

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA
REGULAR MEETING
April 27, 2005
District Board Room
3401 CSM Drive, San Mateo**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

*The public's comments on agenda items will be taken at the time the item is discussed by the Board.
The Board welcomes public discussion.*

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 need to be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations". A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo CA 94402.

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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) 574-6550.

Regular Board meetings are taped; tapes are kept for one month.

6:00 P.M. PUBLIC SESSION

ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

05-4-1 Minutes of Regular Meeting of Board of Trustees of March 16, 2005

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

05-4-5A Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

05-4-6A Ratification of 2004-07 contract between the District and the San Mateo Community College Federation of Teachers, Local 1493, AFL-CIO

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.

05-4-1CA Adoption of Resolution No. 05-4 updating signature authorization for District bank accounts

05-4-2CA Declaration of surplus property

05-4-3CA Approval of voluntary international student insurance program, 2005-06

05-4-4CA Ratification of third quarter District warrants

Other recommendations

05-04-105B Contract award for bookstore fixtures

05-4-106B Adoption of Resolutions No. 05-5 supporting full funding of education in accordance with Proposition 98 and 05-6 opposing the proposed shift of the State's STRS funding obligation to local school districts

05-4-107B Authority to execute an agreement with Siemens Communication, Inc. to replace existing telecommunication systems

05-4-108B Contract award for seismic upgrade and modernization of Building 8, Skyline College

05-4-109B Contract award for the Building 8 Summer 2005 office renovation and the Buildings 3 and 13 Summer 2005 office renovation, Canada College

05-4-110B Contract award for theatre lighting replacement, Building 3, College of San Mateo

05-4-111B Approval of second amendment to the agreement with San Mateo County for biotechnology program, 2004 – Skyline College

05-4-112B Authorization to adjust Board member compensation in compliance with legislation

INFORMATION REPORTS

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

A. Public Employment

1. Employment: **Cañada College** – Instructor, Humanities Division; Financial Aid Technician, Enrollment Services Division; **College of San Mateo** – Interim Dean of Technology, Office of the Vice President of Instruction; Program Services Coordinator, Office of the Vice President of Student Services; **Skyline College** – Interim Vice President of Student Services; Director of Planning, Research and Institutional Effectiveness, Office of the Vice President; Office Assistant II, Counseling Division; Office Assistant I, Business Division; **District Office** – Account Clerk II, Cañada Bookstore

2. Post-Retirement Contract: **College of San Mateo** – Mathematics and Science Division; and Technology Division

B. Public Employee Discipline, Dismissal, Release

2. Conference with legal counsel – existing litigation – one case – San Mateo County Community College District vs. Brady Engineering/Casey Construction Inc.

3. Conference with labor negotiator

Agency negotiator: Harry Joel

Employee organizations: AFSCME, AFT, CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

The meeting was called to order at 6:05 p.m.

Board members present: President Miljanich (arrived at 6:55), Vice President-Clerk Mandelkern, Trustees Hausman, Holober and Schwarz; and Student Trustee Burns

Others present: Chancellor Galatolo, Executive Vice Chancellor Keller; CSM Vice President Griffin (for President Kelly); Cañada College President Perez; Skyline President Morrow; and District Academic Senate President Beringer

Members of Housing Corporation Board Present:

Corporation Board President Schwarz; Corporation Board Vice President Hausman; Corporation Board Treasurer Keller; Members Legallet, Marquez and Pierce; Director of Community/Government Relations Christensen

Pledge of Allegiance

In the temporary absence of President Miljanich, Vice President-Clerk Mandelkern acted as President Pro Tem.

DISCUSSION OF AND APPROVAL OF MASTER AGREEMENT BETWEEN THE DISTRICT AND THE SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION (05-3-100B)

Director Christensen explained the agreement, noting that the Corporation Board had approved the agreement earlier this evening. Approval of the agreement was then requested. It was moved by Student Trustee Burns and seconded by Trustee Holober to approve the agreement between the District and the San Mateo County Colleges Educational Housing Corporation. The motion carried by a vote of 4-0, all members present voting "Aye."

It was then moved by Trustee Hausman and seconded by Trustee Schwarz to adjourn the joint meeting of the San Mateo County Community College Board of Trustees and the Board of the San Mateo County Colleges Educational Housing Corporation. The motion carried by a vote of 4-0, all members present voting "Aye."

The Regular Meeting of the Board of Trustees convened at 6:15.

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the minutes of the Regular Meeting of February 23, 2005. The motion carried by a vote of 4-0, all members present voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

None

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Executive Statements/Reports covering recent activities, events, and staff honors at the Colleges and Chancellor's Office were presented by Chancellor Galatolo, Executive Vice Chancellor Keller, Cañada Vice President Lucas-Woods (for President Perez), CSM Vice President Griffin (for CSM President Kelly), Skyline President Morrow; District Academic Senate President Beringer; and CSM Student Representative Chris Eden.

Chancellor Galatolo reported that he attended a recent a recent breakfast meeting sponsored by Samceda, along with Trustees Hausman and Mandelkern and Director Christensen at which the District was nominated in the category of "outstanding public agency." He also reported that the groundbreaking ceremony for the Regional Public Safety Center at CSM is scheduled for May 6 at 10:30 a.m. Lastly, the Chancellor suggested that the public opinion poll be held in abeyance until the State budget picture is a bit clearer.

Skyline President Morrow added to her written report by noting the Skyline Transfer Hall of Fame event was held recently. She also introduced Judith Redwine, who will serve as Interim Vice President of Student Services while Vice President Ybarra-Garcia is on another assignment for the District.

Cañada President Perez reminded the audience of the *KinderCaminata* event that will be held at Cañada on April 15. More than 1,000 children and their parents are expected.

Chris Eden, Associated Students President at CSM, reported that District Student Senators will be traveling to Washington D.C. and hope to meet with the staff of local legislators to lobby in their D.C. offices regarding issues surrounding textbook costs and the Pell Grant. He also noted the upcoming anti-violence conference to be conducted at CSM and the Associated Students involvement with leadership and diversity workshops.

Copies of the Executive Statements/Reports were available for distribution at the meeting and are attached to the official minutes of record.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (05-3-1A)

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report no. 05-3-1A. The motion carried by a vote of 4-0, all members present voting "Aye."

RATIFICATION OF 2004-07 CONTRACT BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829 (05-3-2A)

It was moved by Trustee Hausman and seconded by Trustee Schwarz to ratify the agreement between the District and the American Federation of State, County and Municipal Employees (AFSCME), Local 829, as described in the report. The motion carried by a vote of 4-0, all members voting "Aye."

RATIFICATION OF 2004-07 CONTRACT BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 (05-3-3A)

It was moved by Trustee Hausman and seconded by Trustee Holober to ratify the agreement between the District and the California School Employees Association (CSEA), Chapter 33, as detailed in the report. The motion carried by a voted of 4-0, all members present voting "Aye."

APPROVAL OF CONSENT AGENDA (05-3-1CA – 05-3-5CA)

The Consent Agenda consists of the following board reports:

- 05-3-1CA Approval of Community Education youth programs, Summer 2005
- 05-3-2CA Approval of Community Education Cañada College volleyball camp, Summer 2005
- 05-3-3CA Approval of Community Education basketball league, Spring and Summer 2005
- 05-3-4CA Approval to renew business travel insurance
- 05-3-5CA Approval of Trustees' Fund for Program Improvement projects at Cañada College

It was moved by Trustee Hausman and seconded by Student Trustee Burns to approve the Consent Agenda. The motion carried by a vote of 4-0, all members present voting "Aye."

President Miljanich was present for the meeting at this time.

DISCUSSION OF THE ORDER OF THE AGENDA (action on this matter had been deferred until the arrival of President Miljanich at 6:55)

President Miljanich reported that, according to provisions of the Brown Act, a “body may discuss an item which was not previously placed upon an agenda at a regular meeting when the body determines that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting.” After the agenda for March 16, 2005 was posted, staff became aware of the need to add an agenda item for action during Closed Session, specifically “Conference with legal counsel regarding one case of existing litigation – San Mateo County Community College District vs. Casey Construction Inc. and Brady Engineering”. A 2/3 vote of the Board is needed to add this item to the Closed Session agenda, so President Miljanich called for a motion, second, and approval of this item to be added to the Closed Session Agenda.

It was moved by Trustee Holoher and seconded by Trustee Hausman to approve the addition of this item to the Closed Session agenda. The motion carried, all members voting “Aye.”

NOMINATION FOR BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE TRUSTEES – 2005 (05-3-1B)

President Miljanich asked that the Board put forward the names of those CCCT Board of Directors candidates whom they wished to select. She reminded the Board that, while they are allowed to select as many as 10 candidates, the Board as a whole is considered to be just one vote. The Board determined that that following 10 candidates would be submitted on the District’s ballot. The names appear in the order in which they were on the ballot.

Jeannette Mann, Pasadena Area CCD
 Bill McMillin, Ohlone CCD
 Maria Elena Serna, San Joaquin Delta CCD
 Donald L. Singer, San Bernardino CCD
 Tom Clark, Long Beach CCD
 Chris Constantin, West Valley-Mission CCD
 Nancy C. Chadwick, Palomar CCD
 Walter G. Howald, Coast CCD
 Luis Villegas, Santa Barbara CCD
 Fred M. Tovar, San Jose-Evergreen CCD

It was then moved by Trustee Schwarz and seconded by Trustee Hausman to approve the ballot for the 2005 CCCT Board of Directors, as listed. The motion carried, all members voting “Aye.”

REPORT ON LEGISLATION (05-3-101B)

Director Christensen presented the report and noted that AB 23 should be added to the list of significant issues that will be followed in the coming months. AB 23 would declare that community colleges have three primary missions: transfer, workforce training and adult literacy would require that the first priority in State funding be given these priorities. She also brought the Board’s attention to AB 982, which would allow community colleges to charge a health fee to BOG waiver students and may include health fee backfill provisions. CSM Vice President of Student Services Pat Griffin asked for the Board’s support for the bill, explaining that many students are exempt from the health fee so care cannot be provided. She said that the bill would allow community college Boards to determine if and how to levy the fee. Director Christensen suggested that staff prepare a letter of support.

Chancellor Galatolo said that he wants to explore further the proposal from Senator Speier that additional oversight controls and reporting be created to determine whether all student hours are being captured, especially lab hours. Trustee Holoher noted that the San Mateo County School Boards Association Legislative Committee is considering a resolution to object to the Proposition 98 suspension and to set a minimum funding guarantee should there be a Prop. 98 suspension. Trustee

Schwarz suggested that Trustee Holober, because he represents the District in the Legislative Committee of the San Mateo County School Boards Association, could be a valuable resource in transmitting the District's issues and concerns about these matters to the K-12 community.

APPROVAL OF THE NAMING OF THE REGIONAL PUBLIC SAFETY CENTER (05-3-102B)

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the naming of the Regional Public Safety Center as the "Walter H. Moore Public Safety Center" in honor of Walter H. Moore's commitment to law enforcement and in recognition of the contribution of \$1,000,000 from the Gordon and Betty Moore Foundation. The motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NO. 05-3 AUTHORIZING ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES (05-3-103B)

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to adopt Resolution No. 05-3 authorizing issuance of 2005-06 Tax and Revenue Anticipation Notes in an amount not to exceed \$20,000,000. The motion carried, all members voting "Aye."

APPROVAL OF AMENDMENT TO LEASE AGREEMENT WITH LOUIS IACOPI FOR HALF MOON BAY PROPERTY (05-3-104B)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve an amendment to the lease agreement with Mr. Louis Iacopi for us of approximately 30 acres of District property in Half Moon Bay as described in the report and extending the term of the lease agreement through October 31, 2006 at an annual rate of \$6,825 with provision for an annual CPI increase.

In discussion, Trustee Mandelkern inquired about the cost of other leases and asked that the District look at comparable market rate for this type of lease before it is renewed again

Following discussion, the motion carried, all members voting "Aye."

CONTRACT AWARD FOR OFFICE FURNITURE (05-3-105B)

It was moved by Student Trustee Burns and seconded by Trustee Hausman to award the administrative office furniture contract to Kruger International in an amount not to exceed \$1.5 million for the 5-year period beginning April 1, 2005 through March 31, 2010; and to authorize development of an Administrative Agreement with the Foundation for California Community Colleges to establish the District as the Lead Public Agency for purchase of office furniture. The motion carried, all members voting "Aye."

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman reported that she had attended the Samceda breakfast event.

Trustee Mandelkern stated that he had attended the SMCCCD Retirees' luncheon at which scholarship recipients had spoken and expressed their appreciation.

Student Trustee Burns reported that he had attended a recent youth conference at CSM and learned of SLIC (Student Leaders In Community) grants that are featured in the recent issue of "CSM Connects."

Trustee Schwarz attended a recent presentation by Oakland journalist Barbara Becnel whose topic was the death penalty, particularly the case of Stan Williams, who was recently denied a new hearing by the 9th circuit Court of Appeals, despite the objection of nine of the Court's judges. She also said that she attended a recent meeting of the San Carlos Chamber of Commerce at which Ted Lempert addressed the topic of property taxes. She also attended the Skyline College Transfer Student Hall of Fame reception and recommended that the other Colleges conduct a similar program to honor transfer students who have gone on to additional success.

COMMUNICATIONS

None

The Board of Trustees recessed to Closed Session at 7:40 p.m.

The Board reconvened to Open Session at 8:35 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich reported that during the recent Closed Session, the Board discussed the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board report 1-A and 1-B. She also said that the Board discussed collective bargaining matters with Negotiator Lee Finney; no action was taken. The Board also conferred with legal counsel regarding one case of potential litigation; no action was taken.

ADJOURNMENT

The meeting adjourned by consensus at 8:35 p.m.

The next meeting will be a Study Session on April 13, 2005, beginning at 6:00 p.m. in the District Board Room.

The next Regular Meeting of the Board will be on April 27, 2005, beginning at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the April 27, 2005 meeting.

Dave Mandelkern
Vice President-Clerk

C. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend approval of an increase in staff allocation from 96% to 100% of full-time for Instructional Aid II (3C0109 - incumbent Alejo Vasquez) at the University and Academic Support Services Division, effective January 1, 2005. The increase will meet the additional work load required.

College of San Mateo

1. Recommend reclassification of the Staff Assistant position (4C0147) at the Technology Division to Program Services Coordinator, at Grade 27 of Salary Schedule 60.

In reviewing the nature and scope of the work that is performed, it has been determined that the duties of the position is at the Program Services Coordinator level. It is also recommended that the incumbent, Michelle Schneider, be placed in the new position, effective January 1, 2005.

2. Recommend reclassification of two Operations Assistant 1 positions (4C0120 and 4C0119) at the Operations Office to Accounting Technician, at Grade 24 of Salary Schedule 60.

In reviewing the nature and scope of the work that is performed, it has been determined that the duties of the positions are at the Accounting Technician level. It is also recommended that the incumbents, Cheryl Navarrete and Jeanne Nguyen, be placed in the new positions, effective July 1, 2004.

District Office

1. Recommend reclassification of Account Clerk II position (1C0140) at Bookstore Operations, to Senior Account Clerk, at Grade 22 of Salary Schedule 60.

In reviewing the nature and scope of the work that is performed, it has been determined that the duties of the position are at the Senior Account Clerk level. It is also recommended that the incumbent, Jackie Collado, be placed in the new position, effective April 1, 2005.

2. Recommend approval of a change in staff allocation to re-title the Financial Analyst position (1C0319) in Administrative Services to Grants Analyst, at Grade 195S of Salary Schedule 40.

The title change will more accurately reflect the duties of the position. It is also recommended that the incumbent, James Butterfield, be placed in the new position effective January 1, 2005.

3. Recommend reclassification of Senior Financial Analyst position (1C0317) in Administrative Services to District Budget Officer, at newly created Grade 220S of Salary Schedule 40.

The reclassification will reflect the broader scope of responsibility and market rates for the position. It is also recommended that the incumbent, Deborah Carrington, be placed in the new position, effective January 1, 2005.

4. Recommend reclassification of Chief Accountant position (1C0295) in Administrative Services to Controller, at newly created Grade 220S of Salary Schedule 40.

The reclassification will reflect the broader scope of responsibility and market rates for the position. It is also recommended that the incumbent, Raymond Chow, be placed in the new position, effective January 1, 2005.

5. Recommend deletion of Programmer/Analyst position (1C0196) from the Information Technology Services Division (ITS), effective April 1, 2005.
6. Recommend deletion of IT Support Technician position (1C0346) from the Information Technology Services Division (ITS), effective April 1, 2005.
7. Recommend reclassification of the Accountant position (1C0331) in Administrative Services to Payroll Supervisor, at Grade 210S of Salary Schedule 40.

The reclassification will reflect the broader scope of responsibility required for the implementation and maintenance of the in-house payroll system. It is also recommended that the incumbent, Sabrina Schulz, be placed in the new position, effective January 1, 2005.

8. Recommend reclassification of the Senior Accounting Coordinator position (1C0364) in Administrative Services to Payroll Analyst, at Grade 190S of Salary Schedule 40.

The reclassification will reflect the broader scope of responsibility required for the implementation and maintenance of the in-house payroll system. It is also recommended that the incumbent, Constanca Casido, be placed in the new position, effective January 1, 2005.

9. Establishment of the new classification of "Payroll Specialist," at Grade 31 of Salary Schedule 60, effective April 28, 2005.
10. Recommend reclassification of the Supervisor of Campus Facilities positions (2C0041, 3C044, & 4C0049) in Facilities, Maintenance & Operations to Facilities Operations Manager, at Grade 210S of Salary Schedule 40.

The reclassifications will reflect the broader scope of responsibility and market rates for the positions. It is also recommended that the incumbents, Richard Inokuchi, Danny Glass, and Diane Martinez, be placed in the new positions, effective July 1, 2004.

11. Recommend upgrade of the Supervisor of Custodial & Grounds Operations positions (1C0152, 1C0153 & 1C0154) in Facilities, Maintenance & Operations from Grade 160S to 190S of Salary Schedule 40.

The reclassifications will reflect the broader scope of responsibility and market rates for the positions. It is also recommended that incumbent, Ignacio Carlos and Manuel Granillo Jr., be placed in the new positions, effective January 1, 2005.

C. SHORT-TERM, NON-CONTINUING ASSIGNMENTS

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:

Location	Division/ Department	No. of Pos.	Date		Services to be performed
			Start	End	
Cañada	Humanities/Division Drama	1	04/28/05	11/30/05	Theatre Production Technician: to assist in all aspects of building a set for a theatre production. Proficient at carpentry and able to build and construct with most materials.
Cañada	Operations	1	04/28/05	04/28/06	Campus Security Officer: to exchange information with students, staff, law enforcement and general public. Obtain most current security procedures, policy information, maintain liaison with law enforcement on College safety and security matters. Drive a motor vehicle assigned. Patrol buildings, classrooms, restrooms, check and secure windows and doors. Prevent incidents of theft and vandalism which may cause inconvenience or loss to staff and students. Perform other duties assigned.
Cañada	Humanities	1	04/28/05	11/30/05	Instructional Aide II: Working with the director and giving directions,, handling emergencies to the crew as well as the cast. Sell and advertise as well as overseeing the box office. Ensure publicity is done in timely manner. Coordinate and gather information, flyers, posters, and get it to Roberta Chock in a timely manner. Work with Linda on miscellaneous details that involves the production.
Cañada	Humanities/Upward Bound	4	06/21/05	08/05/05	Instructional Aide I: (Summer Tutors) Extension of previously Board -approved Classified Shor-Term-assignment. Will serve as the UB summer intensive Academic Program tutor mentors to 50 program students. Daily work includes academic tutorials, study skills, computer tutorials and mentor students in understanding College culture. Work closely with Summer Program staff, Director, Program Services Coordinator, Instructors, high school staff/Counselors. Assist in various program activities and events.
Cañada	Humanities/Upward Bound	1	07/01/05	06/30/06	Instructional Aide II: Extension of previously Board-approved Classified Short-Term Assignment. to provide individual/group academic, personal assistance to ensure the success of the students in the UB program. Meet with student in various offices and provide assistance with tutorial coordination, summer planning, class selection, academic follow-up and assistance to program activities and database entry.

C. SHORT-TERM, NON-CONTINUING ASSIGNMENTS (continued)

Location	Division/ Department	No. of Pos.	Date		Services to be performed
			Start	End	
Cañada	Humanities/Upward Bound	4	08/29/05	06/30/06	Instructional Aide I: (Academic year. Tutors) Extension of previously Board-approved Classified Short –Term Assignment to provide individual/group academic tutorial sessions after school during the academic year to ensure the success of the students in the UB program (disadvantaged high school students). Aides will meet with students primarily at Sequoia High School UB office and assist them with academic tutorial, study skills, time/task management, mentoring students to prepare for overall college culture.
District	Administrative Services	1	04/27/05	07/31/05	Staff Assistant: to provide administrative support in arranging meetings, ordering supplies, up-dating and maintaining the web page, using a data base and a variety of spreadsheets, and other related duties as assigned.

BOARD REPORT NO. 05-4-6A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Paula Anderson, Dean Employee and Labor Relations, 358-6779

**RATIFICATION OF 2004-2007 CONTRACT BETWEEN THE DISTRICT AND THE
AMERICAN FEDERATION TEACHERS (AFT), LOCAL 1493**

Negotiations were recently concluded with AFT Local 1493, and a Tentative Agreement was ratified by AFT membership on April 20 and 21, 2005. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

The three (3) year Agreement calls for a total compensation package of 3.5% for 2004-2005, with reopeners in July 2005 and July 2006 on compensation and benefits with one additional item selected by AFT.

Adjustments were made to the Regular Faculty Salary Schedule to reflect the current market rate in the Bay 10. Substantial language changes were made to Articles 7 Hours of Employment and Article 19 Part-Time Employment; language changes were made to Article 11 Leaves to reflect current law and regulations. Appendix F Faculty Load Credit was modified. A four semester MOU was written regarding large class size. The Tentative Agreement and pertinent contract language follow this report.

RECOMMENDATION

Staff recommends that the Board of Trustees ratify the attached Agreement between the District and the American Federation of State, County, and Municipal Employees (AFSCME), Local 829.

**TENTATIVE AGREEMENT
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT and
AMERICAN FEDERATION OF TEACHERS, LOCAL 1493**

MARCH 16, 2005

- 1. Article 7 Hours of Employment (Renumbered)**
 - 7.1 Language clarification.
 - 7.2 Clarified definition of academic year.
 - 7.5, 7.6 Rewritten.
 - 7.7 Deleted requirement of 2 hours on campus and rewrote section.
 - 7.8.1 Deleted.

- 2. Article 8 Pay and Allowances**
 - 8.1 2.75% salary increase for all effective 8/16/04.
 - 8.2.3 Deleted (Equal paychecks for part-time faculty).
 - 8.3.6 Rewrote step placement to be in line with new salary steps.
 - 8.10 Rewrote step advancement for hourly schedule.

- 3. Article 9 Health and Welfare Benefits**
 - 9.2 Change District contribution effective 1/1/05 as follows:

Employee only:	\$604/month
Employee plus one:	\$670/month
Employee plus two or more:	\$883/month
 - 9.6, 9.7 Updated
 - 9.12.1 Effective 7/1/05 District will provide up to \$450 for each period for part-time faculty medical reimbursement.

- 4. Article 10 Retirement**
 - 10.3.1 Updated to conform to 8.1 (salary increases)

- 5. Article 11 Leaves of Absence**
 - 11.3 Expanded definition of Family Illness Leave.
 - 11.4 Expanded eligible relatives for Bereavement Leave.
 - 11.5 Updated Personal Necessity Leave and added 2 days that do not require a reason.
 - 11.9 Expanded Maternity and Child Bonding Leave to conform to State and Federal laws.
 - 11.14 Modified Family and Medical Leave to conform to State and Federal laws.

- 6. Article 13 Professional Development Program**
 - 13.2.1 Clarified the definition of leave options and added provision that intellectual property created during professional development leave belongs to the faculty member.
 - 13.2.2 Clarified how professional development leaves are compensated.
 - 13.7.1 Added that travel costs may be reimbursed at discretion of professional development committee.

- 7. Article 19 Part-Time Employment**
 - 19.1 Seniority language revised.
 - 19.2 Assignment language rewritten to include definitions of factors for consideration when making part-time assignments and part-time faculty rights when reductions or changes are necessary.

- 8. Article 23 Duration**
23.1 Updated MOU term to July 1, 2004 – June 30, 2007.
23.2 Established re-openers on 8.1, 8.3, 8.8, 9.1, 9.2, 9.3, 9.4, 9.6, 9.7, 9.12 plus one other item in August 2005 and August 2006.
- 9. Individual Memorandum of Understanding**
Addressed Medical Assisting Program move.
- 10. Appendix B Salary Schedules and Academic Titles**
Effective 7/1/04 reduce the total number of columns to five as follows:
Column 1 = Base Column
Column 2 = Masters
Column 3 = Masters plus 45
Column 4 = Masters plus 60
Column 5 = PhD., J.D., or EdD
Eliminate first 3 steps; renumber remaining steps 1 – 23 without changing current employee salary placement.
Effective 7/1/04 increase previous Column 8 (Masters plus 60) by 1%.
- 11. Appendix C Definition of Salary Classes**
Updated to conform to Appendix B.
- 12. Appendix F Faculty Load Credit (FLC) Allocation**
Added definition of composition classes;
Defined assignments for counselors as .5 FLC/hour;
Defined reassigned time as .4 FLC/hour for Librarians and College Nurses;
Updated list for coaching and laboratory assignments.
- 13. New MOU on Large Classes (Pilot for 4 semesters)**
Defined large classes as over 70 students;
Defined eligible and excepted classes;
Defined compensation for large classes as 3 hours for 70-94, 4 hours for 95-119, 5 hours for 120-144, 6 hours for 145-169.

**FOR THE AMERICAN
FEDERATION OF TEACHERS
LOCAL 1493:**

**FOR THE SAN MATEO
COMMUNITY COLLEGE
DISTRICT:**

By

By

Dated

Dated

ARTICLE 7: HOURS OF EMPLOYMENT

- 7.1 175 WORK DAY YEAR FOR REGULAR FACULTY:** The total required number of service days for each faculty member on a regular academic year contract shall not exceed one hundred seventy-five (175) work days, including any flex or staff development days included in the year.
- 7.1.1** The contract responsibility days of instructional faculty shall end once the total required number of service days is served and final grades and other official paperwork are submitted.
- 7.1.2** The contract responsibility days of non-instructional faculty shall end at the conclusion of the final examination period
- 7.2 DEFINITION OF ACADEMIC YEAR:** The academic year consists of two (2) separate instructional semesters, each of which begin on the first day of instruction and end on the last day of final examinations.
- 7.3 ADOPTION OF ACADEMIC CALENDAR:** Following negotiations with the Union, the Board will adopt an annual academic calendar that conforms to all requirements mandated by state law and the conditions of this Agreement.
- 7.3.1** When a declared holiday falls on Sunday, the succeeding workday not designated as a holiday shall be observed as the holiday. When a declared holiday falls on a Saturday, the preceding workday not designated as a holiday shall be deemed the holiday.
- 7.4 DEFINING OFFICE HOURS:** Office hours are defined as regularly scheduled times when faculty members are present in their assigned office or approved alternate location, and available for consultation with students.
- 7.5 Workweek for Full-time Instructional Faculty:** Full-time instructional faculty shall be present on campus in scheduled classes, offices or performing other assigned professional duties for a minimum of twenty-five (25) hours per week, prorated for regular and contract faculty with less than a full-time assignment. A faculty member may be assigned to less than a five-day per week schedule.
- 7.5 Workweek for Full-time Counseling Faculty:** Full-time counseling faculty shall be present on campus a minimum of thirty (30) hours per week, twenty-five (25) of which are for scheduled professional duties and five (5) of which are for performing other professional duties. Hours are prorated for regular or contract counselors with less than a full-time assignment.
- 7.7 Workweek for Full-time Librarians:** Full-time faculty librarians shall have a thirty-seven and one-half (37.5) hour workweek, of which thirty-two and one-half (32.5) hours are to be on campus for scheduled professional duties and five (5) of which are for performing other professional duties. Hours are prorated for regular or contract librarians with less than a full-time assignment.
- 7.8 Workweek for Full-time Non-Instructional Faculty:** Full-time college nurses and faculty assigned to other duties shall be present on campus in scheduled professional duties thirty-seven and one-half (37.5) hours per week, prorated for regular or contract college nurses and faculty assigned to other duties with less than a full-time assignment.
- 7.9 Minimum Elapsed Time:** The minimum elapsed time between the beginning time of any regular workday assignment and the beginning of the following day's regular workday

assignment will be eleven (11) hours, except by mutual agreement between the employee and the District.

- 7.10 FINAL EXAM PERIODS INCLUDED IN SERVICE DAYS:** Final examination periods are included within the required number of service days. Instructors must meet all assigned classes for final examinations at the appropriate hour as published in the College final examination schedule, except by written permission in advance from the appropriate Vice President.
- 7.11 FLEX DAY OBLIGATIONS:** The District academic calendar may contain flex (staff development) days. The following provisions shall apply:
- 7.111** Faculty members on a regular academic year contract shall participate in such flex days as part of their basic assignments. Regular faculty will be expected to participate in flex day activities for five (5) hours per flex day.
- 7.11.2** Part-time faculty members shall participate in flex activities as part of their basic assignments if the flex day falls on a scheduled workday. For example, if a part-time faculty member normally holds a class on a Monday and that day is a scheduled flex day and thus his/her normally scheduled class(es) are not held, the part-time faculty member shall participate in the flex activities and shall receive regular pay for the normal student contact hours that would have been worked that day. Other part-time faculty members may voluntarily participate in flex activities, but shall not receive pay for such activity.
- 7.12 COUNSELING ASSIGNMENTS OUTSIDE REGULAR 175 DAYS:** The District and the counseling-staff recognize that the dates needed for counseling services differ from the regular 175 day academic calendar and are essential to fulfilling the needs of students in the District. For that reason, faculty whose primary responsibility is counseling and whose annual teaching schedule allows for blocks of five (5) or more exchange working days within the academic year may be involuntarily assigned up to ten (10) working days of counseling duties different from the regular 175 day academic calendar, during semester breaks and/or Summer session. Involuntary assignments will only occur if there are not sufficient numbers of suitable volunteers.
- 7.12.1** Whenever possible, voluntary assignments will be arranged in preference to involuntary assignments. It may not be that every counselor will be assigned by their administrator to work a full ten (10) days outside of the 175-day calendar because of the need for particular expertise or specialized program knowledge.
- 7.12.2** The days of counseling duties different from the regular 175 day academic calendar will be scheduled on consecutive blocks of working days (for example, five consecutive working days at the beginning of the Fall and Spring semester), unless an exception is mutually agreed upon. For purposes of this section, Fridays during Summer session are not considered workdays. Normally, each day will consist of six hours total. However, upon mutual agreement between the counselor and supervisor, the total hours per day may be increased or decreased and the number of days worked outside the 175-day academic calendar may be increased beyond the ten (10).
- 7.12.3** Those counselors who are assigned up to ten (10) days per year to work outside the 175 day academic calendar will receive exchange time during the 175 day academic calendar. "Exchange time" means that an equivalent amount of time may be taken off with full pay. The exchange days may be taken on consecutive days unless an exception is mutually agreed upon. The regular ten-month or twelve-month payment schedule for an

employee's full-time salary will not be altered by any change of work schedule arranged as a result of this agreement.

7.12.4 Time assigned outside the academic year as well as the exchange time will be determined between the counselor and his/her supervisor prior to the assignment. A good faith effort will be made to find times that are reasonable and that achieves mutual benefit.

7.12.5 The District will provide one (1) semester advance notice to counselors of the need for their services outside of the 175-day academic calendar.

7.12.6 Counselors who volunteer for and are assigned time outside the 175-day academic calendar will be given priority for receiving assignments for days in addition to the 175-day calendar.

7.13 **COMPENSATION:** Compensation for counseling/advising responsibilities beyond the total 175 day commitment will be either pay at the faculty overload lab rate, unit banking, or compensatory time, schedule permitting.

ARTICLE 8 PAY AND ALLOWANCES

8.10 **PLACEMENT ON PART-TIME SCHEDULE UPON RETURN:** Part-time faculty returning to the District who have been in paid academic status during two semesters (summer sessions are acceptable in lieu of semesters) within a three-year period shall be advanced a step on the salary schedule beginning in the Fall Semester.

Part-time faculty returning to the District after a break of more than three years shall be placed on the salary schedule at a step no lower than the step at which they were paid when they left the District.

ARTICLE 19: PART-TIME EMPLOYMENT

19.1.119.1 SENIORITY LISTS: Each Division or similar unit that employs part-time employees will establish a seniority list based on the first part-time employment at the specific college.

19.1.1 Regular faculty who are assigned an overload will be included in the divisional-based part-time seniority list.

19.1.1 If a break in service exceeds three semesters, then the person's name is to be removed from the seniority list.

19.2 ASSIGNMENT AND RETENTION: Among the factors considered in determining retention and assignment are seniority, as described in 19.1, relative experience/qualifications and program need.

19.2.1 Factors included when giving due consideration to relative experience/qualifications include, but are not limited to:

- General teaching experience including other institutions, not just within the District;
- Related professional experience other than teaching;
- Skills and experience in specialized areas;
- Level of education/academic preparation; and
- Previous performance record (satisfactory or better) and adherence to District Rules and Regulations.

19.2.2 Program need includes, but is not limited to:

- Employee qualifications to carry out the assignment;
- Expertise and/or demonstrated practical experience in the specific requirements of the assignment;
- Employee ability to use and expose students to current information, technology and skills required in the assignment;
- Employee availability at needed time;
- Maintenance of an inclusive academic staff.

19.2.3 It is the responsibility of the part-time faculty member to provide information to management to be considered when determining retention and assignment.

19.2.4 When feasible, each College Division will make reasonable efforts to provide part-time faculty with the same or similar faculty load as an assignment of at least the same or similar faculty load as in the previous term if the part-time faculty member has received two (2) consecutive satisfactory evaluations or has been given an assignment for seven (7) semesters with no negative evaluations.

19.2.5 If a reduction in assignment is required, the reduction will be discussed with the part-time faculty member. If requested by the affected part-time faculty member, the appropriate administrator will provide written confirmation of such reduction including the reason(s) for the reduction to the part-time faculty member.

19.2.6 If, during any semester, there are more part-time faculty members than there are available assignments, and if all of the criteria for determining assignments that are defined in 19.2.1 and 19.2.2 above have been met to the satisfaction of the appropriate dean, then the remaining the available assignments shall be offered to those part-time faculty

members who are most senior according to the Seniority Lists as described in 19.1, with the most senior part-timers being offered at least the same faculty load as in the previous term before a part-time faculty member with less seniority is offered an assignment.

- 19.2.7** Part-time faculty members will have the opportunity to communicate in writing with the Dean regarding desired changes or modifications to their assignment prior to schedule development for each instructional period.
- 19.2.8** A part-time teaching faculty member whose assignment is reduced (e.g. class canceled due to financial exigency or low enrollment) within three weeks (fifteen working days) prior to the beginning of that assignment may not claim seniority as a reason to be reassigned in place of a less senior part-time faculty member provided that the less senior part-time faculty member had already been given an assignment prior to the three week period. However, seniority remains a factor to be considered whenever new, un-staffed assignments become available. A part-time teacher whose assignment is reduced under this section will not lose his/her seniority or accumulated sick leave.
- 19.3 BUYING INTO KAISER HEALTH PLAN:** Part-time faculty who meet the basic eligibility requirements, and who are not otherwise already covered by the District's health benefit plan, shall have the right to buy into the District's Kaiser Foundation Health Plan.
- 19.4 BUMPING BY FULL-TIME EMPLOYEE:** Bumping of an part-time instructor by a full-time instructor shall have no effect on seniority or accumulated sick leave.
- 19.5 EVALUATIONS CAN BE SUBMITTED FOR FULL-TIME OPENING:** Results of evaluations of part-time faculty may be submitted as part of an application for a full-time position.

APPENDIX F: FACULTY LOAD CREDIT (FLC) ALLOCATION

LECTURE ASSIGNMENT SCHEDULE

Definitions:

A composition class is defined as those English classes required for transfer or an associate's degree.

English Composition Classes:

With 20 students maximum per class	1.00 FLC per hour
With four composition classes assigned and 26 students maximum per class at census	1.25 FLCs per hour

All Other Lecture Hours:

All other lecture hours	1.00 FLC hour
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INSTRUCTIONAL ASSIGNMENT SCHEDULE

Counseling	33 students per FLC; .50 FLC per hour
Librarian Service, College Nurse, Reassigned Time	.40 FLC per hour

Cooperative Education

Student Coordination	8.3 students per FLC
Hourly rate 1 hour at special rate	5-9 students
2 hours at special rate	10-14 students
3 hours at special rate	15-19 students
4 hours at special rate, etc.	20-24 students

Journalism

College Newspaper Advisor	3 FLCs per semester
Student Magazine Advisor	2 FLCs per semester of production

Coaching

Water Polo	7.5 FLCs	Soccer	8.0 FLCs
Volleyball	7.5 FLCs	Wrestling	8.0 FLCs
Football Head Coach	9.0 FLCs	Softball	9.0 FLCs
Football Asst. Coach	7.5 FLC's	Baseball	9.0 FLCs
Golf	7.5 FLCs		

The FLC for the various athletic coaching assignments were determined as a means of compensating for athletic activities having different lengths of season, different numbers of games played during a season, the number of students to be supervised, the requirements for faculty supervision, the nature of the sport, and the different requirements for student supervision during normally declared college vacation and semester break periods.

LABORATORY ASSIGNMENT SCHEDULE

Biological Sciences, Ophthalmic Dispensing, Physical Sciences, and Nursing laboratory assignments	.80 FLC per hour
Physical Education activity classes	.75 FLC per hour
Skills Development laboratory (skill-development; generally no demonstration or evaluation)	.55 FLC per hour
Cosmetology laboratory classes	.60 FLC per hour
Business laboratory classes	.75 FLC per hour
Emergency Medical Technician	.75 FLC per hour
Radiologic Technology, Respiratory Therapy, Surgical Technology, Central Service Technology/Sterile Processing	
Laboratory	.80 FLC per hour
Clinic	.70 FLC per hour
Automotive Mechanic Technology (lecture/laboratory combination)	.70 FLC per hour
All other laboratory assignments	.70 FLC per hour

Although 30 FLC is considered a full-time assignment, 29 – 31 FLCs is acceptable as a full-year assignment with a three-year maximum of 91 FLCs. For faculty members with a majority of their teaching load in laboratory assignments, 28-32 FLCs is acceptable as a full-year assignment with a three-year maximum of 92 FLCs. Exceptions to these limitations can be made only upon mutual agreement of the faculty member and the District.

Members of the unit who are compensated according to the hourly academic salary schedule are paid by the hour, not by FLCs.

Each course has a nominal load credit associated with it based on the typical number of contract hours for which it is scheduled. No adjustment is made in the nominal load credit for routinely expected variations in the actual total contract hours per semester. The typical range for one FLC is 16 to 19 contact hours per semester for lecture. A corresponding range of contact hours for other types of classroom assignments is based on equivalence factors spelled out in this appendix.

Memorandum of Understanding between AFT Local 1493 and the SMCCCD: Large Classes

A large class is defined as having 70 or more students enrolled at census.

Deans in consultation with department faculty will determine the maximum class size for specific courses. "Maximum class size" means the largest number of students that may enroll in a class. The maximum class size shall be limited to the number of workstations, regulated student to faculty ratios, health and safety considerations, or the physical limitations of the facility as made available by the District. In no case shall maximum class size exceed the maximum occupancy allowable as established by the local fire marshal.

Eligible courses are those that meet general education, UC, and CSU requirements, those that meet graduation requirements, major requirements, and vocational courses required for a certificate, degree, or transfer. Ineligible courses are television courses, open skills labs, Cooperative Education, all matriculation activities, team sports, team taught courses, independent study, developmental/remedial courses, and all courses numbered in the 600's, 700's, and 800's.

Assignment to teach a large class is voluntary.

Additional compensation is at the special rate of pay and does not affect the FLC for the course. The compensation is consideration for the extra time needed for required paperwork.

Additional weekly compensation for large classes:	70-94 students 3 hours
	95-119 students 4 hours
	120-144 students 5 hours
	145-169 students 6 hours

AFT and the District agree to the above for a trial period of two semesters beginning with the Fall 2005 semester. This agreement may be extended by mutual consent.

BOARD REPORT NO. 05-4-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

**ADOPTION OF RESOLUTION NO. 05-4
UPDATING SIGNATURE AUTHORIZATION FOR DISTRICT BANK ACCOUNTS**

As authorized by the Education Code, the Chancellor's Office and the Colleges maintain various bank accounts at Wells Fargo Bank. These accounts, managed through the District Administrative Services Office, are used to deposit monies received by the Chancellor's Office, the Colleges (including student loan repayment funds), the Bookstores and Cafeteria accounts, and to process procurement card activities. Additionally, the Associated Students at some of the Colleges may maintain savings accounts and/or savings certificates at other banks or savings institutions. A revolving cash fund is maintained for incidental emergency expenses in accordance with District Rules and Regulations.

Periodically, it is necessary to update the signatures authorized for District and Associated Student bank accounts. Adoption of Resolution No. 05-4 will update the signature authorizations for the Associated Student bank accounts as follows:

Cañada College

Rosa Perez, President
Linda Hayes, Dean of Business and Workforce Development
Phyllis Lucas-Woods, Interim Vice President of Student Services
Marilyn McBride, Vice President of Instruction
Kuni Hay, Dean of Humanities
Jeanne Gross, Dean of University Center
Regina Blok, Director, Disabled Students Programs and Services
Melissa Raby, Dean, Counseling and Enrollment Services

Skyline College

Victoria Morrow, President
Regina Stanback-Stroud, Vice President of Instruction
Donna Bestock, Dean of Social Science/Creative Arts Division
Sherri Hancock, Dean of Admissions and Records
Jennifer Hughes, Dean of Counseling
Anita Martinez, Dean of Language Arts Division
Margery Meadows, Dean of Business
Michael Williamson, Dean of Science/Math/Technology
Andreas Wolf, Dean of Physical Education

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 05-4 to update authorized signatures for the the Associated Student bank accounts for Cañada College and Skyline College.

**RESOLUTION NO. 05-4
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION TO UPDATE SIGNATURE AUTHORIZATION FOR
ASSOCIATED STUDENTS BANK ACCOUNTS**

WHEREAS, there is a need in the San Mateo County Community College District to update signatures for the Cañada College, and Skyline College Associated Students bank accounts in which are deposited receipts of the San Mateo County Community College District;

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. Signature authorization for the Associated Students bank accounts at Cañada College and Skyline College be given to the following administrators:

Cañada College

Rosa Perez, President
Linda Hayes, Dean of Business and Workforce Development
Phyllis Lucas-Woods, Interim Vice President of Student Services
Marilyn McBride, Vice President of Instruction
Kuni Hay, Dean of Humanities
Jeanne Gross, Dean of University Center
Regina Blok, Director, Disabled Students Programs and Services
Melissa Raby, Dean, Counseling and Enrollment Services

for the following Cañada College Associated Students bank account which requires two signatures:

Wells Fargo Bank 4159386408

and

Rosa Perez, President
Linda Hayes, Dean of Business and Workforce Development
Phyllis Lucas-Woods, Interim Vice President of Student Services
Marilyn McBride, Vice President of Instruction
Kuni Hay, Dean of Humanities
Jeanne Gross, Dean of University Center
Regina Blok, Director, Disabled Students Programs and Services
Melissa Raby, Dean, Counseling and Enrollment Services

for the following Cañada College Associated Students bank account which requires two signatures:

Guaranty Bank (Savings Certificate) 7542347227

Skyline College

Victoria Morrow, President
Regina Stanback-Stroud, Vice President of Instruction
Donna Bestock, Dean of Social Science/Creative Arts Division
Sherri Hancock, Dean of Admissions and Records

BOARD REPORT NUMBER 05-4-1CA

Jennifer Hughes, Dean of Counseling
Anita Martinez, Dean of Language Arts Division
Margery Meadows, Dean of Business
Michael Williamson, Dean of Science/Math/Technology
Andreas Wolf, Dean of Physical Education

for the following Skyline College Associated Students bank account which requires two signatures:

Wells Fargo Bank

4159386374

REGULARLY PASSED AND ADOPTED this 27th day of April 2005.

Ayes

Noes

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 05-4-2CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Rick Bennett, Director of General Services, 358-6752

DECLARATION OF SURPLUS PROPERTY

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the item's value. Board policy (Section 8.02, District Rules and Regulations) delegates the disposal, in compliance with State or local laws and regulations, to the Chancellor, Associate Chancellor, or designee.

As the Capital Improvement Program progresses, the volume and variety of surplus also continues to grow. Recently, in preparation for the move into the new Science Building at College of San Mateo, the Math/Science department identified specific items that need to be recycled, sold or disposed of. Those items are listed in the attached report. In addition, due to the new DMV law which requires a Class B license to drive a 15 passenger van, the existing 15 passenger vans used by the Physical Education Departments have been replaced with 12 passenger vans which do not require a special license. The 15 passenger vehicles have been listed for sale on Craig's List, an online classified ad website. Also, the General Services Department is utilizing an online auction, eBay, to sell outdated servers which have been replaced to meet the needs of the District's new technical environment. Proceeds from these sales will be used to help abate the expense of the replacement of both the servers and the vehicles.

The General Services Department is committed to handling this surplus in an efficient manner and disposing of the equipment at the least cost to the District and the Colleges.

RECOMMENDATION

It is recommended that the Board of Trustees declare this list from the Colleges as surplus to the needs of the District's mission and that the Board approve the disposal or sale of these biological items, servers and vehicles.

DISTRICT TAG #	Quantity	Campus	ITEM DESCRIPTION	VALUE	TOTAL	SOLD?
15638	1	CSM	HP/Compaq Alpha Server ES40	\$18,100	\$18,100	sold
014450 024084 024085	1	CSM	Alpha Server 2100 w/tape drive and tapes	\$300	\$300	
017907 014384 017474	1	CSM	HP/Compaq Alpha Server 4100 w/storage array/ UPS	\$2,000	\$2,000	sold
	1	CSM	GMC Vandura 2500 Cargo Van 1987	\$800	\$800	sold
	1	CSM	Chevy G20 Cago Van 1984	\$800	\$800	
	1	CSM	GMC Savana 15 passenger Van 2000	\$10,040	\$10,040	
	1	CSM	GMC Savana 15 passenger Van 2001	\$11,700	\$11,700	
	1	CSM	Ford E350 15 passenger Van 1991	\$2,635	\$2,635	
	1	CSM	Ford E250 15 passenger van 1984	\$1,000	\$1,000	sold
	1	CSM	Ford E350 15 passenger Van 1992	\$2,300	\$2,300	sold
	1	CSM	Dodge Ram 15 passenger van 2002	\$11,000	\$11,000	sold
	1	CSM	GMC Vandura 2500 Cargo Van 1987	\$900	\$900	
	1	CSM	Dodge pickup truck 1983	\$895	\$895	sold
OO2339	1	CSM	PHYSIOGRAPH	\$16.25	\$16.25	
OO2236	1	CSM	B & L SPECTROPHOTOMETER	\$16.25	\$16.25	
O12152	1	CSM	B & L SPECTROPHOTOMETER	\$16.25	\$16.25	
OO2235	1	CSM	B & L SPECTROPHOTOMETER	\$16.25	\$16.25	
O18016	1	CSM	GEL MEMBRANE CHAMBER	\$16.25	\$16.25	
O18017	1	CSM	MACROPHOR SEQUENCER	\$16.25	\$16.25	
OO4354	1	CSM	ENVIRONMENTAL CHAMBER	\$16.25	\$16.25	
	3	CSM	OVERHEAD PROJECTORS (3)	\$16.25	\$48.75	
	2	CSM	MOVIE PROJECTORS (2)	\$16.25	\$32.50	
	2	CSM	PROJECTOR SYSTEMS (1-2) ???	\$16.25	\$32.50	
	1	CSM	E-C POWER SUPPLY (BROKEN)	\$16.25	\$16.25	
	1	CSM	POWER SUPPLY IN CABINET B (OLD)	\$16.25	\$16.25	
	1	CSM	PHASER II SX (IN BOX) ???	\$16.25	\$16.25	
	1	CSM	INCUBATOR	\$16.25	\$16.25	
O18013	1	CSM	UV CROSSLINKER (HOEFER)	\$16.25	\$16.25	
O18015	1	CSM	UV CROSSLINKER (HOEFER)	\$16.25	\$16.25	
O18001	1	CSM	SQ3 SEQUENCER (HOEFER)	\$16.25	\$16.25	
O18011	1	CSM	HYBRIDIZATION OVEN (HOEFER)	\$16.25	\$16.25	
O18014	1	CSM	ISOELECTROFOCUSING UNIT-HOEFER	\$16.25	\$16.25	
O18012	1	CSM	ISOELECTROFOCUSING UNIT-HOEFER	\$16.25	\$16.25	
O18006	1	CSM	SCANNING DENSITOMETER (HOEFER)	\$16.25	\$16.25	
O18007	1	CSM	SCANNING DENSITOMETER (HOEFER)	\$16.25	\$16.25	
O18004	1	CSM	VAC-PRESSURE UNIT (HOEFER)	\$16.25	\$16.25	
O18010	1	CSM	SINGLE CHANNEL RECORDER	\$16.25	\$16.25	
	1	CSM	BECKMAN REFRIG.CENTRIFUGE	\$16.25	\$16.25	
O29787	1	CSM	INT'L CLINIC CENTRIFUGE	\$16.25	\$16.25	
	1	CSM	GAS CHROMATOGRAPH (WILKENS)	\$16.25	\$16.25	
	1	CSM	DAMON CENTRIFUGE	\$16.25	\$16.25	
004457	1	CSM	Eberbach electrochem apparatus	\$16.25	\$16.25	
002467	1	CSM	Perkin Elmer AA spectrometer	\$16.25	\$16.25	
005245	1	CSM	Beckman 24 UV-VIS	\$16.25	\$16.25	
	1	CSM	Varian DMS 90 UV-VIS	\$16.25	\$16.25	
	1	CSM	Nicolet FT-IR	\$16.25	\$16.25	
			TOTAL		\$63,071	

BOARD REPORT NO. 05-4-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

APPROVAL OF VOLUNTARY INTERNATIONAL STUDENT INSURANCE PROGRAM, 2005-06

Each year, the Colleges make available a voluntary health insurance program to domestic and international students who need or wish to purchase such coverage. International students are required to have accident and sickness insurance when they enroll at any of the Colleges unless they provide proof that their parents' insurance covers them in the United States. If international students do not have insurance coverage, they may obtain the insurance described herein on an individual basis.

To prepare for the 2005-06 academic year, the District reviewed the 2005-06 voluntary insurance program offered through Canter Insurance Agency, Somerton Student Insurance as well as a program offered through Student Insurance. The District now seeks Board approval to offer the international student insurance program from Student Insurance. Student Insurance is underwritten by the Mega Life and Health Insurance Company and offers many user-friendly features for students including a "no claim form" reimbursement process, availability of Urgent Care Facilities after-hours and weekends, on-line enrollment, and translations of benefits brochures in various languages.

The annual limit for benefit payments per student under the insurance is \$250,000. Included in the coverage are hospital room, physician expenses, X-ray, and laboratory. The policy meets all the mandates of the Federal Regulations by providing medical evacuation and repatriation of remains benefits. The reimbursement rate for services provided is 100% with no deductible for the students and \$100 per year deductible for the dependants with in-network physicians. The 2005-06 premium will be \$665 per student per year, an increase of 18% over the 2004-05 rate due to current market conditions. This increase is in line with other District health insurance premium increases.

RECOMMENDATION

It is recommended that the Board approve the 2005-06 voluntary insurance program for international students underwritten by Mega Life and Health Insurance Company and administered through Student Insurance, as detailed above.

BOARD REPORT NO. 05-4-4CA

TO: Member of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

RATIFICATION OF THIRD QUARTER DISTRICT WARRANTS, 2004-2005

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of January, February and March 2005 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. Education Code Section 85266 requires that the Board of Trustees approve warrants issued by the District. Accordingly, the District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period January 1, 2005 through March 31, 2005, and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 JANUARY 1-31, 2005
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
330813	01/04/05	District Accounts Payable	34,580.34	Utilities
330838	01/04/05	Constellation NewEnergy Inc.	45,604.80	Utilities
330841	01/04/05	Pac Gas & Elec Co	21,655.83	Utilities
330842	01/04/05	Pac Gas & Elec Co	10,270.43	Utilities
330845	01/04/05	Plato Learning, Inc.	14,000.00	Skyline Library Courseware License Fees
330861	01/04/05	Strata Information Group	11,244.68	Payroll Implementation Services
330862	01/04/05	Sutro Tower Inc.	16,101.00	KCSM Transmitter Leasing Fees
330887	01/05/05	Automatic Door Systems, Inc.	12,720.00	ADA Compliance At Skyline
330899	01/05/05	Constellation NewEnergy Inc.	14,422.32	Utilities
330917	01/05/05	Pac Gas & Elec Co	23,107.32	Utilities
330919	01/05/05	Pac Gas & Elec Co	15,010.15	Utilities
330920	01/05/05	Pac Gas & Elec Co	10,442.81	Utilities
330925	01/05/05	Public Empl Ret Sys	760,822.31	Health Insurance Premium January 2005
330968	01/10/05	Genveo Commercial, Inc.	17,639.21	Community Education Spring 2005 Class Schedule
330972	01/10/05	Critchfield Mechanical, Inc	14,420.00	Emergency Repair Of Hot Water System At Cañada
330974	01/10/05	Dell Computers	18,571.41	Personal Computer For Cañada
330976	01/10/05	Education Housing Partners, LLC.	175,146.99	Design & Development Services For Faculty/Staff Housing Project
330978	01/10/05	Education Housing Partners, LLC.	12,500.00	Design & Development Services For Faculty/Staff Housing Project
330994	01/10/05	Lowney Associates	37,189.72	Geotechnical Services For Athletic Facilities
330999	01/10/05	Lowney Associates	53,213.05	Geotechnical Services For Athletic Facilities
331001	01/10/05	Lowney Associates	15,387.55	Geotechnical Services For Athletic Facilities
331002	01/10/05	Lowney Associates	29,158.98	Geotechnical Services For Athletic Facilities
331003	01/10/05	Lowney Associates	30,199.80	Geotechnical Services For Athletic Facilities
331009	01/10/05	Lowney Associates	12,500.26	Architectural Services At Cañada
331012	01/10/05	Noll & Tam	20,700.00	Engineering Services At Cañada
331027	01/10/05	S.B.R.P.S.T.C.	25,338.61	CSM Police Academy Fees
331036	01/10/05	Sch Proj/Util Rate Reduc.	34,183.76	Utilities
331040	01/10/05	SMCCCD Revolving Account	204,019.27	Replenish Procurement Card Clearing Account December 2004
331055	01/11/05	Ad Age Broadcast Network	19,295.00	Radio Advtg For Cañada Spring 2005 Semester
331083	01/11/05	S.M.C.S.I.G.	18,319.37	Visions Plan Premium January 2005

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 JANUARY 1-31, 2005
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
331084	01/11/05	S.M.C.S.I.G.	123,408.80	Dental Insurance Premium January 2005
331089	01/11/05	Trust Administrators, Inc.	20,889.20	IRC Plan 125 Premium December 2004
331128	01/12/05	Big D Pacific Builders	342,696.00	Waterproof Ramps Installation At Cañada
331140	01/12/05	Lowney Associates	20,822.45	Geotechnical Services For Athletic Facilities
331146	01/12/05	Noll & Tam	14,389.10	Design Services For Cañada Library & Learning Center
331149	01/12/05	Noll & Tam	40,677.02	Architectural Services For Cañada
332377	01/18/05	Bay Area Comm Col JPA	16,519.81	JPA Claims & Legal Expenses
332386	01/18/05	Swinerton Management & Consulting	15,110.00	Management & Consulting Services
332389	01/18/05	Constellation NewEnergy Inc.	16,954.96	Utilities
332404	01/18/05	G. Swanson Construction, Inc.	96,769.00	Cañada Summer 2004 Renovation Project
332429	01/18/05	Peninsula Library System	21,975.00	Peninsula Library System Innovation
332448	01/18/05	Strata Information Group	42,529.00	ITS Consulting Services December 2004
332449	01/18/05	Swinerton Management & Consulting	287,088.00	Management & Consulting Services
332545	01/20/05	Apple Computer, Inc	46,484.62	Personal Computers For Skyline
332560	01/20/05	County of San Mateo	31,476.90	CSM Sewer
332562	01/20/05	David R. Callahan Inspections	10,500.00	Inspection Services At CSM
332564	01/20/05	Employment Development Departme	15,171.12	State Unemployment Tax December 2004
332565	01/20/05	Employment Development Departme	114,635.44	State Unemployment Tax Quarterly Filing
332567	01/20/05	Hartford Life & Accident Insurance C	27,708.02	Life Insurance Premium January 2005
332572	01/20/05	Keenan & Associates	304,092.00	Faculty Housing Insurance Premium
332576	01/20/05	Lowney Associates	49,477.31	Geotechnical Observation & Testing Services For CSM
332586	01/20/05	Rudolph and Sletten Inc.	553,808.00	CSM Seismic/Modernization Project
332588	01/20/05	San Mateo Union High School Distric	12,861.11	High School Project Services
332589	01/20/05	Sandis Humber Jones, Civil Engineer	20,179.80	Civil Engineering Services For CSM Infrastructure Project
332590	01/20/05	Sandis Humber Jones, Civil Engineer	29,586.56	Civil Engineering Services For CSM Infrastructure Project
332604	01/20/05	Signet Testing Labs	11,624.00	Special Inspection & Testing Services For CSM
332612	01/20/05	Rudolph and Sletten Inc.	61,534.00	CSM Seismic/Modernization Project
332701	01/24/05	McCarthy Building Companies	312,425.00	CSM Building Design Project
332710	01/24/05	P.L. Annuzzi, Inc.	133,012.80	Swing Space At Skyline
332713	01/24/05	Pac Gas & Elec Co	10,828.04	Utilities
332715	01/24/05	Pac Gas & Elec Co	18,055.58	Utilities
332724	01/24/05	Preston Pipelines	402,259.50	Hot Water Piping Replacement Project At Skyline

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 JANUARY 1-31, 2005
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
332733	01/24/05	San Mateo Electrical Training Trust	25,000.00	Apprenticeship JAC For Prior Years
332749	01/24/05	Sugimura & Associates Architects	19,690.96	Architectural Services For New Facilities
332750	01/24/05	SunGard SCT, Inc.	14,227.64	Payroll Implementation Consulting Services
332751	01/24/05	Sutro Tower Inc.	16,101.00	KCSM Transmitter Leasing Fees
332759	01/24/05	McCarthy Building Companies	34,714.00	CSM Building Design Project
District Payroll Disbursement (excluding Salary Warrants)				
436901	01/31/05	CA. School Empl. Assoc. Ch.33	12,141.91	Union Dues
436902	01/31/05	American Federation Of Teachers	19,383.60	Union Dues
436910	01/31/05	Provident Central Credit Union Class	21,809.47	Credit Union Deduction Register
436938	01/31/05	Capital Guardian Trust Co.	23,024.00	Tax Annuity
436947	01/31/05	Fidelity Service Company	19,118.00	Tax Annuity
436971	01/31/05	Oppenheimer Investor Services Inc.	11,946.00	Tax Annuity
436983	01/31/05	Variable Annuity Life Cert. AIG	22,210.47	Tax Annuity
436984	01/31/05	Variable Annuity Life Class. AIG	17,371.66	Tax Annuity
437003	01/31/05	Vanguard Fiduciary Trust Co.	20,376.60	Tax Annuity
437014	01/31/05	Hartford Class.	13,692.66	Tax Annuity
437044	01/31/05	SMCCCD-Plan 125 From Employee	11,320.60	Flexible Benefit Program
437048	01/31/05	SMCCCD#995 Due From EE Cert.	60,242.28	Over Cap/Payroll Reimbursement
437049	01/31/05	SMCCCD#995 Due From EE Class.	71,138.92	Over Cap/Payroll Reimbursement
Cañada College Bookstore				
34688	01/11/05	SMCCCD	11,115.31	Purchase Of Inventory
34696	01/25/05	Pearson Education Inc.	71,843.29	Purchase Of Inventory
34704	01/31/05	SMCCCD	27,255.17	Salary & Benefits - December 2004
College Of San Mateo Bookstore				
47960	01/05/05	The Pea Press	10,071.53	Purchase Of Inventory
47979	01/13/05	Houghton Mifflin Company	13,152.95	Purchase Of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 JANUARY 1-31, 2005
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
47998	01/13/05	SMCCCD	45,995.33	Salaries & Benefits November 2004
48007	01/13/05	VHP/S/ON Holtzbrinck	15,429.65	Purchase Of Inventory
48013	01/21/05	Budgetext	120,580.58	Purchase Of Inventory
48020	01/21/05	McGraw Hill Book Co.	32,522.19	Purchase Of Inventory
48028	01/21/05	SMCCCD	10,211.37	CSM Bookstore Construction Project
48029	01/21/05	SMCCCD	24,655.47	CSM Bookstore Construction Project
48031	01/21/05	Thomson Learning	101,858.13	Purchase Of Inventory
48050	01/25/05	McGraw Hill Book Co.	16,523.82	Purchase Of Inventory
48058	01/31/05	McGraw Hill Book Co.	17,315.93	Purchase Of Inventory
48060	01/31/05	SMCCCD	44,952.30	Salaries & Benefits December 2004
48061	01/31/05	Thomson Learning	14,588.63	Purchase Of Inventory
Skyline College Bookstore				
25427	01/13/05	Budgetext	18,305.59	Purchase Of Inventory
25435	01/13/05	J.A. Majors Co.	13,465.70	Purchase Of Inventory
25438	01/13/05	SMCCCD	42,672.06	Salaries & Benefits December 2004
25440	01/13/05	Thomson Learning	40,642.85	Purchase Of Inventory
Subtotal			6,079,980.73	73%
Warrant Issued ≤ \$10,000			2,202,138.03	27%
Total Non-Salary Warrant Issued			8,282,118.76	100%
District Accounts Payable 330795-332776 6,812,206.71				
District Payroll 435871-437049, D47940-D48804 6,195,115.16				
Cafrada College Bookstore 34680-34705 137,507.62				
College Of San Mateo Booksto 47941-48061, EFT#33143 583,732.46				
Skyline College Bookstore 25411-25454 173,044.79				
District Cafeteria 60784-60799 8,642.53				
Total Warrant Including Salaries - January 2005			13,910,249.27	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 FEBRUARY 1-28, 2005
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		District Accounts Payable		
333193	02/02/05	Bay Area Comm Col JPA	12,768.38	JPA Insurance Claims
333197	02/02/05	Bayview Environmental Services	49,156.20	Skyline Hazardous material Abatement Project
333219	02/02/05	Comp View, Inc.	21,459.78	CSM Classroom Renovation
333242	02/02/05	Gage-Babcock & Associates, Inc.	35,000.00	Districtwide Fire Alarm Upgrades
333255	02/02/05	Interactive Resources	25,356.29	Architectural Services At CSM
333291	02/02/05	Pac Gas & Elec Co	26,043.85	Utilities
333300	02/02/05	Preston Pipelines	916,564.50	CSM Infrastructure Project
333313	02/02/05	San Mateo Electrical Training Trust	25,000.00	CSM Apprenticeship Program
333326	02/02/05	Sch Proj/Util Rate Reduc.	36,462.28	Utilities
333339	02/02/05	Sugimura & Associates Architects	11,364.03	Architectural Services At Skyline
333372	02/03/05	Education Housing Partners, LLC.	12,500.00	Design and Development Services For Faculty/Staff Housing Proj.
333376	02/03/05	Public Empl Ret Sys	751,312.01	Health Insurance Premium February 2005
333476	02/08/05	Intermountain Electric Company	12,180.00	Cañada Classroom Renovation
333482	02/08/05	Lowney Associates	22,541.90	CSM Infrastructure Project
333486	02/08/05	Noll & Tam	23,226.60	Design Services For Cañada Library/Learning Center
333490	02/08/05	Noll & Tam	14,983.10	Architectural Services At Cañada
333505	02/08/05	Strata Information Group	42,529.00	ITS Consulting Service January 2005
333534	02/10/05	AIG VALIC	10,000.00	TSA Contributions
333549	02/10/05	Education Housing Partners, LLC.	204,090.76	Design and Development Services For Faculty/Staff Housing Proj.
333556	02/10/05	Hartford Life & Accident Insurance Co	27,834.92	Life Insurance Premium February 2005
333559	02/10/05	James Middleton and Associates, Inc.	13,013.19	Parking Meter Installation At CSM
333582	02/10/05	SMCCCD Revolving Account	158,116.21	Replenish Procurement Card Clearing Account
333584	02/10/05	Trust Administrators, Inc.	30,782.97	IRC Plan125 Premium January 2005
335051	02/14/05	S.M.C.S.I.G.	18,356.98	Vision Care Premium February 2005
335052	02/14/05	S.M.C.S.I.G.	123,459.76	Dental Premium February 2005
335135	02/16/05	Constellation NewEnergy Inc.	27,119.95	Utilities
335136	02/16/05	Constellation NewEnergy Inc.	17,065.57	Utilities
335156	02/16/05	Hensel Phelps Construction Co.	493,669.00	Skyline Design-Build Project
335168	02/16/05	Lowney Associates	36,658.90	Geotechnical Services For Athletic Facilities
335169	02/16/05	Manex	17,437.50	Coordination Services & Contract Training
335179	02/16/05	P.L. Annuzzi, Inc.	23,421.60	Swing Space At Skyline
335191	02/16/05	Preston Pipelines	157,500.00	Hot Water Piping Replacement Project At Skyline

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 FEBRUARY 1-28, 2005
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
335194	02/16/05	S.B.R.P.S.T.C.	25,338.61	CSM Policy Academy Fees
335215	02/16/05	State Board of Equalization	16,660.00	Facilities Annual Hazardous Waste Fees
District Payroll Disbursement (excluding Salary Warrant)				
445669	02/28/05	CA. School Empl. Assoc. Ch. 33	12,116.61	Union Dues
445670	02/28/05	American Federation Of Teachers	9.00	Union Dues
445678	02/28/05	Provident Central Credit Union Cert.	20,909.47	Credit Union Deduction Register
445682	02/28/05	American Federation Of Teachers	13,889.18	Union Dues
445707	02/28/05	Capital Guardian Trust Co.	23,474.00	Tax Annuity
445716	02/28/05	Fidelity Service Company	19,473.00	Tax Annuity
445740	02/28/05	Oppenheimer Investor Services Inc.	11,946.00	Tax Annuity
445752	02/28/05	Variable Annuity Life Cert. AIG	22,335.47	Tax Annuity
445753	02/28/05	Variable Annuity Life Class. AIG	17,371.66	Tax Annuity
445772	02/28/05	Vanguard Fiduciary Trust Co.	21,376.60	Tax Annuity
445782	02/28/05	Hartford Cert.	12,695.00	Tax Annuity
445783	02/28/05	Hartford Class.	15,271.66	Tax Annuity
445813	02/28/05	SMCCCD-Plan 125 From Employee	12,541.42	Flexible Benefit Program
445817	02/28/05	SMCCCD#995 Due From EE Cert.	60,135.00	Over Cap/Payroll Reimbursement
445818	02/28/05	SMCCCD#995 Due From EE Class.	70,841.90	Over Cap/Payroll Reimbursement
Cañada College Bookstore				
34719	02/03/05	CSM Bookstore	40,569.00	Sales Tax Prepayment For January 2005
34740	02/10/05	MBS	24,059.25	Purchase Of Inventory
34742	02/10/05	McGraw-Hill Companies	30,650.64	Purchase Of Inventory
34743	02/10/05	NACSCORP	11,357.92	Purchase Of Inventory
34752	02/10/05	Pearson Education Inc.	53,636.37	Purchase Of Inventory
34760	02/10/05	Thomson Learning	67,187.23	Purchase Of Inventory
34762	02/10/05	VHPS	14,375.79	Purchase Of Inventory
34787	02/25/05	MBS Textbook Exchange	20,743.55	Purchase Of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 FEBRUARY 1-28, 2005
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
48068	02/02/05	College Of San Mateo Bookstore	12,312.25	Purchase Of Inventory
48100	02/07/05	Grace Training Supply	26,715.64	Purchase Of Inventory
48173	02/14/05	John Wiley & Sons	50,000.00	Excess Funds To Investment
48201	02/24/05	SMCCCD	94,346.58	Purchase Of Inventory
EFT#39031	02/28/05	Pearson Education	173,572.00	Purchase Of Inventory
		State Board Of Equalization		Sales Tax Prepayment For January 2005
Skyline College Bookstore				
25460	02/03/05	MBS Textbook Exchange	51,874.47	Purchase Of Inventory
25466	02/03/05	SMCCCD	44,466.09	Salaries & Benefit December 2004
25467	02/03/05	Texas Book Company	12,993.93	Purchase Of Inventory
25469	02/03/05	College Of San Mateo Bookstore	57,789.00	Sales Tax Prepayment For January 2005
25476	02/11/05	Budgettext	70,479.25	Purchase Of Inventory
25498	02/11/05	Follett Higher Education Group	25,470.12	Purchase Of Inventory
25518	02/11/05	McGraw Hill Companies	36,997.20	Purchase Of Inventory
25529	02/11/05	Person Education	65,239.50	Purchase Of Inventory
25524	02/11/05	Nebraska Book Company	18,772.63	Purchase Of Inventory
25546	02/11/05	Thomson Learning	31,932.45	Purchase Of Inventory
25554	02/11/05	Budgettext	15,755.75	Purchase Of Inventory
25555	02/14/05	SMCCCD	60,000.00	Excess Funds To Investment
25565	02/25/05	McGraw Hill Companies	25,933.32	Purchase Of Inventory
25566	02/25/05	Person Education	46,080.65	Purchase Of Inventory
Subtotal			4,975,994.25	65%
Warrant Issued ≤ \$10,000			2,741,538.84	35%
Total Non-Salary Warrant Issued			7,717,533.09	100%
District Accounts Payable 332777-335230 5,543,800.96				
District Payroll 444662-445818, D55894-D56796 6,928,112.65				
Cañada College Bookstore 34706-34808 391,290.50				
College Of San Mateo Booksto 48062-48213, EFT#39031 492,907.14				
Skyline College Bookstore 25455-25570 694,944.38				
District Cafeteria 60800-60810 2,688.78				
Total Warrant Including Salaries - February 2005			14,053,744.41	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
MARCH 1-31, 2005
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		District Accounts Payable		
335333	03/02/05	Harris Corp. Broadcast Division	17,418.35	KCSM FM Digital Project & TV Transmitter Repair
335348	03/02/05	Pac Gas & Elec Co	19,256.65	Utilities
335350	03/02/05	Pac Gas & Elec Co	23,163.31	Utilities
335354	03/02/05	Pac Gas & Elec Co	14,721.65	Utilities
335356	03/02/05	Pac Gas & Elec Co	11,551.67	Utilities
335357	03/02/05	Pac Gas & Elec Co	21,384.80	Utilities
335359	03/02/05	Pinney-Bowes Inc.	30,000.00	Cañada Postal Services
335365	03/02/05	Sutro Tower Inc.	16,584.00	KCSM Transmitter Leasing Fees
335388	03/03/05	Bay Area Comm Col JPA	11,055.05	JPA Claims & Legal Expenses
335391	03/03/05	Bayview Environmental Services	34,791.75	Skyline Hazardous Materials Abatement Project
335406	03/03/05	Carl Bloom Associates, Inc.	10,515.62	KCSM Marketing & Management Fees
335407	03/03/05	Carl Bloom Associates, Inc.	12,352.50	KCSM Marketing & Management Fees
335416	03/03/05	Chevron	551,310.11	Districtwide Design Zone Level Control Project
335420	03/03/05	Comp View, Inc.	16,620.71	Classroom Equipment For Cañada
335424	03/03/05	Constellation NewEnergy Inc.	15,274.63	Utilities
335440	03/03/05	David R. Callahan Inspections	10,500.00	Inspection Services For CSM
335445	03/03/05	Devcon Construction, Inc.	11,887.69	Blueprinting Services For Faculty/Staff Housing Project
335455	03/03/05	Education Housing Partners, LLC.	12,500.00	Design & Development Svcs. For Faculty/Staff Housing Proj
335457	03/03/05	Enterprise Network Solutions, Inc.	14,631.82	Software License Upgrade For Skyline
335478	03/03/05	Hartford Life & Accident Insurance Co	27,894.50	Life Insurance Premium March 2005
335494	03/03/05	Krueger International	13,563.37	Office Furniture
335505	03/03/05	McCarthy Building Companies	548,742.00	CSM Design-Build Project
335543	03/03/05	Nielsen Media Research	39,602.74	KCSM Basic Viewer Data Analysis
335565	03/03/05	Preston Pipelines	532,280.43	CSM Infrastructure Project
335569	03/03/05	Public Empl Ret Sys	745,218.55	Health Insurance Premium March 2005
335576	03/03/05	Robert A. Bothman	1,917,445.51	Construction Of Athletic Facilities
335580	03/03/05	Rudolph and Sletten Inc.	704,970.00	CSM Seismic/Modernization Project
335594	03/03/05	San Mateo Electrical Training Trust	25,169.11	CSM Apprenticeship Program
335601	03/03/05	Sch Proj/Util Rate Reduc.	45,312.08	Utilities
335607	03/03/05	Siemens Rolm Communications Inc.	22,140.04	Telephone Network Maintenance

335609	03/03/05	Signet Testing Labs	13,762.50	Special Inspection & Testing Services For CSM
335617	03/03/05	SignaSys Inc.	104,175.18	KCSM Media Storage System
335625	03/03/05	St. Paul Travelers Insurance	14,314.67	Builder's Risk Insurance For Skyline
335626	03/03/05	Strata Information Group	11,687.50	Payroll Implementation Services
335629	03/03/05	tBP Architecture	114,156.91	CSM Seismic/Modernization Services
335630	03/03/05	tBP Architecture	61,638.28	CSM Seismic/Modernization Project
335636	03/03/05	Rudolph and Sletten Inc.	78,330.00	CSM Seismic/Modernization Project
335638	03/03/05	McCarthy Building Companies	60,971.00	CSM Design-Build Project
335825	03/10/05	CIS, Inc	15,384.00	IOR Services For CSM
335841	03/10/05	CSM Bookstore	56,032.88	CSM EOPS Student Books & Supplies
335847	03/10/05	Del Monte Electric Co., Inc.	183,704.72	CSM & Cañada Fire Alarm Upgrade
335848	03/10/05	Del Monte Electric Co., Inc.	124,549.38	CSM & Cañada Fire Alarm Upgrade
335864	03/10/05	G. Swanson Construction, Inc.	14,981.00	District Remodeling Project
335881	03/10/05	Interactive Resources	29,668.07	Architectural Services At CSM
335886	03/10/05	Landscape Forms	17,376.89	Waterproofing/ADA Ramps/Landscaping Svcs At Cañada
335893	03/10/05	MANEX	27,000.00	Coordination Services & Contract Training At CSM
335925	03/10/05	S.M.C.S.I.G.	18,368.56	Vision Care Premium March 2005
335926	03/10/05	S.M.C.S.I.G.	123,787.35	Dental Premium March 2005
335955	03/10/05	Skyline Bookstore	48,077.86	Skyline EOPS Student Books & Supplies
335958	03/10/05	SMCCCD Revolving Account	247,171.25	Replenish Procurement Card Clearing Account
335963	03/10/05	Sugimura & Associates Architects	19,373.93	Architectural Services For Skyline
335964	03/10/05	SunGard SCT, Inc.	10,267.15	Payroll Implementation Consulting Services
335969	03/10/05	Trust Administrators, Inc.	17,075.22	IRC plan 125 premium February 2005
335995	03/11/05	Education Housing Partners, LLC.	277,951.22	Design & Development Svcs. For Faculty/Staff Housing Proj.
335998	03/11/05	Lowrey Associates	11,243.50	CSM Infrastructure Project
335999	03/11/05	Lowrey Associates	13,255.00	CSM Seismic/Modernization Project
336018	03/11/05	Swinerton Management & Consulting	11,869.00	Labor Compliance Services
336020	03/11/05	tBP Architecture	65,618.05	CSM Seismic/Modernization Project
336023	03/11/05	The Denali Group	15,057.70	CSM Seismic/Modernization Project
336037	03/14/05	CIS, Inc	14,000.00	IOR Services For CSM
336052	03/14/05	Noll & Tam	17,463.60	Architectural Services For Cañada
336056	03/14/05	Noll & Tam	10,419.59	Architectural Services For Cañada
336167	03/16/05	Keenan & Associates	369,720.00	Quarterly Workers' Compensation Premium
336577	03/21/05	Associated Std -Canada	49,766.50	Reimb Cañada Spring 2005 Student Fees
336578	03/21/05	Associated Std-CSM	85,980.50	Reimb CSM Spring 2005 Student Fees
336579	03/21/05	Associated Std-Skyline	67,385.00	Reimb Skyline Spring 2005 Student Fees
336582	03/21/05	Calif Water Service Co	13,108.00	Water Main & Fire Hydrant Replacement

336585	03/21/05	Carl Bloom Associates, Inc.	14,941.06	KCSM Marketing & Management Fees
336594	03/21/05	David R. Callahan Inspections	10,500.00	Inspection Services For CSM
336595	03/21/05	Descalso Lithograph	13,230.85	KCSM Program Guide Printing Services
336597	03/21/05	Division of the State Architect	16,707.83	Skyline Seismic/Modernization Project
336703	03/23/05	Ad Age Broadcast Network	19,900.00	Radio Ads for Spring 2005 Semester
336720	03/23/05	Bayview Environmental Services	68,591.70	Skyline Hazardous Materials Abatement Project
336746	03/23/05	Constellation NewEnergy Inc.	23,565.97	Utilities
336747	03/23/05	Constellation NewEnergy Inc.	16,889.27	Utilities
336757	03/23/05	Dovetail Decision Consultants, Inc.	12,203.90	FF&E Planning and Coordination Services
336765	03/23/05	Foundation for California Community	50,000.00	Skyline Career Ladders Project
336774	03/23/05	Hensel Phelps Construction Co.	341,699.00	Skyline Design-Build Project
336788	03/23/05	McCarthy Building Companies	312,838.00	CSM Design-Build Project
336805	03/23/05	Pac Gas & Elec Co	18,059.24	Utilities
336824	03/23/05	Roscelli, Paul S.	10,580.11	Conference Advance To Texas
336825	03/23/05	Rudolph and Stetten Inc.	873,550.00	CSM Seismic/Modernization Project
336854	03/23/05	Strata Information Group	42,529.00	ITS Consulting Services For February 2005
336858	03/23/05	Sutro Tower Inc.	16,584.00	KCSM Transmitter Leasing Fees
336869	03/23/05	Rudolph and Stetten Inc.	97,061.00	CSM Seismic/Modernization Project
336872	03/23/05	McCarthy Building Companies	34,760.00	CSM Design-Build Project

District Payroll Disbursement (excluding Salary Warrants)

455604	03/31/05	CA. School Empl. Assoc. Ch.33	12,217.24	Union Dues
455605	03/31/05	American Federation of Teachers	19,332.86	Union Dues
455613	03/31/05	Provident Central Credit Union Cert.	20,909.47	Credit Union Deduction Register
455617	03/31/05	American Federation of Teachers	13,814.81	Union Dues
455641	03/31/05	Capital Guardian Trust Co.	22,899.00	Tax Annuity
455650	03/31/05	Fidelity Service Co.	19,473.00	Tax Annuity
455675	03/31/05	Oppenheimer Investor Services Inc.	11,946.00	Tax Annuity
455687	03/31/05	Variable Annuity Life Cert. AIG	22,335.47	Tax Annuity
455688	03/31/05	Variable Annuity Life Class. AIG	17,971.66	Tax Annuity
455707	03/31/05	Vanguard Fiduciary Trust Co.	23,526.60	Tax Annuity
455717	03/31/05	Hartford Cert.	12,695.00	Tax Annuity
455718	03/31/05	Hartford Class.	14,439.66	Tax Annuity
455750	03/31/05	SMCCCD-Plan 125 From EE	12,541.42	Flexible Benefit Program
455754	03/31/05	SMCCCD#995 Due From EE Cert.	59,220.24	Over Cap/Payroll Reimbursement
455755	03/31/05	SMCCCD#995 Due From EE Class.	24,550.90	Over Cap/Payroll Reimbursement

34828	03/04/05	Cañada College Bookstore SMCCCD	29,662.17	Salaries & Benefits For January 2005
48224	03/04/05	College Of San Mateo Bookstore SMCCCD	50,823.71	Salaries & Benefits For January 2005
48259	03/10/05	Nebraska Book Company, Inc.	10,014.91	Purchase Of Inventory
48278	03/16/05	Nebraska Book Company, Inc.	12,893.27	Purchase Of Inventory
48298	03/30/05	SMCCCD	35,293.35	Purchase Of Inventory
EFT #41138	03/31/05	State Board Of Equalization	19,126.00	Sales Tax Prepayment For February 2005
25572	03/04/05	Skyline College Bookstore SMCCCD	111,762.87	Salaries & Benefits For January 2005
25602	03/17/05	Pearson Education	12,091.58	Purchase Of Inventory
25628	03/28/05	SMCCCD	61,766.01	Purchase Of Inventory
		Subtotal	10,558,048.76	84%
		Warrant Issued ≤ \$10,000	1,976,396.19	16%
		Total Non-Salary Warrant Issued	12,534,444.95	100%
		District Accounts Payable	335231-336886	11,449,714.35
		District Payroll	454521-455755, D63968-D64874	6,363,663.73
		Cañada College Bookstore	34809-34894	93,275.45
		College Of San Mateo Bookstore	48214-48298, EFT#41138	191,916.68
		Skyline College Bookstore	25571-25628	253,287.28
		District Cafeteria	60811-60819	6,455.16
		Total Warrant Including Salaries - March 2005		18,358,312.65

BOARD REPORT NO. 05-4-105B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Rick Bennett, Director of General Services, 358-6752

CONTRACT AWARD FOR BOOKSTORE FIXTURES

New bookstore facilities are being constructed at Skyline and CSM and the Cañada bookstore will be renovated as part of the Capital Improvement Program. To achieve flexibility and value, it is in the District's best interest to standardize its textbook fixtures. By doing so, parts and pieces can be shared among the three stores over the coming years, providing flexibility to adjust to programmatic requirements and a changing retail landscape. Furthermore, vendors can provide favorable pricing based on the volume associated with three stores. The improvements at each bookstore will be procured under separate construction contracts and using varying delivery methods, including design-build and design-bid-build.

Accordingly, in order to standardize on the bookstore fixtures and the supply and installation vendor, on March 4, 2005, the General Services Department released RFP# 86508 for bookstore fixtures to five dealers specializing in college bookstores. As legally required, the District advertised the RFP for two consecutive weeks. Continuing the process established with the recent furniture contracts, the General Services Department required that the vendors respond to high service and performance expectations. As such, the award of this contract is based on best value, as defined by a weighted score measuring both service and price.

Out of the five, three vendors replied to the RFP. One of the vendors declined to participate because their experience in California public works was limited. The second declined because they were unwilling to commit to the District's service expectations. A review of Showbest's proposal resulted in a low service score which - when coupled with their high pricing proposal - ranks them in third place. Pan American committed prices for three months only, until June 30, 2005. Consequently, District staff are very concerned that the lowest bidder today will not be the lowest bidder in the extended time period of two years over which the bookstore remodels will transpire. In addition, Pan American does not appear to fully understand the complex nature of our projects, directly resulting from its lack of experience in California community colleges.

Franklin Fixtures scored considerably better on the service component. Defining criteria from Franklin Fixtures includes:

1. the superior nature of Franklin's qualification statement,
2. their extensive university and community college bookstore experience, since 1974,
3. their greater experience and understanding of installation requirements in California community colleges, and
4. a guaranteed pricing model for three years.

The following chart shows the pricing submitted by each vendor.

Vendor	CSM	Skyline	Canada	Total
<i>Pan American</i>				
Lozier Fixtures				
Total	\$ 116,450	\$ 111,143	\$ 98,992	\$ 326,585
<i>Franklin</i>				
Madix Fixtures				
Total	\$ 133,716	\$ 122,516	\$ 114,498	\$ 370,730
<i>Showbest</i>				
Not disclosed				
Total	\$ 146,470	\$ 131,100	\$ 117,190	\$ 394,760
Delivery & Installation included				

Franklin Fixtures represents Madix, a premier textbook fixture manufacturer in the United States. In addition, Franklin manufactures its own retail merchandise fixtures. Franklin's installation partner, RFM, has successful experience installing Madix textbook fixtures and Franklin retail fixtures on projects under the jurisdiction of the Division of the State Architect. Union crews are dispatched out of Stockton, California. This strategic supply/install relationship allows the District to assign Franklin Fixtures to each of the general contractors who will construct the bookstore projects, at our guaranteed pricing and in compliance with prevailing wage requirements and the project labor agreement.

As a result of this RFP process, District staff recommend that we standardize bookstore fixtures, designating Franklin Fixtures as the sole source provider.

Funding for the procurement of bookstore fixtures is a combination of bookstore revenues, Certificate of Participation and Measure C general obligation bond funding.

RECOMMENDATION

It is recommended that the Board of Trustees award RFP #86508 to Franklin Fixtures for the sole source manufacturing, shipping and installation of both their manufactured fixtures and Madix textbook fixtures in an amount not to exceed \$407,800 over three years. This requested not to exceed amount is ten percent higher than the quotation stated in the RFP, which provides for unknowns that may occur as the stores are outfitted over the next three years.

**RESOLUTION NO. 05-5
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION SUPPORTING FULL FUNDING OF EDUCATION
IN ACCORDANCE WITH PROPOSITION 98**

WHEREAS, San Mateo County's approximately 114,000 K-14 public school students deserve high-quality schools with well-trained educators, small class sizes, quality instructional materials and up-to-date textbooks; and

WHEREAS, California voters approved — and continue to strongly support — Proposition 98 to protect public schools and students from harmful budget cuts and to establish a minimum level of education funding; and

WHEREAS, Governor Schwarzenegger made a promise to California's students in public schools to ensure adequate school funding and to support voter-approved Proposition 98; and

WHEREAS, the Governor's 2005-06 budget proposal breaks his promise to California's students and undermines the education funding protections California and San Mateo County voters supported; and

WHEREAS, in the last several years the State of California has reduced public K-14 school funding by \$9.8 billion below the required Proposition 98 level, leading to increases in class size, layoffs of teachers and support staff; and

WHEREAS, San Mateo County education has suffered tens of millions in cuts in the last several years and further cuts will directly impact the quality of education in the classroom and jeopardize our children's future; and

WHEREAS, the Governor's budget proposal has broken his commitment to students and schools in the face of state revenues that are actually higher than was projected when the agreement was approved; and

WHEREAS, the Governor's budget proposal goes against the will of California voters;

NOW, THEREFORE, BE IT RESOLVED, that the San Mateo County Community College District strongly opposes the Governor's 2005-06 budget proposal and calls on the Governor to fully fund public K-14 education in accordance with the requirements of Proposition 98.

RESOLVED FURTHER, the San Mateo County Community College District calls on each legislator representing San Mateo County to refuse support for any budget that does not fully fund education in accordance with the requirements of Proposition 98.

REGULARLY PASSED AND ADOPTED this 27th day of April 2005.

Ayes

Noes

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

**RESOLUTION NO. 05-6
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION OPPOSING THE PROPOSED SHIFT OF THE STATE'S STRS FUNDING
OBLIGATION TO LOCAL SCHOOL DISTRICTS**

WHEREAS, the State Teachers Retirement System (STRS) historically has been funded through contributions from the State, local districts, and the teachers themselves; and

WHEREAS, Governor Schwarzenegger has proposed to shift the State's STRS funding obligation to local school districts; and

WHEREAS, the current amount of the State's STRS funding obligation is approximately \$469 million annually; and

WHEREAS, the Governor's proposal does not include a dedicated, on-going source of funding for local school district to pay for this new obligation, including future increases;

NOW, THEREFORE, BE IT RESOLVED, that the San Mateo County Community College District strongly opposes the Governor's proposal to shift the State's STRS funding obligation to local school districts.

RESOLVED FURTHER, the San Mateo County Community College District calls on each legislator representing San Mateo County to refuse support for any budget that includes the STRS shift.

REGULARLY PASSED AND ADOPTED this 27th day of April 2005.

Ayes

Noes

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 05-4-107B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Frank Vaskelis, Director Information Technology Services, 358-6720

**AUTHORITY TO EXECUTE AN AGREEMENT WITH SIEMENS COMMUNICATIONS,
INCORPORATED TO REPLACE EXISTING TELECOMMUNICATION SYSTEMS**

The existing Siemens/Rolm telephone system was installed on May 1, 1990. It has provided the District with voice communications and voicemail for 15 years. However, the technologies that the system was built on have become obsolete, less reliable and expensive to maintain. In addition, over the past five years technologies for providing voice communications have undergone a radical transformation.

One of the key technologies that is now available is voice over internet protocol (VoIP). VoIP has been in existence for several years and has only recently been proven to be a viable alternative to the traditional public switched telephone networks (PSTN). Interest and acceptance has increased due to the cost efficiencies that organizations can achieve by leveraging a single network to support both data and voice as compared to supporting separate networks for each.

It is evident that an organization can gain efficiencies by only having to support a single network infrastructure. By using a single network, as opposed to having to manage both data and voice networks, organizations can realize reduced maintenance and management costs. The same technical personnel are able to operate both voice and data systems instead of requiring resources with different expertise. This convergence of voice and data networks onto a single IP network also provides some inherent flexibility, in terms of being able to easily add, change or remove phones on the network. As a result, organizations can easily deploy and then redeploy equipment to maximize their investments. Finally, VoIP delivers many new features and capabilities, such as advanced call routing, computer integration, unified messaging, integrated information services, long-distance toll bypass, and encryption. Because of the common network infrastructure, it is also possible to integrate other media services, like video and electronic white boards. An example of such features would be the "follow-me" feature where a person is always reachable at the same extension, whether telecommuting from a Lake Tahoe cabin, staying in a hotel abroad, or sitting at a desk in the office.

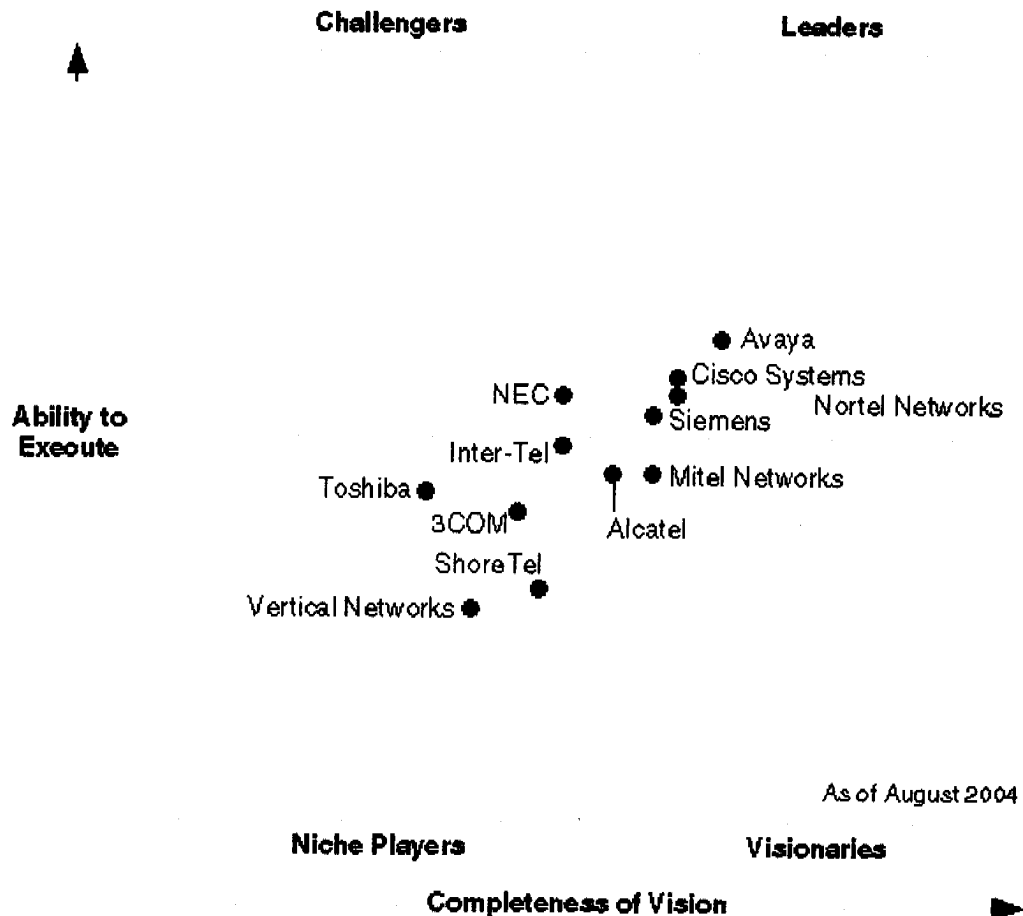
In order to acquire a new telephone system based on VoIP technology, the District used a multi-phase procurement process. In the first phase, the District developed and issued a Request for Information (RFI #86486) on May 17, 2004. This RFI was sent to 35 vendors and the District received responses from 13 firms. The 13 RFI responses were carefully evaluated by the District's telephone system selection team. The respondents included:

- American Telesource/NEC
- Mitel Networks
- Siemens Communications
- Avaya
- Nexus/NEC
- Verizon/Nortel
- CMS Communications/NEC
- ProLogic Communications/Mitel
- Xtelesis/Shoretel
- Cross Telecom/Avaya
- SBC/Nortel
- ExtraTeam/Cisco
- Scottel/Nortel

Of the 13 responses, the four that were identified as the most highly-rated included:

- Avaya
- ExtraTeam/Cisco
- SBC/Nortel
- Siemens

The Gartner Group is an independent global research and analysis firm that specializes in the technology industries. As is shown below in the Gartner assessment of the voice-over-IP marketplace, these four finalists are industry leaders in terms of strategic vision, product and their ability to execute.



Each of the finalists was invited to make a presentation of their proposed solution to the District's telephone system selection team. During the presentations, it became apparent that each vendor wanted to conduct a network assessment to ensure that the District's network was capable of supporting VoIP. To minimize the impact on District staff and provide a consistent and objective analysis, a network assessment Request for Proposal (RFP) was developed and issued on September 14, 2004. Five proposals were received and TeeCom was selected. TeeCom conducted the network assessment and quality of service analysis in early October 2004. TeeCom's report was part of RFP # 86486, Request for Proposal to Replace the Telephone System and Services, that was issued to the four finalists to solicit pricing.

In RFP # 86486, each vendor was provided a detailed cost spreadsheet that defined the number of telephones by building, system fail-over and redundancy requirements, data switch port counts, software requirements including unified messaging, E-911 emergency services, call accounting, fax server configuration details and training and installation services. This was done to ensure that each vendor's proposal would be based on the same configuration and general design so that there would be a consistent price comparison.

Based on the hypothetical configuration provided by the District in RFP # 86486, the cost comparison for the proposals of the four finalists is shown below:

Vendor	Total List	Discounted Total	Maintenance 3 Years	3 Year - Total Cost of Ownership
SBC/Nortel	\$3,549,553	\$1,366,895	\$662,340	\$2,029,235
Avaya	\$3,362,210	\$1,545,310	\$445,774	\$1,991,084
ExtraTeam/Cisco	\$2,098,709	\$1,306,240	\$256,726	\$1,562,966
Siemens	\$2,053,041	\$1,172,242	\$306,649	\$1,478,891

After evaluating the vendor responses it was determined that the two most responsive bidders were ExtraTeam/Cisco and Siemens. These two vendors were then asked to provide the costs for upgrading the existing data network to accommodate the deployment of voice-over-IP and unified messaging in addition to the proposed telephone system. The estimated costs for both the data network improvements and telephone system including 3 years maintenance and support, training, and implementation services are summarized in the table below.

Vendor	3 Year - Total Cost of Ownership
ExtraTeam/Cisco	\$2,402,690
Siemens	\$2,329,030

It is recommended that a contract be executed with Siemens Communications to replace the telephone system which includes the equipment needed to make the required improvements to the data network to support voice over IP technology. This project is funded as a Measure C Bond initiative.

The District will work closely with Siemens Communications to design and configure the network architecture to support unified messaging. It is anticipated that additional equipment and software will be required once the design and configuration activity has been completed. This will increase the costs for the project from the base bid of \$2,329,030. It is estimated that the first major phase of the implementation will cost approximately \$3 million to complete. This project will be implemented in phases and will take approximately 6 to 9 months to complete. The overall project budget is \$5 million. The next phase of the project will require the District to issue an RFP this summer to install additional single-mode fiber-optic cabling to select buildings on each campus. This upgrade to the fiber-optic network was also planned as part of this Measure C project to replace the telephone system.

Siemens Overview:

- Siemens is a financially stable company. It is the 7th largest public company in the world as ranked by *Forbes* Magazine. Siemens ranks 24th on the Fortune 500 list of global companies. In the United States it has more than 65,000 working at 700 Siemens locations in all 50 states.
- Siemens is ranked as Number 1 in the Gartner (February 2005) "Magic Quadrant" for Unified Communications.
- In 2003, Siemens was the leader in both total IP lines shipped with almost 30% of the total global IP market.

- Siemens' leadership position in the converged platform IP lines was even higher -- almost 35% of the total converged platform global market. (Source: InfoTrak for Enterprise Communications, April 2004).
- The District will be dealing directly with manufacturer and not through a value-added reseller.

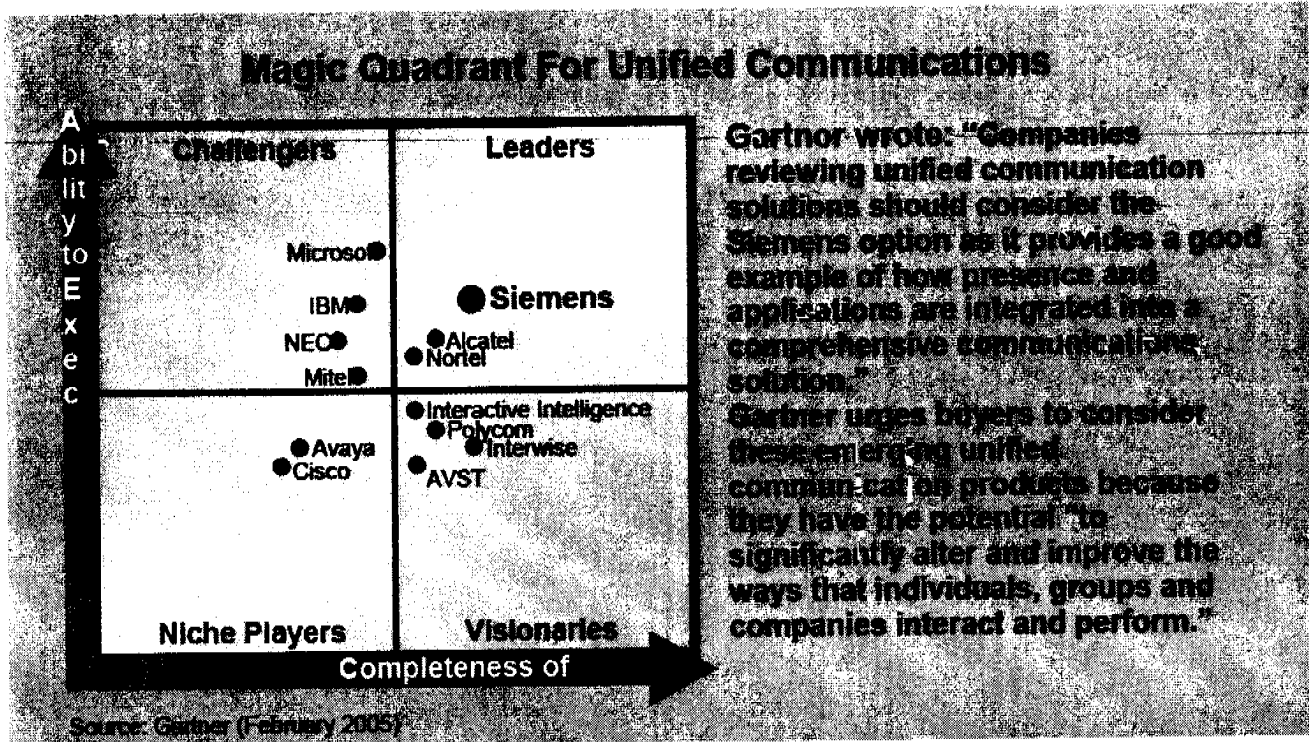
Siemens Solution:

- The proposed Siemens HiPath Platform is based on a very reliable real-time UNIX kernel and not based on the Windows operating system which has many vulnerabilities which can be tolerated in the PC arena but not for the delivery of dial tone.
- Siemens has proposed Cisco equipment for the network and the infrastructure necessary for supporting VoIP
- System support will be 24 hours/day, 7 days/week with a 4 hour onsite response for any major outage
- The solution features a very high level of survivability, redundancy and resiliency for common communications functions, without the high cost of replicating multiple servers.
- End-user training will be reduced since the PhoneMail prompts are the same as the system the District uses today, and the unified messaging product called Xpressions will make the use of PhoneMail even easier. The use of the Siemens OptiPoint IP Phones is greatly simplified with the embedded OptiGuide which provides easy to follow menu choices dependent upon what the user is doing. Finally, the computer-based training product, called PhoneGuide Live, provides customized yet repeatable training without trainer overhead or scheduling issues.
- Xpressions Unified Messaging utilizes a versatile dual storage capability for email and voice mail whereas other vendor products have only one storage capability.
- A web interface is available to listen, reply, forward and send voice, fax or text messages from any Internet-ready PC.
- Telephone User Interface (TUI) Folder in Microsoft Outlook is unique to Xpressions Unified Messaging and greatly improves the usability of Unified Messaging from a telephone device.
- Siemens has proposed an effective E-911 emergency response system which will provide accurate location information for the source of the call from any District telephone which will enable police and fire departments to more effectively respond to emergencies and know the campus, building, floor and room information.

Service and Relationship:

- Siemens has had a proven 15 year service reputation with the District.
- Siemens is giving the District a customer loyalty discount of more than \$600,000 to recognize the 15 year relationship it has had with the District.
- Siemens is providing a 50% discount on the maintenance for our existing telephone system until the new system is installed. This will be a savings of more than \$10,000 for the period of July through September 2005.
- Siemens has agreed to provide a 40% discount to the District for any purchases made for their products for a period of two years.
- With Siemens service personnel, the District will interact directly with Siemens employees and not a 3rd party maintenance and support provider. Siemens service personnel are already familiar with our staff, policies, and technical environment.
- Siemens service personnel have direct access to the highest level of product and technical support including the engineers that designed the system.
- Siemens has the staff and the experience with the current communications system, the College campuses, and the proposed HiPath product line to carefully plan and execute the implementation of the new system.
- In addition, Siemens will nominate the District as a ShowCase reference. Customers who agree to be a ShowCase reference for Siemens are rewarded with the following incentives:
 - Annual Membership in the Siemens users group - Joint Users of Siemens Technologies-United States (JUST-US)
 - Annual JUST-US Conference attendance including travel, room, and registration fee
 - Quarterly satisfaction reviews with Regional Sales/Service execs
 - An assigned Siemens account executive to ensure effective communication.
- Siemens will also provide an annual briefing with its product experts to learn about future product development and trends in the telecommunications and network marketplace.

**Gartner Rates:
Siemens Unified Communications #1**



RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor-Superintendent to execute an agreement with Siemens Communications, Incorporated for the first phase of the project to replace the existing telecommunications systems as described in an amount not to exceed \$3,000,000 for the period beginning April 28, 2005 through March 31, 2007.

BOARD REPORT NO. 05-4-108B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: José D. Nunez, Executive Director of Facilities Planning & Operations, 358-6836

**CONTRACT AWARD FOR SEISMIC UPGRADE AND MODERNIZATION
OF BUILDING 8, SKYLINE COLLEGE**

Building 8 at Skyline College was constructed in 1968. It is a three-story, 43,730 s.f. concrete building which houses the Business and Language Arts division offices, classrooms and faculty offices. This building was identified as one needing seismic reinforcement in the District's seismic assessment, completed by Rinne & Peterson, Structural Engineers (January 1993), and in the list of highest priority buildings in the State's Department of General Services, Real Estate Services Division's report of April 1998 entitled "California Community College Seismic Survey Report and Recommendations". In addition, the building is in need of code-driven upgrades as well as program-driven modernizations that will allow this building to serve the instructional needs of the College in the 21st Century.

The scope of this project includes seismic work consisting of structural bracing for the walls, floors and columns, accessibility compliance upgrades and modernization of mechanical and electrical systems, roofing, entry doors, restroom facilities, fire and life safety systems, architectural finishes and instructional technology.

On February 17 and 24, 2005, the District published a legal notice inviting prequalified general contractors to bid on this project. The bid solicitation efforts successfully attracted nine bidders to the pre-bid conference on March 2, 2005. Every effort was made to retain the bidder pool, including extending the bid date twice in response to bidder requests due to estimating resource constraints. On April 19, 2005, two firms submitted bids as follows:

General Contractor	Bid
John Plane Construction	\$ 9,928,730
Robert A. Bothman, Inc.	\$ 10,274,980

Although it would have been preferable to have more participation by general contractors, these numbers represent a healthy degree of competition due to extensive bidding at the subcontractor level. District administration, along with Swinerton Management and Consulting, has conducted a due diligence investigation of the bid results to ascertain that both bids are responsive and responsible, and meet the requirements of the project.

This project will be funded out of State Capital Outlay, State Scheduled Maintenance and Measure C general obligation bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for the Seismic Upgrade and Modernization of Building 8, Skyline College to John Plane Construction in an amount not to exceed \$9,928,730.

BOARD REPORT NO. 05-4-109B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: José D. Nunez, Executive Director of Facilities Planning & Operations, 358-6836

**CONTRACT AWARD FOR THE BUILDING 8 SUMMER 2005 OFFICE RENOVATION
AND THE BUILDINGS 3 AND 13 SUMMER 2005 OFFICE RENOVATION, CAÑADA COLLEGE**

The scope of work under this contract includes renovation of approximately sixty faculty and staff offices in Buildings 3, 8 & 13. The blinds and flooring in these buildings are the original products installed in 1969. The renovation scope primarily includes replacement of wall covering, flooring and paint, as well as miscellaneous power and data requirements. In Building 8, the damaged acoustic ceiling and outmoded lighting fixtures will also be replaced.

On March 29 and April 4, the District published a legal notice inviting prequalified General Contractors to bid on this project. Eight prequalified firms attended the mandatory pre-bid conference on April 5, 2005, and on April 12, 2005, five firms submitted bids as follows:

General Contractor	Bid
Marchetti Construction, Inc.	\$559,000
Big-D Pacific Builders L.C.	\$564,855
G. Swanson Construction	\$570,426
Coulter Construction, Inc.	\$798,773
Best Contracting	\$1,231,300

District administration, along with Swinerton Management and Consulting, has conducted a due diligence investigation of the bids to ascertain the lowest responsive, responsible bid that meets all the requirements of the project.

This project will be funded by Measure C general obligation bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for construction of the Building 8 Summer 2005 Office Renovation and the Building 3 and 13 Summer 2005 Office Renovation Project, Cañada College to Marchetti Construction in an amount not to exceed \$559,000.

BOARD REPORT NO. 05-4-110B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor (358-6828)
PREPARED BY: José D. Nuñez, Executive Director, Facilities Planning & Operations (358-6836)

**CONTRACT AWARD FOR BUILDING 3 THEATER LIGHTING REPLACEMENT,
COLLEGE OF SAN MATEO**

The College of San Mateo theater hosts a variety of College and community events. The theater relies upon its original lighting equipment, installed in 1968. The lights are routinely relocated and repositioned to serve the needs of each production. The light fixture cords include asbestos insulation materials which have deteriorated due to time and use. As the equipment continues to deteriorate, the possibility of staff and student exposure to friable asbestos fibers increases.

The removal and disposal of the existing lights will be performed under the existing districtwide abatement unit price contract with Bayview Environmental Services, renewed December 15, 2004 (Board Report No. 04-12-1CA).

To replace the existing light fixtures, the District published Legal Notices inviting equipment bids for two consecutive weeks. On April 15, 2005, the following four bids were received:

Musson Theatrical	\$75,914_
Entertainment Lighting Services	\$77,774
LVH Entertainment Systems	\$80,016
Holzmueller	\$83,859

Replacement of the theater light fixtures is funded by State Hazardous Materials Abatement and Measure C Bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchase of theatrical light fixtures from Musson Theatrical in an amount not to exceed \$75,914.

BOARD REPORT NO. 05-4-111B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Victoria P. Morrow, President, Skyline College

**APPROVAL OF SECOND AMENDMENT TO THE AGREEMENT WITH
SAN MATEO COUNTY FOR BIOTECHNOLOGY TRAINING PROGRAM 2004**

Skyline College's current Agreement with San Mateo County Workforce Investment Board was approved by the San Mateo County Board of Supervisors on January 19, 2004, and ratified by the SMCCCD Board of Trustees in December 2004 (Board Report No. 04-12-4CA) for the purpose of providing two cohorts of bio-manufacturing training in calendar year 2004 (\$116,000).

San Mateo County Workforce Investment Board and Skyline entered into a First Amendment to this Agreement to extend the term and the amount to provide a class to train an additional 20-student cohort in bio-manufacturing during the Spring of 2005 (\$73,195) (Board Report No. 04-12-4CA).

Presently, San Mateo County Workforce Investment Board and Skyline College wish to further amend the Agreement to increase the amount and term of service to fund the Skyline – Cañada Gateway Program* (\$167,580) and an additional bio-manufacturing cohort** (\$73,195) to be completed by June 30, 2006. (Total of Gateway Program + one additional bio-manufacturing cohort = \$240,775.)

Thus, the total contract includes the original contract (\$116,000) + the First Amendment (\$73,195) + the Second Amendment (\$240,775) for a total of \$429,970 for the term January 2004 – June 2006.

Both programs are coordinated under the auspices of The Center for Workforce Development at Skyline College.

***The Skyline – Cañada Gateway Program**

The Skyline – Cañada Gateway Program represents an innovative delivery of career development services for people who have experienced multiple barriers to career development. The Skyline – Cañada Gateway Program, a basic skills program that makes training programs in bio-manufacturing and allied health more accessible, utilizes and leverages multiple funding streams that include private foundations, the local workforce investment board, after-school employment, and financial aid packages. Using a Learning Community model, the program is designed to help up to 40 “underserved and hard-to-serve” students acquire English, math and employability skills needed to succeed in bioscience or allied health studies. Participants are then prepared to study in bioscience and allied health degree programs, as well as transfer education programs.

The Skyline – Cañada Program is funded by: The Walter S. Johnson Foundation, the William and Flora Hewlett Foundation, San Mateo County Workforce Investment Board, and Skyline College.

****The Skyline College Bio-Manufacturing Training Program**

The program features cohorts of 20 dislocated workers that will undergo 12 weeks of intensive study in biology, chemistry, and mathematics. Program participants receive 204 hours of classroom instruction that provides transferable college credit. Upon completion of the instruction, participants compete for 12-week paid work experiences at Genentech, Inc. Participants hired after the paid work experience earn starting salaries ranging from \$35,000 - \$40,000 per year.

The Skyline College partnership with San Mateo County Workforce Investment Board, San Mateo County Human Services Agency, and Genentech, Inc. is funded by the 25% Governor's Discretionary Workforce Investment Act (WIA) funds. This program builds upon Skyline's previous successes in collaboration with Genentech, Inc. to develop industry-specific curriculum that prepares a highly-skilled workforce.

This partnership received the California Community College Association for Occupational Education 2005 statewide award for "**Excellence in Partnership.**"

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the agreement with San Mateo County for biotechnology training programs as described in the report, to be effective January 2005 in an amount not to exceed \$240,775 for the time period of January 2005-June 2006.

BOARD REPORT NO. 05-4-112B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Barbara Christensen, Director of Community/Government Relations
574-6560

**AUTHORIZATION TO ADJUST BOARD MEMBER COMPENSATION
IN COMPLIANCE WITH LEGISLATION**

At the Board meeting of January 23, 2002, the Board approved an amendment to District Rules and Regulations Section 1.30, Compensation of Board Members, and authorization to adjust Board member compensation in compliance with new legislation (Board Report No. 02-1-109B).

SB 214, which was adopted by the Legislature and signed by the Governor in October 2001, allows the Board to adopt a 5% increase in compensation on an annual basis.

RECOMMENDATION

It is recommended that the Board implement the 5% annual compensation increase for all Board members, effective April 27, 2005.



Cañada College

**Executive Report
April 27, 2005**

KinderCaminata Draws 1,500 Students, 400 Parents, and 100 High School Volunteers – KinderCaminata returned to Cañada College in April and it returned in a big way. Nearly 1,500 kindergarten students, 400 parents, and 100 high school volunteers helped make the celebration one of the largest ever. The kids talked with 50 professionals who told them how a college education helps them do their jobs. The event is designed to reinforce the children's belief in the possibility of a college education.



Lindsay Moore Elected to National PTK Office – Lindsay Moore, a sophomore majoring in speech communication and molecular biology, was elected to the office of International Vice President of Division IV of Phi Theta Kappa. The election took place at the group's international convention in Dallas April 14-16. Moore is only the third Californian elected to the office and joins Dana Van Deman as the second Cañada student elected to the post.

Kindergarten Teacher Julietta Efigenio Named Outstanding Schools Partner – Hawes Elementary School kindergarten teacher Julietta Efigenio will be honored at commencement as the Cañada College 2005 Outstanding Schools Partner. Julietta represents one of the most cherished school partners Cañada College has – the kindergarten teachers of San Mateo County. Each spring, the county's kindergarten teachers bring approximately 1,500 kindergartners to the college for KinderCaminata, an event designed to reinforce the children's belief in the possibility of a college education. Julietta was one of the first teachers to give the event her support when it began. She has brought her class each year.

Catalino Tapia Named Outstanding Business Partner - For the past two years, Catalino Tapia has had a dream of establishing a non-profit foundation to raise money for scholarships that would be given to low-income students to help pay for college. His dream is quickly becoming reality as his foundation, The Bay Area Gardener's Foundation, has raised nearly \$25,000 in the past four months. Catalino has worked with other gardeners to identify wealthy clients willing to contribute to the scholarship fund. Catalino will be honored for his work with the Cañada College 2005 Outstanding Business Partner Award.

Soccer Coach Frank Mangiola to Retire Following Successful 35-Year Career – It is not a stretch to say Frank Mangiola is a soccer institution in the Bay Area. He has coached at Canada since 1990. Prior to that he coached at Skyline College from 1980-89. He spent 10 years coaching at Newark High school and during the final eight years he held a concurrent position at Ohlone College. His teams made eight state final appearances and his career record is 502 wins, 197 losses and 124 ties. Frank is hanging up the cleats for the final time to spend more time with family and to travel.

Multimedia Art Showcase and Open House Scheduled for April 29 - The event will showcase the new Multimedia Studio located in Building 13, Room 211. It will be held from noon to 1 p.m. and it is free and open to the community. The studio features state-of-the-art PCs and iMac G5 computers. It is one of the only community college multimedia labs in the state to have both PC's and Macs. Multimedia faculty will demonstrate flash animation, PhotoShop, and painting software during the open house. Student artwork will also be on display.

Cañada College Receives Hewlett Packard Technology Grant - Cañada College is one of 31 two- and four- year colleges and universities nationwide to receive the 2005 Hewlett Packard Technology for Teaching grant, which is designed to transform and improve learning in the classroom through innovative uses of technology. Cañada College will receive an award package of HP products and a faculty stipend valued at more than \$74,000. The wireless technology will be used during classroom instruction in engineering to provide a venue for active two-way interactions between the instructor and individual students, as well as collaboration among students to develop skills and strategies for problem solving.

Cañada College Secures Five-Year Grant to Help Low-Income Students - Cañada College has secured a five-year grant from the U.S. Department of Education to help low-income, first-generation students and students with disabilities earn two-year degrees and transfer to four-year universities. Cañada College will receive \$220,000 annually for the next five years.

Happenings at Cañada

April 27 through May 31, 2005

Date	Time	Event
4/28	2:00 P.M.	Colts Baseball/DeAnza College (away)
4/29	12:00 P.M.	Multimedia Open House, Bldg. 13, Room 211
4/30	12:00 P.M.	Colts Baseball/Skyline College (away)
5/3	2:00 P.M.	Colts Baseball/San Francisco City College at Skyline College
5/4		MESA Field Trip/School of Engineering to UC Santa Cruz
5/5	11:00 A.M. 12:30 P.M. 2:00 P.M. 7:00 P.M.	Immigration Law Workshop, Main Theater Tutor Recognition Lunch, Learning Center – Bldg. 5, Room 105 Colts Baseball/Mission College at Skyline College Dance "FUNK.DA.FIED" performance by Cañada Dance Class, Main Theater
5/6	6:00 P.M.	Scholarship Reception, Student Center
5/10	7:00 P.M.	Dance "FUNK.DA.FIED" performance by Cañada Dance Class, Main Theater
5/11	12:15 P.M.	Workshop "Ace Your Finals Pulling It All Together", Learning Center, Bldg. 5, Room 105
5/13	12:00 P.M.	"End of the Year Party", Library
5/14	7:00 P.M.	Palo Alto Jazz Alliance, Main Theater
5/17	6:00 P.M.	MESA Banquet, Student Center
5/18	9:00 A.M. 1:00 P.M. 5:30 P.M.	ESL Recognition Ceremony, Student Center Transfer Reception, Theater Foyer ESL Recognition Ceremony, Student Center
5/24	6:00 P.M.	Evening of Academic Excellence, Main Theater
5/25	7:00 P.M.	PEEP Graduation, Main Theater
5/26	3:00 P.M.	Middle College Graduation, Frisbee Lawn
5/27	4:00 P.M. 8:00 P.M.	Interior Design Graduation Commencement Ceremony



COLLEGE of
SAN MATEO

Office of the President

Executive Report to the Board of Trustees

April 27, 2005

MATH PROFESSOR SELECTED AS CARNEGIE SCHOLAR

Professor of Mathematics **Michael Burke** has been named a 2005 Carnegie Scholar by The Carnegie Academy for the Advancement of Teaching. He is one of twenty colleagues out of 300 applicants from around the nation and one of only four from community colleges that will participate in The Carnegie Academy for the Scholarship of Teaching and Learning. The program includes three residencies at the Foundation's center at Stanford University that will focus on undergraduate integrative learning. Professor Burke has been a leader in the college's learning communities initiatives for more than a decade.

DIVERSITY SERIES WELCOMES AUTHOR ANNE LAMOTT

On Tuesday, May 3, at 10:10 am, the *President's Lecture Series: Diverse Voices in Writing*, continues with best-selling author, **Anne Lamott**. Lamott is the author of six novels and four non-fiction books, including her latest best-seller, "Plan B: Further Thoughts on Faith." The presentation will take place in the Theatre and will be followed by a reception and book signing in Room 1-115. This series is generously funded by the Lane Family Charitable Trust.

ASSESSMENT INITIATIVE MOVES FORWARD

As part of a newly launched college initiative, 75 CSM faculty representing instruction and student services recently participated in a hands-on workshop about Student Learning Outcomes (SLOs). Held at CSM and facilitated by faculty from Bakersfield College, the workshop provided important first steps in assisting faculty to understand the benefits of SLOS in educational improvement and to develop and explore ways to assess SLOS for their courses. The workshop was organized by **Sandra Comerford**, professor of English who is also serving as CSM's assessment coordinator.

CSM HONOR STUDENTS RECEIVE STATE HONORS

Two CSM students received top awards from Alpha Gamma Sigma, the California community college scholastic honorary, founded in 1926. **Raymond Kei** from East Palo Alto was one of four recipients statewide of the Virginia Coffey Award for academic performance. Although he was nominated for the prestigious Loly Award (named in honor of AGS's founder) evaluators placed his application in the "super'Loly" category, also known as the Coffey Award. Raymond has been president of CSM's Business Club, a student senator and secretary of CSM's AGS chapter; he is also a volunteer at the Lucille Packard children's Hospital.

Celine Cheung from Daly City was the recipient of the Ed Walsh Service Award for her outstanding service to CSM's AGS chapter since Fall 2003. In addition to serving as chapter president, she has promoted volunteerism, campus involvement and fund raising for scholarships. She is a communications major who will be transferring to UC Berkeley in the fall. Raymond and Celine were the only two nominees from CSM's chapter of AGS. Both students were recognized at the recent AGS statewide conference.

CSM HOSTS "GET LINKED" CAREER & VOLUNTEER FAIR

On April 13, the College held "Get Linked" Career & Volunteer Fair, an event that showcased approximately 50 non-profit and businesses organizations. The fair combined two of CSM's most successful community events to provide a one-stop opportunity for students and community members seeking employment and volunteer opportunities. Attendees were able to interview for jobs and volunteer positions, network with potential employers, learn about work and volunteer opportunities and gather information about agencies, products and services. **Krystal Romero**, program services coordinator, **Eileen O'Brien**, coordinator of student employment, and **Bev Madden**, coordinator of *CSM Connects*, organized the event.

CSM CELEBRATES WORLD LANGUAGE DAYS

On April 12-14, College of San Mateo participated in the nationwide celebration, "2005: The Year of Languages," by hosting World Language Days. Highlights of this three-day event included music, dance and drama performances, food tasting, cultural seminars, foreign language film screenings, poetry readings, and art exhibits. The coordinator of the event was **Susan Petit**, professor of English and French.

NEWS FROM SAN MATEO MIDDLE COLLEGE HIGH SCHOOL

Eight students from San Mateo Middle College High School (MCHS) will be attending the 13th annual National Middle College Leadership Conference in Anaheim on April 28 – May 1. The conference, titled "Media Impact Upon Our Youth," will include 250 students representing Middle College programs across the nation.

In March, five MCHS students served as cabin leaders at the San Mateo County Outdoor Education Program in La Honda. They worked with students from Roy Cloud School in Redwood City and Encinal School in Atherton.

THE SKY'S THE LIMIT FOR ASTRONOMY DAY

On April 16, the San Mateo County Astronomical Society and CSM hosted another very successful Astronomy Day which attracted approximately 450 attendees. The keynote speaker for the event was **Dr. Cynthia Phillips** of the SETI Institute in Mountain View. Her presentation to a standing-room-only crowd in the planetarium about the Cassini/Huygens mission to Saturn and to Titan included exceptional pictures of Saturn and the descent and landing on Titan's surface. Other activities included solar flare and sunspot viewing, demonstrations of vast distances of space, planetarium shows and stargazing through telescopes. The event was held in conjunction with national Astronomy Day and was open to the public, free-of-charge.

STUDENTS HOST ANTI-VIOLENCE CONFERENCE

Earlier this month, the Ethnic Studies Society and International Students Union sponsored an Anti-Violence Conference which explored the origins, causes and effects of violence. It featured speakers, demonstrations, panels, a children's anti-violence poster contest and entertainment. Speakers included **Paul Chavez**, grandson of Cesar Chavez; **Dr. Zakee Matthew**, a pediatric psychiatrist, and **Dr. James Clifford**, CSM psychology professor.

KUDOS FOR CSM MATH DEPARTMENT

CSM placed 15th out of 158 colleges nationally in the American Mathematical Association of Two-Year Colleges (AMATYC) Math League Competition. **Professors Jay Lehmann, Mel Hom and Dean of Science and Math Bob Kowerski** coordinated the College's efforts which attracted more than 180 CSM students this year.

Professor of Mathematics Jay Lehmann was a presenter at the California Mathematics Council of Community Colleges South (CMC3) conference held in Anaheim in March. His speech, "Can you Take the Heat: Curve Fit Global Warming," was presented to an audience of more than 300 community college faculty. **Kenneth Brown**, professor of mathematics, was one of six instructors to receive the 2005 Teaching Excellence Award from the California Mathematics Council.

TRACK & FIELD ATHLETES CAPTURE TITLES

CSM track and field athletes dominated the competition at the first day of the 2005 Coast Conference Championships held on April 23 at Chabot College. **Kelly Schumacher**, Terra Nova High School graduate, was the conference champion in the women's hammer throw and **Samantha Belvini**, Notre Dame High School graduate, won the women's high jump and placed second in the long jump. For the men's events, **Matt O'Connor**, Serra High School graduate, took first in both the high jump and long jump. At the end of the day, the CSM women's team was in first place and the men's team was in third; the final day of competition is April 30.

MULTICULTURAL AND DIVERSITY EVENTS

As part of the ongoing Campus Conversation on Diversity, CSM's Diversity in Action Group (DIAG) recently sponsored, "Stamp Out Stigma," a panel discussion that addressed personal experience in living and recovering from mental illness. Panelists discussed how stigma hurt them and how they worked to change faulty perceptions.

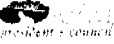
CSM's Multicultural Center and DIAG co-sponsored "Legacy of the Middle Passage," a celebration honoring the history and cultural of Ghana, West Africa. The event included a display of artifacts, photos and stories about the country.

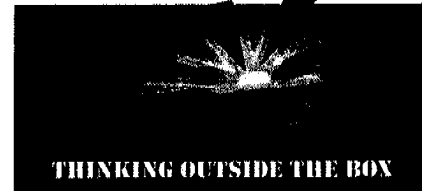


SKYLINE COLLEGE
EXECUTIVE REPORT FOR THE BOARD OF TRUSTEES
APRIL 27, 2005

APPRECIATION

President's Council Breakfast: *Thinking Outside The Box* was the theme at the President's Council Breakfast held on April 22. Many business and community leaders were in attendance, including Assembly Member Gene Mullin, as well as Skyline faculty, staff and students. The council raises financial support for the President's Innovation Fund. The breakfast provided an opportunity to recognize faculty and staff who are responsible for the innovation projects that are being carried out during this year. The following people worked with the President's Council and made it all happen: Sandy Irber, Director of Development, Marketing and Public Relations; Jerry Peel, Public Information Officer; and Roxanne Brewer, Staff Assistant.

 Join us for a Complimentary Breakfast
Friday, April 22, 2005 at 7:30 a.m.
South San Francisco Conference Center



Expanding Your Horizons Conference: Believing in the power of girls - their intelligence, talents, interests, and possibilities, including careers in mathematics and science - is what Expanding Your Horizons is all about including careers in mathematics and science. On Saturday, March 19, Skyline College presented its annual Expanding Your Horizons Conference and more than 1,000 girls from grades 6 through 12 participated. The event was made possible through the tremendous efforts of Skyline's faculty and staff who worked hard to serve our current and future students:



- Co-Chairs Christine Case and Shari Snitovsky. Christine also secured the grant funding and took the lead on other key aspects of the program.
- Arlene Chang for making the arrangements for the keynote speakers.
- Sue Lorenzo and Kathy Bianchi for coordinated registration.
- Tiffany Reardon for making arrangements for the wonderful workshop presenters.
- Pat Carter and Mousa Ghanma for their help with labs and materials.
- Mike Williamson and Terry Vevea for coordinating food for the girls and presenters
- A. J. Bates for coordinating volunteers.
- Julie Mooney for donating museum passes as prizes.
- The Genentech Foundation for providing funding to help support this event and make it possible.
- Other invaluable volunteers: Ed Wodehouse, Nick Kapp, Don Biederman, Daisy Araica, Steve Fredericks, Omer Thompson and more than 60 volunteers.

Skyline – 2; Weather – 0: Skyline College has faced tough challenges from the weather twice in the last month. Skyline College's Facilities Staff came to the rescue in the middle of the night on March 19 when the massive tent set up for the Expanding Your Horizons Conference was damaged during a heavy wind storm. The crew arrived on campus during pre-dawn hours to secure the tent, which had blown down in the high winds, and proceeded to break apart and blow around further. It took a number of hours of hard work under very trying conditions of wind and rain, but they took care of it. Skyline is thankful to the following facilities staff for saving the day: Richard Inokuchi, Giao Van Bui, Vinesh Samujh, Diego Zarco, and Bob Spacher.



On April 22, there was a major wind storm at Skyline which lifted and blew away large sheets of plastic that had been laid over our synthetic turf soccer field to protect it during the resurfacing spraying. Skyline wishes to thank the following folks who literally 'tackled' the large sheets of plastic, cut and tore it from whatever it got hung up on, and saw to it that it got secured and disposed: Richard Inokuchi (Facilities), Tony Gulli (Facilities), Bob Spacher (Facilities), Diego Zarco (Facilities), Sheikh Hussain (Facilities), Hamand Bali (Facilities), Dave McCargar (Facilities), Jim Herndon (Security), Zak Conway (Swinerton), Bernard Rottner (Swinerton), Victor Livingston (Swinerton), Jeff Feeny (Bothman). It took them all the better part of three hours working in extremely gusting winds to contain the plastic sheeting that was blowing furiously in multiple locations.



PROGRAM NEWS

The Skyline – Cañada Gateway Program: The Center for Workforce Development at Skyline College is pleased to announce the Skyline – Cañada Gateway Program. This program is designed to prepare up to 40 "underserved and hard to serve" students for training in bioscience and allied health degree programs, as well as transfer education programs. Students begin their studies by enrolling in a contextualized basic skills program in the spring of 2005. This 14-week, 14-unit program is designed to: help students satisfy math and English pre-requisites needed for enrollment in bioscience or other allied health degree programs; help them begin to acquire the necessary English and math skills needed to succeed in bioscience or allied health studies; nurture the soft skills needed to succeed in college and the workplace such as consistent and punctual

attendance and appropriate preparation for the task at hand; and as a Learning Community to enrich the learning experience and foster better student outcomes.

The Cañada cohort has already begun and the Skyline cohort is slated to begin on May 16, 2005. The program is funded by: The Walter S. Johnson Foundation, The William and Flora Hewlett Foundation and the San Mateo County Workforce Investment Board. Additional partners include: Career Ladders Project, Gruber Pereira Associates, Opportunities Industrial Centers West, Peninsula Works, and One East Palo Alto. On March 24, 2005, The Regional U.S. Department of Labor, The CA Employment Development Department, Gruber Pereira Associates, The Career Ladders Project, along with the Alameda County Workforce Investment Board, featured the Gateway Program as a model program for other regional providers preparing to respond to requests for proposals to implement similar programs.

Hyundai and Nissan/Infiniti partner with Skyline Automotive Department: The

Skyline Automotive Department is finalizing a short-term agreement with Hyundai Motor American who will be using the Automotive Department facilities to do their new model training classes in the upcoming months. Skyline hopes this agreement with Hyundai will develop into a long-term partnership which would provide the Automotive Department access to Hyundai's latest technology and access to vehicles and tooling which could result in jobs for students. The Automotive Department is continuing its partnership with Nissan/Infiniti and is expecting the seventh Nissan/Infiniti car donation in the near future. Through this partnership, Nissan/Infiniti has also provided the department with unlimited access to their dealership network system and a \$5,000 factory diagnostic scan tool.



Professor Rick Escalambre (center) with Skyline automotive students

Skyline's International Trade Program finalizes internship partnership: Skyline College and American Overseas Air Freight Forwarding Company recently formed a partnership to provide Skyline College International Trade Program students with hands-on experience as well as future job opportunities. Students completing six of the 18 program units are eligible for this internship opportunity. Twenty – forty students are expected to participate. The internship will allow them to gain experience in import and export, data entry and shipment. In addition to this partnership, Skyline also has a two year old internship agreement with DHL, Inc. The internship program has proved to be a win-win situation for both Skyline and the business community.

Cosmetology Department supports community and college events: Skyline's Cosmetology Department helped make learning fun for children through its participation in the fourth annual Cañada College KinderCaminata event on April 15. Nearly 1,500 kindergarten students attended this celebration. Skyline faculty members Cinthia Menendez and Laurie Biagi provided information on the field of cosmetology for the students using the medium of face painting. The Cosmetology Department also

participated in the Skyline College Day of the Child, sponsored by the Skyline Childcare Center on April 16. Several Skyline cosmetology students, under the leadership of David Galang, will be providing the makeup and hair styling for all dancers in the Skyline College dance productions. The evening Cosmetology class and instructor Lynn Morita provided services to the parents of the San Francisco Child Development Center in March. The Cosmetology Club has raised funds to assist students in attending the San Jose Cosmetology Show on April 11 and the Las Vegas Sun Fun Competition on July 23. The Cosmetology Department will send a student team to compete in the competition with Board Member Sherri Khalil participating as a member of the team.

High school students attend Skyline's Cash for College Day and GEPP Testing:

Approximately 50 high school students and parents attended the Financial Aid Cash for College Day on February 26. The attendees expressed their appreciation for the information provided by the Financial Aid Department and Campus Ambassadors. A similar workshop in Spanish was also presented on March 17 and additional workshops will be held in the future. Skyline held two Guaranteed Enrollment Priority Program (GEPP) sessions for graduating high school seniors and 164 students attended the events. During the full-day program, students completed the placement tests, attended an orientation session, took a tour of the campus led by the campus ambassadors and were scheduled for follow up counseling appointments to plan their summer and fall classes. All students attending were issued ½ unit of college credit. A special GEPP session for students with disabilities was also held on April 23rd. A special session for parents (in both English and Spanish) is held on each of the GEPP sessions to provide them with information that will be helpful as their children transition to college.



Campus Ambassador Daniel Tostado provided assistance at Cash for College Day.

SKYLINE SHINES

Beta Theta Omicron wins four international awards: Skyline College's Phi Theta Kappa chapter, Beta Theta Omicron, won several international awards at the Phi Theta Kappa International Convention, which was held on April 14-16, 2005 in Dallas, Texas. Nearly 4,000 Phi Theta Kappans from around the world attended the convention and Skyline was one of the top award recipients. Beta Theta Omicron is in the top 100 chapters in the world. Skyline students worked hard to implement programs in Scholarship, Leadership, Service, and Fellowship. The awards included:

- The USA Today Case Study Challenge for the third consecutive year
- The Scholarship Hallmark



Beta Theta Omicron students following the presentation of the Fellowship Hallmark. From left to right: Charles Havnar, Tresca Truong, Advisor Christine Case, Shellie Raygoza, Lacey Slattery, and Alana Quintoriano.

- The Fellowship Hallmark
- The Outstanding Officer Award presented to Student Tresca Truong

In addition to the awards presentation, Christine Case, Phi Theta Kappa advisor and Skyline Professor of Biology, presented a seminar for other chapters on the Case Study Challenge. The winning USA Today Case Study Challenge will be published on the USA TODAY Collegiate website. The Phi Theta Kappa trophies will be added to the awards display in Building 5.

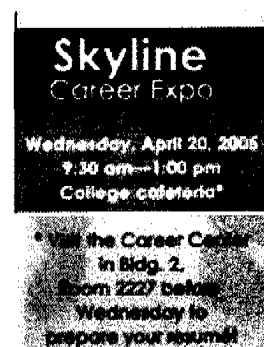
Best Paper Award for Skyline Instructor: A manuscript entitled *ROMI: Concept, Implementation and Implications*, co-authored by William Kehoe from the University of Virginia and Linda Whitten, Professor of Accounting at Skyline College, has been released for publication in an upcoming issue of the American Society of Business and Behavioral Science (ASBBS) e-Journal. The original manuscript received a Best Paper award at the recent 12th Annual ASBBS Meeting.

Kudos for Skyline Cosmetology Faculty: At the April Cosmetology Department Advisory Board meeting, Skyline faculty member Regina Pelayo was chosen to serve on the State Committee for Instructor Licensing and May Lee was chosen to serve on the State Committee for Occupational Analysis. Professor Laurie Biagi recently served as an expert witness for two different cases concerning lawsuits on nail diseases and disorders. Skyline faculty, staff, and students will be attending the Cosmetology State Board Meeting held on April 25 in Sacramento.

Skyline dancers perform at CCC Academic Senate Session: Congratulations to the Skyline dance program and the Filipino Student Union for their lively performance at the Spring Plenary Dinner Session of the Academic Senate for California Community Colleges. Pilipino dancing and martial arts were presented by the Filipino Student Union. Dance Professor Dianna Cushway was the consummate stage master as she introduced the audience to the students, her dance program, and Skyline College. She also made an announcement on when her next class would be held and invited the audience to sign up at Skyline. The night ended with about 30 faculty from across the state learning how to Salsa with the student dancers. According to Skyline Academic Senate President Nick Kapp it was a great evening and it really showed that Skyline has a lot of fun.

SPECIAL EVENTS

Skyline Career Expo, April 20: Skyline students had an opportunity to network with more than 50 local and Bay Area companies to enhance their knowledge, increase their skills, and investigate employment resources, training and job opportunities. The expo is a collaborative program with Skyline industry partners and is designed to help students gain a better understanding of the neighboring business community. Faculty members supported the event by bringing their classes to the Career Expo.



Week of the Young Child: Skyline's Children's Center in coordination with the Early Childhood Education Department brought more than 350 children, families and members of the community together to celebrate the nationally-recognized Week of the Young Child. This fourth annual community festival took place on Saturday April 16. Hands-on activities were provided for the children and their families and highlights included a Scholastic book fair, face painting, family resources, pony rides, and live entertainment. Community sponsors included: Project Read, Cold Stone Creamery, California Automobile Association, Youth Speaks, KMEL 106, KISS FM 98.1, Childcare Coordinating Council, My Pony Party & Petting Zoo, and Bailey's Powerhouse Gym.

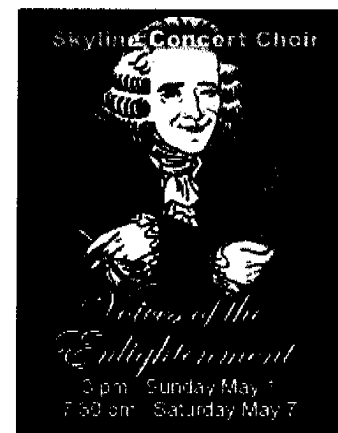
Skyline celebrates 35th Anniversary: "Building for the Future" is the theme for Skyline College's 35th anniversary celebration, which will be held on Thursday, April 28, 2005. Skyline is proud to dedicate its new athletic fields and the Founders' Learning Grove of Trees. All students, faculty, staff and the community are invited to participate. The 35th Anniversary Celebration received funding from the President's Innovation Fund. Activities will begin at the new athletic fields and include:



Skyline College 35th Anniversary Schedule of Events

11:00 a.m.	Hot Dogs, Ice Cream, Soda
11:30 a.m.	Live music
11:50 a.m.	Dedication of the Skyline Sports Complex
12:30 p.m.	Pilipino Cultural Night Dancers
12:30 p.m.	Skyline College Kulintang Group with Master Danongan Kalanduyan (musical performance)
1:00 p.m.	Dragon School of Kali (a martial arts demonstration)
1:30 p.m.	Dedication of Founders' Learning Grove of Trees
2:00 p.m.	Athletic field activities for everyone
5:00 p.m.	Chambers of Commerce Mixer in Gallery Theater, featuring the Student Art Exhibit
6:30 p.m.	Student Artists Reception

Voices of the Enlightenment, May 1, 2005: The Skyline Concert Choir will sing music written during, or inspired by, the Enlightenment period from 1750-1820. While famous philosophers and politicians like Thomas Jefferson and Voltaire pondered the attributes of God, King and Man, the rich, classical music of Haydn and Mozart was composed. The concert will feature Randall Thompson's 1943 piece, "The



Testament of Freedom,” a setting of writings of Thomas Jefferson, Haydn’s “Te Deum,” Mozart’s beloved “Ave Verum,” and choruses from Leonard Bernstein’s musical, “Candide,” based on Voltaire’s hilarious satire of the same name. The concert begins at 3:00 p.m. on Sunday, May 1, at Skyline College’s Main Theatre. The choir will perform again on Saturday, May 7, at 7:30 p.m. at the Pacifica Performances, Sanchez Art Center, Pacifica. For more information, please call (650) 738-4384.

Spring Dance Concert, May 5-6, 2005: Skyline College’s Dance Department will present its annual Spring Dance Concert on May 5 and 6. This year’s concert is based on student/faculty/guest artist collaborations and includes Filipino, Afro-Brazilian, modern, jazz, musical theatre, salsa, and hip-hop dance. The performance will begin at 7:00 p.m. in the Skyline College Main Theatre. For more information and ticket reservations, please call (650) 738-4274.

Pilipino Cultural Night, May 14, 2005: Skyline College’s Filipino Student Union is proud to present Pilipino Cultural Night – an event that expresses the spirit of the Filipino American experience. This popular show, staged at many colleges and universities throughout California, is rarely held at community colleges and we are very fortunate that it will be presented at Skyline on May 14th at 7:00 p.m. in the Main Theater. Pilipino Cultural Night aims to create a greater sense of community between American-born and immigrant Filipino students. The performance showcases the two cultures and features acting, singing, and creative works ranging from traditional Filipino dance, to Western-influenced dance, to modern hip-hop. Pilipino Cultural Night is a collaboration of Skyline’s Language Arts/Learning Resources and Physical Education Divisions and the Kababayan Program. Thanks to Liza Erpelo and Diana Cushway for bringing in Danongan “Danny” Kalanduyan to work with the production. Kalanduyan is both the artistic and executive director of the Palabuniyan Kulintang Ensemble and internationally-revered master of the Maguidanao Kulintang music of the Southern Philippines. For tickets, please call (650) 738-4274 or visit the website at www.geocities.com/pcn_skylinecollege.



Skyline College Students Nikki Santiago (left) and Joanne Boston (right) rehearse for Pilipino Cultural Night, which will be held on May 14.

Expanding Your Horizons

Evaluation Summary

**For the 25th Skyline College
Expanding Your Horizons in Math and Science
Conference**

March 19, 2005



“I love Expanding Your Horizons, it’s so fun.”
“This was a wonderful experience and all girls should do it.”
“The best day of my life.”

**Sponsored by
The Genentech Foundation for Biomedical Sciences
Skyline College
San Bruno, California**

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Skyline College

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Skyline College

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Skyline College

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Skyline College





“This is an amazing learning experience.”

Expanding Your Horizons (EYH) is a math-science conference for girls designed to encourage the success of women in science- and math-related fields and to promote education as a means for young women to achieve a desirable lifestyle. Math and science were chosen as the conference focus to help break down sex-stereotyping regarding the success of females in traditionally male-dominated careers and to provide role models and encouragement for the young women attending EYH. The conference targets girls because the number of women in scientific and technical fields is not proportional to the population. Reasons for this include that high school girls (1) are less likely than males to enroll in high-school science classes, (2) feel science will not help them earn a living, and (3) expect they will not use science as adults. Consequently, the science proficiency of girls is below that of boys.

Expanding Your Horizons conferences are held throughout the United States. The conference in San Mateo County, held at Skyline College, is one of the oldest and the largest (see page 7). In San Mateo County, many facets of the community come together to make Expanding Your Horizons successful. In 2005, 219 women and men representing many disciplines and 45 companies volunteered their time and expertise to present workshops. The presenters come from diverse careers in private industry, government, and education. The 27 Planning Committee members volunteer because of personal commitment to providing this opportunity for young women and Skyline College hosts the conference as part of its educational mission. Teachers encourage young women to attend; contributors provide prizes and educational materials, and sponsors provide the funding for lunches and lab supplies. Skyline College students volunteer as “go’fers” to help locate rooms and tend to any last minute presenters’ needs. EYH at Skyline College has received national recognition as an intervention program (see page 7).

The girls enjoyed themselves and many echoed the girls who said “I’m coming back next year” and “Great experience.” One 10th grader added “It was an awesome and very educational day.”

Expanding Your Horizons 2005

Approximately 1000 girls attended the 2005 conference.* The majority (76%) was 6th–8th graders. (Figure 1).

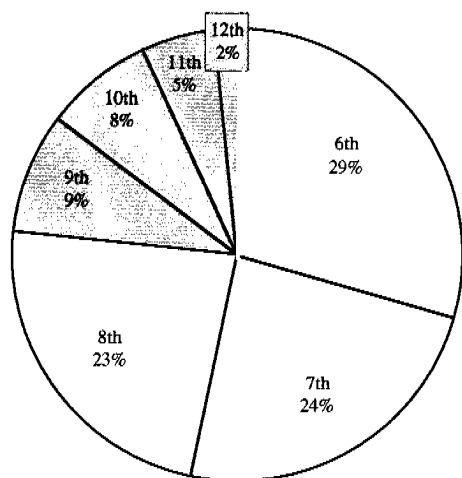


Figure 1. The majority (77%) of participants are in middle school (6th–8th grades).

Sixty-eight percent of the girls learned about the conference from a teacher; other sources were a friend (15%) and a parent (6%). Nearly one-third (31%) of the girls had attended another EYH at Skyline. One 7th grader wrote “I love EYH, it’s so fun. I learn a lot every time I come.”

Staff arrived at 7:00 A.M. to prepare for registration at 8:15 A.M., however, girls started arriving before 8:00 A.M. because they were looking forward to the day—or to getting started on the Problems and Puzzles Contest.

The girls started their day with fruit and a fruit drink before their first of three workshops: one at 9:00 A.M. and one at 10:25 A.M. This was followed by the general assembly with a presentation by Mary Carouba, author of *The Story Behind the Stories: The Women at Ground Zero Project*. The girls participated in their third workshop after the assembly and lunch. Forty-three sessions were scheduled on a variety of topics. Each session was sched-

uled three times. Sessions were limited to 25 girls and were conducted by professionals in math, science, healthcare, and engineering.

One purpose of the workshops is to expose girls to careers and fields of study that they did not heretofore know, however, the girls register based on a brief description of the workshop and their interests. The preregistration favorites were:

- Forensic Science—Has CSI Got it Right?
- Root Beer, Cheese and a Kiss
- Scrub In!

A comparison of pre- and post-conference favorites indicates that a post-conference favorite workshop may be one that is least familiar before the conference (Figure 2). The post-conference favorites included:

- Web Engineers.
- Shine Like a (Web) Star.
- Introduction to Computer Networking.

Overall, the girls gave the workshops a 4.0 on a scale of 1 (dull) to 5 (fantastic). We try to provide dynamic workshops that hold the girls’ interest. The favorite workshops provided the most hands-on activities. The girls commented: “We made our own hand lotion.” “I learned how to use a microscope.” “Very interactive.” During lunch, the girls completed their Problems and Puzzles Contest. A packet handout



“Fun to make my own website with my own picture on it.”

<<http://skylinecollege.edu/eyh>>

* Data are based on 881 completed pre-conference questionnaires and 542 completed post-conference evaluations.

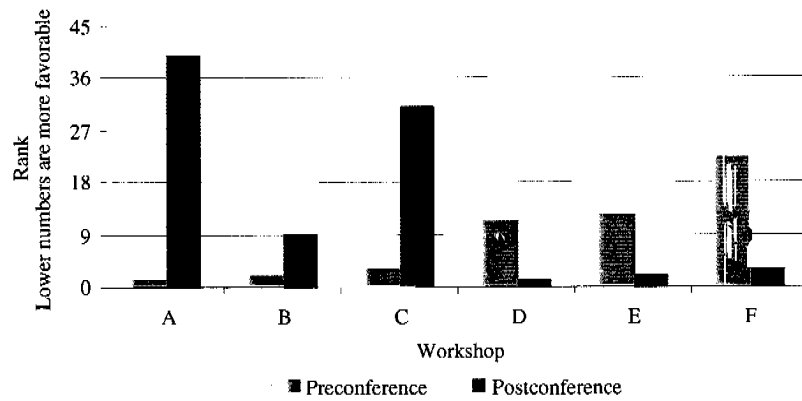


Figure 2. Favorite sessions. Workshops A—C were the girls' pre-conference first choices. After the conference, the girls rated their workshops on a scale of 1 (dull) to 5 (fantastic). The less familiar workshops (D—F) were rated higher after the conference.

provided the new USDA Dietary Guidelines. Several girls echoed the 7th grader who said "Great food." Although you can't please everyone because "I hate broccoli" but overall "Lunch was ok."

At 3:05 P.M., everyone went to the gym for awarding of prizes. The 15 highest scorers won "A Day With a Scientist." Each winner has the chance to spend a half-day on the job with a professional woman—this could include going to NASA, Genentech, The Exploratorium, or Benjamin/Cum-

ings. To date, one evaluation has been received from the scientist describing the day spent with her contest winner as "practical, powerful, and a good experience once again!" A drawing was held from all contest entries to receive tickets to local science museums/exhibits. Twenty family passes were given to local sites such as Marine World, the Monterey Bay Aquarium, San Francisco Zoo, The Exploratorium, and California Academy of Sciences.



Student feedback was very positive with an overall score of 4.03 on a scale of 1 (dull) to 5 (fantastic) (Figure 3). A 8th grader wrote "This was so much fun, I'm coming back!" One 8th grader summarized the day with "Expanding Your Horizons is the bomb."

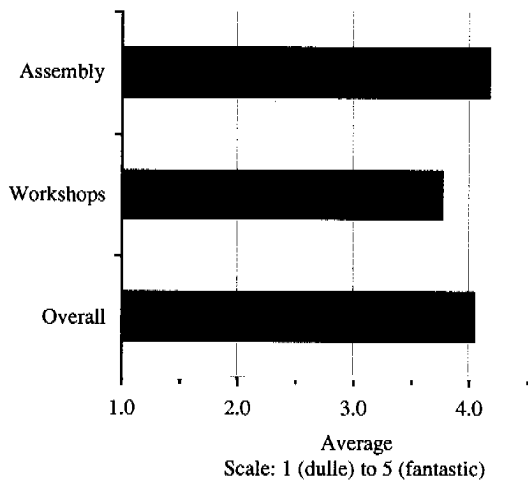


Figure 3. Most participants rated the conference fantastic.

The girls' perceptions of math and science changed after the conference when more girls felt math is useful and science is interesting (Figure 4). Before the conference the majority of the girls said they planned to take more than 3 years of math (76%) and science (68%) in high school. After the conference many said they planned to take more math (44%) and more science (48%) courses. After the conference, 40% of the girls said they learned about new careers and were more interested in math and science (Figure 5). A 9th grader said "I gained insight into what my options are." A 10th grader said "This opened me up to a lot more career choices." A 7th grader said "This conference made up my mind what I want to be."

All (100%) of the girls use a computer. The majority (89%) of the girls have a computer with internet access (86%) at home.

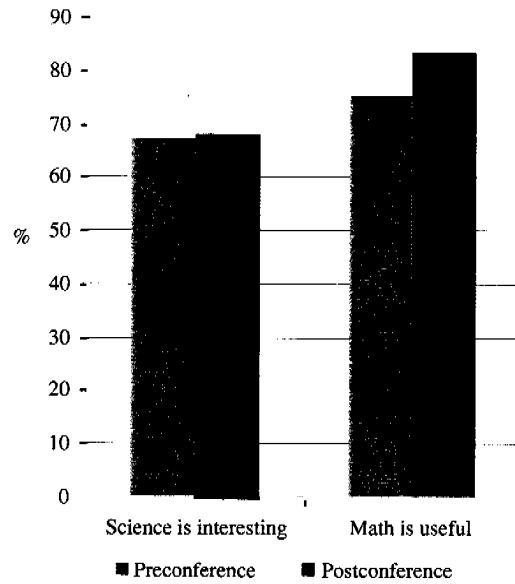


Figure 4. After the conference, more girls felt that science is interesting and math is useful.

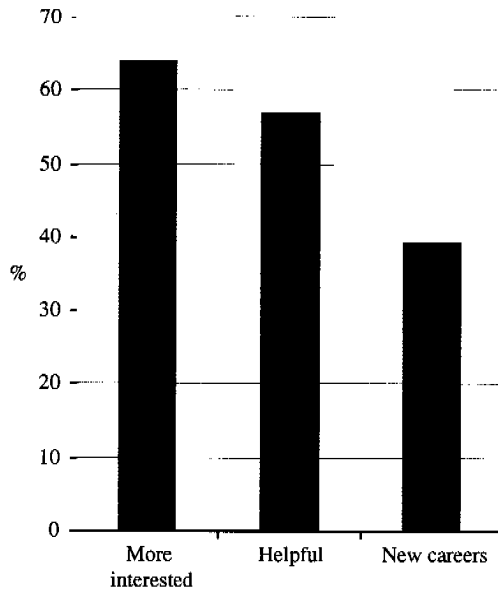


Figure 5. After the conference, participants said the conference was helpful, they learned of new careers, and they were more interested in math and science.

The Bay Area has a rich cultural and ethnic diversity and this was reflected at EYH. Over half (58%) of the girls reported speaking a language other than English at home. In all 18 different languages were represented (Figure 6).

Presenters, adults, and the girls enjoyed the conference, said it was "Very well organized," and gave it a good evaluation (Figures 7).

A concurrent adult program included six workshops on college information and topics in science and computers. Adult participants included parents (81%) and teachers (19%). They learned about the conference from: school newsletters (27%), friends (14%), teachers (14%), or daughters (3%).

All (100%) of the adults felt the conference was helpful for the girls and for adults. The adults rated their workshops 4.0 on a scale of 1 (dull) to 5 (fantastic) (Figure 8).

The adults said:

- "Seeing a college campus in action is a wonderful experience."
- "Use of the theater is much better." (Attended in 2003, 2004, 2005)
- "Thank you for such a great program."
- "Thank you to all of the volunteers who helped make this day a success."
- "I loved the 1/2 & 1/2 lunch/speaker arrangement."
- "Orange-shirted helpers were great."

Presenters said:
 "This year was the best ever, despite wind, rain, and construction."

"Great conference, well organized."

"Expanding Your Horizons is an incredible event for girls and I know an overwhelming amount of work must go into putting it all together. Thank you for giving so much of yourselves to these young women. The seeds you are planting are sure to bear great fruit in the years to come."

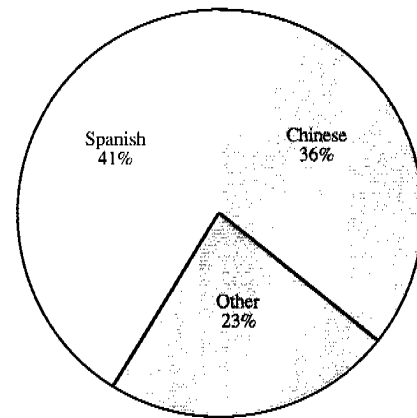


Figure 6. Participants speak 18 different languages at home.

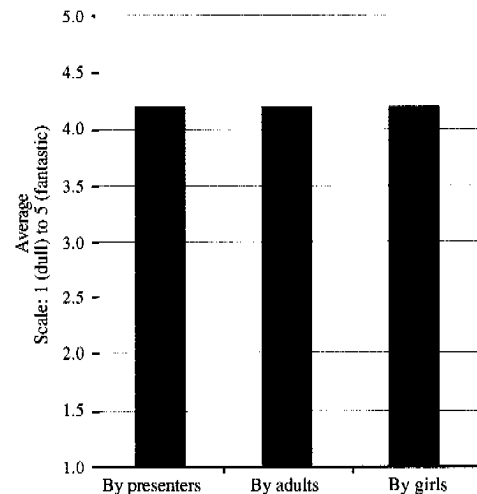


Figure 7. Overall, nearly everyone rated the conference 4 or 5 on a scale of 1 (dull) to 5 (fantastic).

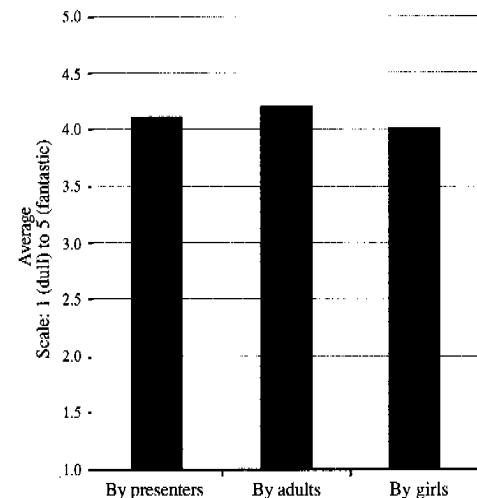


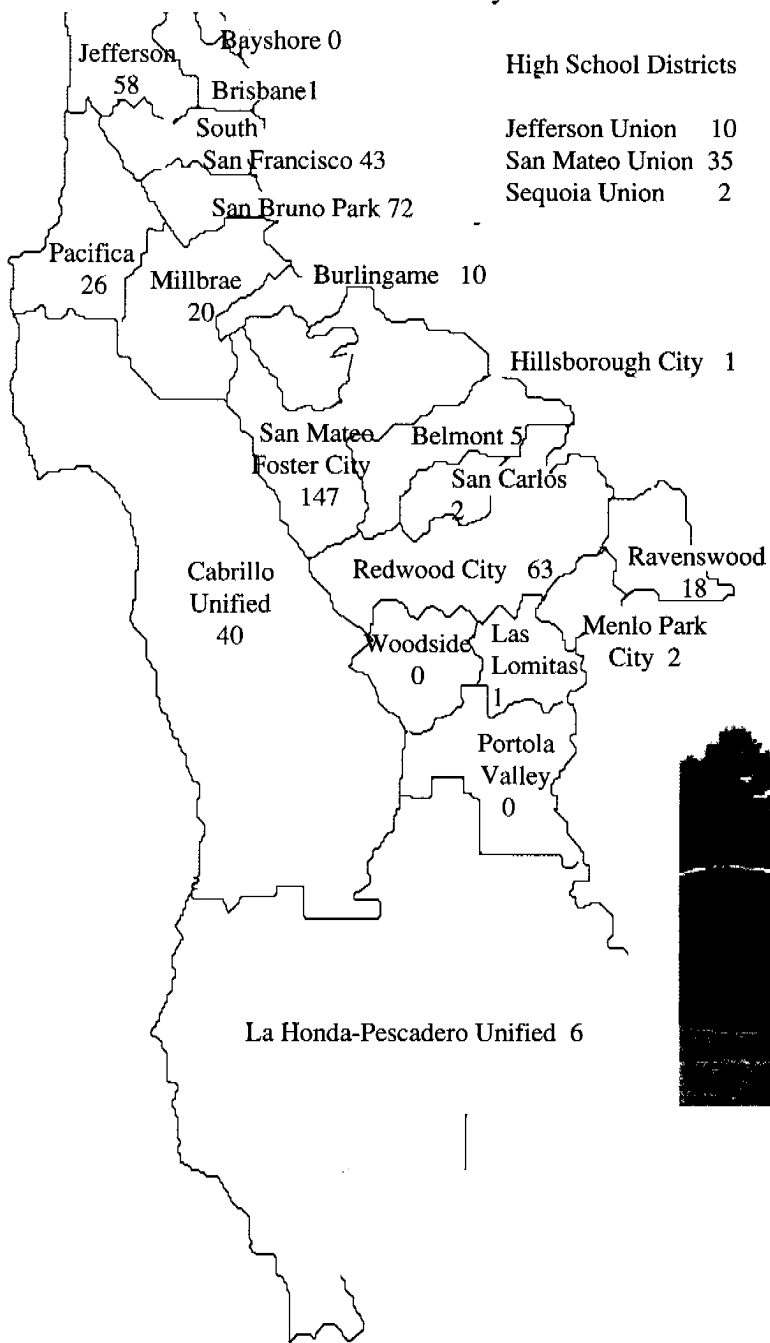
Figure 8. Overall, nearly everyone rated the conference 4 or 5 on a scale of 1 (dull) to 5 (fantastic).

Participants Came From

Participants came from 135 schools.	No. of girls	No. of schools
Out of county*	274	64
San Mateo County Public**	578	56
San Mateo County Private	28	12
Home schooled	5	

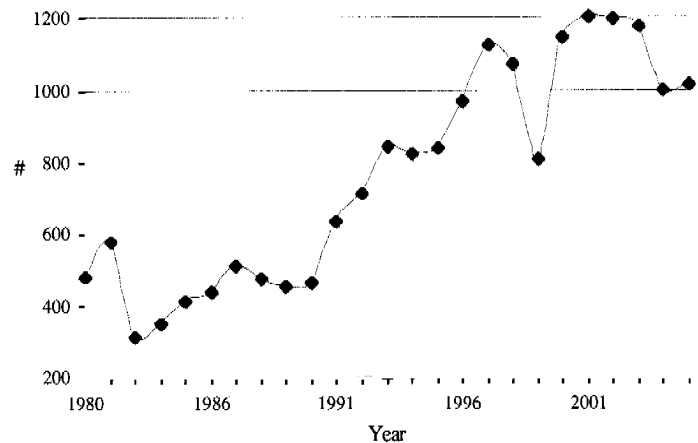
* They came from San Francisco County, Santa Clara County, Alameda County, Contra Costa County Marin County, and Fresno County.

**Public schools in San Mateo County:



25 Years of EYH at Skyline College

Since 1980, nearly 19,000 girls have attended Expanding Your Horizons at Skyline College. The average annual attendance is 759 (range = 310–1200), with 25% of the girls having attended a previous conference. The majority (79%) of girls are in the 6th through 8th grades. Approximately 44% of the girls said they learned about new career possibilities at the conference and 94% found the conference somewhat to very helpful. Expanding Your Horizons at Skyline College has received national recognition and been used as a model for similar conferences across the country.



Milestones

- 2003 High school students earn 0.5 unit college credit for EYH.
Strategies for Success (Benjamin/Cummings Publishing Co.) featured EYH at Skyline College.
- 2002 Kent Award from San Mateo County School Boards Association.
- 2001 Included in U.S. Department of Labor programs for women.
Model for Tanzania (Africa) EYH.
Model for San Diego County EYH.
- 2000 Model for Cuesta College (San Luis Obispo) EYH.
- 1999 Model for University of Massachusetts, Dartmouth EYH.
- 1998 Donated textbooks and multimedia CDs to schools represented at EYH.
- 1997 Launched EYH web site at skylinecollege.net/eyh
- 1995 Skyline EYH became the largest in the United States.
- 1994 Using the program at Skyline College, EYH was held for the first time at Southwestern Missouri University and one is being planned by groups in the Monterey area, in Junction City, Kansas, and in Champaign, Illinois.
- 1993 *Strategies for Success* (Benjamin/Cummings Publishing Co.) featured EYH at Skyline College.
- 1992 California State Assembly recognized EYH at Skyline College.
Breaking the Barriers (Jossey-Bass) included EYH at Skyline College.
- 1990 San Mateo County Board of Supervisors recognized EYH at Skyline College.
EYH at Skyline College was a model for the 1991 conference at Humboldt State University.
- 1989 EYH at Skyline College was a model for the 1990 conference at San Francisco State University.
- 1988 Educational Testing Service listed EYH at Skyline College in Intervention Programs for Minorities and Women in math, computer science, and science.
- 1987 American Association for the Advancement of Science identified EYH at Skyline College as a model program.



DISTRICT ACADEMIC SENATE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

April 27, 2005

To: The Board of Trustees, SMCCCD
Ron Galatolo, Chancellor, SMCCCD

From: Connie Beringer, District Academic Senate President

Subject: Report to Board on Behalf of District Faculty

The District Academic Senate represents the college faculties in making recommendations to the administration of the district and to the governing board of the district with respect to the formation of district policy in academic and professional matters.

- The DASGC thanks Chancellor Galatolo and Trustees Mandelkern and Schwarz, and college presidents Kelly and Morrow for attending the ASCCC Spring Plenary. We hope your visit was enjoyable and informative.
- District faculty were well-represented at the Plenary, where issues of concern to faculty and students were discussed and voted on. Of note, the Body adopted a resolution raising the degree requirements in English and math: English 100 and intermediate algebra, respectively, are the new requirements. The full document containing the Spring 2005 resolutions can be accessed at <http://www.academicssenate.cc.ca.us/Events/sessions/spring05/materials/Spring2005Resolutions.doc>
- Revisions to the current Equivalence Review policy/process are currently under review by local Senates and will be brought to the Board shortly for approval.
- A Task Force of Senate and AFT members is forming to consider evaluation of online instructors.
- The results of the DAS president election will be announced at the next Board meeting.

Full agendas and approved minutes can be accessed through the District Academic Senate website from the District Portal page.

Our next meeting is on Monday, May 9, 2—4 p.m., in the District Office, Room 213.