives, a plan for encouraging greater student participation in appropriate aspects of campus, district, and systemwide governance. The ensuing regulations identified the associated student organization (or its equivalent) as the representative body to offer opinions and to make recommendations to the college



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administration and governing board with regard to policies and procedures that have a significant effect on students.

TWO PERSPECTIVES ON THE STUDENT TRUSTEE ROLE

There are two general perspectives on the role of the student trustee in local governance.

One emphasizes the “student” nature of the role; the other emphasizes the “trustee” aspect of the position.

The different views reflect different assumptions about the role and person’s responsibilities. The perspectives are not necessarily exclusive; student trustees may find themselves integrating, balancing, or being torn between two different sets of expectations.

Perspective One: Representative of the Students

The first perspective is that the student trustee represents the students currently enrolled in the district. The student trustee is considered to be the voice of the students, based on the fact that the students select the trustee. This perspective predates the Associated Students designation in AB1725 as the official voice of the students in participatory governance.

The former California Student Association of the Community Colleges (CalSACC) affirmed this perspective in a 1991 resolution when it stated that “the purpose of the Student Trustee position is to represent the students as a member of the district Governing Board and to represent a cross-section of the students’ views to the Board at all meetings.”

In this perspective, both the student trustee and the associated student body organization have the responsibility to be the voice of students in the governance of the district. The A.S. has the responsibility in deliberations within the participatory governance structure, including the board, to the extent provided for in local policy. The student trustee is the voice of the students in deliberations of the governing board. The student trustees’ participation in those deliberations may be limited to topics in which there is an advocacy role for students.

The joint responsibility implies that the A.S. and the student trustee should work closely together and their roles be clearly defined to ensure cooperation and delineation of functions. In multi-college districts, student trustees may be expected to meet with the Associated Students or other student groups in all colleges in the district. Administrative support for the student trustee would likely be the responsibility of the same office that advises the district Associated Students.

The limitations of this perspective include its constituency-based view of the member of the board. It minimizes adherence to the principle that all members of the governing board have a responsibility to consider the greater good of the institution and the community in their deliberations. (Effective boards and trustees recognize that individual trustees do not represent any one constituency, whether or not the person received support from or was elected by a particular area or group. Instead, effective boards take into account



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and integrate multiple interests in their communities in making their decisions.) Inherent in the limited, constituency-based view, this perspective allows the student trustee to be viewed as not a “real” member of the board. Privileges granted to and support for the student trustee would likely be limited.

Strengths of this perspective include that it provides two avenues for official student input into college and district governance. It reinforces the advocacy power of the student trustee as a representative of the clientele of the institution. It reflects the difference between how the student trustee becomes a member of the governing board and how other members are elected.

Perspective Two: Trustee Member of the Governing Board

The second perspective emphasizes the responsibilities of the student trustee as a full member of the board. Student trustees are considered to have the same responsibility to deliberate for the good of the district as a whole as do other trustees. The common good, aggregate interests, and the future direction and needs of the students and community become the primary considerations in decision-making.

In this view, the purpose of the student trustee seat is to ensure that a board member with a student perspective is part of the deliberations of the governing board. It ensures that a member of the group that uses college services and programs has an official voice. However, in this perspective, the student member is not on the board to be an agent for the current student body. This second perspective requires that student trustees are held to the same high standards of trusteeship, including participation and preparation, as are all trustees. They are valued as “real” members of the board and their role and contributions assume more importance than they might otherwise.

Limitations of this perspective include its inconsistency with the limited selection process and the year-length term. Those factors make it difficult to expect the student trustee to have the same responsibilities as trustees who are elected in general elections. It is unfair to expect student trustees to contribute at the same level as other trustees, since they are elected for only one year. Their primary responsibility is to be a successful student, which may prevent them from being able to fully participate as a trustee.

In addition, since by law they cannot vote, they do not have the power or authority of other trustees, and therefore it is inconsistent to consider that they are the same as other trustees. Since they cannot vote, the only role they have is one of influence.

One strength of this perspective is that it is aligned with principles of effective trusteeship, which include that the trustee role should not be limited to being an agent for constituent groups or specific electorates or areas. Another strength is that the perspective also helps differentiate the responsibilities of the student trustee and the Associated Students in local governance. Student trustees play a profoundly different role than being advocates or representatives of that particular group.

The League’s approach to student trustees reflects this perspective. For the most part, the same materials are used in the Student Trustee Workshop to describe governing board responsibilities and the role of individual



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trustees as those that are used in the Effective Trusteeship Workshop for all new trustees. The presentations emphasize stewardship for the larger community and future students, as well as trusteeship, responsibilities, and skills. The workshop encourages student trustees to adopt principles of good trusteeship.

COMPARISON OF THE TWO PERSPECTIVES

The chart below compares and summarizes a number of assumptions and implications related to each perspective. However, expectations and practices in any one district do not necessarily reflect only one or the other perspective. They are often an amalgamation of approaches resulting from the evolution of the role of the student trustee in the district.

ARENA	PERSPECTIVE ONE: STUDENT REPRESENTATIVE	PERSPECTIVE TWO: TRUSTEE MEMBER OF BOARD
Role of Associated Student	Both A.S. and the student trustee represent students in participatory governance.	The Associated Student government is the official representative of the students in the participatory governance.
Relationship with A.S.	Close working relationship. In multi-college districts, the student trustee would meet with the district A.S. (if any) and/or may need to meet with college A.S. groups.	Student trustees and A.S. representatives are not expected to work closely together. Student trustees may be independent from student groups
Expectations for Involvement	Attend regular board meetings. Likely attend A.S. meetings or use other avenues to talk with student groups. Participate in discussions of topics that affect students. May play a state and national advocacy role on student-related issues.	Same expectations for participation as for all trustees, including external community meetings. Educated and informed about a broad range of issues. May attend state and national conferences and play an advocacy role.
Contact Point	Likely the same advisor as the A.S.	Superintendent or chancellor (the same as for all trustees).
Point of View	Immediate and operational issues on behalf of current students and A.S.	Long range and broad on behalf of future students and external community.



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ARENA	PERSPECTIVE ONE: STUDENT REPRESENTATIVE	PERSPECTIVE TWO: TRUSTEE MEMBER OF BOARD
Orientation and Training for the Position	Focus on internal, student-oriented issues. Orientation and major sources of information are the A.S., other students, and administration.	Focus on both internal and external trends and issues. Orientation and sources of information are the same as for all board members.
Rights and Privileges	Likely to be limited to the rights provided for in law.	Privileges are likely to be granted as far as law allows; has an advisory vote.
Financial Support	Funds for travel and board related responsibilities likely come from A.S. funds and may be limited.	Same support as other trustees receive.
Multi-College Districts	May have a student trustee from each college in the district who is expected to represent the college.	Would likely have one student trustee.

Again, the two perspectives are not necessarily mutually exclusive nor are policies and practices necessarily aligned with one perspective or the other in any one district. Policies and practices often have been adopted as a result of board philosophy, experiences with individual student trustees, proposals from the Associated Students, and administrative and organizational needs. They reflect the various perspectives of the people or groups proposing or implementing the policy or practice.

Blending or alternating between the perspectives can and does work in some districts, as long as the rationale for each practice or policy is understood and supported by the parties involved. However, confusion and disagreements can and do result from differences and clashes between perspectives. One or more of the parties (the student trustee, governing board, A.S., CEO, or student affairs personnel) may make and act on assumptions about the role that are different than those of the other parties. The resulting discussion may require problem-solving time and energy. Confusion and disagreement can reduce the effectiveness of the student trustee role, no matter how the role is defined.

CONCLUSION

Student trustees have a unique responsibility to balance many demands and expectations during their relatively short time as board members. They can and do make valuable and consistent contributions to their boards either as student representatives or as trustee members of the board. Alternatively, they may find the responsibilities to be too overwhelming and/or the expectations for their role too conflicting, and sporadic participation and contributions may result.



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Therefore, to help create and sustain an environment in which student trustees can be effective, it is important that districts clarify and make public their expectations and provide the appropriate support necessary for student trustees to carry out their responsibilities.

IX. RELEVANT SMCCCD BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

SMCCCD BP 2715

Board Code of Ethics/Standards of Practice

References: Government Code Sections 8314 and 54952.2; Penal Code Section 424; ACCJC Accreditation Standard IV.C. 11

The Board maintains high standards of ethical conduct for its members.

Members of the San Mateo County Community College Board are responsible for the following:

1. Acting only in the best interest of the entire community and adhering to District Policies and Procedures.
2. Protecting the interests of students in every decision and assuring the opportunity for high-quality education for every student.
3. Maintaining an atmosphere in which controversial issues will be debated openly and fairly, protecting the dignity of individuals. Respecting others; acting with civility.
4. Exercising authority only as a Board and conducting their relationships with college staff, students, local citizenry, and the media on that basis.
5. Ensuring public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
6. Maintaining confidentiality of closed sessions.
7. Preventing conflicts of interest or the appearance of conflicts of interest and informing the entire Board or the Board President when a matter under consideration might involve such a conflict, as stated in the District's Conflict of Interest Code.
8. Using appropriate channels of communication, authority and responsibility.
9. Devoting adequate time to board work.



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10. Being informed about the District, educational issues, and responsibilities to trusteeship.
11. Informing the District Chancellor about significant complaints and criticism received from the public even though no action is requested. In turn, the Board shall be kept informed of significant complaints and criticism by the District Chancellor.
12. Promoting a healthy working relationship with the Chancellor through supportive, open, and honest communication and regular evaluation.

The Governing Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

1. The Board Officers and Chancellor are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of the Code of Ethics, pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Potential violations of law may be referred by College legal counsel to the District Attorney or Attorney General as provided for in law.
2. Alleged violations of the Board's Code of Ethics/Standards of Practice BP 2715 will be addressed by the President of the Board, who together with the Vice President of the Board will first discuss the alleged violation with the Trustee to reach a determination of the potential existence of a violation. If it is determined that a potential violation of BP 2715 has occurred, the Board President will appoint an ad hoc committee to examine the matter and identify further courses of action to the Board. Sanctions, including censure of the Board Member, may be considered by the full Board. If either the Board President or Vice President is perceived to have violated the Code, they will be replaced with another Board member selected by the other unaffected Board officer authorized to pursue appropriate processes.
3. Consideration by the full Board of any and all actions under the Provisions of this Policy shall be in a formal and open meeting of the Board of Trustees, under an agenda item with appropriate and legal Notice, as required by State Law.

See BP 2200 Board Duties and Responsibilities, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP/AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP 2716 Board Political Activity, BP 2717 Personal Use of Public Resources – Board, BP 2740 Board Education, BP/AP 3050 Institutional Code of Ethics, and BP/AP 3410 Nondiscrimination.



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SMCCD BP 2015

Student Trustee

Reference: Education Code Section 72023.5

In order to ensure that students have the opportunity to participate effectively in District governance and to express their opinions about important governance initiatives and issues, the Board welcomes the inclusion of a Student Trustee on the Board of Trustees:

The rights of the Student Trustee shall be limited to those mandated in the Education Code except that the Student Trustee shall have the right to make or second motions and will have the right to exercise an advisory vote. The responsibilities of the Student Trustee shall be those mandated by the Education Code and those approved by the Board including:

The student member shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain the minimum standards of scholarship as determined by the District for students in the District.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the following privileges:

- The privilege to receive compensation for meeting attendance at a level of at one-half the maximum amount of elected trustees (See BP 2725 Board Member Compensation);
- The privilege to serve a term commencing on June 1. The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board.

See AP 2015 Student Trustee and BP/AP 2105 Election of Student Trustee.

(Replaces former SMCCCD BP 1.05)

Revised: 5/13; 3/20



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SMCCD BP 2105

Election of Student Trustee

References: Education Code Sections 72023.5 and 72103

The Student Trustee shall be chosen by the students enrolled in the San Mateo County Community College District as follows:

ELECTION

The student member shall be elected by all the students enrolled in the District in a general election held for that purpose. Normally, an election will be held in the Spring semester so that the office is filled by June 1.

An election will be conducted at each college in accordance with the administrative procedures adopted by the college student elections, except that all members of the student body shall be permitted to vote for the student member. Each candidate from throughout the District who has qualified shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

RECALL

The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures adopted by the District Chancellor, except that all members of the student body shall be permitted to vote in the recall election.

VACANCY

Special elections shall be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons. Special elections shall be held within 30 days after notice of the vacancy comes to the attention of the District Chancellor. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

To be eligible to serve as a Student Trustee, a person must meet all statutory requirements, including:

- a. Be currently enrolled in one of the Colleges of the San Mateo County Community College District.
- b. Maintain enrollment in at least five (5) semester units during the election period and throughout the Student Trustee's term of office and meet and maintain the minimum standards of scholarship as described in BP 4220 Standards of Scholarship.



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- c. Not concurrently hold any recognized Associated Student government position in the three Colleges of the San Mateo County Community College District while holding the office of Student Trustee. Students who wish to run for Student Trustee may not be a candidate for President or Vice President of any Associated Students organization.

A student is not required to give up employment with the District in order to be seated as the Student Trustee.

Election of Student Trustee nominees by students at each College shall take place by April 30 of each year. The manner, place, and time of the election shall be determined by the Associated Students. The Associated Students shall make every effort to schedule elections on different days at the Colleges.

Also see BP/AP 2015 Student Trustee, AP 2105 Election of Student Trustee, and other Student Trustee-related Guidelines/Protocols.

(Replaces former SMCCCD BP 1.05)

Revised: 5/13; 3/20

ADMINISTRATIVE PROCEDURE

AP 1.05.1 Election of Student Trustee

Approved by Chancellor 3/7/24 Education Code Section 72023.5

Under review for legal compliance.

This election process will be valid until such time a new AP is published.

1. Election of Student Trustee nominees by students from each of the three Colleges shall take place by May 25 of each year. The manner, place, and time of the election shall be determined by the Associated Students at each College. The Associated Students shall make every effort to schedule elections on different days at the Colleges.
2. A panel of seven students (two student body officers from each College, selected by the Student Government, and the outgoing Student Trustee) shall interview the three Student Trustee nominees and elect one person by secret ballot to be seated as the Student Trustee. None of the members of the panel may be a candidate for the position of Student Trustee. If the Student Trustee is running for a second term, and, therefore, not eligible to serve on the panel, the District Student Council shall select an alternate member to serve on the panel. Four votes shall be required for election, and the process must be completed by May 30.
 - a. If there is a 3-3-1 tie vote, the candidate with the least amount of votes will be dropped, and the panel will re-vote. Before a vote is taken, the candidates may be re-interviewed.



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- b. If there is a 3-2-2 tie vote, the panel will vote only on the candidates who have two votes, to break the tie, and the candidate with the least amount of votes will be eliminated. The panel will vote on the remaining two candidates. Before a vote is taken, the candidates may be reinterviewed.
- c. If the panel is unable to elect one of the nominees to be seated on the Board by May 30 of each year, the Chancellor shall select, by lot, the student to be seated on the Board.

X. SMCCCD NEW STUDENT TRUSTEE ORIENTATION CHECKLIST

- *Student Trustee Duties and Responsibilities*
 - *Student Council*
 - *Running effective meetings*
 - *Newsletter*
- *Code of Ethics / Standards of Practice*
- *Brown Act*
- *Participatory Governance*
- *Board/CEO Roles*
- *Understand board's role*
 - *Policy*
 - *Planning*
 - *Budget*
 - *Finance*
- *Meetings of the Board (Robert's Rules and Brown Act)*
 - *Agenda expectations and responsibilities*
 - *Communication with Chancellor*
 - *Robert's Rules*
 - *Preparing for meeting*
 - *Meeting protocol*
 - *Responsibilities and expectations*
 - *Consent calendar*
 - *Quorum and voting*
 - *Closed session*

This checklist certifies that Trustee _____ has completed the SMCCCD new trustee orientation process.

The next step is to attend the CCLC Excellence in Trusteeship program to obtain certification which meets the ACCJC accreditation requirement for continuing board development.

SIGNATURES:



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Student Trustee signature

SMCCCD Board President

SMCCCD Chancellor