

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA
REGULAR MEETING
May 18, 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.

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.

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

05-5-1 Minutes of Study Session of Board of Trustees of April 13, 2005

05-5-2 Minutes of Regular Meeting of Board of Trustees of April 27, 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

- 05-5-1A Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel
- 05-5-2A Re-employment of contract and regular faculty for the 2005-2006 academic year

Approval of Consent Agenda

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

- 05-5-1CA Declaration of surplus property
- 05-5-2CA Approval of Trustees' Fund for Program Improvement projects – College of San Mateo and Skyline College
- 05-5-3CA Approval to renew electricity agreement with Constellation NewEnergy, Inc.
- 05-5-4CA Approval to amend agreement with SPURR for purchase of non-core gas
- 05-5-5CA Approval of Skyline College Summer 2005 wrestling camp
- 05-5-6CA Approval of Community Education College of San Mateo baseball camp, Summer 2005
- 05-5-7CA Contract extension for Districtwide food service, 2005-06

Other recommendations

- 05-5-1B Curricular additions and deletions – Cañada College, College of San Mateo and Skyline College
- 05-5-2B Approval of revision to equivalency policy and procedures
- 05-5-100B Contract award for unit price painting, Districtwide
- 05-5-101B Contract award for unit price acoustic treatments, Districtwide
- 05-5-102B Contract award for unit price flooring, Districtwide
- 05-5-103B Approval of five year construction plan
- 05-5-104B Consideration of service award for 2004-05 Student Trustee

INFORMATION REPORTS

- 05-5-1C District financial summary for the quarter ending March 31, 2005
- 05-5-2C Third quarter report of auxiliary operations, 2004-05

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
Employment: **Cañada College** – Instructors (2), Science and Technology Division and Humanities Division; **College of San Mateo** – Shipping and Receiving Clerk, Business Services Division; **Skyline College** – Instructor, Language Arts Division
Post-Retirement Contract: **College of San Mateo** - Mathematics and Science Division
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with legal counsel regarding anticipated litigation – one case

April 13, 2005
San Mateo, California

The meeting was called to order at 6:10 p.m.

Board members present: President Miljanich; Vice President-Clerk Mandelkern; Trustees Hausman Holober and Schwarz

Board members absent: Student Trustee Burns

Others present: Chancellor Galatolo, Executive Vice Chancellor Keller and Vice Chancellor Joel

Also present: Cañada College President Perez; CSM President Kelly; Skyline College President Morrow; and District Senate President Beringer

Pledge of Allegiance

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

STUDY SESSION

DISCUSSION OF CONCURRENT ENROLLMENT AND OTHER PARTNERSHIPS WITH THE HIGH SCHOOL DISTRICTS (05-4-1C)

Chancellor Galatolo opened discussion and introduced the Superintendents who were in attendance: John Bayless from the Cabrillo District; Mike Crilly from the Jefferson District; Pat Gemma from the Sequoia District and Sam Johnson from the San Mateo District. He asked that the College Presidents present information about partnerships with the high school districts.

Skyline College President Morrow reported that the level of interest in concurrent enrollment at Skyline among high school students has remained stable, with summer enrollment showing the highest numbers of students. The cities of residence for these students are predominantly North County and Coastside communities. For Spring 2005, math and career/counseling courses were the most in demand, with courses in fine/performance arts, English, fitness, psychology, American Sign Language, political science, and computer applications/office technology equally represented.

President Morrow also described outreach efforts directed to the high schools, including hosting a semi-annual breakfast for high school counselors; a student ambassador program, which is conducted by students hired to visit feeder high school and to provide information and assistance, in both English and Spanish, in filing required forms; Expanding Your Horizons, an annual event that provides girls with a day-long round of hands-on workshops and speakers on topics related to math and science; financial aid outreach; and tech prep.

Cañada College President Perez presented the highlights of Cañada's outreach and partnership activities. She first reported that the fourth annual *KinderCaminata* will be held soon and is expected to attract 1500 children and 400 parents. The program is an opportunity for children to be introduced to the concept of higher education and to help them understand the importance of literacy and career options. As a follow-up activity to *KimderCaminata*, Cañada offers fourth grade tours, which provide the children with on-campus class visits and the opportunity to hear student panels. President Perez also described the Community Based English Tutoring (CBET) program, the goal of which is to provide ESL instruction to

adults so that they can tutor children in English. Cañada's CBET program currently serves 330 students from Redwood City, Sequoia Union High School District and Ravenswood. In addition, Cañada has a number of agreements with high school districts (Jefferson, San Mateo, Sequoia, South San Francisco) for provision of Tech Prep. Furthermore, Cañada has articulation agreements regarding Tech Prep with agencies in specific workforce development areas (e.g., ROP, OICW). In 2003-04, 855 students posted courses to transcripts based on these articulation agreements.

The Upward Bound Program housed at Cañada serves 50 disadvantaged high school students per year to help overcome class, social and cultural barriers in order to access, complete and succeed in higher education. Academic year activities include tutoring and Saturday College, counseling, college entrance preparation, community service and career and life planning. In addition, Cañada conducts an Upward Bound six-week summer program, which provides academic courses in a college setting, with a strong focus on academic success. Additionally, Cañada offers Early College High School, with a focus on first generation, low income, English language learners with need for support. The concurrent enrolment program at Cañada currently consists of 334 students, with the largest number of enrollments in advanced math. Connections with the high schools are consistently maintained as well as outreach activities for the students.

CSM Vice President of Instruction Claire, speaking for CSM President Kelly, reported that the College works at promoting the best practices of recruitment and outreach. A member of the CSM counseling staff is exclusively involved in outreach to the high schools and meets regularly with high school staffs and students and also coordinates the concurrent enrollment program, which currently consists of 372 students. The college courses taken through the concurrent enrollment program are not intended to take the place of equivalent high school courses but are an opportunity for qualified high school students to take classes not found in the high school curriculum. In order to be admitted to the program, students must submit transcripts for review, fulfill college course prerequisites, and have a college counseling/advisor review their programs before classes begin. Vice President Claire also reported on a campus ambassador program, in which CSM students serve as emissaries to the high school community and assist concurrent enrollment students with their transition to college. He also cited articulation agreements with ROP and adult schools, especially ESL training, as examples of partnerships in which CSM participates.

The Superintendents engaged Board members in extensive discussion of the District's concurrent enrollment programs in which their students are enrolled. Among the suggestions made by the Superintendents and the Board members to enhance the relationships between the District's Colleges and the high schools were to expand Coastside opportunities for concurrent enrollment, reducing the ratio of students to counselors in the high schools, bringing District faculty on-site to the high schools to teach concurrent enrollment classes, coordinate the high schools' academic calendars with that of the District, overall increases in access and opportunity.

The Board and the Superintendents extended their appreciation to each other and agreed that the existing programs and partnerships are valuable assets.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (05-4-1A)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 05-4-1A. Vice Chancellor Joel asked that the final entry in Section E (Short-term, non-continuing assignments) be deleted. With that amendment to the report, the motion carried, all members voting "Aye."

RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2005-06 ACADEMIC YEAR (05-4-2A)

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

RECOMMENDATION FOR COMPENSATION INCREASES FOR 2004-05 FOR CONTRACT AND NON-CONTRACT ADMINISTRATORS AND ACADEMIC SUPERVISORS (05-4-3A)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the 2004-05 compensation increases for contract and non-contract administrators and academic supervisors as detailed in the report. The motion carried, all members voting "Aye."

RECOMMENDATION FOR COMPENSATION INCREASES FOR 2004-05 FOR NON-REPRESENTED CLASSIFIED PROFESSIONAL/SUPERVISORY/CONFIDENTIAL EMPLOYEES (05-4-4A)

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the 2004-05 compensation increases for non-represented professional/supervisory/confidential employees as detailed in the report. The motion carried, all members voting "Aye."

CONTRACT AWARD FOR THE CONSTRUCTION OF THE WALTER H. MOORE REGIONAL PUBLIC SAFETY CENTER, BUILDING 35 AT COLLEGE OF SAN MATEO (05-4-100B)

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to award the contract for construction of the Walter H. Moore Regional Public Safety Center, College of San Mateo, to Big-D Pacific Builders L.C in an amount not to exceed \$3,346,217. The motion carried, all members voting "Aye."

AUGMENTATION TO DESIGN/BUILD CONTRACT FOR SCIENCE BUILDING 36, COLLEGE OF SAN MATEO (05-4-101B)

It was moved by Trustee Hausman and seconded by Trustee Holober to authorize augmentation of the existing design/build contract with McCarthy Building Companies, Inc. in an amount not to exceed \$1,700,000. The motion carried, all members voting "Aye."

AUGMENTATION TO DESIGN/BUILD CONTRACT FOR THE STUDENT SUPPORT & COMMUNITY SERVICES CENTER BUILDING 6 AND SCIENCE ANNEX BUILDING 7A, SKYLINE COLLEGE (05-4-102B)

It was moved by Trustee Holober and seconded by Trustee Schwarz to authorize augmentation of the existing design/build contract with Hensel Phelps Construction in an amount not to exceed \$2,450,000. The motion carried, all members voting "Aye."

AUGMENTATION TO ENERGY CONSERVATION CONTRACT FOR ENERGY EFFICIENCY UPGRADES, DISTRICTWIDE (05-4-103B)

It was moved by Trustee Holober and seconded by Trustee Hausman to augment the Chevron Energy Services contract in an amount not to exceed \$1,600,000. Trustee Mandelkern asked that the Board be provided with a report on energy savings and efficiency in the near future. The motion then carried, all members voting "Aye."

AUGMENTATION TO DESIGN/BUILD CONTRACT FOR ATHLETIC FACILITIES UPGRADES, DISTRICTWIDE (05-4-104B)

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to authorize augmentation of the existing design/build contract with Robert A. Bothman, Inc. in an amount not to exceed \$2,000,000. The motion carried, all members voting "Aye."

The Board recessed to Closed Session at 8:40 p.m.

The Board reconvened to Public Session at 9:45 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich stated that, during the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1A, 1B and 1C. She also reported that the Board discussed collective bargaining matters with Negotiator Joel; no action was taken.

ADJOURNMENT

It was moved by Trustee Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The Board adjourned at 9:45 p.m.

The next Regular Meeting of the Board will be 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 May 18, 2005 meeting.

Dave Mandelkern
Vice President-Clerk

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

Board members present: President Miljanich, Vice President-Clerk Mandelkern, Trustees Hausman, Holober (arrived at 6:10) and Schwarz; and Student Trustee Burns

Others present: Chancellor Galatolo, Executive Vice Chancellor Keller; Vice Chancellor Joel; College of San Mateo President Kelly; Cañada College President Perez; Skyline President Morrow; and District Academic Senate President Beringer

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of March 16, 2005. The motion carried, all members 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 President Perez, CSM President Kelly, Skyline President Morrow; and District Academic Senate President Beringer.

Chancellor Galatolo asked Director Vaskelis to present a progress report on the status of the payroll conversion system. Director Vaskelis stated that an advisory group was formed in July 2004 to analyze the existing system. Activities to date include an assessment of the current implementation of Banner Human Resources modules and its impact on payroll. SunGard SCT, the company hired for this project, has provided training in several major areas: employee compensation administration, benefits and deductions administration, and time entry and payroll processing. The District has also been working with the County to become fiscally accountable and has conducted a review of current County Office of Education payroll processing and business practices. Additionally, the District has created a test/development environment for Banner payroll and has run parallel payroll for several individual employees in addition to migrating a Tax Shelter Annuity tracking function into Banner production. A payroll check printing system has been licensed from Evisions and will be put into production soon. He described the following next steps: 1) student workers will use new web time entry this summer – checks will still be created on the County system; 2) manual leave processing for employees will migrate to Banner; 3) deduction setups will be reviewed; 4) payroll processing for adjunct faculty at the Colleges will be reorganized and restructured; 5) District staff will visit Ventura CCD to review their Banner Payroll implementation and processing procedures. The current focus is on issues related to banking relationships, STRS/PERS, tax payments, direct deposit and payroll periods. Director Vaskelis said that an update will be presented to the Board in another three months.

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 (05-4-5A)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the actions in Board Report No. 05-4-5A.

Vice Chancellor Joel asked that the report be amended to delete items C-9 (Payroll Specialist) and Instructional Aide II (category of Short-Term, Non-Continuing Assignments) at Cañada College/Upward Bound Program. With that correction, the motion carried, all members voting "Aye."

RATIFICATION OF 2004-07 CONTRACT BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF TEACHERS (AFT) LOCAL 1493 (05-4-6A)

President Miljanich noted a typo in the recommendation and said that corrected copies of the report were available upon request.

It was then moved by Trustee Mandelkern and seconded by Trustee Hausman- to ratify the agreement between the District and the American Federation of Teachers (AFT) Local 1493 as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA (05-4-1CA AND 05-4-4CA)

The Consent Agenda consists of the following board reports:

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

It was moved by Trustee Hausman and seconded by Student Trustee Burns to approve the Consent Agenda. The motion carried, all members voting "Aye."

CONTRACT AWARD FOR BOOKSTORE FIXTURES (05-4-105B)

It was moved by Trustee Holoher and seconded by Trustee Hausman to award the contract 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. The motion carried, all members voting "Aye."

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 (05-4-106B)

It was moved by Trustee Schwarz and seconded by Student Trustee Burns to adopt Resolutions 05-5 and 05-6. The motion carried, all members voting "Aye."

AUTHORITY TO EXECUTE AN AGREEMENT WITH SIEMENS COMMUNICATION INC. TO REPLACE EXISTING TELECOMMUNICATION SYSTEMS (05-4-107B)

It was moved by Trustee Holoher and seconded by Student Trustee Burns to authorize the Chancellor-Superintendent to execute an agreement with Siemens Communications, Incorporated for the first phase of the project to replace the existing telecommunications system as described in the report in an amount not to exceed \$3,000,000 for the period beginning April 28, 2005 through March 31, 2007.

Director Vaskelis presented an extensive report describing the process used to select the vendor for this major project. He said that the current Siemens/Rolm telecommunications system has been in place since 1990 and that, while the system has served the District for 15 years, the system's components have become obsolete, expensive to maintain and less reliable. Additionally, during the past five years, technologies for providing communications have undergone a radical

transformation. He stated that one of the key technologies now available is voice over internet protocol (VoIP), which has been existence for a number of years and recently been proven to be a viable alternative to the traditional public switched telephone networks. By using a single network, organizations can realize reduced maintenance and management costs. A single system also provides inherent flexibility in terms of being able to easily add, change or move phones on the network. As a result, organizations can efficiently deploy and redeploy equipment. 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. With this system it possible to integrate other media services such as video and electronic white boards.

Director Vaskelis then described the multi-phase procurement process used to acquire a new telephone system based on VoIP technology, involving consultants and prospective vendors. Following evaluation of vendor responses, it was determined that the two most responsive bidders were ExtraTeam/Cisco and Siemens. These vendors were 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. Based on the estimated costs set forth by the vendors, it was determined that the contract should be executed with Siemens Communications.

Following the presentation, the motion carried, all members voting “Aye.”

CONTRACT AWARD FOR SEISMIC UPGRADE AND MODERNIZATION OF BUILDING 8, SKYLINE COLLEGE (05-4-108B)

It was moved by Trustee Hausman and seconded by Student Trustee Burns to 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. The motion carried, all members voting “Aye.”

CONTRACT AWARD FOR THE BUILDING 8 SUMMER 2005 OFFICE RENOVATION AND THE BUILDINGS 3 AND 13 SUMMER 2005 OFFICE RENOVATION, CAÑADA COLLEGE (05-4-109B)

It was moved by Student Trustee Burns and seconded by Trustee Holoher to award the contract for Building 8 Summer 2005 office renovation and the Building 3 and 13 Summer 2005 office renovation project, Cañada College, to Marrchetti Construction in an amount not to exceed \$559,000. The motion carried, all members voting “Aye.”

CONTRACT AWARD FOR BUILDING 3 THEATRE LIGHTING REPLACEMENT, COLLEGE OF SAN MATEO (05-4-110B)

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the purchase of theatrical light fixtures from Musson Theatrical in an amount not to exceed \$79,914. The motion carried, all members voting “Aye.”

APPROVAL OF SECOND AMENDMENT TO THE AGREEMENT WITH SAN MATEO COUNTY FOR BIOTECHNOLOGY TRAINING PROGRAM 2004 (05-4-111B)

It was moved by Trustee Holoher and seconded by Trustee Schwarz to 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. The motion carried, all members voting “Aye.”

AUTHORIZATION TO ADJUST BOARD MEMBER COMPENSATION IN COMPLIANCE WITH LEGISLATION (05-4-112B)

It was moved by Trustee Holoher and seconded by Student Trustee Burns to implement the 5% annual compensation increase for all Board members, effective April 27, 2005.

Trustee Mandelkern moved that the recommendation be amended to read “2.5%” rather than 5%. Student Trustee Burns seconded this recommendation to amend. In discussion, Board members cited the history of Board compensation, noting that during the past 10-15 years, the Board has had just one 5% compensation increase, compared to the recent 16.5% increase, over the last four years, that District employees received. A vote on Trustee Mandelkern’s motion to amend the original recommendation was called and the Board, 1 in favor and 4 opposed (Trustees Hausman, Holoher, Miljanich and Schwarz), rejected the motion.

The Board then voted 4-1 (with Trustee Mandelkern opposing) to approve the original recommendation to implement a 5% annual compensation increase for all Board members, effective April 27, 2005.

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman reported that she attended a recent dinner meeting of the San Mateo County School Boards Association (SMCSBA), which included a table discussion of the topic of parcel taxes. She said that she expects to attend the May 9 meeting of the SMCSBA, which will feature the annual Kent Awards. She also said that she will represent the District on the SMCSBA during the upcoming year. She added that she attended Canada's KinderCaminata and was impressed with the good behavior of the many young children who participated.

Student Trustee Burns introduced his father Bob and announced that this is his next-to-last meeting, although he is running for re-election to a second term as Student Trustee. He said that he attended a recent national meeting, in Dallas, of Phi Theta Kappa, national honor society, and expressed his appreciation to CSM President Kelly and Vice President Griffin for their support in establishing a chapter of the society at CSM. He added that Skyline will host a regional meeting of the society on the April 29-May 1, 2005.

Trustee Mandelkern reported that he attended the recent Progress Seminar, sponsored by the Redwood City Chamber of Commerce and held in Monterey, and complimented Board President Miljanich and Skyline President Morrow for their participation and contributions during that event.

Trustee Schwarz reported that she attended a recent Bay 10 dinner with Trustees Hausman and Miljanich, hosted by Diablo Valley College. She said that she also attended a recent Cañada College production of an all-student play, directed by Linda Hoy, and the President's Breakfast at Skyline on April 22.

President Miljanich said that she attended a recent retreat on the topic of equity/diversity/climate change.

COMMUNICATIONS

None

The Board of Trustees recessed to Closed Session at 7:45 p.m.

The Board reconvened to Open Session at 9:15 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich reported that, at the Closed Session conducted earlier, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B. She also reported that the Board discussed collective bargaining matters with Negotiator Joel; no action was taken. She also reported that the Board conferred with legal counsel regarding one case of existing litigation (San Mateo County Community College district vs. Brady Engineering/Casey Construction Inc.) and agreed to approve the settlement agreement.

ADJOURNMENT

The meeting adjourned by consensus at 8:15 p.m.

The next Regular Meeting of the Board will be May 18, 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 May 18, 2005 meeting.

Dave Mandelkern

Vice President-Clerk

College of San Mateo

1. Christine Li

Program Services Coordinator

Articulation & Research Division

Recommend approval of personal business leave of absence, effective May 16, 2005, through November 16, 2005.

D. CHANGES IN STAFF ALLOCATION

District Office

- Correction to the upgrade of the Supervisor of Custodial & Grounds Operations positions (1C0152, 1C0153 & 1C0154) in Facilities, Maintenance & Operations from 190S of Salary Schedule 40 to 184S of Salary Schedule 40.

The upgrade 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.

E. 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	
1. Cañada	CBET/Humanities	8	07/01/05	06/30/06	Instructional Aide I: to provide assistance to students in understanding the materials covered in class by the instructors and assist them with their learning. Work with students in small groups and greet visitors.
2. Cañada	Community Education	1 - 3	07/01/05	06/30/05	Instructional Aide: Adaptive P.E. run the summer, winter break, and spring break sessions as part time, fee based Community Education classes which hire 1-3 instructional aides to help instructor accommodating the participants. Salaries are paid from fees collected for class.
3. District wide	Community Education	1	07/01/05	06/30/06	Program Services Coordinator: to provide program information to county school districts, parents and students. Use computer software to register students, manage class numbers; compile data and prepare statistical reports using spreadsheet. Work as liaison for instructors and college campuses for media and class needs. Act as site coordinator during college for kids at Canada and CSM campuses. Perform special projects as needed.

E. SHORT-TERM, NON-CONTINUING ASSIGNMENTS

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<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Date</i>		<i>Services to be performed</i>
			<i>Start</i>	<i>End</i>	
4. CSM	Community Education	1	07/01/05	06/30/06	Music and Fine Arts Program Coordinator: Coordinate summer youth program held for 3 weeks at CSM. Market program prior to implementation, develop curriculum, secures music equipment and materials, brief music instructors, act as on-site administrator during program as well as instructor for classes, music director for performances, follow up after camp for administrative tasks.
5. CSM	Counseling	1	06/01/05	06/30/05	Office Assistant II: to provide assistance in the Counseling division with data entry, filing copying, front desk reception duties and other office tasks and special projects assigned. On an as needed basis.
6. CSM	Counseling	1	06/01/05	06/30/05	Career Resources/Counseling Aide: to assist the Student Employment Office with on-campus and community outreach projects, student activities, as well as student intake during peak periods. On an as needed basis.
7. Cañada	Humanities	1	06/01/05	06/30/05	Instructional Aide I: to assist students to students to see how well they understand the materials covered in class by the instructor and assist them with their learning. Work with students in small groups. Provide individual follow-up with students.
8. District	Facilities Planning and Operations	10	07/01/05	06/30/06	Custodians, Groundskeepers: to provide intermittent services to supplement current staff on various projects and temporary services during the fiscal year.

BOARD REPORT NO. 05-5-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY
FOR THE 2005-2006 ACADEMIC YEAR**

- A. It is recommended that the following Contract II employees, be re-employed in the second year of Contract III/IV status for the 2005-2006 academic year:

Alec Bates
Jonathan Freedman
Evan Leach
Jude Navari
Dino Nomicos

- B. It is recommended that the following second year Contract III/IV employees, be advanced to Regular (Tenure) status beginning in the 2005-2006 academic year:

Alice Erskine

BOARD REPORT NO. 05-5-1CA

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 value of this property. 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 continues to grow. Recently, in preparation for summer renovation projects the Colleges in collaboration with Swinerton have identified miscellaneous furniture and equipment that are surplus to the District's needs:

- Furniture from Cañada College Buildings 2, 8 and 13; College of San Mateo, Building 16, and Skyline Building 1;
- Microscopes from CSM Science Department in Building 16;
- Aeronautics training equipment, parts, supplies, and airplanes from CSM's discontinued program;
- Outdated computers and telephone switches from Skyline's Science, Math and Technology Departments in Buildings 1, 2 and 7;
- Lockers and other equipment from Skyline's gymnasium renovation.

A complete listing of this equipment and furniture follows the board report. As always, the General Services Department is committed to handling this surplus in an efficient manner. The Department hopes that local area educational institutions, non-profits, or agencies will be able to use the District's surplus equipment and furniture at the least cost to the District and the Colleges. The General Services Department has scheduled surplus open house and pick-up days for May 31 and June 1 at CSM and June 2 and 3 at Cañada. Skyline's furniture day is set for mid August.

RECOMMENDATION

The District recommends that the Board of Trustees declare the items specified on the attached list surplus to the mission of the District and the Colleges.

Surplus items 05_18_05

Quantity	Campus	ITEM DESCRIPTION	VALUE	TOTAL	Disposition Plan
96	CSM	Microscope, Monocular	\$0	\$0	To be Donated-Allen & La Honda Elem.
54	Skyline	US Mach Computer	\$0	\$0	To be Surplused Zak Enterprise-No Fee
4	Skyline	Hitachi Oscilloscope	\$0	\$0	To be Surplused Zak Enterprise-No Fee
1	Skyline	Beta Tape Player	\$0	\$0	To be Surplused Zak Enterprise-No Fee
1	District ITS	PowerWare UPS	\$250	\$250	To be Surplused Zak Enterprise-No Fee
42	Canada	Steel desk Bld 3 & 13	\$0	\$0	To be Surplused Zak Enterprise-No Fee
28	Canada	3, 4 and 5 Drawer File Cabinet, Bld 3 & 13	\$0	\$0	To be Surplused Zak Enterprise-No Fee
13	Canada	Desk Chair with arms Bld 3 & 13	\$0	\$0	To be Surplused Zak Enterprise-No Fee
21	Canada	Desk Chair without arms Bld 3 & 13	\$0	\$0	To be Surplused Zak Enterprise-No Fee
17	Canada	Steel Bookcase	\$0	\$0	To be Surplused Zak Enterprise-No Fee
28	CSM	US Mach CPU	\$0	\$0	To be Surplused Zak Enterprise-No Fee
10	CSM	Viewsonic Monitor	\$0	\$0	To be Surplused Zak Enterprise-No Fee
3	CSM	Sony Monitor	\$0	\$0	To be Surplused Zak Enterprise-No Fee
1	CSM	Apple Monitor	\$0	\$0	To be Surplused Zak Enterprise-No Fee
7	CSM	HP Printers	\$0	\$0	To be Surplused Zak Enterprise-No Fee
3	CSM	Epson Printers	\$0	\$0	To be Surplused Zak Enterprise-No Fee
1	CSM	Apple Printer	\$0	\$0	To be Surplused Zak Enterprise-No Fee
2	CSM	HP Scanner	\$0	\$0	To be Surplused Zak Enterprise-No Fee
1	CSM	Minolta Copier	\$0	\$0	To be Surplused Zak Enterprise-No Fee
693	CSM-Bld 16	Tablet Chairs	\$0	\$0	NP & EDU Surplus day
302	CSM-Bld 16	Chairs	\$0	\$0	NP & EDU Surplus day
4	CSM-Bld 16	Stools	\$0	\$0	NP & EDU Surplus day
134	CSM-Bld 16	Tables	\$0	\$0	NP & EDU Surplus day
22	CSM-Bld 16	Cabinets	\$0	\$0	NP & EDU Surplus day
21	CSM-Bld 16	T.V. Stands	\$0	\$0	NP & EDU Surplus day
6	CSM-Bld 16	Book Cases	\$0	\$0	NP & EDU Surplus day
45	CSM-Bld 16	Waste Baskets	\$0	\$0	NP & EDU Surplus day
4	CSM-Bld 16	Projection Booth	\$0	\$0	NP & EDU Surplus day
46	CSM-Bld 16	Black Board	\$0	\$0	NP & EDU Surplus day
28	CSM-Bld 16	Tack Board	\$0	\$0	NP & EDU Surplus day
1	CSM-Bld 16	Fan	\$0	\$0	NP & EDU Surplus day
Misc	CSM	Assorted Aircraft Parts	\$0	\$0	To Be Sold-Aviation School
1	CSM	Radial engine distributor cutaway.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Wing Assembly for Biplane	\$0	\$0	To Be Sold-Aviation School
1	CSM	Sioux valve face grinding machine.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Wind Tunnel. 4' x 8' diameter	\$0	\$0	To Be Sold-Aviation School
1	CSM	Pilot-static display.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Engine Control Panel	\$0	\$0	To Be Sold-Aviation School
1	CSM	Forman's desk.	\$0	\$0	To Be Sold-Aviation School
Misc	CSM	Engine instructional materials.	\$0	\$0	To Be Sold-Aviation School
Misc	CSM	Library-training manuals etc	\$0	\$0	To Be Sold-Aviation School
1	CSM	Cessna 152. Yr Manufactured:1977.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Piper Cherokee, PA-28-140, 1964 model.	\$0	\$0	To Be Sold-Aviation School

1	CSM	Cessna 337 Skymaster. Yr Manufactured:1966.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Cessna 150. Yr Manufactured:1973.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Piper tri pacer skeleton, PA-22S-160.	\$0	\$0	To Be Sold-Aviation School
2	CSM	Piper tri pacer wings.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Jacobs 755 radial engine with	\$0	\$0	To Be Sold-Aviation School
1	CSM	Continental GSIO 480.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Radial Engine Trainer.	\$0	\$0	To Be Sold-Aviation School
1	CSM	Cessna 411, whole view, Yr Manufactured:1965.	\$0	\$0	To be Donated-Menlo Fire
1	CSM	Compass	\$0	\$0	To be Disposed/Donated
3	Skyline	Tackboard	\$0	\$0	To be Disposed/Donated
1	Skyline	Power Operated Room Divider	\$0	\$0	To be Disposed/Donated
5	Skyline	Wooden Doors	\$0	\$0	To be Disposed/Donated
2	Skyline	Desk	\$0	\$0	To be Disposed/Donated
1	Skyline	Refrigerator	\$0	\$0	To be Disposed/Donated
1	Skyline	Time Clock	\$0	\$0	To be Disposed/Donated
224	Skyline	Locker Banks	\$0	\$0	To be Disposed--metal recycling
194	Skyline	Misc. chairs	\$0	\$0	NP & EDU Surplus day
232	Skyline	Tablet chairs	\$0	\$0	NP & EDU Surplus day
47	Skyline	Misc Tables	\$0	\$0	NP & EDU Surplus day
2	Skyline	Steel Desks	\$0	\$0	NP & EDU Surplus day
1	Skyline	Laminate Podium	\$0	\$0	NP & EDU Surplus day
1	Skyline	Laminate Lectern	\$0	\$0	NP & EDU Surplus day

BOARD REPORT NO. 05-5-2CA

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

APPROVAL OF TRUSTEES' FUND FOR PROGRAM IMPROVEMENT PROJECTS FOR COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

On September 8, 2004, the Board of Trustees approved a special appropriation for the Trustees' Fund for Program Improvement, set at the same level as in prior years, or \$50,000 (Board Report No. 04-9-101B). Additionally, \$56,879 was carried over to continue programs committed in prior years but not completed by June 30, 2004. The total 2004-05 allocation and 2003-04 carryover has been allocated as follows:

	04-05	03-04	Total Funds
	Allocation	Carryover	Available
Cañada College	10,890	13,775	24,665
College of San Mateo	23,074	19,246	42,320
Skyline College	<u>16,036</u>	<u>23,858</u>	<u>39,894</u>
Total	\$ 50,000	\$ 56,879	\$ 106,879

The total funding available for ongoing and new proposals in 2004-05 is \$106,879.

Attached as Exhibit A and B respectively are descriptions of new proposals submitted by College of San Mateo (\$6,308) and Skyline College (\$5,536).

RECOMMENDATION

It is recommended that the Board of Trustees approve the projects submitted by College of San Mateo and Skyline College as described in the attached exhibits, for Trustees' Fund for Program Improvement support in the amount of \$6,308 for College of San Mateo and \$5,536 for Skyline College.

**College of San Mateo
Trustees' Fund for Program Improvement**

Project Title: Constructing Department/Program-Level Student Learning Outcomes
Project Author: Sandra Stefani Comerford
Project Budget: \$ 3,500
Project Abstract:

This project will fund the training of discipline experts from various divisions to become assessment representatives for the development of department and program student learning outcomes. Faculty and staff who are experts in their disciplines or areas must guide the assessment of student learning to determine what knowledge, skills, abilities, or attitudes their students should attain by the completion of their programs. Student learning outcomes are central to the new accreditation standards. The assessment representatives will lead the assessment discussion within their discipline or programs.

Project Title: DAISY Player Program
Project Author: Sue Roseberry
Project Budget: \$ 886
Project Abstract:

Alternative Media Services (part of the Disabled Students Programs and Services) provides students with disabilities textbooks and classroom materials in an electronic format (e-text). DAISY (Digital Accessible Information System) is the digital international standard for accessing audio text files. Currently, students can not navigate through text material. DAISY will allow students to get to a specific page or chapter instantly thus improving access to their textbooks.

Project Title: Media Enhanced Learning in Health Science (HSCI 113, 114, 119, 125)
Project Author: John Hogan and Mikel Schmidt
Project Budget: \$ 1922
Project Abstract:

Media enhanced instructional presentations in traditional lecture health science courses will be made available on the instructors' websites for student review. This will support students who lack academic skills to effectively record material in class during lectures and demonstrations. PowerPoint presentations will be enhanced with Impatica software which will allow the instructor to place a voice overlay to explain the lesson. The student can view the animated lesson while listening to the instructor's voice explaining the presentation.

**Skyline College
Trustees' Fund for Program Improvement**

Project Title: Redesign of Library Website for "Net Generation" Students
Project Director: Eric Brenner
Project Amount: \$3,500

The Library website was initially developed during the Spring 1999 semester and the content has been continually expanded and updated. It is the most heavily accessed directory on Skyline's website (over 93,500 hits in the three-month period of January-March 2004). The look and feel of the site, however, is very "text heavy" and does not include features that our current "Net Generation" students are accustomed to.

The goal of this project is to redesign and upgrade the Library website to better adapt to the needs of "Net Generation" students, based on research on common learning styles of this current tech-savvy group. Some of the elements to be added include a much more visually-oriented overall design, a Google-like cross-database search feature, pull-down menus to simplify navigation, integration of a brand new Peninsula Library System online catalog and more emphasis on assisting students in how to evaluate the quality of online information that they access.

Project Title: Documenting 25 Years of the Expanding Your Horizons Science
 Conference
Project Director: Pat Deamer and Salah Webb
Project Amount: \$2,036

Every Spring Skyline College hosts the Expanding Your Horizons conference. About 1000 6th -12th grade young women and interested adults learn about career opportunities in the Math and Sciences. The goal of this project is to produce a video that celebrates the 25th anniversary of the Expanding Your Horizons conference at Skyline College. Production of a video/DVD composite is to be used as a motivational, marketing and recruitment tool for interested middle and high school girls.

BOARD REPORT NO. 05-5-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Linda da Silva, Director, Facilities Maintenance & Operations, 358-6726

**APPROVAL TO RENEW ELECTRICITY AGREEMENT WITH
CONSTELLATION NEWENERGY, INC.**

On September 25, 2002 (Board Report No. 02-9-104B), the Board approved ratification of an electricity service agreement with AES/NewEnergy, Inc. (now known as Constellation NewEnergy, Inc.) for the period of September 1, 2002 through June 30, 2003. On June 25, 2003 (Board Report No. 03-6-12CA), the Board approved renewal of an electricity service agreement with Constellation NewEnergy, Inc. for the period of July 1, 2003 through December 31, 2004. On December 15, 2004 (Board Report No. 04-12-2CA), the Board approved renewal of an electricity service agreement with Constellation NewEnergy, Inc. for the period of January 1, 2005 through June 30, 2005.

The Community College League, together with Constellation NewEnergy, has been tracking prices in order to negotiate a new agreement for the next period. Electricity prices were trending higher due to high international demand, high crude oil and natural gas prices, and a strong economy in the United States. The League and NewEnergy are taking advantage of this period of time which is a "soft" time for energy demand due to moderate spring weather. Crude oil and energy prices have also been falling due to evidence that the high price of gasoline is slowing down economies around the world. NewEnergy's prices through December 2005 are projected to be about 4% higher for the large accounts (approximately \$9,000 for the upcoming 6-month period) than the generation rates that utilities are forecasted to charge their bundled customers in 2005. The League and NewEnergy will work over this coming six-month period to secure more favorable pricing for the following period.

By procuring direct access electricity, the District preserves its ability to purchase electricity in the future using this method, thus retaining the best opportunity to achieve favorable market rates for the commodity, as well as lock in costs for budgeting purposes. Utility generation rates are expected to increase significantly over the next several years, so maintaining direct access service is likely to offer long-term savings, especially once the direct access surcharges we are obligated to pay begin declining, which is expected to be in 2006 or 2007. For these reasons, together with the proven benefits of being on direct access for the past 6 years, a 6-month extension with Constellation NewEnergy, Inc. is in the District's best interest for the long-term.

The renewed contract with NewEnergy would be effective for the period July 1 through December 31, 2005. The contract includes service on a full-requirement, fixed-price basis. The exact price per kWh is not known at this time; however the "indicative price" is \$0.067 per kWh for its large accounts (Cañada, CSM and Skyline main campus services) and \$0.074 per kWh for its smaller accounts (District Office, Skyline Facilities Maintenance Center) with no minimum or maximum usage limitations. An indicative price is the only price available at this time because wholesalers will only hold fixed prices open for a few minutes. In the next few weeks, when market conditions are favorable, a formalized agreement will be made and a rate will be locked in. Depending on the type of service provided, there is a monthly charge of either \$15 or \$49 for meter reading and maintenance. California Independent System Operator (ISO) charges, all applicable taxes, and any new California Public Utilities Commission or Department of Water and Power charges are passed through to the District. Energy distribution charges will continue to be billed directly by PG&E.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to renew the agreement with Constellation NewEnergy, Inc. for provision of direct access electric energy service, as detailed above, for the period July 1 through December 31, 2005.

BOARD REPORT NO. 05-5-4CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Linda da Silva, Director of Facilities Maintenance & Operations, 358-6726

APPROVAL TO AMEND AGREEMENT WITH SPURR FOR PURCHASE OF NON-CORE GAS

In July 1990 (Board Report No. 90-7-109B), the Board approved Adoption of Resolution No. 90-15 approving membership in SPURR, a public entity comprised of public education agencies, which was created to provide its members with reduced electricity and natural gas rates. In June 2003 (Board Report No. 03-6-16CA), the Board authorized the Chancellor to execute an amendment to the agreement with SPURR for provision of non-core gas at a fixed price of \$0.586 per therm during the period July 1, 2003 through June 30, 2004. In June 2004 (Board Report No. 04-6-6CA), the Board authorized the Chancellor to execute an amendment to the agreement with SPURR for provision of non-core gas at a fixed price of \$0.667 per therm during the period July 1, 2004 through June 30, 2005.

From a historical perspective, during the past few years, monthly market prices have ranged from a high of \$1.50 per therm (in January 2001 during the height of the "energy crisis") to a low of 20 cents per therm (during October 2001, in the wake of the 9/11 terrorist attacks). Natural gas prices are expected to continue to rise due to a strengthening U.S. economy, flat production, high petroleum prices, increasing reliance on natural gas as a cleaner alternative to petroleum and coal, environmental roadblocks to new wells and pipelines and decreased production from aging wells.

This existing agreement can be amended for FY05-06 to lock in at a fixed rate. By locking in rates for another year, the District can continue to reduce the budgetary risk of a volatile market rate. The anticipated natural gas usage for the CSM and Skyline cogeneration units is 317,296 and 213,546 therms, respectively. The CSM non-core account volume is anticipated to decrease as a result of the recovered heat from the cogen unit, from 452,295 therms to 314,771.

The contract amendment with SPURR would be effective for another 12-month term, from July 1, 2005 through June 30, 2006. The exact price per therm is not known at this time; however the "indicative price" is \$0.80 per therm for gas. An indicative price is the only price available at this time because wholesalers will only hold fixed prices open for a few minutes. In the next few weeks, when market conditions are favorable, a formalized agreement will be made and a rate will be locked in. PG&E's distribution charge for the CSM non-core account will be \$0.10 – \$0.12 per therm; it will be \$0.015 – \$0.020 per therm for the CSM and Skyline College cogeneration unit accounts.

RECOMMENDATION

It is recommended that the Board authorize the Executive Vice Chancellor to execute an amendment to the agreement with SPURR, for provision of non-core gas at a fixed price, during the period of July 1, 2005, through June 30, 2006.

BOARD REPORT NO. 05-5-5CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Andreas R. Wolf, Dean of Physical Education/Athletics
Skyline College

APPROVAL OF SKYLINE COLLEGE SUMMER 2005 WRESTLING CAMP

As part of a continuing outreach to the local community, the Skyline College Division of Physical Education and Athletics requests support from the Board of Trustees to approve the proposed Summer Wrestling Camp.

Braumon Creighton, Head Coach of Men's Wrestling at Skyline, will conduct the camp. There will be one scheduled session for participants in grades 6 – 12. Participants will be grouped according to age, skill level, and prior experience. Program emphasis will be on the development of individual skills, fundamentals, strategies, and conditioning. Coach Creighton will employ student athletes from his current and previous teams to assist his program as well as his assistant coaches.

CAMP SESSION:

Session I: June 14 – July 21, 2005 T/TH 3:00 p.m. – 5:00 p.m.

The fees for the camp will be \$250.00 per camper for the 12-session camp. These fees will cover the cost of salaries, supplies, printing, postage, insurance, and employment. All participants will receive a Skyline College Summer Wrestling Camp T-Shirt. The program will be self-supporting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2005 Summer Wrestling Camp at Skyline College.

BOARD REPORT NO. 05-5-6CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Jan Roecks, Director
Community Education, 574-6179

**APPROVAL OF COMMUNITY EDUCATION COLLEGE OF SAN MATEO
BASEBALL CAMP, SUMMER 2005**

The Division of Community Education requests the approval of summer baseball camps for youth 8 to 15 years old. The camps will be run in partnership with the College of San Mateo's P.E. department and "Preparing Legends", a vendor specializing in baseball training.

For players ages 8 to 12, a one-week baseball camp will offer comprehensive baseball instruction including pitching, hitting, defense and base running; nutrition for performance; and goal setting for players. The camps will run for five weeks, with the first camp starting on June 20th and the final camp starting on July 25th. No camp is planned for the week of July 4th. The camps will meet Monday through Thursday, starting at 9:00 a.m. and ending at 3:00 p.m. with a half-hour lunch break each day. The camps will be held on the College of San Mateo's baseball field. Camp staff will include CSM baseball players. The registration fee for each camp is \$200 per session, with sibling fees \$185 per session. The fees will cover the cost of instructors, equipment, supplies, and insurance. The camps will be self-supporting.

For players ages 13 to 15, two sessions of two days each will be offered that will offer comprehensive baseball instruction including pitching, hitting, defense and base running; nutrition for performance; and goal setting. These camps will be held July 15 and 16, and July 22 and 23, starting at 9:00 a.m. and ending at 3:00 p.m. with a half-hour lunch break each day. The camps will be held on the College of San Mateo's baseball field. Camp staff will include CSM baseball players. The cost per session will be \$150 per player with sibling fees of \$125 per session. The fees will cover the cost of instructors, equipment, supplies, and insurance. The camps will be self-supporting.

RECOMMENDATION

It is recommended that the Board approve the Community Education College of San Mateo Baseball Camps to be held at College of San Mateo, as detailed in the report.

BOARD REPORT NO. 05-5-7CA

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

CONTRACT EXTENSION FOR DISTRICT-WIDE FOOD SERVICE, 2005-2006

In May 2002, the board approved a contract with Fresh and Natural for District food service operation. The contract was a three-year contract with two one-year renewals. The three-year contract will expire at the end of May 2005. As a result, in April of 2005, the District Auxiliary Services Advisory Committee (DASAC) recommended that the District extend this contract for one additional year from May 30, 2005 to May 29, 2006. DASAC noted concerns at each campus and asked that Fresh and Natural continue to improve their operations and that they participate in the DASAC organization. Of particular concerns were the following issues: diverse menu mix, quality, price, and sanitation. Further, DASAC recommended that Fresh and Natural conduct surveys to gauge student satisfaction. As a result, Fresh and Natural conducted surveys the week of May 9, 2005 and plans on conducting additional surveys and will attend DASAC meetings each semester in the future.

Overall, the level of satisfaction with Fresh and Natural is considerably higher than the vendors who ran the campus food service operation prior to 2002. It is interesting to compare commission payments from 2000-2002 with those paid in 2003-2004. Based on the increase in sales and commissions it becomes apparent that Fresh and Natural has been able to engage and serve the students at a higher level.

	Fresh & Natural Jul '03 - Jun 04	Fresh Jul '02 - Jun 03	CSI Jul '01 - Jun 02	CSI Café Jul '00 - Jun 01
Food Service Commissions	\$55,230.07	\$63,864.62	\$12,800.00	\$12,000.00

It is important to note that Fresh and Natural is integrated in the student and college community. They donate in-kind contributions and student scholarship money annually totaling \$28,500. The chart below summarizes the company's involvement in the District community:

	Co-sponsored or in-kind contributions	Annual Scholarships
CSM	a. Scholarship/Awards banquet--\$3500	Two \$1000
	b. Six student barbeques--\$2400	One \$500 (ASB)
	c. Three faculty/staff barbeques--\$1200	
Skyline	a. Scholarship/Awards banquet--\$3500	Two \$1000
	b. Four student barbeques--\$1600	
	c. Four faculty/staff luncheons--\$1600	
Cañada	a. Scholarship/Awards banquet--\$3500	Two \$1000
	b. Four barbeques --\$1600	
District Office	Banquet, luncheon or barbeque--\$1500	
Total annual contributions \$28,500		

Fresh and Natural will continue to reimburse the District 7% of net sales as rent and to offset utility charges. Skyline College used this funding to upgrade its cafeteria furniture in 2004. Cañada and CSM will use this revenue to fund furniture upgrades at their campuses, when the timing is appropriate. A portion of the revenue will be used to help pay for cafeteria renovation at CSM as part of the Building 5/6 project and to fund the kitchen equipment required at Skyline's new community building. Finally, the Board should be aware that Fresh and Natural has given time and expertise generously to these two CIP projects, collaborating with Swinerton and the design committees at Skyline and CSM.

The status of a separate contract for the operation of the International Café with CSM's Associated Students is under consideration by the campus.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the 2005-2006 one-year extension between the District and Fresh and Natural, Inc. The contract renewal will end at the close of the spring session, 2006.

BOARD REPORT NO. 05-5-1B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Marilyn McBride, Vice President, Instruction, Cañada College
306-3353

**CURRICULAR ADDITIONS AND DELETIONS
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

The addition of 60 courses to, and the deletion of 25 courses from, the College catalogs are proposed by Cañada College, College of San Mateo, and Skyline College at this time. The addition of six certificates of completion, one department title, three department title changes, and one degree/certificate deletion are also proposed.

In addition to the courses deleted, 48 courses in the fields of Anthropology, Art, Business/Office Technology, Career and Life Planning, Computer and Information Science, Cooperative Education, English, Film, Fire Technology, Japanese, Literature, Multimedia, Music, Physical Education, and Political Science were assigned inactive status, which removes them from the catalog and schedule. Since they have not been deleted, they can be more easily reinstated at a later time. If reinstatement is unlikely, these courses will be deleted in the coming years.

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

RECOMMENDATION

It is recommended that the following curricular changes for Cañada College, College of San Mateo, and Skyline College catalogs be approved.

BOARD REPORT NO. 05-5-1B

PROPOSED CURRICULAR ADDITIONS:

Cañada College

Computer Business Office Technology

- 458 Advanced Presentation Software: PowerPoint
- 476 Adobe Acrobat

Computer Information Technology

- 467 Internet/Network Security

English Institute - English as a Second Language

- 807 ESL Basic Integrated Skills

Interior Design

- 129 Presentation Techniques II
- 400 Green/Sustainable Design Concepts

Literature

- 205 New Voices in World Literature

Multimedia

- 365 Photographic Retouching and Restoration
- 366 Color Management and Digital Printing
- 380 Digital Animation II: Flash®

Physical Education:

Fitness

- 128 Get on the Ball Exercising
- 154 Volleyball Conditioning

Team Sports

- 185 Expert Volleyball Training

Spanish

- 150 Spanish for Heritage Speakers I
- 152 Spanish for Heritage Speakers II

College of San Mateo

Accounting

- 161 Intermediate Accounting I

- 162 Intermediate Accounting II
- 173 Trust, Estate, and Gift Taxes

Art

- 124 Old Masters' Aesthetics and Techniques

Business Microcomputer Applications –Windows

- 116 Command Line and Windows Operating System
- 450 Microsoft Project Fundamentals I
- 451 Microsoft Project Fundamentals II

Career and Life Planning

- 124 Study Skills for Success
- 125 Study Skills for Success II
- 126 Career Choices I: Career Assessment
- 127 Career Choices: II Job Search

Computer and Information Science

- 377 Internet Programming: JavaScript/HTML
- 390 Internet Programming: Perl

English as a Second Language

- 850 Writing Workshop
- 898 Comprehensive Grammar Review for Non-Native Speakers

Film

- 160 Documentary Digital Filmmaking

Fire Technology

- 795 Emergency Medical Technician – Basic

Journalism

- 850 Special Studies in Journalism

Library Studies

- 101 Information Research Skills

Manufacturing and Industrial Technology

- 130 Beginning Blacksmithing and Industrial Forging

Mathematics

- 145 Liberal Arts Mathematics

BOARD REPORT NO. 05-5-1B

Multimedia

- 101 WebReady
- 112 Mac Applications
- 190 Digital Audio I
- 191 Digital Audio II
- 295 Pro Tools LE I
- 296 Pro Tools LE II
- 315 Digital Studio Recording I
- 316 Digital Studio Recording II

Physical Education:

Fitness

- 135 Aerobic Exercise
- 136 Low Impact Aerobics
- 225 Athletic Conditioning

Theory

- 120 First Aid/CPR

Social Science

- 318 Domestic Violence and AOD Issues

Speech Communication

- 861 Speech Communication

Welding Technology

- 350 Beginning Welding and Metal Fabrication

Skyline College

Administration of Justice

- 110 Police Report Writing

Business

- 411 Introduction to Technical Communication I

History

- 203 The United States Since 1945

Mathematics

- 805 Fundamentals of Mathematics I
- 806 Fundamentals of Mathematics II

Physical Education:**Individual Sports**

168 Tournament Golf

Theory

211 Prevention and Care of Athletic Injuries
 212 Prevention and Care of Athletic Injuries Lab
 213 Sports Medicine
 214 Sports Medicine Lab

PROPOSED CURRICULAR DELETIONS:**Cañada College****Interior Design**

146 Interior Design Graphics

College of San Mateo**Medical Assisting**

100 Introduction to Medical Assisting
 110 Basic Medical Terminology
 115 Medical Word Processing
 120 Clinical Procedures I
 121 Clinical Procedures II
 140 Medical Transcription: Basic
 141 Medical Transcription: Advanced
 150 Medical Office Procedures
 160 Medical Insurance Procedures
 161 ICD (International Classification of Diseases)-9-CM
 (Clinical Modification) Beginning Coding
 162 ICD (International Classification of Diseases)-9-CM
 (Clinical Modification) Intermediate Coding
 163 ICD (International Classification of Diseases)-9-CM
 (Clinical Modification) Advanced Coding
 164 CPT (Current Procedural Terminology) Beginning Coding
 165 CPT (Current Procedural Terminology) Intermediate Coding
 166 CPT (Current Procedural Terminology) Advanced Coding
 190 Introduction to Pharmacology
 801 Medical Assisting Exam Review

BOARD REPORT NO. 05-5-1B

Skyline College

Developmental Skills

- 810 Developmental Learning Skills Lab
- 812 Pre-Vocational Skills
- 813 Developmental Reading and Thinking Skills
- 814 Developmental Writing Skills
- 815 Developmental Spelling Skills
- 818 Skill Development on Computers

Physical Education:

Dance

- 101 Beginning Dance

PROPOSED DEPARTMENT ADDITIONS:

Cañada College

None

College of San Mateo

None

Skyline College

Counseling (COUN)

PROPOSED DEPARTMENT TITLE CHANGES:

Cañada College

Computer Applications/Office Technology (BUS.) to Computer Business Office Technology (CBOT).

Information Technology/Networking (BUS.) to Computer Information Technology (CIT).

Multimedia Arts (ART) to Multimedia (MART).

College of San Mateo

None

Skyline College

None

PROPOSED DEGREE/CERTIFICATE ADDITIONS:

Cañada College

Interior Design
Green/Sustainable Design Certificate of Completion

College of San Mateo

Accounting
Enrolled Agent Exam Preparation Certificate of Completion

Life Sciences
Biotechnology Certificate of Completion

Management
Human Resources Management Certificate of Completion
Project Management Certificate of Completion

Skyline College

Biotechnology
Entry Level Biotechnology Manufacturing Certificate of Completion

PROPOSED PROGRAM DELETIONS:

Cañada College

None

College of San Mateo

Medical Assisting
Associate in Arts Degree/Certificate

Skyline College

None

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

COLLEGE CURRICULUM REPORT

College **CAÑADA**

This report has been prepared in accordance with SMCCCD Rules and Regulations, Section 2.09.7 and all appropriate laws and regulations.

Chair, Curriculum/Instruction Committee	<i>Romy R. Duda</i>	<i>5/10/05</i>
Vice President, Instruction	<i>M. M. Bui</i>	<i>5/5/05</i>
President, Academic Senate	<i>Richard S. Clark</i>	<i>5/5/05</i>
President, College	<i>R. S. B.</i>	<i>5/7/05</i>

San Mateo County Community College District

May 18, 2005

PREPARED BY: Marilyn McBride, Vice President, Instruction
Cañada College

APPROVED BY: Romelia Thiele, Curriculum Committee Chair
Cañada College

Richard Claire, Academic Senate President
Cañada College

Rosa G. Perez, President
Cañada College

PROPOSED CURRICULAR ADDITIONS – CAÑADA COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

COMPUTER BUSINESS OFFICE TECHNOLOGY

458 ADVANCED PRESENTATION SOFTWARE: POWERPOINT (1.5) (day or evening)

Justification: Knowledge of advanced PowerPoint features to create and enhance unique, professional-quality slide presentations is critical in business. Students learn the full use of the software and apply it in industry and business. The Advisory Committee members approved the addition of this course to our curriculum at the last advisory committee meeting.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Learn the advanced features of PowerPoint, including manipulating PowerPoint objects, customizing templates and toolbars, advanced text manipulation, animation and slide show effects, creating charts and tables, flowcharts, organization charts, and diagrams.

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

476 ADOBE ACROBAT (1.5) (day or evening)

Justification: This particular course has been offered as a Bus. 680 twice and the Business/Office Technology Advisory Committee members recommended that this particular course be added as a core course for the Administrative Assistant and a selective course for the Administrative Support Certificates and A.S. Degree.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Learn to create, convert, store, and transport documents from various software programs using Adobe Acrobat. The course covers Adobe Reader, security and password protection, consolidation of PDF files into one Adobe PDF file, application of final edits and modifications to enhance those files. Also, learn to create online documents and interactive forms. Working knowledge of using a computer and its operating system is recommended.

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

COMPUTER INFORMATION TECHNOLOGY

467 INTERNET/NETWORK SECURITY (3.0) (day or evening)

Justification: Establishing computer and network security to individual users, small businesses, and corporations is critical in today's working environment. This course comes highly recommended by the Business/Office Technology Advisory Committee.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: This course provides a fundamental understanding of network security principles and implementation. Students receive an in-depth overview of all the current risks and threats to an organization's data, along with a structured way to addressing and safeguarding these electronic assets. A thorough understanding of computer systems and computer networks is highly recommended before taking this course.

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

ENGLISH INSTITUTE – ENGLISH AS A SECOND LANGUAGE

807 ESL BASIC INTEGRATED SKILLS (4.0) (day or evening)

Justification: This course has a life skills focus, provides the literacy foundation needed for taking ESL 800, and serves as the pipeline from the Community-Based English Tutoring (CBET) program to the English Institute courses on campus.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Introductory level English language instruction for speakers of other languages. Development of all language skills: grammar, vocabulary, listening, speaking, reading, and writing. Preparation for ESL 800 course. Focus on language related survival/life skills, as needed for the community-based ESL programs.

Classification: Not degree applicable; not transferable.

INTERIOR DESIGN

129 PRESENTATION TECHNIQUES II (3.0) (day or evening)

Justification: This course has been recommended by the Interior Design Advisory Committee to be added in order to update course curriculum to meet today's industry requirements and is a selective for the Certificate of Completion in Kitchen and Bath.

Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended.

Prerequisite(s): INTD 128.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Course focuses on the oral and visual presentation skills students need in the interior design profession. Students explore basic rendering techniques for floor plans, elevations, and perspectives, as well as color rendering of hand drawn and digital images, including a variety of materials and entourage. The oral, visual and written presentation techniques designers use are also included.

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

400 GREEN/SUSTAINABLE DESIGN CONCEPTS (2.0) (day or evening)

Justification: This course has been offered as an INTD 680 course twice successfully and is the first course in a series of courses leading to the Certificate of Completion in Green Design.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: An overview of environmentally responsible design, building practices, systems, and materials with an emphasis on residential construction and interiors.

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

LITERATURE**205 NEW VOICES IN WORLD LITERATURE (3.0) (day or evening)**

Justification: This course provides an introductory literature study of multicultural and global perspectives. This is a relevant and crucial curriculum component to broaden and deepen students' understanding of current global issues. LIT. 205 creates a context for future explorations of racial, cultural, class, and socioeconomic bias through literature, and will be included as a selective for the English major.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Students read, discuss, and write about contemporary work from many world cultures. Work includes fiction, poetry, drama, film, and performance arts from Native American, Asian, Pacific Islander, African American, Latino, Middle Eastern and other world cultures.

Classification: AA/AS Degree; CSU transferable.

MULTIMEDIA**365 PHOTOGRAPHIC RETOUCHING AND RESTORATION (1.5) (day or evening)**

Justification: This course was created after consultation with advisory committee members and after surveying students in both the Digital Photography and Digital Imaging courses. It has been successfully offered as a 680 course with high enrollments.

Prerequisite(s): MART 376 or equivalent.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Understand the theory and learn the skills necessary for restoration and retouching both vintage and problem photographs. Assess photographs for image, tone, exposure, and color cast correction. Successfully remove dust, mold and texture: rebuild, refine and polish photographs.

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

366 COLOR MANAGEMENT AND DIGITAL PRINTING (1.5) (day or evening)

Justification: This course was created after consultation with advisory committee members and after surveying students in both the Digital Photography and Digital Imaging courses. It has been successfully offered as a 680 course with high enrollments.

Prerequisite(s): MART 376 or equivalent.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Create a successful color management workflow from digital image to digital print. Understand and use color, calibration, and create profiles to get the desired color output. Topics include pre-press file management, RGB to 4-color ink, paper, output, proofing, and industry standards.

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

380 DIGITAL ANIMATION II: FLASH® (1.5) (day or evening)

Justification: This course has been offered successfully as a 680 course and will be used as an elective towards the Multimedia certificate and degree and will be a required course for the new certificate and degree that the Multimedia Department is putting together.

Prerequisite(s): MART 379 or equivalent.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: This course utilizes Macromedia Flash® as a medium for the development and exploration of computer-based cinematic animations, advanced interactive projects as well as the application of basic scripting principles. The class is project-based and geared towards the creation of interactive, self-contained and optimized Flash® applications, both for a web media and CD-ROM presentations. Student projects are developed through the integration of rich media such as audio and video with ActionScript and advanced animation techniques. Further independent instruction is encouraged through a wide range of sources such as internet tutorials, books and experimentation.

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

PHYSICAL EDUCATION:

FITNESS

128 GET ON THE BALL EXERCISING (1.0-2.0) (day or evening)

Justification: This course has been offered twice as a FITN 680 course and has been quite popular.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: Exercising on a stability ball to achieve functional movement, abdominal and lower-back strength, while increasing whole-body strength, flexibility, stabilization, balance, and

coordination. This foundation course is suitable for all age groups and prepares body for all levels of activity – athletic to everyday movement.

Classification: AA/AS Degree; CSU transferable.

154 VOLLEYBALL CONDITIONING (1.0) (day or evening)

Justification: The varsity volleyball season begins with the first day of fall semester classes. The Commission on Athletics allows a team to practice 15 days previous to the start of school. This class will allow student athletes to prepare for the upcoming season.

Prerequisite(s): None.

Recommended Skills Level: Open Curriculum.

Description: A comprehensive group activity course designed to improve the total fitness level of the competitive intercollegiate community college volleyball athlete. Course emphasizes cardiovascular fitness, strength, speed, balance and agility with and without the ball. Assessments of the students' fitness levels are made through a series of fitness tests.

Classification: AA/AS Degree; CSU transferable.

TEAM SPORTS

185 EXPERT VOLLEYBALL TRAINING (1.0-2.0) (day or evening)

Justification: This course has been successfully offered as a TEAM 680. It has been a very popular course for athletes, students and members of the community who want to improve their volleyball skills in order to prepare for competitive play.

Prerequisite(s): TEAM 180 or demonstrated skill level.

Recommended Skills Level: Open Curriculum.

Description: Designed for advanced and expert level volleyball players who wish to further develop technique, enhance their individual skills and team strategies. This course emphasizes individual and team training in order to prepare players for game play and/or competition. Course includes an introduction to, and use of, advanced offensive and defensive systems using international rules.

Classification: AA/AS Degree; CSU transferable.

SPANISH

150 SPANISH FOR HERITAGE SPEAKERS I (4.0) (day or evening)

Justification: Courses like this one have been identified at intersegmental meetings (UC, CSU, CCC) as the best transition from lower to upper division work, as well as to meet the needs of heritage speakers (those who have learned a language other than English at home, which has not been fully developed due to the fact that English has become their dominant language). This course is needed to enhance the A.A. Degree in Spanish and will be added to the selectives section.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Designed primarily for Spanish speaking students who are comfortable with oral communication. This course builds on linguistic and cultural knowledge that students already possess, and expands and strengthens their skills. Includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings from media sources and introduction to Spanish language literature.

Classification: AA/AS Degree; CSU transferable.

152 SPANISH FOR HERITAGE SPEAKERS II (4.0) (day or evening)

Justification: Courses like this one have been identified at intersegmental meetings (UC, CSU, CCC) as the best transition from lower to upper division work, as well as to meet the needs of heritage speakers (those who have learned a language other than English at home, which has not been fully developed due to the fact that English has become their dominant language). This course is needed to enhance the A.A. degree in Spanish.

Prerequisite(s): None.

Recommended Skills Level: Eligibility for READ 836, and ENGL 836 or 400.

Description: Designed primarily for Spanish speaking students who are comfortable with oral communication. This course builds on linguistic and cultural knowledge that students already possess, and expands and strengthens their skills. Includes vocabulary development, spelling and accents, registers, dialectal variation, cultural readings from media sources, and an introduction to Spanish language literature from South America.

Classification: AA/AS Degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – CAÑADA COLLEGE

INTERIOR DESIGN

146 INTERIOR DESIGN GRAPHICS

Justification: INTD 146 has been deleted and replaced with INTD 129 in order to update course curriculum to meet today's industry requirements.

PROPOSED DEPARTMENT TITLE CHANGES – CAÑADA COLLEGE

Cañada College proposes to change the title of the following programs:

Computer Applications/Office Technology (BUS.) program to Computer Business Office Technology (CBOT).

Information Technology/Networking (BUS.) program to Computer Information Technology (CIT).

Multimedia Arts (ART) program to Multimedia (MART).

These changes were undertaken in order to make course offerings easier for students to locate in the class schedules and catalog, better align these courses within their own discipline, and provide a contemporary and accurate listing of the programs' curriculum.

PROPOSED PROGRAM ADDITIONS – CAÑADA COLLEGE

Cañada College proposes to offer an Associate Degree, and/or Certificate, and/or Certificate of Completion (under 18 units) in the following programs:

INTERIOR DESIGN

Green/Sustainable Design Certificate of Completion (16 units)

PROPOSED PROGRAM DELETIONS – CAÑADA COLLEGE

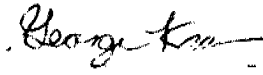
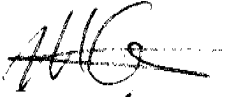


None.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

COLLEGE CURRICULUM REPORT

College: College of San Mateo

This report has been prepared in accordance with SMCCCD Rules & Regulations, Section 2.09.7 and all appropriate laws and regulations.

	Signature	Date
Chair, Curriculum/Instruction Committee		5/4/05
Vice President, Instruction		5/3/05
President, Academic Senate		5/4/05
President, College		6/3/05

San Mateo County Community College District

May 18, 2005

PREPARED BY: Michael Claire, Vice President, Instruction
College of San Mateo

APPROVED BY: George Kramm, Chair, Committee on Instruction
College of San Mateo

APPROVED BY: Thomas Diskin, President, Academic Senate
College of San Mateo

APPROVED BY: Shirley J. Kelly, President,
College of San Mateo

PROPOSED CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ACCOUNTING

161 INTERMEDIATE ACCOUNTING I (4.0) (day or evening)

Justification: Many students have requested that this course be taught since it fulfills an education requirement that meets part of the 24 required units in accounting for the CPA license. Several Bay Area community colleges are offering this course. In order to better serve our students and not lose them to other schools, it is in our best interest to offer this course.

Prerequisite: ACTG 121.

Description: Application of generally accepted accounting principles (GAAP) and guidelines from the Financial Accounting Standards Board (FASB) to value of assets, liabilities, and equity. Advanced level analysis of cash, receivables, inventory, plant assets, and the related revenues and expenses. This course provides part, but not all, of the preparation needed for the CPA exam.

Classification: AA/AS degree; CSU/UC transferable.

162 INTERMEDIATE ACCOUNTING II (4.0) (day or evening)

Justification: Many students have requested that this course be taught since it fulfills an education requirement that meets part of the 24 required units in accounting for the CPA license. Several Bay Area community colleges are offering this course. In order to better serve our students and not lose them to other schools, it is in our best interest to offer this course.

Prerequisite: ACTG 161.

Description: Application of generally accepted accounting principles (GAAP) and guidelines from the Financial Accounting Standards Board (FASB) to value of assets, liabilities, and equity. Advanced level analysis of liabilities, leases, income taxes, pensions, equity, and the related revenues and expenses. Preparation of statement of cash flows. This course provides part, but not all, of the preparation needed for the CPA exam.

Classification: AA/AS degree; CSU/UC transferable.

173 TRUST, ESTATE, AND GIFT TAXES (1.5) (day or evening)

Justification: The accounting program at CSM provides the job skills training required for a student to get a job as an entry-level tax preparer. Tax preparers must complete tax returns for individuals (ACTG 171), businesses (ACTG 172), and for trust, estate, and gift taxes. This course teaches the skills required to complete federal and California tax returns for trust, estate, and gift taxes. Local employers have identified the need for these skills. This class provides continuing education hours to CTEC (California Tax Education Council) registered tax preparers.

Recommended Preparation: ACTG 171.

Description: Study of Federal and California income tax regulations and their application to trusts, estates, and gifts. Covers preparation of Form 1041 (Fiduciary Tax Return), Form 706 (Estate Tax Return), Form 709 (Gift Tax Return), and the related California tax forms. Completion of this course, combined with Accounting and 171 and 172, enables students to prepare most of the tax returns required of accounting professionals. Meets continuing education requirements for the California Tax Education Council (CTEC).

Classification: AA/AS degree; CSU transferable.

ART

124 OLD MASTERS' AESTHETICS AND TECHNIQUES (3.0) (day or evening)

Justification: There are no courses in the district that permit students to study aesthetics and apply them to artistic production. This course offers an opportunity for students to put theory into practice.

Recommended Preparation: eligibility for ENGL 848.

Description: Art history and art studio classes are combined to introduce the aesthetics, materials, and techniques of the Renaissance and Baroque periods and their relationship to their cultural and historical context. Historical topics include the development of narrative and illusionistic painting in relationship to Humanism from the fourteenth, fifteenth, and sixteenth centuries. Major masterpieces are used to illustrate aesthetics, while lectures and lab work instruct students in painting techniques, including fresco, egg tempera, and traditional oils.

Classification: AA/AS degree; CSU/UC transferable.

BUSINESS MICROCOMPUTER APPLICATIONS (WINDOWS PLATFORM)**116 COMMAND LINE AND WINDOWS OPERATING SYSTEM (3.0) (day or evening)**

Justification: This course is a consolidation course of four 8-week courses that are needed by students in the Technology, CIS, and Business programs. These courses compare the operating system components of DOS I & II and WIN I & II. If any of these courses are cancelled, students are not currently able to take them again for an entire semester.

Recommended Preparation: BUSW 114 or equivalent.

Description: Covers how to install and customize Windows with features such as the backup program, registry and startup options; how to install software application programs; configure devices, drivers and memory and set up fonts and printers. Introduction to installation, configuration and support of Microsoft Windows in a networked environment. Includes system setup and configurations of hardware and software; creation and management of user accounts; application support; security; maintenance and troubleshooting using Command Line. Prepares students for CompTIA A+ Certification Exam. A 3 ½ inch DS/HD diskette is required at the first class meeting.

Classification: AA/AS degree; CSU transferable

450 MICROSOFT PROJECT FUNDAMENTALS I (1.5) (day or evening)

Justification: Students need to be well equipped for today's competitive job market. Managers, planners, even office administrators, need to understand and use computer applications tools to track schedules and tasks, manage resources, and report progress easily and efficiently. The additional material covered and the additional time devoted to completing project problems will provide a more thorough comprehension of an extremely powerful and complicated tool.

Prerequisite: Prerequisite: BUSW 105 or equivalent.

Description: Introduction to project management software for tracking tasks, costs, and resources. Covers creating and analyzing project plans, schedules, and reports. Textbook includes 120-day trial version of Microsoft Project.

Classification: AA/AS degree; CSU transferable

451 MICROSOFT PROJECT FUNDAMENTALS II (1.5) (day or evening)

Justification: Students need to be well equipped for today's competitive job market. Managers, planners, even office administrators, need to understand and use computer applications tools to track schedules and tasks, manage resources and report progress easily and efficiently. The additional material covered and the additional time devoted to completing project problems will provide a more thorough comprehension of an extremely powerful and complicated tool.

Prerequisite: Prerequisite: BUSW 450 or equivalent.

Description: Continuation of BUSW 450. Covers baselines, updating and tracking, detailed customized reports, integrating with other applications, multiple projects, and collaboration. Textbook includes trial version of Microsoft Project.

Classification: AA/AS degree; CSU transferable

CAREER AND LIFE PLANNING

124 STUDY SKILLS FOR SUCCESS (0.5) (day or evening)

Justification: Student surveys indicate that students need and want assistance in managing homework assignments. This course is designed to be offered several times throughout the semester, especially at a mid-point when students become aware of a need to improve homework/project skills. Additionally, this course can be offered as a stand alone or as a short course paired with a Learning Community. The course focuses on the strategies to self-reflect, evaluate problems, organize time, set homework priorities, and use notes and textbook materials to complete assignments.

Prerequisite: None.

Description: Provides student self-assessment, evaluation, and practice to develop skills necessary for college-level homework and completion of projects outside of class. Students develop individual study plans, practice basic skills leading to effective study habits and develop strategies to encourage success. Stresses self-management and the effective use of time. Case studies for critical thinking cover topics such as procrastination, motivation, and collaborative work. Students are actively engaged in each learning session.

Classification: AA/AS degree; CSU transferable.

125 STUDY SKILLS FOR SUCCESS II (0.5) (day or evening)

Justification: Student surveys indicate that students need and want assistance in taking test. This course is designed to be offered several times throughout the semester, especially at the mid-point when students become aware of a need to improve test taking skills. Additionally, this course can be offered as a stand alone or as a short course paired with a Learning Community. The course focuses on the strategies to self-reflect, evaluate problems, organize time, set homework priorities, identify the variety of possible exams in use and reduce the anxiety associated with exam time.

Prerequisite: None.

Description: Provides students with test taking strategies including self-analysis, a diagnostic inventory, test taking under time limits, and reducing test anxiety. Essay tests, objective test and true and false as well as math and science exams will be used as examples for developing test taking skills.

Classification: AA/AS degree; CSU transferable.

126 CAREER CHOICES I: CAREER ASSESSMENT (0.5) (day or evening)

Justification: This course is intended to replace and improve CRER 133. CRER 133 has an average semester enrollment of 60 students, but not all the students need the same level of career decision-making and intervention. Students and staff have reported some degree of confusion in choosing the section of CRER 133 that is most appropriate to student's needs. This revision will make a clear distinction between the career assessment/decision-making process and the job search/employment process.

Prerequisite: None.

Description: This career assessment course is designed to help students determine an appropriate career, major or job choice. Self-assessment activities such as vocational surveys, personality assessments, work values, skill identification decision making and goal setting may be used. Students will research careers, majors and life planning issues in order to make informed choices.

Classification: AA/AS degree; CSU transferable

127 CAREER CHOICES: II JOB SEARCH (.5) (day or evening)

Justification: This course is intended to replace and improve CRER 133. CRER 133 has an average semester enrollment of 60 students, but not all the students need the same level of career decision-making and intervention. By this revision, students will have a clear choice of the career decision-making process or the job search process.

Prerequisite: None.

Description: Provides students in preparation on the job search. Topics include: the hidden job market, resume, networking, marketing yourself, gathering information, preparing for the interview, common interview questions, successful interview strategies and follow-up actions. Student will practice and receive coaching on all phases of the successful interview.

Classification: AA/AS degree; CSU transferable

COMPUTER AND INFORMATION SCIENCE

377 INTERNET PROGRAMMING: JAVASCRIPT/HTML (2.0) (day or evening)

Justification: JavaScript is a highly useful scripting language that is widely used in Internet programming. This course is a replacement for CIS 376, changing it to a two-unit course instead of a one- unit course to reflect the curriculum.

Prerequisite: CIS 254 or equivalent coursework. Recommended Preparation: eligibility for ENGL 848 and familiarity with the Internet.

Description: Study of the object-oriented JavaScript programming language. Includes a quick overview of HTML (HyperText MarkupLanguage), client-side programming, variables, functions, event handlers, objects, form validation, image and form objects, frames, windows, and cookies.

Classification: AA/AS degree; CSU transferable.

390 INTERNET PROGRAMMING: PERL (2.0) (day or evening)

Justification: Perl is a widely used scripting language that has become one of the most popular languages for writing CGI scripts in server-side applications. Additionally, as an interpreted language, Perl has increased performance, and is a necessary part of any web developer's toolbox.

Prerequisite: CIS 254 or equivalent coursework. Recommended Preparation: eligibility for ENGL 848 and familiarity with the Internet. Access to a computer with Internet capability is strongly recommended.

Description: Covers the basic components of the Perl language, including arrays, lists, hashes, regular expressions, and subroutines. Addresses other supporting topics, such as installation, file handlers, debugging, and standard Perl modules.

Classification: AA/AS degree; CSU transferable.

ENGLISH AS A SECOND LANGUAGE

850 WRITING WORKSHOP (0.5-3.0) (day or evening)

Justification: Students whose native language is not English need support services outside of class. Regular work with instructors trained to teach English as a Second Language allows these students to focus on the aspects of English that cause them individually the most difficulty. Because the problem areas differ with the students, these areas are most efficiently dealt with in the lab environment, in which teachers help students individually. Such individualized attention makes possible the successful completion of regular course work outside the lab.

Prerequisite: None.

Description: For native speakers of languages other than English having difficulty with their writing. Includes individual appointments with a faculty member who assists the students in identifying problem areas in writing and helps students learn to correct writing errors in English. Some writing areas that might receive attention are organization, development, and specific grammar concerns, although help is tailored to the specific needs of each student. (Units do not apply toward AA/AS degree.)

Classification: Not Degree Applicable; Not Transferable.

898 COMPREHENSIVE GRAMMAR REVIEW FOR NON-NATIVE SPEAKERS (3.0) (day or evening)

Justification: Grammar Review for Non-native Speakers is needed to meet the increasing demand of non-native students wishing to brush up on grammar skills without heavy emphasis on writing skills. Students who are in ESL classes but who are struggling with recurrent grammar problems as well as students who are not in ESL classes but who would like to improve their grammatical accuracy for work or personal reasons can benefit from this class.

Prerequisite: Completion of ESL 827 with a grade of C or higher, or appropriate skill level as indicated by placement tests and other measures.

Description: A maintenance course designed specifically for new and continuing ESL students. Review of grammatical structures which are generally problematic for ESL students, including verb tenses, passive voice, articles, prepositions. Practice of these structures through written and oral exercises and in short compositions. Review of strategies for finding and correcting these errors in students' own writing.

Classification: Not Degree Applicable; Not Transferable

FILM

160 DOCUMENTARY DIGITAL FILMMAKING (3.0) (day or evening)

Justification: Students need to be introduced to new electronic technologies of contemporary filmmaking. Digital production processes have transformed all aspects of film production and the film industry. Students will be exposed to an array of documentary applications of digital film production. Lending itself to short format and special interest film production, documentary digital film is a viable student filmmaking practice. Documentary filmmaking skills may be utilized in a variety of popular television and digital formats.

Recommended Preparation: MULT 181 or equivalent.

Description: Introduction to the history and practice of documentary filmmaking in the digital age. Provides an historical overview of traditional and digital documentary film and then concentrates on student productions. Through lectures, screenings, and hands-on exercises, students develop a critical appreciation of the documentary form and gain skills in digital documentary practice.

Classification: AA/AS degree; CSU /UC transferable.

FIRE TECHNOLOGY

795 EMERGENCY MEDICAL TECHNICIAN – BASIC (7.0) (day or evening)

Justification: As of January 1, 2005, the State of California's State Fire Marshal Office adopted

the National Registry curriculum in place of their original curriculum for Emergency Medical Technician I: Basic Training, and for the recertification courses. To be State certified as an EMT I, students must have taken the course using this new curriculum.

Prerequisite: Current certification in health care provider CPR (Cardiopulmonary Resuscitation) through an accredited agency.

Description: Instruction in basic life support/pre-hospital care using the National Registry curriculum. Students who qualify will be given the National Registry exam at the end of the course. Non-refundable testing/materials fee required.

Classification: AA/AS degree; not transferable.

JOURNALISM

850 SPECIAL STUDIES IN JOURNALISM (1.0) (day or evening)

Justification: This one-unit, non-transferable course serves students whose majors or other commitments prevent them from gaining effective journalism experience. It provides convenient access for students seeking to explore other career possibilities or an enriching experience. An experimental version of this course has been under way for several years and has proven a useful and flexible resource. This development period also revealed that such a one-unit offering provides the only access for those students unable to address the time commitments required in other program courses.

Prerequisite: None.

Description: A flexible course designed to provide students from a variety of disciplines an opportunity to participate in student publications. This course has flexible hours and work assignments designed for the convenience of students. Assignments can include newswriting, editing, opinion writing, page design and layout, photography, and advertising.

Classification: AA/AS degree; Not transferable.

LIBRARY STUDIES

101 INFORMATION RESEARCH SKILLS (1.0) (day or evening)

Justification: In April 2001 the Academic Senate of the California Community Colleges adopted an Information Competency Resolution defining Information Competency as: "the ability to find, evaluate, use, and communicate information in all its various formats. It combines aspects of library literacy, research methods, and technological literacy. Information competency includes consideration of the ethical and legal implications of information and requires the application of both critical thinking and communication skills." Additionally, the Academic Senate for California Community Colleges recommended that information competency be a locally designed graduation

requirement. While this proposed requirement was pulled from the Board of Governors September 2002 agenda and is currently an unfunded mandate, the California State University system has mandated a system-wide regulation that each one of its campuses must establish an information competency requirement. This course fills this requirement.

Prerequisite: None.

Description: Use of information resources and information technologies emphasizing the principles of information competency. Covers how to use information resources available in libraries and on the Internet to carry out research projects; teaches students how to successfully identify, choose, analyze and synthesize data to meet various information needs.

Classification: AA/AS degree; CSU/UC transferable.

MANUFACTURING AND INDUSTRIAL TECHNOLOGY

130 BEGINNING BLACKSMITHING AND INDUSTRIAL FORGING (2.0) (day or evening)

Justification: CSM has received numerous requests from students and the community for classes geared toward the industrial design major and artisan/craftsperson. This course also is of service to those students wishing to pursue a career in metal fabrication shops, job shops, and ornamental iron working shops.

Prerequisite: None.

Description: Fundamentals of blacksmithing, metal properties, surface treatments, tool design, and manufacturing processes. Shop skills and techniques are demonstrated. Covers basic techniques in manipulating mild and tool steels and fabrication of simple tools. A materials fee as shown in the Schedule of Classes is payable upon registration. Extra supplies required.

Classification: AA/AS degree; CSU transferable.

MATHEMATICS

145 LIBERAL ARTS MATHEMATICS (3.0) (day or evening)

Justification: Currently CSM offers students three choices for transfer-level math outside the science/engineering calculus track. The current choices include Finite Math, which meets the needs of some Business majors; Statistics, which meets the needs of many Business and Social Science majors; and applied Calculus, which meets the needs of many business and Social Science majors. CSM does not currently offer a transfer-level course that appeals to the interests of and meets the needs of general Liberal Arts majors. This course will fill this need. Eighteen of twenty Bay Area community colleges surveyed already offer some variety of Liberal Arts mathematics in addition to Finite Math and/or Statistics courses.

Prerequisite: Satisfactory completion of .MATH 120 or 123 OR appropriate score on the College

Placement Test and other measures as appropriate. Recommended Preparation: READ 400 or 405 with a grade of C or higher or appropriate skill level as indicated by the reading placement tests or other measures.

Description: Examines important concepts of mathematics and of mathematics as a tool for decision making. Includes aspects of history of mathematics, problem solving, counting methods, elementary number theory, sets, Euclidean and non-Euclidean geometry, Platonic Solids, topology, probability, problem solving, and logic.

Classification: AA/AS degree; CSU/UC transferable.

MULTIMEDIA

101 WEBREADY (1.0) (day or evening)

Justification: WebReady is needed to prepare students for participating in classes that use the Web for communication, sending and receiving assignments, and doing online collaborative work.

Prerequisite: None

Description: This is a self-paced course that covers student skills used in taking web-assisted courses as well as gauges whether or not the online learning environment is suitable for their learning styles. Offers practice in the following skills: web browsing; Internet searching; sending and receiving email, attachments, compressed files, and PDF files; and collaborating on discussion boards.

Classification: AA/AS degree; CSU transferable.

112 MAC APPLICATIONS (1.5) (day or evening)

Justification: Since the computer is the primary tool in graphics, digital video, digital audio, and web design, students need additional training in understanding the relationship between software applications and the operating system. Students also need to learn how to manage their data in order to compete in the high-tech job market.

Recommended Preparation: MULT 111 or equivalent.

Description: Students will learn more about the Macintosh, Internet use, and data management as well as the use of various storage devices (external hard drives, USB Flash drives), burning CDs and DVDs, file conversions, and back-up strategies. Also includes the use of web browsers, computer upgrades, and application operability.

Classification: AA/AS degree; not transferable.

190 DIGITAL AUDIO I (1.5) (day or evening)

Justification: Digital audio is now a major area of study. Digital audio is used in movies, video games, television, radio, recorded music and live music concerts. Advancements in recording technology have given everyone access to low-cost, high-quality software and hardware, allowing more people to create professional recordings in small home or project studios. This class (and MULT 191 Digital Audio II) trains students in acquiring the fundamental skills necessary to work in digital audio.

Recommended Preparation: MULT 112.

Description: Covers basic digital audio, including analog audio, sound fundamentals, recording equipment, and basic digital audio principles. Students also learn to edit audio and trans-code files.

Classification: AA/AS degree; CSU transferable.

191 DIGITAL AUDIO II (1.5) (day or evening)

Justification: A follow-up course to MULT 190 Digital Audio I. This course builds on lessons learned in MULT 190 to teach students about digital audio recording and mixing, and CD-Audio file preparation. Students will also apply what they learned in MULT 190 to projects.

Recommended Preparation: MULT 190.

Description: Continuation of study of digital audio. Covers basic mixing, signal flow, and use of effects. Also includes basic music production and recording using GarageBand and SoundTrack.

Classification: AA/AS degree; CSU transferable.

295 PRO TOOLS LE I (1.5) (day or evening)

Justification: Pro Tools LE is a hardware and software solution for digital audio production. It is used to create and edit digital audio for music production, video games, films, television, and radio. Pro Tools LE is used in many small home and project studios to produce professional-grade work. Pro Tools LE is also a stepping stone to Pro Tools TDM, the professional version used in large studios. This course covers how to use Pro Tools LE for a career in digital audio production. There is a big demand for this type of training at the community college level.

Recommended Preparation: MULT 191, 291.

Description: Pro Tools LE is a hardware/software solution for digital audio and music production. This course covers system capabilities, file management, hardware connectivity, interface basics, and basic editing.

Classification: AA/AS degree; CSU transferable.

296 PRO TOOLS LE II (1.5) (day or evening)

Justification: This is the follow-up course to MULT 295, Pro Tools LE I. Students will continue their study of Pro Tools LE to learn a working skill set in digital audio production.

Recommended Preparation: MULT 295.

Description: Continuation of the study of Pro Tools LE. Covers basic recording, monitoring and overdubs, advanced editing techniques, mixing including signal flow and effects, and basic MIDI integration.

Classification: AA/AS degree; CSU transferable.

315 DIGITAL STUDIO RECORDING I (1.5) (day or evening)

Justification: This course allows students to apply what they have learned in MULT 190/191, Digital Audio I and II, and MULT 295/296, Pro Tools LE I and II. Students will work on actually recording and producing a digital audio project.

Recommended Preparation: MULT 296 or equivalent.

Description: Students plan and record a digital audio production. Projects may include music production, voiceover, and foley. Covers digital audio pre-production, small studio set-up, live mic-ing, and DI (direct input) recording. Students use Pro Tools LE for live recording and mixing.

Classification: AA/AS degree; CSU transferable.

316 DIGITAL STUDIO RECORDING II (1.5) (day or evening)

Justification: This is the follow-up course to MULT 315. Students will mix and master the tracks recorded in MULT 315 and produce a CD. Students will trans-code the digital audio files for web distribution and will also learn about CD packaging and basic music marketing.

Recommended Preparation: MULT 315 or equivalent.

Description: Students work with audio tracks recorded in MULT 315 and are introduced to critical listening, mixdown, and mastering to produce an audio CD. Students will also trans-code the final audio files for web distribution.

Classification: AA/AS degree; CSU transferable.

PHYSICAL EDUCATION:**FITNESS****135 AEROBIC EXERCISE (1.0) (day or evening)**

Justification: Many students take courses through Distance Education, but until this course was offered as an experimental course, they could not take a physical education course. It attracted a large enrollment. Because this course fits into the busy lifestyle of many students in our community, it allows the non-traditional student who may otherwise be unable to enroll in a fitness class at CSM to take an exercise class.

Prerequisite: None.

Description: This course is based on the television production series *Body Electric* and is designed to improve fitness. This progressive aerobic and conditioning program is designed to build musculature and correct posture while teaching techniques to manage daily living activities.

Classification: AA/AS degree; CSU transferable.

136 LOW IMPACT AEROBICS (1.0) (day or evening)

Justification: There are no distance education courses offered for the "senior adult" or person who may have a physical limiting condition. This course is based on the television exercise class *Sit and Be Fit*. It allows the non-traditional student the opportunity to meet the college degree requirement for physical education in a distance learning format.

Prerequisite: None.

Description: This course is based on the *Sit and Be Fit* television series, which is designed for students desiring an exercise program at an easier pace. It concentrates on developing and strengthening muscle groups as well as overall stretching.

Classification: AA/AS degree; CSU transferable.

225 ATHLETIC CONDITIONING (0.5-2.0) (day or evening)

Justification: Specialized athletic training is needed to properly prepare the inter-collegiate-level athlete for his/her specific sport. Athletic conditioning is not the same for every sport. Coaches must develop specific athletic skills and strengths that are needed in each sport and each position within each sport. Student athletes who train in this manner demonstrate greater improvement and success than student athletes who do not engage in specific training.

Prerequisite: None.

Description: Prepares the student athlete for varsity-level competition through general and sport-specific strength and conditioning exercise. The student athlete will engage in general and sport specific strength development, stretching, aerobic conditioning, and sport-specific movement and speed development.

Classification: AA/AS degree; CSU/UC transferable.

THEORY

120 FIRST AID/CPR (1.0) (day or evening)

Justification: CSM has received numerous requests from the community and students. This course is recommended by every city, county, and state office of emergency planning.

Prerequisite: None.

Description: Recognizing and caring for breathing and cardiac emergencies for adults, children, and infants; identifying and caring for life threatening bleeding, sudden illness and injuries, heart disease prevention. This course is taught in compliance with the American Red Cross, and students may earn a CPR/First Aid Certificate. This is NOT an activity class.

Classification: AA/AS degree; CSU transferable.

SOCIAL SCIENCE

318 DOMESTIC VIOLENCE AND AOD ISSUES (3.0) (day or evening)

Justification: This course has been offered as an experimental course because of a need expressed by the San Mateo County Task Force on Domestic Violence, other Alcohol and Other Drug programs, and numerous social agencies. The California State Law that governs domestic violence stipulates that individuals who provide psycho-educational classes for individuals convicted of domestic violence have some type of academic preparation/certification. There were no similar courses in Northern California community colleges when the experimental version of this course was started.

Recommended Preparation: eligibility for ENGL 848 and completion of READ 400 or 405 with a grade of C or higher OR concurrent enrollment in READ 400, 405, or 415 OR appropriate skill level as indicated by the reading placement tests or other measures..

Description: Overview of domestic violence and its impact on the family and on the social and criminal justice systems involved with violent families. Examines the history and the law regarding domestic violence and the psychological, sociological, and cultural aspects of domestic violence. Examines the relationship of chemical dependency and family violence, assessment/interventions, and current resources in the community.

Classification: AA/AS degree; CSU transferable.

SPEECH COMMUNICATION

861 SPEECH COMMUNICATION (1.0) (day or evening)

Justification: Positive relationships between healthcare professionals and patients are essential for effective communication and good healthcare. CSM currently does not have a course that addresses

this need. This course will help all students, particularly those in allied healthcare, become more aware of the perceptions, roles, and forces that mold the healthcare relationship.

Prerequisite: None.

Description: Examination of important concepts of communication for increasing communication competence in the healthcare setting. Includes assertiveness skills, presentational skills, conflict management, and collaborative information gathering methods.

Classification: AA/AS degree; Not transferable.

WELDING TECHNOLOGY

350 BEGINNING WELDING AND METAL FABRICATION (3.0) (day or evening)

Justification: CSM has received numerous requests from the community and students to offer metalworking/fabrication classes geared toward the artisan/craftperson. In addition, when offered as an experimental class, this course has always had a waiting list.

Prerequisite: None.

Description: Designed to inform students about metal joining processes, materials, and equipment. Demonstrations and hands-on lab covers sheetmetal fabrication; arc welding processes (Stick, Mig, and Tig) and oxy-acetylene welding, brazing and cutting. Students are encouraged to design and fabricate a final project that encompasses skills learned during the semester. Materials for final project supplied by the student. A materials fee as shown in the Schedule of Classes is payable upon registration.

Classification: AA/AS degree; CSU transferable.

PROPOSED CURRICULAR DELETIONS – COLLEGE OF SAN MATEO

MEDICAL ASSISTING

100 INTRODUCTION TO MEDICAL ASSISTING

110 BASIC MEDICAL TERMINOLOGY

115 MEDICAL WORD PROCESSING

120 CLINICAL PROCEDURES I

121 CLINICAL PROCEDURES II

140 MEDICAL TRANSCRIPTION: BASIC

141 MEDICAL TRANSCRIPTION: ADVANCED

150 MEDICAL OFFICE PROCEDURES

160 MEDICAL INSURANCE PROCEDURES

161 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-9-CM (CLINICAL MODIFICATION) BEGINNING CODING

- 162 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-9-CM (CLINICAL MODIFICATION) INTERMEDIATE CODING
- 163 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-9-CM (CLINICAL MODIFICATION) ADVANCED CODING
- 164 CPT (CURRENT PROCEDURAL TERMINOLOGY) BEGINNING CODING
- 165 CPT (CURRENT PROCEDURAL TERMINOLOGY) INTERMEDIATE CODING
- 166 CPT (CURRENT PROCEDURAL TERMINOLOGY) ADVANCED CODING
- 190 INTRODUCTION TO PHARMACOLOGY
- 801 MEDICAL ASSISTING EXAM REVIEW

Justification: The Medical Assisting Program was transferred to Cañada College in Fall 2004.

PROPOSED PROGRAM ADDITIONS – COLLEGE OF SAN MATEO

College of San Mateo proposes to offer Certificates of Completion (under 18 units) in the following programs:

ACCOUNTING

Enrolled Agent Exam Preparation (14.5-15.5 units)

LIFE SCIENCES

Biotechnology (11-12 units)

MANAGEMENT

Human Resources Management (9 units)

Project Management (12 units)

PROPOSED PROGRAM DELETIONS – COLLEGE OF SAN MATEO

MEDICAL ASSISTING

Associate in Arts Degree/Certificate (Transferred to Cañada College, Fall 2004)

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

COLLEGE CURRICULUM REPORT

College SKYLINE

This report has been prepared in accordance with SMCCCD
Rules & Regulations, Section 2.09.7 and all appropriate
laws and regulations.

	Signature	Date
Co-Chair, Curriculum Committee	<i>Christine Roubina</i>	5/4/05
Co-Chair, Curriculum Committee	<i>Arthur Skayna</i>	5/04/05
Vice President, Instruction	<i>Jason</i>	5/04/05
President, Academic Senate	<i>[Signature]</i>	05/05/05
President, College	<i>Nicholas P. Mosnow</i>	5/4/05

PREPARED BY: Regina Stanback-Stroud, Vice President, Instruction
Skyline College

APPROVED BY: Christine Roumbanis, Curriculum Committee Co-Chair
Arthur Takayama, Curriculum Committee Co-Chair
Skyline College

Nick Kapp, Academic Senate President
Skyline College

Victoria P. Morrow, Ph.D., President
Skyline College

PROPOSED CURRICULAR ADDITIONS – SKYLINE COLLEGE

COURSE DESCRIPTIONS AND JUSTIFICATIONS

ADMINISTRATION OF JUSTICE

110 POLICE REPORT WRITING (3.0) (day or evening)

Justification: This course meets expressed student needs, enhances the comprehensive nature of the department's course offerings, and is being proposed and developed at the request of the advisory board.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 836.

Description: Exploration of effective police report writing techniques, including crime, arrest and incident reports. Examination of interview methods, note taking, report organization and documentation, crime scene diagrams, search warrant affidavits, and case preparation for prosecution. Emphasis on essential principles of written and oral communication in law enforcement, including testifying in court.

Classification: AA/AS degree, Certificate; CSU transferable.

BUSINESS

411 INTRODUCTION TO TECHNICAL COMMUNICATION I (3.0) (day or evening)

Justification: This course is designed to provide students interested in computer science, engineering, business or science careers with an introduction to the techniques, strategies and

approaches of technical writing. These skills will help students obtain jobs and advance in their individual fields.

Prerequisite: Eligibility for ENGL 100 or equivalent and CAOT 104 or CAOT 214, or equivalent.

Description: Overview of technical, professional and workplace writing. Emphasis on finding and evaluating information, creating well crafted, user-oriented documents, and using suitable applications to make information available in appropriate formats. Ethics of technical writing and writing in a multicultural context.

Classification: AA/AS degree, Certificate; CSU transferable.

HISTORY

203 THE UNITED STATES SINCE 1945 (3.0) (day or evening)

Justification: To help fill a need on campus to introduce students to more current historical events considering the dramatic changes occurring not only in this country, but in the world today. This course will fill a void in the department's offerings, in which there was not previously a course on recent United States history.

Prerequisite: None.

Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.

Description: United States history since 1945. Focus on principal political, social, economic and cultural challenges and achievements in American life.

Classification: AA/AS degree; CSU transferable.

MATHEMATICS

805 FUNDAMENTALS OF MATHEMATICS I (2.5) (day or evening)

Justification: In an effort to improve learning in basic math classes, the existing MATH 811 course has been divided into two courses with emphasis placed where student weaknesses lie.

Prerequisite: None.

Description: Basic skills in mathematics, including whole numbers, decimals, an introduction to fractions, and limited geometry and statistics. Emphasis on using these ideas and skills to solve real life word problems.

Classification: Not degree applicable; not transferable.

806 FUNDAMENTALS OF MATHEMATICS II (2.5) (day or evening)

Justification: In an effort to improve learning in basic math classes, the existing MATH 811 course has been divided into two courses with emphasis placed where student weaknesses lie.

Prerequisite: None.

Description: Basic skills in mathematics, including whole numbers, decimals, fractions, percents, ratio and proportion, measurement, geometry, basic statistics, and an introduction to signed numbers and order of operations. Emphasis on using these ideas and skills to solve real life word problems.

Classification: Not degree applicable; not transferable.

PHYSICAL EDUCATION:

INDIVIDUAL SPORTS

168 TOURNAMENT GOLF (0.5 or 1.0) (day only)

Justification: Designed to allow intermediate and advanced students the opportunity to improve their skills in a competitive setting.

Prerequisite: INDV 160, 165 or 167, or equivalent.

Description: Emphasis on preparation for tournament golf. Course content includes an overview of rules pertaining to stroke play and match play tournaments, etiquette, and strategies of tournament play. Includes drills and instruction for skill improvement and an emphasis on tournament play at local nine-hole courses.

Classification: AA/AS degree; CSU transferable.

THEORY

211 PREVENTION AND CARE OF ATHLETIC INJURIES (2.0) (day or evening)

Justification: This course will be an important addition to Skyline's Physical Education curriculum. It will attract students with a variety of interests in sports medicine-related health care professions. It will not only attract students from the surrounding community, but also those from other countries, such as Japan, where students who desire to become certified athletic trainers are required to take all their college courses and the National Athletic Trainers Association (NATA) certification exam in the United States before they can work in their country. This course will also offer an opportunity for students in the ROP Sports Therapy and Fitness Technician Program at Sequoia High School to further their studies in those fields within the SMCCCD.

PHYSICAL EDUCATION:**DANCE****101 BEGINNING DANCE**

Justification: The course is unclear with respect to which beginning dance form it represents and is being deleted in favor of development of beginning and intermediate level dance courses for each specific dance form to provide a more progressive and logical course structure for the dance program.

PROPOSED DEPARTMENT ADDITION – SKYLINE COLLEGE

Skyline College proposes the creation of one new department: **COUNSELING (COUN)**. The addition of this department will enable students to better distinguish between career-related courses, which are offered under Career and Personal Development (CRER), and those that are focused more on student success, orientation and educational planning, which will be offered under Counseling (COUN).

PROPOSED PROGRAM ADDITIONS – SKYLINE COLLEGE

Skyline College proposes to offer a Certificate of Completion in the following program:

BIOTECHNOLOGY

Entry Level Biotechnology Manufacturing (7 units)

PROPOSED PROGRAM DELETIONS – SKYLINE COLLEGE

None.

BOARD REPORT NO. 05-5-2B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Connie Beringer, District Academic Senate President
738-4343

APPROVAL OF REVISION TO EQUIVALENCE POLICY AND PROCEDURES

The Education Code, Section 87359, requires that each district establish an equivalency policy and procedures that "shall be developed and agreed jointly by representatives of the governing board and the academic senate, and approved by the governing board."

While the District currently has a Board-approved "Equivalence Review Process," (Board-approved May 8, 1991), it pertains only to "current" faculty wishing to add faculty service areas. The revised document covers current faculty under contract as well as applicants for all district faculty positions.

The revised document will standardize the process across the District for granting equivalency.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed changes to the "Equivalence Review Process" as detailed in the attachment.

Equivalence Review Process

Candidates for all District faculty positions and those current faculty who are making application to serve in an academic position outside of their current service area[s] will apply for equivalence by filing the appropriate form ("Application for Equivalence" for applicants for academic positions, or "Employee Application for Equivalence to Minimum Qualifications" for current faculty).

A. The process for current faculty members applying for equivalency in a subject area other than the one(s) for which they meet subject area requirements is as follows:

Current faculty will apply for equivalence by filing an "Employee Application for Equivalence to Minimum Qualifications" form with the appropriate College Vice President. The Vice President, in consultation with the Academic Senate president, will name three discipline experts in the same or a related discipline to serve on a review board. Normally, these discipline experts will be faculty members representing the three Colleges in the district. This review board, which will include the Dean of the relevant discipline from other than the faculty person's home campus, will evaluate the equivalence claim. The written recommendation of this review board will be forwarded to the College Vice President who, with the Academic Senate president, will make a recommendation to the College President. Upon concurrence of the College President, the equivalence recommendation will be forwarded to the Board of Trustees for consideration. A copy of the Board action will be placed in the employee's personnel file.

B. The process for applying for equivalence for full-time academic positions, both tenure track and temporary (e.g. sabbatical replacements, "soft-money" categorically funded positions, etc.) is as follows:

Applicants who are seeking equivalence for full-time academic positions will file the "Application for Equivalence" form with their application for employment.

The Equivalence Committee shall be composed of the academic members of the screening committee (always approved by the Academic Senate) and the Dean of the division. The screening committee should include at least one faculty member currently qualified in the subject area of the position to be filled [see Faculty Selection Procedures].

C. Applicants who are seeking equivalence for part-time academic positions will file the "Application for Equivalence" form with their application for employment.

The Equivalence Committee shall be composed of two faculty members from the department in question, at least one of whom is a discipline expert, and the division Dean. If one or both faculty members are not available from a given department, then faculty may be chosen from a department in a related discipline, as determined by department faculty and the Dean. If no department/related discipline faculty are available, the Academic Senate president, in consultation with the Dean, may appoint another faculty member to the Equivalence Committee.

1. **Optional Procedures for Emergency Adjunct Faculty Hires**

In cases where adjunct faculty are required on an emergency basis, for example, to fill a position vacated in the middle of the semester or to fill an opening within 45 days of the beginning of the semester, and that faculty member seeks equivalence, the division Dean may select a candidate for the position.

The adjunct faculty member who is hired under these circumstances will be required to undergo equivalence procedures described above for part-time positions before continuing in the position.

A cover sheet (part of the "Application for Equivalence" form) will be completed by the Equivalence Committee and will include the names of the committee members and the vote-count of any action taken.

If the applicant meets the equivalence standards and is selected for hire, the division Dean will forward a copy of the cover sheet, along with supporting documents, to both the Academic Senate president and the appropriate College Vice President for recommendation to the College President, who will forward a copy to Human Resources. A statement confirming equivalence will accompany the candidate's name when presented for approval to the Board of Trustees.

If equivalence is denied, reasons for such decision should be recorded on the cover sheet. If an applicant does not meet equivalence, his or her application shall be returned to Human Resources.

Additional notes:

A quorum of any committee determining equivalence shall be three members. A faculty discipline expert will chair the committee.

Equivalence committees shall meet in order to facilitate any necessary discussion of academic qualifications.

Equivalence committee meetings shall be closed and confidential.

This equivalence process is intended neither to raise nor to lower standards from the minimum qualifications established for a position, nor is it intended to grant waivers in lieu of required qualifications.

The equivalence application form shall be included as part of the District application for employment packet. The application shall be prepared by Human Resources in consultation with the Academic Senate.

BOARD REPORT NO. 05-05-100B

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

CONTRACT AWARD FOR UNIT PRICE PAINTING, DISTRICTWIDE

The heavy use of District facilities, along with the age of the campuses, necessitates routine interior and exterior painting projects. For the past six years the District has effectively managed painting projects through the use of unit price interior and exterior painting contracts (Board Reports No. 98-7-108B, 00-4-106B, 00-8-102B, 02-9-6CA, 03-5-3CA, 03-5-4CA). Those unit price contracts have expired. In order to address the programmatic needs of upcoming projects, District staff developed an updated and combined unit price bid for interior and exterior painting.

This bid package 1) awards all interior painting projects on an annual basis to one painting contractor, 2) renews the award annually for four additional years up to a total of five years, and 3) establishes the bid price for the first year, with subsequent year CPI adjustments. The bid specifications in the package included the preparation and painting of fourteen (14) surface conditions and material applications. Each of the fourteen applications was given an estimated quantity to approximate the work needed in upcoming painting projects. Bidders were required to provide a price for each category's stated quantity. The sum total of these fourteen stated prices was used to determine the low bidder. The bid cost for each category was divided by the corresponding quantity to arrive at a unit price for each surface condition/material application. A recap of the bid form is attached for reference. Prior to the commencement of any individual painting project, the quantities involved will be measured and agreed upon, the appropriate unit prices will be applied, and a purchase order will be issued for the total amount.

Prior to bidding the contract, a contractor prequalification process was conducted. Seventeen specialty contractors licensed to perform painting work attended the mandatory prequalification conferences on March 25, 2005 and March 29, 2005. Six contractors subsequently submitted prequalification applications substantiating their performance qualifications, including license status, experience with construction projects of similar type and value under comparable conditions, prevailing wage compliance, legal claims history, insurance coverage, and bonding ability. Review and verification of information provided on the applications resulted in five contractors achieving prequalified status for the unit price painting bid.

Notices inviting prequalified contractors to bid were published on April 5 & 12, 2005. Four of the prequalified contractors attended a pre-bid conference on April 19, 2005. On May 3, 2005 four contractors submitted bids for the contract, as shown below:

Firm Name	Basis Used to Determine the Low Bid
Bay View Painting	\$203,200
Diamond Painting	\$238,450
Arco Painting	\$309,500
Color Chart, Inc.	\$410,082

District staff conducted a due diligence review and determined that the bid submitted by Bay View Painting is responsible and responsive to the contract requirements. The initial term for this contract is one year with the option to renew annually for an additional four years. This is a nonexclusive contract.

In the coming term, painting projects include College of San Mateo Buildings 16 and 33, Skyline Buildings 1, 9 and 10, and miscellaneous other maintenance painting projects. Funding sources for painting projects include Measure C general obligation bond funds; Capital Outlay, Scheduled Maintenance and private grants; and local District funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for Unit Price Painting to Bay View Painting, 1) at the unit prices bid, 2) for a term of one year in an amount not to exceed \$300, 000, and 3) with an option to annually renew the contract for an additional four (4) years with adjustment for changes in the CPI.

PAINT UNIT PRICING BID FORM

Item #	Surface condition/material type.	Assumed Quantity for Purposes of this Bid	Price for the stated Quantity for Purposes of this Bid	Unit Price Bid per square foot or linear foot or each (\$) [Divide price in D by quantity in C]	Unit
A	B	C	D	E	F
	INTERIOR SURFACES				
			BAY VIEW PAINTING		
1	Heavy prep: holes in walls greater than 4" in diameter, and/or repair of walls where wall coverings have been removed.				
2		50,000 sf	\$5,000.00	\$0.10	square foot
3	Application of architectural coatings applied on interior surfaces, inclusive of all paintable surfaces. This price to include all necessary routine prep work and coatings.	220,000 sf	\$110,000.00	\$0.50	square foot
4	Trim: door frames, window frames, architectural details. Average trim size is between 2 and 6 inches wide.	2,000 lf	\$200.00	\$0.10	linear foot
5	Doors: two sides and 3 edges (top and sides). This price to include all necessary routine prep work and coatings.	50 ea	\$500.00	\$10.00	each
6	Windows: interior glass surface to be painted in two colors (exterior color to match building exterior field paint color, interior color to be selected by District)	20 ea	\$1,000.00	\$50.00	each
	EXTERIOR SURFACES				
7	Application of architectural coatings applied on wood exterior surfaces, inclusive of all paintable surfaces. This price to include all necessary routine prep work and coatings.	10,000 sf	\$2,000.00	\$0.20	square foot
8	Application of architectural coatings applied on exterior masonry surfaces, inclusive of all paintable surfaces. This price to include all necessary routine prep work and standard masonry coatings.	2,000 sf	\$400.00	\$0.20	square foot
9	Application of architectural coatings applied on exterior masonry surfaces, inclusive of all paintable surfaces. This price to include all necessary routine prep work and elastomeric terpolymer masonry coatings.	90,000 sf	\$76,500.00	\$0.85	square foot
10	Application of architectural coatings applied on exterior surfaces, inclusive of all paintable surfaces. This price to include all necessary routine prep work and Adsil MicroGuard coatings.	2,000 sf	\$6,000.00	\$3.00	square foot
11	Metal hand railings, conduits, surface raceways	200 lf	\$400.00	\$2.00	linear foot
12	Metal surfaces (including parapets, storage containers, etc.)	2,500 sf	\$500.00	\$0.20	square foot
13	Steel railings at Skyline College	100 lf	\$200.00	\$2.00	linear foot
14	Steel railings at College of San Mateo and Cañada College	200 lf	\$400.00	\$2.00	linear foot
	Doors, two sides and 3 edges (top and sides). This price to include all necessary routine prep work and coatings.	10 ea	\$100.00	\$10.00	each

**TOTAL AMOUNT FOR THIS BID:
ADD AMOUNTS IN COLUMN E FOR BOTH INTERIOR
AND EXTERIOR SURFACES**

\$203,200.00

BOARD REPORT NO. 05-05-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

CONTRACT AWARD FOR UNIT PRICE ACOUSTIC TREATMENTS - DISTRICTWIDE

Most of the District's buildings were designed over forty years ago, and have not benefited from modern acoustic engineering knowledge. As a result, the acoustic quality in many classrooms and other occupied spaces is counterproductive to the learning and working environment. Acoustic upgrades are included in the scope of major modernization and new construction projects. In order to extend acoustic improvements to occupied spaces that are not part of major modernization projects, District staff worked closely with an acoustic engineer to develop a unit price bid for acoustic treatments. The variety of treatments are suitable for the flat, sloped and coffered ceilings and walls prevalent in the differing architectural styles of the District's three campuses. The treatments will serve to improve acoustic quality in the learning and working environments by absorbing or preventing ambient noise that distracts from verbal communications.

This bid package 1) awards all interior acoustic treatment projects on an annual basis to one acoustic treatment contractor, 2) renews the award annually for four additional years up to a total of five years, and 3) establishes the bid price for the first year, with subsequent year CPI adjustments. The bid specifications in the package included the preparation and application of thirteen (13) surface conditions and material applications. Bidders were required to provide a unit price for each of the thirteen applications. The sum total of these unit prices was used to determine the low bid. A recap of the bid form is attached for reference. Prior to the commencement of any individual acoustic treatment project, the quantities involved will be measured and agreed upon, the appropriate unit prices will be applied, and a purchase order will be issued for the total amount.

Prior to bidding the contract, a contractor prequalification process was conducted. Three specialty contractors licensed to perform acoustic treatment work attended the mandatory prequalification conferences on March 25, 2005 and March 29, 2005. All three contractors subsequently submitted prequalification applications substantiating their performance qualifications, including license status, experience with construction projects of similar type and value under comparable conditions, prevailing wage compliance, legal claims history, insurance coverage, and bonding ability. Review and verification of information provided on the applications resulted in all three contractors achieving prequalified status for the unit price acoustic treatment bid.

Notices inviting prequalified contractors to bid were published on April 5 & 12, 2005. All of the three prequalified contractors attended a pre-bid conference on April 19, 2005. On May 3, 2005 the three contractors submitted bids for the contract, as shown below:

Firm Name	Basis Used to Determine the Low Bidder
Dudley Acoustics	\$ 343.93
Ad-In Inc.	\$ 3,300.15
Diamond Beach dba Acoustic Specialties	\$ 3,469.00

District staff conducted a due diligence review and determined that the bid submitted by Dudley Acoustics is responsible and responsive to the contract requirements. The initial term for this contract is one year with the option to renew annually for an additional four years. This is a nonexclusive contract.

BOARD REPORT NO. 05-05-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

CONTRACT AWARD FOR UNIT PRICE FLOORING, DISTRICTWIDE

Many of the District's buildings have the original flooring that was installed when the buildings were first constructed. The floor covering have outlived their useful service lives and are in need of replacement. In past years, carpet replacement projects were implemented using piggybackable carpet contracts from other school districts (Board Reports #00-1-105B, #01-1-106B, 01-9-106B). Upcoming floor replacement projects require both carpet and resilient flooring. In order to address the expanded need for floor covering in the coming years, District staff developed a unit price bid for carpet, resilient vinyl tile, resilient non-vinyl tile, and resilient sheet goods.

This bid package 1) awards all interior floor covering projects on an annual basis to one floor covering contractor, 2) renews the award annually for four additional years up to a total of five years, and 3) establishes the bid price for the first year, with subsequent year CPI adjustments. The bid specifications in the package included the preparation and application of fifteen (15) surface conditions and material applications. Bidders were required to provide a unit price for each of the fifteen applications. The sum total of these unit prices was used to determine the low bid. A recap of the bid form is attached for reference. Prior to the commencement of any individual floor covering project, the quantities involved will be measured and agreed upon, the appropriate unit prices will be applied, and a purchase order will be issued for the total amount.

Prior to bidding the contract, a contractor prequalification process was conducted. Five specialty contractors licensed to install floor covering attended the mandatory prequalification conferences on March 25, 2005 and March 29, 2005. Three contractors subsequently submitted prequalification applications substantiating their performance qualifications, including license status, experience with construction projects of similar type and value under comparable conditions, prevailing wage compliance, legal claims record, insurance coverage, and bonding ability. Review and verification of information provided on the applications resulted in all three contractors achieving prequalified status for the unit price flooring bid.

Notices inviting prequalified contractors to bid were published on April 5 & 12, 2005. Two of the three prequalified contractors attended a pre-bid conference on April 19, 2005. On May 6, 2005 two contractors submitted bids for the contract, as shown below:

Firm Name	Basis Used to Determine the Low Bid
B.T. Mancini	\$ 736.36
Floortrends, Inc.	\$ 1173.44

District staff conducted a due diligence review and determined that the bid submitted by B.T. Mancini is responsible and responsive to the contract requirements. The initial term of this contract is one year, with the option to renew annually for an additional four years. This is a nonexclusive contract.

In the coming term, floor covering projects include College of San Mateo Buildings 16 and 33, Skyline Buildings 1, 8 and Pacific Heights, and miscellaneous other maintenance projects as needed. Funding sources for floor covering projects include Measure C general obligation bond funds; Capital Outlay, Scheduled Maintenance, Hazardous Substance Removal and private grants; and local District funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for Unit Price Flooring to B.T. Mancini, 1) at the unit prices bid, 2) for a term of one year in an amount not to exceed \$900,000, and 3) with an option to annually renew the contract for an additional four (4) years with adjustment for changes in the CPI.

B.T. MANCINI CO., INC.

Item #	Material type/type of work	Unit Price Bid per square foot or square yard or linear foot or hourly rate or each (\$)	Unit
1	Bid item 1. Removal/disposal of existing nonasbestos flooring and baseboard	\$0.66	square foot
2	Bid item 2. Installation of Armstrong, Standard Excelon, Imperial Texture 12"X12" VCT	\$2.53	square foot
3	Bid item 3. Installation of Collins & Aikman Carpet Tile (Infinity, Calypso, Odyssey & Voyager lines) 20" squares with peel & stick backing.	\$41.55	square yard
4	Bid item 4. Installation of Collins & Aikman Carpet Roll (Infinity, Calypso, Odyssey & Voyager lines) 6' or 12' rolls with peel & stick backing.	\$38.70	square yard
5	Bid item 5. Installation of Tarkett Linoleum (Venetto line) sheet goods.	\$6.75	square foot
6	Bid item 6. Installation of Stratica 19.5"X19.5" resilient tile.	\$8.26	square foot
7	Bid item 7. Installation of Burke Resilient Molded Rubber Base 4" high cove (with top-set toe)	\$2.06	linear foot
8	Bid item 8. Concrete sealing of concrete sub-floor with MVE of 8 lbs/1000sf and under; and a pH of 9 or under	\$2.85	square foot
9	Bid item 9. Heavy prep: carpet/concrete sub-floors.	\$107.00	hourly rate
10	Bid item 10. Heavy prep: carpet/wood sub-floors.	\$75.00	hourly rate
11	Bid item 11. Heavy prep: resilient flooring/concrete sub-floors.	\$126.00	hourly rate
12	Bid item 12. Heavy prep: resilient flooring/wood sub-floors.	\$95.00	hourly rate
13	Bid item 13. Cost per shape in resilient flooring: three foot triangle	\$105.00	each
14	Bid item 14. Cost per shape in resilient flooring: three foot circle	\$115.00	each
15	Bid item 15. Cost per shape in resilient flooring: three foot long bar (one tile deep)	\$10.00	each
TOTAL (basis for determination of Low Bidder) Sum of Items 1 - 15:		\$736.36	

BOARD REPORT NO. 05-5-103B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: José D. Nuñez, Executive Director of Facilities Planning & Operations, 358-6838

APPROVAL OF FIVE-YEAR CAPITAL CONSTRUCTION PLAN

On June 23, 2004 (Board Report No. 04-6-4CA), the Board authorized submittal of the District's 2006-2010 Five-Year Capital Construction Plan (5YCP) and related Initial Project Proposals (IPP's) and Final Project Proposals (FPP's) to the Office of the Chancellor, California Community Colleges, in accordance with the Community College Construction Act (Education Code Section 81800, *et seq.*, and State Administrative Manual 6610). The plan constituted the first part of the capital outlay proposal process and was prepared according to current guidelines. The State Chancellor's Office reviewed and evaluated the 2006-10 plan for conformance to existing guidelines and potential for funding.

During FY0506 and FY0607, the District expects award of capital outlay funding totaling \$16,355,000 for the following projects:

- Skyline College Building 7 Allied Health Vocational/Technical Training Center (FY0506)
- Skyline College Facilities Maintenance Center (FY0607)
- Cañada College Facilities Maintenance Center (FY0607)

The 2007-2011 Five-Year Capital Construction Plan reflects input received from the State Chancellor's Office review of the 2006-10 plan, and is in alignment with the District's Capital Improvement Program (CIP) and 2001 Facilities Master Plan. In preparing and submitting the 2007-11 plan, the District maintains its priorities with regard to funding improvements for (1) buildings and facilities, (2) improvements and modifications to meet the needs of the physically limited, and (3) response to safety concerns.

The District's 2007-11 Five-Year Capital Construction Plan includes nine Initial Project Proposals and six Final Project Proposals for Fiscal Year 2007-08 (FY0708). Following is a summary of each project in the 2007-2011 Five-Year Construction Plan to be submitted to the State.

FPP - SEISMIC UPGRADE, BUILDING 18 - COLLEGE OF SAN MATEO

The scope of this project is to seismically upgrade Building 18 at College of San Mateo. The State Architect's Office found that Building 18 at College of San Mateo requires seismic improvements to withstand future earthquakes. The estimated cost of this project is \$8M, with \$2,205,000 funded by Proposition 47 State Capital Outlay funds; the balance is funded by Measure C general obligation bond funds.

This project is currently under construction with occupancy scheduled for Winter '06.

FPP - FIRE ALARM RENOVATION PHASE II - COLLEGE OF SAN MATEO AND CAÑADA COLLEGE

The intent of this project is to replace aging and defective "Auto Call" fire Alarm Systems at College of San Mateo and Cañada College. Most of the buildings were constructed in the 1960's, and the current alarm systems were installed in compliance with then-existing codes. The systems have not been upgraded since their original installation. Consequently, the equipment is out of compliance with ADA, electrical, and fire code requirements and, at times, fails to operate properly. Continuous repair is costly and spare parts are increasingly difficult or impossible to find. Moreover, the District has received numerous life-safety citations from local fire officials. An initial allocation of State funding for this project was inadequate and subsequently had to be reverted because construction bids exceeded the allotted budget. The estimated cost of this life-safety project is \$3.2M, with \$2,059,000 funded by Proposition 47 State Capital Outlay funds; the balance is funded by Measure C general obligation bond funds.

This project is currently under construction with completion scheduled for July 2005.

FPP - SEISMIC UPGRADE, BUILDING 3 - SKYLINE COLLEGE

The scope of this project is to seismic upgrade of Building 3 at Skyline College. The State Architect's Office found that Building 3 (Gymnasium) at Skyline College requires seismic improvements to withstand future earthquakes. The estimated cost of this project is \$9.6M, with \$1,724,000 funded by Proposition 47 State Capital Outlay funds; the balance is funded by Measure C general obligation bond funds, State Scheduled Maintenance funds, and State Hazardous Substance Removal funds.

This project is now under construction with occupancy scheduled for May 2006.

FPP - SEISMIC UPGRADE & MODERNIZATION, BUILDING 8 - SKYLINE COLLEGE

The scope of this project includes seismic upgrade and modernization of Building 8 at Skyline College. The project will improve access to all public areas and upgrade the ventilation, acoustics, lights and electrical systems within the classrooms. It will also improve the functionality of the tiered lecture rooms as it increases their instructional capacity and improves the technology capability within these rooms. The estimated cost of this project is \$9M, with \$3,575,000 funded by Proposition 47 State Capital Outlay funds; the balance is funded by Measure C bond funds, State Scheduled Maintenance funds, and State Hazardous Substance Removal funds.

This project is now under construction with occupancy scheduled for September 2006.

**FPP - LIBRARY/LEARNING RESOURCE & STUDENT SERVICES CENTER (NEW CONSTRUCTION)
CAÑADA COLLEGE**

This approved FPP includes a comprehensive, integrated Library/Learning Resource and Student Services facility at Cañada College. The facility will address the need for multiple student and instructional support systems to facilitate and enable effective learning, as well as consolidation of Student Services. The new building will house the library, media services, open-access computer labs for basic skills, computer science, ESL and foreign language, and tutoring for reading, writing and mathematics. Also, the facility will consolidate Student Service functions, including Admissions and Records, Counseling, Cashier's Office, EOPS, DSPS, Health Services, Financial Aid, and Security. The space will house a faculty resource center, teleconference center, faculty and staff offices, meeting rooms, and a student lounge. Currently, activities are located in multiple, dispersed facilities that are too small to accommodate the needs of students and assigned staff. The new building will be a three-story structure of approximately 70,887 gross square feet (48,106 assignable square feet). This represents a 50% increase over assignable space in the existing Library and Learning Resource areas. An important secondary effect of this project will be significant improvement to access along the multiple elevations of the central campus for fire fighting equipment and for students, particularly those with physical limitations. The estimated cost of this project is \$29M, with \$22.8M funded by Proposition 55 State Capital Outlay funds; the balance will be funded using Measure C general obligation bond funds.

The plans for this project have received approval by the Division of the State Architect (DSA); the project is scheduled to bid in Summer 2005.

**FPP - CONSOLIDATION OF STUDENT SERVICES, BUILDINGS 1, 5 & 6 (RECONSTRUCTION)
COLLEGE OF SAN MATEO**

This project creates a clearly identifiable Student Services Center that provides all services needed for students to matriculate and sustain the college experience: Admissions and Records, Counseling, Health Services, Financial Aid, EOPS, DSPS, Transfer Center, and related support. Currently, these services are scattered in four different buildings in widely separated areas on the 153-acre campus. In three of the spaces vacated by student services, the project creates educational environments that are learning centered rather than teaching centered, where instructors are coaches, students work in teams, and networked computers provide distributed library and information databases. A cluster of interdisciplinary and public meeting spaces will be created that vary by size and type and will be supported with technology, including teleconferencing, computer stations, and electronic media displays.

The project will result in a one-stop Student Services Center located adjacent to food services, student government, student activities, the bookstore, and faculty meeting areas. Additionally, this project will provide for an economy of scale by coinciding with a seismic retrofit project funded by the State. The estimated cost of this project is \$16M, with \$10,053,000 to be funded by Proposition 55 State Capital Outlay funding; the balance will be funded using Measure C general obligation bond funds, State Scheduled Maintenance funds, and State Hazardous Substance Removal funds.

The plans for this project have been approved by DSA; the project is scheduled to bid in Summer 2005.

LOCAL FUNDING – BUILDING 36, THE SCIENCE BUILDING (NEW CONSTRUCTION) – COLLEGE OF SAN MATEO

The scope of this project is to build a new Science Building of approximately 36,153 assigned square footage (ASF) and 55,620 gross square footage (GSF) that will replace existing space, and house the College's life sciences, to include: Biology, Chemistry, Physics, Earth Sciences, Astronomy, lab support areas, meeting rooms, conference rooms, an observatory, and a planetarium. The existing 40-year old facilities are unsafe and rapidly deteriorating.

In accordance with the District's Facility Master Plan, the former Science complex will be converted through renovations to accommodate the College's Vocational Technology & Communications training programs. These programs are presently housed in Buildings 25, 26, 27, 28, and 29 (33,415 ASF and 35,533 GSF) which are scheduled for demolition. This project is in alignment with the District's September 2001 Facility Master Plan, College of San Mateo Educational Plan, and the District's Five-Year Construction Plan. The estimated cost of this project is \$23M, funded by Measure C bond funds.

This project is currently under construction, with occupancy scheduled Summer 2006.

LOCAL FUNDING - STUDENT SUPPORT & COMMUNITY SERVICES CENTER/ SCIENCE ANNEX (NEW CONSTRUCTION) - SKYLINE COLLEGE

This project's scope is construction of a new Skyline College Student Support and Community Services Center (Student Union) (approximately 29,505 ASF/42,110 GSF) to replace the existing Student Center and Bookstore. The new facility will house the College's Bookstore, Food Services, Student Government, Student Activities, Multicultural Center, offices, and a community conference center. The vacated Skyline Bookstore (Bldg. 4) will be demolished. Additionally, the project consists of a new Science Annex (approximately 17,500 ASF and 25,000 GSF) adjoining Bldg. 7, to accommodate new Natural Science laboratories and support facilities, followed by renovation of the then-vacated Bldg. 7 into Allied Health program space (as described in a separate project later in this report).

This project is in alignment with the District's 2001 Facility Master Plan, Skyline College's Educational Master Plan, Skyline College's Strategic Planning Task Force goals, and the District's Five Year Construction Plan. The estimated cost of this project is \$23.6M, funded by Measure C bond funds.

This project is currently under construction, with occupancy scheduled Fall 2006.

LOCAL FUNDING – WALTER H. MOORE REGIONAL PUBLIC SAFETY CENTER (NEW CONSTRUCTION) - COLLEGE OF SAN MATEO

The scope of this project is construction of a new building to train law enforcement personnel. The new building will be a 10,000 square foot facility, which will include two classrooms, a mat training room, offices, locker rooms, a break room, parade grounds and a parking lot. The estimated cost of this project is \$4M. The project is funded with a combination of Measure C general obligation bond funds, local law enforcement agency resources, and private donations.

This project is currently under construction, with occupancy scheduled Summer 2006.

FPP '05-'06 – ALLIED HEALTH VOCATIONAL/TECHNICAL TRAINING CENTER, BUILDING 7 -SKYLINE COLLEGE

This FY0607 FPP proposes construction of an Allied Health Vocational & Technical Center facility in Bldg. 7 at Skyline College in order to create space to house the following high-demand occupational programs: Biology/Biotechnology, Surgical Technology, Dental Assisting, Respiratory Therapy, Nursing, and Emergency Medical Technician Training. These programs are currently located in space inadequate to meet existing pedagogy, technology, and emerging enrollment demand. Additionally, the existing facilities are either partially or totally inaccessible to disabled students and employees. Programs affected by this project currently generate more than 7,500 WSCH per semester. The reconstruction of this facility (approximately 17,500 ASF and 25,000 GSF) has an estimated cost of \$8M, with \$7,853,000 to be funded by Proposition 55 State Capital Outlay funding; the balance will be funded using Measure C general obligation bond funds.

Project design will commence upon authorization to proceed from the State Chancellor's Office, expected July 2005.

FPP '06-'07 - FACILITIES MAINTENANCE CENTER (NEW CONSTRUCTION) - SKYLINE COLLEGE

This FY0607 FPP proposes replacement of the existing maintenance center, which poses serious health and safety issues to staff, vendors, contractors and visitors. The Skyline College Maintenance Center is located on a former U.S. Coast Guard facility. The facility consists of pre-World War II, wooden structures that continue to age at a rapid rate due to the harsh environmental conditions endemic at Skyline College. These structures were designed originally as sleeping quarters, ammunition rooms, and a communications station and often are a hindrance to the College's ability to accomplish required maintenance functions (automotive and equipment repair, warehouse facilities, properly enclose garaging for vehicles and equipment, carpentry, electrical and plumbing tasks). The intent of this project is to replace these buildings with a safe, modern, and appropriate work facility. The estimated cost of this project is \$6.1M, with \$4.205M funded by State Capital Outlay funds.

FPP '06-'07 - FACILITIES MAINTENANCE CENTER (NEW CONSTRUCTION) - CAÑADA COLLEGE

This FY0607 FPP proposes creation of a Facilities Maintenance Center at Cañada College. The Facilities Department at Cañada College presently does not have a permanent facility. The existing Maintenance Center at Cañada College is located in the Physical Educational building. The space is undersized and ineffective for conduct of required daily maintenance and operational activities. The inadequate space produces incompatible adjoining activities, unsafe clearances around machinery, improper storage for equipment and supplies, and impedes efficient facilities maintenance operations. The College needs the existing maintenance area space in the gymnasium building due to an increased demand in its wellness training program and athletic courses. The intent of this project is to build a maintenance support facility and corporation yard (14,000 GSF and 10,500 ASF) with appropriate office space, dispatch area, trades shops, and maintenance bays. This project has an estimated cost of \$5.1M, with \$4.297M in requested State Capital Outlay funding.

FPP'07-'08 - MATH & MEDIA CENTER, BUILDINGS 10 & 12 - COLLEGE OF SAN MATEO

This FY0708 FPP proposes renovation of the existing, 40 year old science instructional facilities at the College of San Mateo. The current occupants will relocate to the new Science Building, now under construction, in Summer 2006. The space vacated by the science program will be renovated to accommodate new information technology programs and support facilities. Also, the existing electrical, plumbing, and HVAC systems have exceeded their life cycle and serviceability. This project seeks to completely modernize approximately 137,481 ASF and 63,368 GSF of instructional and support facilities. The estimated cost of this project is \$16.5M, with \$13.264M in requested State Capital Outlay funding.

FPP '07-'08 - INSTRUCTIONAL AND ADMINISTRATIVE RESOURCE CENTER, BUILDING 2 - SKYLINE COLLEGE

This FY0708 FPP proposes Student activity and auxiliary support space vacated by construction of a new Student Union (approximately 17,302 GSF and 12,111 ASF) be renovated for administrative support services and conference and lecture facilities. By renovating the large tiered lecture auditorium (Room 2306), this project will also provide modernized conference and lecture facilities. This space will be used for instructional lectures, placement testing and can also be used in conjunction with the Executive Administration offices scheduled for the future relocation to the 3rd floor. In addition, this project will also convert the existing Photography Lab on the first floor into replacement space for the Telecommunications Lab spaces currently housed in Building 1. The estimated cost of this project is \$2.1M, with \$1.853M in requested State Capital Outlay funding.

FPP'07-'08 - MULTIPLE PROGRAM INSTRUCTIONAL CENTER, BUILDING 13 - CAÑADA COLLEGE

This FY0708 FPP proposes modernization of the academic classroom building (Bldg 13). The project proposes code upgrades to 12,110 gross square feet of restroom facilities, corridors and vertical circulation systems. The modernization will serve several purposes: It addresses problems associated with facility accessibility for ADA compliance and replaces building finishes and components that have exceeded their service life expectancy. The overall replacement of the building's mechanical system will address the total building area of 31,473 SF. In addition the buildings main electrical transformer will be replaced. As part of the mechanical work, existing AC units serving computer labs will be replaced. A total of 29 offices will receive basic improvements including lights, mechanical, telephone/data and finishes. The estimated cost of this project is \$3.6M, with \$3.21M in requested State Capital Outlay funding.

FPP '07-'08 – EMERGING TECHNOLOGIES CENTER, BUILDING 19 - COLLEGE OF SAN MATEO

This FY0708 FPP proposes the consolidation and centralization of highly active programs such as Computer Information Science, Electronics, Engineering, Welding and Machine Tool, and Computer Aided Drafting. The existing CIS and related programs are housed in various locations throughout the college that are not in proximity to one another in a way that encourages interaction among the disciplines. Their current locations do not allow for expansion and technological improvements that will be provided in a fully renovated Building 19 (Approximately 30,856 GSF/ 20,056 ASF). Students enrolled in programs in this facility will be trained to transfer to more advanced programs in engineering at the university level or will be able to join the local Bay Area job market in advanced computer technology, electronics, machine tool and welding fields. The current programs occupying Building 19, Electronics and Engineering, will be relocated to the new IT/Communications Buildings 10 & 12. This project has an estimated cost of \$7.9M, with \$6.728M in requested State Capital Outlay funding.

FPP '07-'08 – REACTIVATION OF ACADEMIC FACILITIES AND CODE COMPLIANCE UPGRADES, BUILDINGS 5 & 6 - CAÑADA COLLEGE

This FY0708 FPP proposes conversion of approximately 17,124 ASF in Buildings 5 and 6, vacated as a result of the new Library/Learning Resource Center/Student Services Facility described earlier in this report. The project also includes 1,400 OGSF of new construction associated with a new elevator to improve access to the buildings. The District is providing funds for the preliminary plans, working drawings and a portion of the construction funds. Accessibility upgrades are required as a condition of extensive modernization. The estimated cost of this project is \$9M, with \$7.829M in requested State Capital Outlay funding.

FPP '07-'08 - EARLY CHILDHOOD EDUCATION AND DEVELOPMENT CENTER (NEW CONSTRUCTION) - SKYLINE COLLEGE

This FY0708 FPP proposes construction of a new permanent 9,279 ASF facility for the Early Childhood Education program at Skyline College. With the construction of the new building, the childhood education and development program at Skyline College will meet all state licensing guidelines. This permanent facility will provide new "hands-on" learning opportunities for early childhood education students. This program offers students entry level opportunities in the child care industry. The program currently uses Building 16, a temporary modular building, which consists of 3,074 ASF; this building will be demolished as part of this project. The estimated cost of this project is \$4.2M, with \$3.58M in requested State Capital Outlay funding.

IPP '08-'09 – MULTIPLE PROGRAM INSTRUCTION CENTER, BUILDING 14 – COLLEGE OF SAN MATEO

South Hall (Bldg 14) is a 26,158 GSF building constructed in 1963. It houses classrooms and laboratories primarily used solely for the delivery of Business and Secretarial Science programs. Ninety-five (95%) percent of this building is classified as lecture or laboratory spaces. The building has a capacity of 24,798 WSCH. This project proposes to modernize this building and creates an instructional center for delivery of college wide courses. The estimated cost of this project is \$4.5M, with \$3.8M in requested State Capital Outlay funding.

IPP '08-'09 – HIGH TECH AUTOMOTIVE FACILITY (NEW CONSTRUCTION) - SKYLINE COLLEGE

This FY0708 IPP proposes a new transmission facility (7,331 GSF) to support the Automotive Technology Program, creating a new Automotive Transmission Facility to support the growing Automotive Technology program. The facility will include a new building housing (4) automotive service bays to serve as Classroom Labs and an enclosed bench Classroom Lab. Currently, the Automotive Technology programs generate a combined 5,106 WSCH. The Automotive Transmission classes account for 924 WSCH. These programs are expected to grow by 20% in the next two years due primarily to an increase in night and weekend classes. Similarly, the apprentice program is projected to grow by 10% in the next two years. The estimated cost of this project is \$4.8M, with \$4.173M in requested State Capital Outlay funding.

IPP '08-'09 - FITNESS CENTER CONVERSION & CODE COMPLIANCE UPGRADE, BUILDING 1 - CAÑADA COLLEGE

This FY0708 FPP proposes reactivation of 1,487 assignable square feet of vacated space (resulting from construction of the new Facilities Maintenance Center) for expansion of the Fitness Center. It also includes code upgrades to 13,625 GSF of locker, shower and restroom facilities in the gymnasium. The purpose of the project is threefold: help achieve Title IX compliance through an equitable balance in facilities for men and women; replace building finishes and components that have exceeded their service life expectancy; and address a variety of problems associated with facility accessibility. In addition to reconfiguring lockers, showers and

restrooms, a new elevator is proposed. Remodeling of the office and reception desk, and public restrooms is also required for ADA compliance. The estimated cost of this project is \$3.8M, with \$3.2M in requested State Capital Outlay funding.

IPP '08-'09 - FINE ARTS COMPLEX , BUILDING 1 - SKYLINE COLLEGE

This FY0708 FPP proposes conversion of office space in the current Skyline College administration building to art, graphics, photography laboratory space and classrooms, for which the space was designed originally. For the first time, the hospitality program will have appropriate facilities for meeting and convention planning, hotel reception, and light food and beverage preparation. The program will share a common demonstration area with a new laboratory and classroom for the home economics/nutrition program. Existing photography laboratories will be converted to a large, multipurpose group study area. Finally, the vacated home economics laboratory will be used to accommodate a new interdisciplinary center focusing on the unique needs of ethnic populations in northern San Mateo County. Together, the programs benefiting from the improved spaces account for more than 7,300 WSCH. Administrative offices will be moved into areas more readily accessible to the College's students, using space which will be vacated when student activities, student government and other auxiliary services relocate to a new Student Center. This project has an estimated cost of \$8.2M, with \$7.1M in requested State Capital Outlay funding.

IPP '08-'09 – CENTERS FOR FACULTY EXCELLENCE AND INNOVATION, BUILDINGS 15 & 17 – COLLEGE OF SAN MATEO

Buildings 15 and 17 were constructed in 1963 and 1965; 17,114 GSF and 14,850 GSF respectively. The gross square footage of these buildings includes allowance for wide covered sidewalks between the buildings. The buildings provide offices for 204 instructional staff. The purpose of this project is to modernize the spaces to provide faculty and students with an environment that encourages interaction. In addition, it is the intent of this project to create spaces that inspire faculty innovation and excellence in the use of new technologies and pedagogies. This project has an estimated cost of \$5.96M, with \$4.5M in requested State Capital Outlay funding.

IPP '08-'09– SOCIAL SCIENCE AND CREATIVE ARTS COMPLEX, BUILDINGS 2 & 4 – COLLEGE OF SAN MATEO

Buildings 2 (Music) and 4 (Fine Arts) were both constructed in 1963; 11,877 GSF and 16,044 GSF respectively. These buildings are used primarily for laboratory instruction; 84% of the space in the buildings is laboratory or laboratory service. These buildings together have an instructional capacity of 8,657 WSCH. This project proposes to modernize the spaces in these two buildings addressing program configurations, outdated building systems, and code issues. This project has an estimated cost of \$3.9M, with \$2.95M in requested State Capital Outlay funding.

IPP '08-'09– REMOVAL OF ARCHITECTURAL BARRIERS CAMPUSWIDE – CAÑADA COLLEGE

Many of the Cañada College's buildings were constructed prior to the enactment of current access codes and were not designed to provide ready access for individuals with disabilities. In order to comply with the Americans with Disabilities Act of 1990 and California State Accessibility Standards, the District has an obligation to remove architectural barriers that prevent individuals with disabilities from benefiting from its programs, activities, or services. An architectural barrier is a physical obstacle within the built environment that interferes with an individual's ability to use a specific space or facility. All new buildings meet current code, and modernized buildings are retrofit to meet code, but many obstacles to program accessibility remain, including adequate accessible parking spaces, paths of travel, building entrances, handrails, stairways, restrooms, telephones, elevators, drinking fountains, teaching laboratories, classrooms, offices, corridors, and other spaces. This project proposes to remove all identified deficiencies, at an estimated cost of \$7,513,861, with \$5,635,396 in requested State Capital Outlay funding.

IPP '08-'09– REMOVAL OF ARCHITECTURAL BARRIERS CAMPUSWIDE – COLLEGE OF SAN MATEO

Many of the College of San Mateo's buildings were constructed prior to the enactment of current access codes and were not designed to provide ready access for individuals with disabilities. In order to comply with the Americans with Disabilities Act of 1990 and California State Accessibility Standards, the District has an obligation to remove architectural barriers that prevent individuals with disabilities from benefiting from its programs, activities, or services. An architectural barrier is a physical obstacle within the built environment that interferes with an individual's ability to use a specific space or facility. All new buildings meet current code, and modernized buildings are retrofit to meet code, but many obstacles to program accessibility remain, including adequate accessible parking spaces, paths of travel, building entrances, handrails, stairways, restrooms, telephones, elevators, drinking fountains, teaching

laboratories, classrooms, offices, corridors, and other spaces. This project proposes to remove all identified deficiencies, at an estimated cost of \$19,562,032, with \$14,671,524 in requested State Capital Outlay funding.

IPP '08-'09– REMOVAL OF ARCHITECTURAL BARRIERS CAMPUSWIDE – SKYLINE COLLEGE

Many of the Skyline College's buildings were constructed prior to the enactment of current access codes and were not designed to provide ready access for individuals with disabilities. In order to comply with the Americans with Disabilities Act of 1990 and California State Accessibility Standards, the District has an obligation to remove architectural barriers that prevent individuals with disabilities from benefiting from its programs, activities, or services. An architectural barrier is a physical obstacle within the built environment that interferes with an individual's ability to use a specific space or facility. All new buildings meet current code, and modernized buildings are retrofit to meet code, but many obstacles to program accessibility remain, including adequate accessible parking spaces, paths of travel, building entrances, handrails, stairways, restrooms, telephones, elevators, drinking fountains, teaching laboratories, classrooms, offices, corridors, and other spaces. This project proposes to remove all identified deficiencies, at an estimated cost of \$8,019,957, with \$ 6,014,968 in requested State Capital Outlay funding.

RECOMMENDATION

It is recommended that the Board of Trustees authorize submission of the District's 2007-2011 Five-Year Capital Construction Plan to the California Community Colleges Chancellor's Office along with related Initial and Final Project Proposals for funding.

BOARD REPORT NO. 05-5-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Barbara Christensen, Director of Community/Government Relations
574-6560

CONSIDERATION OF SERVICE AWARD FOR 2004-2005 STUDENT TRUSTEE

Currently, the Student Trustee earns a maximum of \$220.50 per month for serving as Trustee and is eligible, at the Board's discretion, for an additional \$2657.03 service award if s/he has fulfilled the duties of the position for a 12-month period. This amount is calculated at the rate of \$220.50 per month for the period June 2004 through April 2005 (eleven months) and \$231.53 per month for May 2005 (one month), since all the Board members received a compensation increase of 5% effective April 27, 2005. Payment for service of fewer than 12 months may be made at the discretion of the Board.

Student Trustee Patrick Burns has served as Student Trustee for the past 12 months and has fulfilled all requirements of the office specified in the Education Code and District Rules and Regulations.

RECOMMENDATION

It is recommended that the Board authorize payment of a \$2657.03 service award to Student Trustee Patrick Burns, in accordance with the District Rules and Regulations Section 1.05.

BOARD REPORT NO. 05-5-1C

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: James Keller, Executive Vice Chancellor, 358-6728

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2005

In accordance with Education Code Section 72413, the State Chancellor's Office requires submission of a Quarterly Financial Status Report (Form CCFS-311Q) and a copy of the District's financial report.

Attached is Form CCFS-311Q (Exhibit A) for the quarter ending March 31, 2005, which was forwarded to the State Chancellor's Office and the San Mateo County Superintendent of Schools on May 6, 2005.

General Fund—Unrestricted: Below is financial data for the unrestricted portion of the General Fund for the quarters ending March 31, 2005 and March 31, 2004.

	Amount		Difference	Percentage
	03/31/2005	03/31/2004	Amount	
INCOME:				
State Aid	\$ 13,903,312	\$ 6,041,260	\$ 7,862,052	130.14%
Enrollment Fees	6,667,654	4,999,373	1,668,281	33.37%
Non-Resident Tuition	1,508,549	1,754,433	-245,884	-14.02%
Property Taxes	44,318,105	53,030,736	-8,712,631	-16.43%
Interfund Transfer	0	0	0	0.00%
Other Income	1,125,487	1,249,298	-123,811	-9.91%
Total Income	\$ 67,523,107	\$ 67,075,100	\$ 448,007	0.67%
% of Budget	74.97%	76.95%	N/A	N/A
EXPENSES:				
Academic Salaries	\$ 26,692,328	\$ 26,251,444	\$ 440,884	1.68%
Classified Salaries	12,825,555	12,934,588	-109,033	-0.85%
Administrative Salaries	3,801,476	3,658,276	143,200	3.92%
Fringe Benefits	14,152,296	13,534,543	617,753	4.57%
General Supplies	1,143,410	852,334	291,076	34.15%
Operating Expenses	5,755,866	5,349,606	406,260	7.60%
Capital Outlay	247,279	272,506	-25,227	-9.26%
Transfer Accounts	1,867,180	1,898,813	-31,633	-1.67%
Total Expenditures	\$ 66,485,390	\$ 64,752,110	\$ 1,733,280	2.68%
% of Budget	66.47%	66.89%	N/A	N/A

General Fund Income

General Fund net income increased \$448,007 (or 0.67%) over last year, and is primarily due to the increase in enrollment fee and receipt of State apportionment. The increases are offset by the State deficit factor and the refund of Education Revenue Augmentation Fund (ERAF). The "Triple Flip" and the loss of ERAF have resulted in the District changing from a \$0 general apportionment district to a \$14 million general apportionment district. The third quarter report income figure shows the effect of this fundamental shift of local property tax resources. As of third quarter, state aid shows a 130% increase over last year while property tax shows a 16% decrease.

In addition, a loss of foreign student enrollment has resulted in a 14% decrease in non-resident tuition.

General Fund Expenditures

As of third quarter, General fund expenses do not fully reflect the impact of negotiations with collective bargaining units. Year-end figures will reflect the expenditure increases. Total expenditures for the General Fund increased \$1,733,280 (or 2.68%), primarily due to increased salaries and benefits that have been accounted for as of third quarter.

OTHER FUNDS: Included in Exhibit B are the financial data for all other funds. Total income and expenditures, comparing this same period for 2003-2004 and 2004-2005, are listed below:

Restricted General and Other Funds	Amount		Difference Amount	Percentage
	03/31/05	03/31/04		
Total Income	\$ 122,455,422	\$ 50,313,330	\$ 72,142,092	143.39%
Total Expenditures	\$ 75,364,458	\$ 41,208,726	\$ 34,155,731	82.89%

The proceeds from Series B General Obligation Bond and Bond construction were the main reason for the income and expenditures changes to other funds.

REPORT ON INVESTMENTS: As of March 31, 2005, the District had on deposit \$30,050,120 in total investments with the Local Agency Investment Fund (LAIF) of the State Treasurer's Office, County Pool Investment, and a Special Deposit Bond with Wells Fargo Bank. The average yields on LAIF, County Pool and the Special Deposit Bond were 2.38%, 3.04% and 1.49%, respectively. These deposits consisted of the following sources:

<u>Fund</u>	<u>LAIF</u> <u>Investment</u>	<u>County</u> <u>Pool</u> <u>Investment</u>	<u>Certificates of</u> <u>Participation</u>	<u>Special</u> <u>Deposit</u> <u>Bond</u>	<u>Total</u> <u>Investment</u>
Unrestricted General Fund	\$ 90,151	\$ 1,232,376	\$ -0-	\$ -0-	\$ 1,322,527
Capital Outlay Fund	-0-	-0-	-0-	5,000	5,000
Agency Fund / JPA Trust	193,240	28,529,352	-0-	-0-	28,722,593
Total Investment	\$ 283,391	\$29,761,728	\$ -0-	\$5,000	\$30,050,120



**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**



Fiscal Year 2004-2005

District:(370)SAN MATEO Quarter Ended: (Q3) March 31, 2005

Certified Date:10-May-05 12:26 PM

I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):

Annual

		As of June 30 for fiscal year (FY) specified.			
		FY01-02	FY02-03	FY03-04	FY04-05
General Fund Revenues (Objects 8100, 8600, and 8800)		106,863,685	108,330,923	105,492,515	116,583,750
Other Financing Sources (Objects 8900)		684,017	401,770	2,373,354	843,324
General Fund Expenditures (Objects 1000-6000)		99,605,383	104,427,235	100,410,558	113,837,409
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)		5,860,275	4,162,196	7,299,540	3,762,618
Reserve for contingency	Unrestricted	0	3,767,728	4,105,320	3,621,524
Reserve for contingency	Total	0	3,767,728	4,105,320	3,621,524
General Fund Ending Balance	Unrestricted	9,926,897	5,864,741	5,842,371	5,994,680
General Fund Ending Balance	Total	10,248,124	6,623,658	6,441,837	6,752,680
Prior-Year Adjustments		0	0	0	0
Attendance FTES		16,784	20,417	19,872	20,287

For the same quarter to each fiscal year (FY) specified

		FY01-02	FY02-03	FY03-04	FY04-05
General Fund Cash Balance (Excluding investments)		10,062,535	10,199,918	20,729,385	18,385,883

II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:

	Total Budget (Annual)	Actual (Year-to-Date)	Percentage %
General Fund Revenues (Objects 8100, 8600, and 8000)	116,583,750	84,324,429	72.33
Other Financing Source (Objects 8900)	843,324	116,387	13.80
General Fund Expenditures (Objects 1000-6000)	113,837,409	78,079,997	68.59
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	3,762,618	2,495,254	66.32

III. Has the district settled any employee contracts during this quarter? Yes No If yes, complete the following: (If multi-year settlement, provide information for all years covered)

Salaries

Contract Period Settled (Specify)	Management		Academic(Certificated)		Classified	
	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*
Year 1 2004-05	109,994	2.5	836,981	2.75	990,071	2.5
Year 2	0		0		0	
Year 3	0		0		0	

* As specified in collective bargaining agreement.

Benefits

Contract Period Settled	Management Total	Academic Total	Classified Total
Year 1 2004-05	26,850	105,123	211,073
Year 2	0	0	0
Year 3	0	0	0

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves, from cost-of-living, etc.

The source of revenues to pay salary and benefit increases: from the district's reserves and

savings.

IV. Did the district have significant events for the quarter(include incurrence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.) Yes No
 If yes, list events and their financial ramifications.(include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes No
Next year? Yes No If yes, what are the problems and what actions will be taken?
 (include additional pages of explanation if needed.)

CERTIFICATION

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of meeting.

District Chief Business Officer

Date

District Superintendent

Date

Quarter Ended: (Q3) March 31, 2005

Governing Board Meeting Date

____/____/____

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**San Mateo County Community College District
DISTRICT CASH FLOW SUMMARY
FOR THE QUARTER ENDING MARCH 31, 2005**

	<u>GENERAL FUND</u>	<u>GENERAL RESTRICTED FUND</u>	<u>INSURANCE & Debt Services FUND</u>	<u>CAPITAL OUTLAY FUND</u>	<u>CHILD CARE FUND</u>	<u>STUDENT AID FUND</u>	<u>POST-RETIREMENT RESERVES</u>
Beg. Cash Balance in County Treasury	40,383,712.49	7,906,021.08	6,277,732.61	108,590,874.05	85,176.74	133,289.92	-
Cash inflow from operations:							
Year-to-date Income	67,523,105.88	16,917,710.28	6,846,043.21	90,331,514.99	561,394.26	5,860,024.85	1,938,734.64
Accounts Receivable	9,939,273.18	5,178,606.27	86,822.76	9,149,164.70	141,423.53	286,778.74	122,953.92
Deferred Income	(3,356,969.41)	(4,612,862.84)		(8,767.93)	(5,430.15)	(264,859.15)	
Cash awaiting for deposit	547,093.75	341,538.20		1,321.00	5,243.35	11,046.00	
Total Income	115,036,215.89	25,731,012.99	13,210,598.58	208,064,106.81	787,807.73	6,026,280.36	2,061,688.56
Cash outflow for operations:							
Year to date expenditure	66,485,388.53	14,089,862.63	6,567,360.25	48,216,554.77	576,127.48	5,778,096.45	136,456.26
Advances / Prepaid	(1,456,134.51)	(173,249.40)		(140.94)	(8,130.33)		
Account Payable	16,657,164.43	6,460,667.94	-	10,204,247.00	68,792.71	104,374.31	(7,253,220.77)
Cash Balance From Operations	33,349,797.44	5,353,731.82	6,643,238.33	149,643,445.98	151,017.87	143,809.60	9,178,453.07
Other Cash inflow							
TRANS	12,000,000.00						
TRANS (Taxable)	(20,300,000.00)						
Trusts (JPA & 3CBG)							
Beg. Investment Balance							
LAI F Balance	90,151.07						
County Pool Balance	1,232,375.85						
Special Bond							
C.O.P. - Debt Reserve & Capitalized Int.							
Total Beg. Balance	1,322,526.92		3,086,933.82	5,000.00			19,351,698.58
Y.T.D. Investment Balance							
LAI F Balance	90,525.47						
County Pool Balance	1,249,648.02						
Special Bond							
C.O.P. - Debt Reserve & Capitalized Int.							
Y.T.D. Balance	1,340,173.49		2,902,731.39	5,000.00			28,529,352.45
Net Cash changes from Investment	1,340,173.49		2,902,731.39	184,202.43			28,722,592.70
Net changes from unrealized gain / (loss)	(17,646.57)						(9,178,453.07)
Cash Balance in County Treasury	25,032,150.87	5,353,731.82	6,827,440.76	149,643,445.98	151,017.87	143,809.60	-
Net Cash (Excluding TRANS & Trusts)	13,032,150.87	5,353,731.82	6,827,440.76	149,643,445.98	151,017.87	143,809.60	-

BOARD REPORT NO. 05-5-2C

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

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2004-05

The following report covers the period June 1, 2004 through February 28, 2005 for Bookstores and July 1, 2004 through March 31, 2005 for Associated Student Bodies and Cafeterias.

ASSOCIATED STUDENTS (Exhibits A,B,C)

Total income and expenditures for the Associated Student Body (ASB) at each College for the third quarter of 2003-04 and 2004-05 are listed below:

ASB Total Income	2003-04	2004-05	\$ Change	%Change
Cañada College ASB	\$56,467	\$96,627	\$40,160	71.1%
College of San Mateo ASB	112,815	184,212	71,397	63.3%
Skyline College ASB	86,822	124,696	37,874	43.6%
ASB Total Expenditures	2003-04	2004-05	\$ Change	%Change
Cañada College ASB	\$30,007	\$34,478	\$4,471	14.9%
College of San Mateo ASB	67,940	89,265	21,325	31.4%
Skyline College ASB	45,940	32,521	-13,419	-29.2%

Activity card sales are the major source of income for the Associated Students and sales have improved. This is due to this year's income having been turned over by the District to the ASBs earlier compared with last year, and is also due to this year's increase in the Activity card fee from \$5 to \$8. Expenditures of the ASBs include normal operating expenses (office supplies, activity card and other miscellaneous expenses) as well as student programs, scholarships and club assistance supporting campus life.

Below is a comparison of the third quarter Net Income from ASB Operations:

ASB Net Income	2003-04	2004-05	\$ Change	%Change
Cañada College ASB	\$26,460	\$62,149	\$35,689	134.9%
College of San Mateo ASB	44,875	94,947	50,072	111.6%
Skyline College ASB	40,882	92,175	51,293	125.5%

Fresh & Natural continues as the food service provider, having assumed managerial and operational responsibilities of Café International at College of San Mateo in early Summer 2002. The Café International's operation is currently a part of the Cafeteria fund.

BOOKSTORES (Exhibit D)

The following data reflects the Bookstore operations for the first nine months of the fiscal year beginning June 1, 2004 through March 31, 2005. It includes the Summer 2004, Fall 2004 and Spring 2005 semester sales.

Bookstore Sales	2003-04	2004-05	\$ Change	% Change
Regular Merchandise Sales	\$6,918,884	\$6,746,167	\$-172,717	-2.5%
Computer Products Sales	72,761	91,265	18,504	25.4%
Total Merchandise Sales	\$6,991,645	\$6,837,432	\$-154,213	-2.2%

Both income and expenses have decreased from this same period in 2003-04. Since the 2003 Summer session was not offered at Cañada College, it was anticipated that 2004-05 revenues would increase, but this is not the case. This decrease is a result of Fall 2004 and Spring 2005 enrollments.

Regular merchandise sales have decreased by 2.5% this year compared to last year. Operating expenses (excluding cost of goods sold) increased by 4.4% over this same period in 2003-04, due to an increase in salary and benefits. Total Bookstore Income (sales, interest and other income) decreased by 2.2% over the same period last year. There is a decrease in cost of goods sold of 2.2%, therefore resulting in an overall net income decrease.

Comparative figures are shown below:

Bookstore Recap	2003-04	2004-05	\$ Change	%Change
Total Merchandise Sales	\$6,991,645	\$6,837,432	\$-154,213	-2.2%
Interest and Other Income	106,615	107,991	1,376	1.3%
Total Income	\$7,098,260	\$6,945,423	\$-152,837	-2.2%
Cost of Goods Sold	\$5,250,882	\$5,137,569	\$-113,313	-2.2%
Operating Expenses	1,497,717	1,563,337	65,620	4.4%
Total Expenditures	\$6,748,599	\$6,700,906	\$-47,693	-0.7%
Net Income	\$349,661	\$244,517	\$-105,144	-30.1%

CAFETERIAS (Exhibit E)

Fresh & Natural operates food services at College of San Mateo, Skyline College and Cañada College. The College of San Mateo has both food services and a satellite food operation (kiosk) to serve the central campus. Café International is located at College of San Mateo and is operated by Fresh & Natural. The District's vending services contractors are Pepsi Bottling Group and Action Vending.

Third quarter comparisons are noted below:

CAFETERIA FUND	2003-04	2004-05	\$ Change	% Change
Food Service Income	\$43,487	\$46,274	\$2,787	6.4%
Vending Income	90,576	52,728	-37,848	-41.8%
Interest Income	13,693	12,502	-1,191	-8.7%
Expenditures	110,769	101,148	-9,621	-8.7%
Net Addition to Capital, includes restricted vending income	\$36,987	\$10,356	\$-26,631	-72.0%

Compared to the second quarter 2003-04, food service income has increased by 6.4%. Vending income has decreased by 41.8% (income from Pepsi), primarily due to a timing issue in the receipt of the vending companies' checks in the prior year and Pepsi's product price having increased from \$1 to \$1.25 affecting consumer demand. Also, there is special income (Pepsi) that came in the following quarter (April 2005). Interest income has decreased by 8.7% from the prior period due a decrease in the amount of cash available for investment purposes.

Even with expenditures decreasing by \$9,621 or 8.7% (College support expense) over the same period, the result is a \$26,631 or 72.0% decrease to the net addition to capital.

While income from the food service and vending contracts enables the District to provide both services, these combined resources, along with interest income, must also provide a stable Cafeteria fund not requiring support from the general fund. The fund is responsible for the long-term maintenance and upgrading of aging facilities and equipment, as well as all expenses relating to the ongoing operational requirements under the food service and vending contracts.

CAÑADA COLLEGE ASSOCIATED STUDENTS
Balance Sheet
March 31, 2005

	OPERATIONS	RESTRICTED	TOTALS
ASSETS			
Cash			
Bank Commercial	\$85,165	\$123,093	\$208,258
Bank Time Deposits	0	30,000	30,000
Total Cash	\$85,165	\$153,093	\$238,258
Receivables			
Miscellaneous Receivable	\$0	\$0	\$0
Loans Receivable	3,862	4,661	8,523
Total Receivables	\$3,862	\$4,661	\$8,523
Furniture, Fixtures & Equipment	\$33,805	\$0	\$33,805
Less Accumulated Depreciation	(31,255)	0	(31,255)
Total Furniture, Fixtures & Equipment	\$2,549	\$0	\$2,549
TOTAL ASSETS	\$91,576	\$157,754	\$249,330
LIABILITIES AND CAPITAL			
Liabilities			
Student Representation Fee	\$0	\$13,397	\$13,397
Accounts Payable	0	72	72
Club Funds	1,500	30,935	32,435
Trust Funds	181	98,059	98,241
Loan Funds	4,845	8,095	12,940
Total Liabilities	\$6,526	\$150,558	\$157,085
Capital			
Capital, July 1, 2004	\$30,096	\$0	\$30,096
Net Income (Loss)	54,954	0	54,954
Vending Capital	0	7,195	7,195
Capital, December 31, 2004	\$85,050	\$7,195	\$92,245
TOTAL LIABILITIES AND CAPITAL	\$91,576	\$157,754	\$249,330

CAÑADA COLLEGE ASSOCIATED STUDENTS
Income Statement--Operations
For the Quarter Ending March 31, 2005

	THIS QUARTER	YEAR TO DATE
INCOME		
Activity Card Sales	\$43,372	\$84,190
ATM Income	433	1,108
Vending Fees	690	1,535
Student General	0	0
Interest	179	345
Games	0	0
Festivals/Programs	0	0
Miscellaneous Income	10	10
TOTAL INCOME	\$44,683	\$87,187
EXPENSES		
Activity Card Expense	\$417	\$1,023
Awards and Scholarships	601	601
Office Supplies and Services	726	2,282
Publicity	0	103
Conference	0	465
Program Expense	10,555	23,213
Administrative Expense	0	0
Other Expenditures	1,580	3,318
TOTAL EXPENSES	\$13,879	\$31,004
NET INCOME (LOSS) FROM ASB GOVERNMENT	\$30,237	\$56,184
Less Depreciation Expense	(400)	(1,229)
NET INCOME (LOSS)	\$29,836	\$54,954
VENDING		
Vending Income	\$3,373	\$9,440
Less Expense and Transfer	(2,245)	(2,245)
Net Vending Income	\$1,128	\$7,195
Vending Capital, July 1, 2004		\$0
Vending Capital, March 31, 2005		\$7,195

COLLEGE OF SAN MATEO ASSOCIATED STUDENTS
Balance Sheet
March 31, 2005

	OPERATIONS	RESTRICTED	TOTALS
ASSETS			
Cash			
Petty Cash	\$25	\$0	\$25
Bank Commercial	184,747	11,143	195,890
Bank Time Deposits	0	0	0
District Investment Pool	0	341,838	341,838
Total Cash	\$184,772	\$352,981	\$537,753
Receivables			
Miscellaneous Receivable	\$0	\$0	\$0
Loans Receivable	9,190	1,100	10,290
Total Receivables	\$9,190	\$1,100	\$10,290
Furniture, Fixtures & Equipment	\$114,185	\$32,443	\$146,628
Less Accumulated Depreciation	(109,470)	(28,998)	(138,468)
Total Furniture, Fixtures & Equipment	\$4,715	\$3,445	\$8,160
TOTAL ASSETS	\$198,677	\$357,526	\$556,202
LIABILITIES AND CAPITAL			
Liabilities			
Student Representation Fee	\$0	\$68,221	\$68,221
Accounts Payable	0	19,492	19,492
Club Funds	0	83,522	83,522
Trust Funds	16,085	193,953	210,038
Loan Funds	13,537	10,498	24,035
Total Liabilities	\$29,622	\$375,687	\$405,309
Capital			
Capital, July 1, 2004	\$115,447	(\$19,640)	\$95,807
Adjustment to Capital/Prior	(41,339)	0	(41,339)
Net Income (Loss)	94,947	0	94,947
Vending Capital		1,479	1,479
Capital, March 31, 2005	\$169,055	(\$18,161)	\$150,894
TOTAL LIABILITIES AND CAPITAL	\$198,677	\$357,526	\$556,202

COLLEGE OF SAN MATEO ASSOCIATED STUDENTS
Income Statement--Operations
For the Quarter Ending March 31, 2005

	THIS QUARTER	YEAR TO DATE
INCOME		
Activity Card Sales	\$17,735	\$140,503
ATM	890	2,361
Concessions	0	3,609
Interest	2,534	6,634
Program Income	0	0
Rec/Game Room	0	1,667
Miscellaneous Income	4,204	6,111
TOTAL INCOME	\$25,363	\$160,884
EXPENSES		
Awards and Scholarships	\$0	\$500
Activity Card Expense	0	656
Conference	0	0
Office Supplies	353	1,961
Operating Expense	0	466
Student Assistants	16,019	40,146
Equipment Repairs and Rental	465	465
Laundry Service	0	0
Concessions Expense	0	2,997
Programs	359	3,014
Other Expenditures	2,179	9,954
TOTAL EXPENSES	\$19,375	\$60,159
NET INCOME FROM ASB OPERATIONS	\$5,988	\$100,725
Less Depreciation Expense	(1,410)	(4,230)
Less Depreciation Expense - Café International	(516)	(1,548)
NET INCOME	\$4,062	\$94,947
VENDING		
Vending Income	\$8,948	\$23,328
Less Expense and Transfer	(8,948)	(23,328)
Net Vending Income	\$0	\$0
Vending Capital, July 1, 2004		\$1,479
Vending Capital, March 31, 2005		\$1,479

SKYLINE COLLEGE ASSOCIATED STUDENTS

Balance Sheet

March 31, 2005

	OPERATIONS	RESTRICTED	TOTALS
ASSETS			
Cash			
Petty Cash	\$25	\$0	\$25
Bank Commercial	204,843	119,729	324,572
District Investment Pool	0	111,963	111,963
Total Cash	\$204,868	\$231,692	\$436,560
Receivables			
Miscellaneous Receivable	\$0	\$337,256	\$337,256
Loans Receivable	8,410	0	8,410
Total Receivables	\$8,410	\$337,256	\$345,666
Furniture, Fixtures & Equipment	\$81,202	\$0	\$81,202
Less Accumulated Depreciation	(71,580)	0	(71,580)
Total Furniture, Fixtures & Equipment	\$9,622	\$0	\$9,622
TOTAL ASSETS	\$222,900	\$568,949	\$791,849
LIABILITIES AND CAPITAL			
Liabilities			
Student Representation Fee	\$0	\$42,545	\$42,545
Accounts Payable	(157)	0	(157)
Club Funds	21,964	83,655	105,619
Trust Funds	100,092	306,353	406,445
Loan Funds	0	3,183	3,183
Total Liabilities	\$121,900	\$435,734	\$557,634
Capital			
Capital, July 1, 2004	\$19,556	\$0	\$19,556
Adjustment to Capital	0	0	0
Net Income (Loss)	81,444	0	81,444
Vending Capital	0	133,213	133,213
Total Capital, March 31, 2005	\$101,000	\$133,213	\$234,213
TOTAL LIABILITIES AND CAPITAL	\$222,900	\$568,949	\$791,849

SKYLINE COLLEGE ASSOCIATED STUDENTS
Income Statement--Operations
For the Quarter Ending March 31, 2005

Activity Card Expense	THIS QUARTER	YEAR TO DATE
INCOME		
Activity Card Sales	\$10,760	\$112,524
Interest	786	1,412
Controller of Activities	0	0
Game Room	0	0
Miscellaneous Income	0	30
TOTAL INCOME	\$11,546	\$113,966
EXPENSES		
Awards and Scholarships	(\$12,200)	\$2,099
Activity Card Expense	981	1,799
General Fund	(5,906)	39
Office Supplies	1,901	3,526
Publicity	0	0
Salaries and Benefits	3,474	3,908
Other Expenditures	16,350	19,749
TOTAL EXPENSES	\$4,600	\$31,119
NET INCOME FROM ASB GOVERNMENT	\$6,946	\$82,846
Less Depreciation Expense	(594)	(1,402)
NET INCOME	\$6,352	\$81,444
VENDING		
Vending Income	\$3,016	\$10,730
Less Expense and Transfer	0	0
Net Vending Income	\$3,016	\$10,730
Vending Capital, July 1, 2004		\$122,483
Vending Capital, March 31, 2005		\$133,213

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOOKSTORES
Balance Sheet
February 28, 2005

ASSETS

Cash for Operations and Investments	\$4,538,619
Accounts Receivable	516,942
Inventory	1,490,620
Furniture, Fixtures & Equipment (Net)	183,375
TOTAL ASSETS	\$6,729,556

LIABILITIES AND CAPITAL

Liabilities	\$937,806
Capital-Reserved	5,791,751
TOTAL LIABILITIES AND CAPITAL	\$6,729,556

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOOKSTORES
Income Statement
For the Quarter Ending February 28, 2005

	Year to Date Actual	2004-2005 Budget
INCOME		
Merchandise Sales	\$6,837,432	\$7,435,000
Interest	73,808	99,000
Other Income	34,183	51,808
TOTAL INCOME	\$6,945,424	\$7,585,808
EXPENSES		
Salaries	\$985,400	\$1,179,119
Benefits	242,661	229,133
Merchandise Purchases	5,137,569	5,469,290
Store and Office	19,987	38,322
Travel, Conference, Membership	262	1,500
Utilities	23,418	30,000
Contracted Services	30,200	55,000
Depreciation Expense	19,108	45,000
Outgoing Freight	214	3,000
Other	201,716	501,930
Administrative Salary and Benefits	40,371	60,000
TOTAL EXPENSES	\$6,700,906	\$7,612,294
NET INCOME FROM OPERATIONS	\$244,518	(\$26,486)
Capital, June 1, 2004	5,547,233	
Capital, February 28, 2005	\$5,791,751	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT CAFETERIAS
Balance Sheet
March 31, 2005

ASSETS

Cash for Operations and Investments	\$367,593
Cash Reserve for Equipment	330,000
Accounts Receivable	16,500
Furniture, Fixtures & Equipment (Net)	69,803
TOTAL ASSETS	\$783,896

LIABILITIES AND CAPITAL

Liabilities	\$27,124
Capital, July 1, 2004	\$746,416
Net Addition to Capital	10,357
Capital, March 31, 2005	\$756,773
TOTAL LIABILITIES AND CAPITAL	\$783,896

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT CAFETERIAS
Income Statement
For the Quarter Ending March 31, 2005

	Year to Date Actual	2004-2005 Budget
INCOME		
Special Service Income	\$0	\$0
Vending Income	52,728	96,000
Food Service Income	46,274	77,000
Interest	12,502	19,000
Unrealized Gain on Investments	0	0
TOTAL INCOME	\$111,504	\$192,000
EXPENSES		
Depreciation Expense	\$24,000	25,000
Service Contracts & Repairs	21,951	35,000
College Support	52,728	88,000
Other	2,469	-
TOTAL EXPENSES	\$101,148	\$148,000
NET INCOME FROM OPERATIONS	\$10,357	\$44,000
Capital, July 1, 2004	\$746,416	
Capital, March 31, 2005	\$756,773	

**Associated Students of Cañada College
Summary of Programs and Activities
3rd Quarter Report, January – March 2005**

For the Spring 2005 3rd Quarter, the Associated Students sponsored a collection of events and activities, including Black History Month activities, the Annual Health Fair, Peer Mediation training, College Night for the CBET Program and the Annual Pre-Med Conference. The ASCC also began planning their Annual Spring Fling and Spring elections.

In addition to planning and sponsoring events, the ASCC held a one-day retreat. The retreat gave the members of the ASCC the opportunity to plan for the Spring semester, review the budget and participate in team-development activities.

Club Funding.

The ASCC approved the creation of three new clubs: the Music Club, the Society of Hispanic Professional Engineers and the Nursing Student Association.

The ASCC Scholarship/Book Fund.

ASCC President Alberto Sandoval and Vice-President Isabel Morelos finalized their proposal for the ASCC Scholarship Book fund. Currently, the proposal is being reviewed by the Student Senate for approval.

The following is a detailed listing of the programs sponsored by the ASCC for Black History Month:

CIVIL RIGHTS SERIES, THEN AND NOW: A WORK IN PROGRESS.

A five-week series of events designed to illustrate how the pursuit for Civil Rights has evolved in the United States and how it continues today. The five events also coincided with "The Long Walk to Freedom" exhibit that was on display at the Redwood City Public Library. The series began February 15th and ended March 15th, 2005. Attendance at events ranged from 150-500 students, staff, faculty and community members. The ASCC collaborated with the Cañada College Library, Title V and the Cañada College Health Center on the Civil Rights series.

Japanese-Americans in Redwood City: A Local History: February 15, 2005.

This event was a panel discussion / presentation lead by Cañada College Instructor Jagruti Patel, on the history of the Japanese-American community in Redwood City. This event proved to be very popular with the community.

West African Highlife Band: February 16, 2005.

This event was a musical performance by the West African Highlife Band, an authentic all-star group of West African music veterans led by Oakland's Baba Ken Okulolo.

Matt Herron, Photographer and Photo-Journalist: February 23, 2005.

Matt Herron is the director of *Take Stock: Images of Change*, a picture agency specializing in images of social change and dedicated to preserving the images and disseminating the history of two social movements: Civil Rights and migrant farm labor. Herron presented a slide show about his work in the south and lead a discussion on the power of non-violence. Many students found Herron's presentation to be very intriguing and thought provoking. It was definitely a favorite among attendees.

Cynthia Foreman, Bruised But Not Broken—The Cynthia Foreman Story: March 3, 2005.

The former wife of Heavy-Weight Boxing Champion George Foreman presented a one-woman play, detailing the horrors and shame of domestic violence.

"The Meeting": March 15, 2005.

The Meeting is a play based on a fictional meeting between Martin Luther King, Jr. and Malcolm X. Another favorite among attendees, this event sparked a lot of conversation and interest around the lives and politics of two of the most influential figures of the Civil Rights Movement of the 1960's.

Prepared by: Aja Butler
Student Activities Coordinator
Cañada College

**Associated Students of College of San Mateo
Summary of Programs and Activities
3rd Quarter Report, January - March 2005**

Ongoing Activities.

- ◇ *ASCSM Student I.D. Cards and Faculty I.D. Cards.*
The Associated Students, in cooperation with the Student Activities Office, continued issuing I.D. cards to students, as well as offering faculty, staff and administrators CSM I.D. cards as well.

- ◇ *Involvement in College and District Governance.*
ASCSM leaders continued to be involved with College and District governance, representing student viewpoints at all levels. Most notably, students were involved with the budget development committees at the District and College levels, the District Shared Governance Committee, the Faculty Academic Senate Executive Committee, the Committee on Instruction, the hiring committee that carried out the search for a new CSM Vice-President of Instruction and CSM's College Council. At the District level, CSM student leaders have been involved with the District Shared Governance Committee and the District Student Council.

- ◇ *Involvement in State and National Student Governance and Leadership.*
The ASCSM continued participating in state and national student advocacy and continued working with local, state and national groups to keep the concerns of community college students at the forefront of the discussion regarding the budget, financial aid and other issues important to California community college students.

- ◇ *Ongoing College Program Support.*
The Associated Students continued to support several College programs, including the Mary Meta Lazarus Child Development Center, the CSM Health Center, the High School to CSM Scholarship Program, the CSM Connects program, the CSM Volunteer and Career Fair, the CSM Athletics Department and the CSM Diversity in Action Group.

- ◇ *ASCSM Ambassadors Program.*
Throughout the semester, the Associated Students-sponsored Ambassadors Program provided numerous tours to groups and individuals interested in attending College of San Mateo. So far this quarter, the Ambassadors Program has conducted almost a dozen tours for groups and individuals, including groups from Jefferson High School's Workability program and University of San Francisco's Upward Bound program.

A summary of specific programs, events and activities sponsored this quarter include:

January 2005

- ◇ *ASCSM Information Booth: Tuesday, January 18th through Friday, January 21st.*
Starting on the first day of the semester and continuing the rest of the first week of classes, the ASCSM-sponsored Information Booth provided assistance for new and returning students. The booth serves as a clearinghouse of information regarding open and closed classes, classroom change information and, since the beginning of construction at CSM, as a place where students can find the latest information on parking lot changes.

February 2005

- ◇ *ASCSM Welcome Week: Tuesday, February 1st through Thursday, February 3rd.*
Building on the success of last semester's Welcome Week, the ASCSM once again invited the various Student Services departments to provide information for students in an outdoor, fair-like atmosphere. Several Student Services departments participated, including the Health Center, the Counseling and Transfer Centers and CSM Connects. The CSM Library also participated.
- ◇ *International Student Union (ISU) and Latinos Unidos Valentine's Day Sale: Thursday, February 10th, Friday, February 11th, and Monday, February 14th.*
In order to raise funds for future club events, the International Student Union (ISU) and the Latinos Unidos Club both sponsored a multiple day sale for Valentine's Day. The groups sold candies, flowers and stuffed animals.
- ◇ *ASCSM Club Day: Wednesday, February 23rd.*
In order to encourage participation in campus clubs and organizations, the ASCSM sponsored Club Day on Wednesday, February 23rd. The CSM Christian Fellowship, the Unity Among Brothers (UAB) Club and the Latinos Unidos Club were among the groups that participated.

March 2005

- ◇ *Nursing Student Association (NSA) Career Fair: Monday, March 7th.*
Working with health care companies and organizations from around the Bay Area, the Nursing Student Association sponsored the first Nursing Career Fair. Companies such as Kaiser Permanente came to campus in order to recruit students.
- ◇ *International Student Union (ISU) Barbeque: Wednesday, March 9th.*
This was a fundraiser for future club activities.
- ◇ *Peninsula Conflict Resolution Center (PCRC), Peer Mediation 25-Hour Training: Friday, March 11th and Saturday, March 12th.*
Several CSM students and staff completed the last segment of a 25-hour training program to become peer mediators.

Board Report No. 05-5-2C

- ◇ *ASCSM and CSM Connects Youth Conference - "Making Changes... Building Community": Saturday, March 12th.*
The 3rd Annual ASCSM and CSM Connects Youth Conference was held on Saturday, March 12th. The conference focused on how individuals can make changes in their community through volunteer work and political activism.
- ◇ *Seventh Annual CSM Health Fair: Tuesday, March 15th and Wednesday, March 16th.*
With support from the Associated Students, the CSM Health Center was once again able to stage the CSM Health Fair. The fair provides an opportunity for the campus community to learn about lifelong wellness and preventative medicine.
- ◇ *Latinos Unidos Club Barbeque: Wednesday, March 16th.*
This was a fundraiser for future club activities, including the annual La Raza day event for Latino high school students.
- ◇ *American Student Association of Community Colleges (ASACC) National Advocacy Conference: Thursday, March 17th through Wednesday, March 23rd.*
The ASCSM was once again able to send a delegation to the annual American Student Association of Community Colleges (ASACC) National Advocacy Conference in Washington, D.C. At the conference, CSM students helped determine the organization's national priorities. Once those priorities had been determined and the students had been fully briefed on all aspects of the issues, the student representatives then visited congressional offices of U.S. Senators and Representatives to advocate for the community colleges across the country and specifically for CSM and the SMCCCD. The students met with staff from the offices of Senator Dianne Feinstein and Senator Barbara Boxer, as well as with staff from Representative Tom Lantos' office and Representative Anna Eshoo's office. They were also able to meet with a key member of the staff for Representative George Miller, the ranking Democrat on the House Education and Workforce Committee. As a bonus, the students had an opportunity to witness a special session of the House of Representatives.

The Associated Students continues to provide significant support for college programs and services that enhance campus life for all students, while also providing advocacy and support for the educational mission of the college.

Steve Robison
Coordinator of Student Activities and ASCSM Advisor
College of San Mateo

**Associated Students of Skyline College
Summary of Programs and Activities
3rd Quarter Report, January – March 2005**

The following is a summary highlighting the events and activities of this quarter.

Shared Governance: The students continue to serve on the following committees at Skyline College and the District:

- 35th Anniversary Committee
- Beautification Committee
- Bond Oversight Committee
- Bookstore Operations Committee
- Calendar Committee
- Campus Auxiliary Services Advisory Committee
- College Council
- College Planning and Budget Committee
- Commencement Committee
- Curriculum Committee
- District Auxiliary Services Advisory Committee
- District Associated Students Governing Board
- District Shared Governance Committee
- Education Policy Committee
- Health and Safety Committee
- Honors Celebration Planning Committee
- Inter-Campus Planning Committee
- President Hiring Committee
- Student Union / Bookstore Committee
- Vice-President of Student Services Hiring Committee

Student Handbook and Academic Planners: The Associated Students assists the Student Activities Office with the distribution of the Student Handbooks. Data collection is completed and the 2005-2006 handbook is currently being edited.

Recruitment of Students: The Associated Students continues to encourage student participation in activities, events and student government. They have used handouts, flyers and giveaways to increase participation and attendance.

Student Identification Cards: The Associated Students continues to produce student body cards and is working with the Public Information Office and the President's Office to provide identification cards for faculty and staff.

Student Union: On February 10, 2005, student representatives attended a luncheon meeting with contractors, subcontractors, Swinerton, District Office personnel and representatives from Skyline College to review the building processes for Building 6 and Building 7A.

Skyline Organization and Club Council (SOCC): The SOCC is currently working on an information binder. The binder will list club/organization meeting times, upcoming events and contact information. It will be located in the Student Activities Office.

Program and Events:

Women on Writing Conference, March 5, 2005.

- Saturday, March 5, 8:00 a.m. – 5:00 p.m. The Conference celebrated International Women's Day and supported the work of women authors and independent booksellers. Guest speakers included Ilka Barcala, Marijane Datson, Victoria Morrow and keynote speaker ZZ Packer ("Can Writing Change the World"). Breakfast, lunch and a dessert reception were provided. Three ASSC members assisted with registration and other various tasks. Approximately 250 people attended.

Peer Mediation Training, January 21-23 and March 11-12, 2005.

- January 21-23: A 25-hour peer mediation training was held, which involved the three colleges in the San Mateo County Community College District, Notre Dame de Namur University and the Peninsula Crisis Resolution Center. The San Mateo County Campus Consortium was formed to develop conflict resolution training and ultimately conflict resolution centers at all of the colleges. Five Skyline students and one advisor attended.
- March 11-12: A 15-hour peer mediation training of the San Mateo County Campus Consortium was held. This training session focused on diversity and cultural awareness issues. Seven Skyline students and one advisor were trained.

If you have any questions regarding this report, please contact me.

Amory N. Cariadus
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Skyline College
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Cañada College

Executive Report
May 18, 2005

Sequoia Union High School District Honors Students to be Recognized — An “Evening of Academic Excellence” will be held Tuesday, May 24 to recognize honors students from the Sequoia Union High School District. Aja Butler, student activities coordinator, is working with officials in the Sequoia Union High School District to organize the event that will be held in the Main Theater at the College.

From Dot-Com Unemployment Line to Cañada College Valedictorian – San Mateo’s Orlando Castro, a 44-year-old electronics manufacturing engineer who lost his job during the dot-com bust, has been named the 2005 Valedictorian. Castro was laid off in 2002 but has rebounded to earn an Associate’s Degree in Radiologic Technology with a perfect 4.0 grade point average. Castro plans to work as an X-Ray technician initially and eventually work for a manufacturer of digital imaging equipment.

Scholarship Recipients Honored at Ceremony — Students and proud family members packed the Student Center Friday, May 6 to honor this year’s scholarship recipients. Nearly 150 students were honored to the loud cheers of family and friends. San Mateo County Community College District Chancellor Ron Galatolo and several members of the Board were on hand to congratulate the students. Scholarship donors and members of the SMCCCD Foundation were also in attendance. Director of Financial Aid Margie Carrington led the cheers as each recipient was honored on stage. The ceremony is one of the largest in May, a month filled with activities honoring the academic success of Cañada’s students.

District Business Office Personnel Visit the College – Kathy Blackwood, chief financial officer for the district, and the District Business Office personnel visited Cañada May 11 for a first-hand look at the facilities and programs at the College. The visit was an opportunity for the District Business Office personnel and the staff and faculty at the College to meet face-to-face. It was the first such visit by District Business Office personnel.

Author Amy Tan to Address Large Group of Graduates – Amy Tan, author of *The Joy Luck Club*, will be the guest speaker at the College’s 37th annual commencement ceremonies Friday, May 27 at 8 p.m. The College will award associate degrees to 220 graduates, up 27 percent from last year.

Spanish Professor to Deliver Academic Paper at Conference — Spanish Professor Monica Malamud has been selected to present a paper at the Pacific Ancient & Modern Language Association annual conference to be held Nov. 11-13 at Pepperdine University in Malibu. Malamud's paper will focus on the role of U.S. Hispanic Literature in higher education.

ECE Alum Recognized for Work in Special Education – Kellyann Devoy, a graduate of the Early Childhood Education program at Cañada, was recognized by the Watsonville newspaper for her successful work in special education at Radcliff Elementary. Devoy's interest in students with developmental delays began when she was a preschool teacher and encountered a disabled student. To gain experience, she worked with visually and hearing-impaired clients in Sonoma. While earning her associate's degree in early childhood education at Canada College, she participated in an assignment requiring her to have a disability for a day. Those experiences helped her to realize that her students "are going to need me to protect them, guide them and have the best interests for them."

Anthony Perez Interviewed by Austrian Radio — Speech Professor Anthony Perez was interviewed by Steve Crilley from Austrian Radio in Vienna for a program about gangs and gang violence. Perez recently addressed a local gang summit organized by the Sequoia High School District. Perez was a gang member in San Francisco's Mission District when he was younger and credits education for allowing him to escape that environment.

ASCC Approves Book Fund/Scholarship — ASCC approved funding for a book fund/scholarship that will provide 13 students each semester with book vouchers for \$250, as well as provide \$4,000 to the library to purchase more books for students to check out from the reserved section. The total amount funded by ASCC is \$10,500. This group of student leaders has increased funding to the SamTrans discount bus program to reduce the cost of a bus pass for students from \$19 to \$15; renewed funding for the leadership scholarship in the amount of \$2,000; sponsored many campus events, and collected more than 200 pounds of dried and canned goods for Second Harvest Food Bank.

Student Body President Selected to Attend Prestigious Architecture Academy – Alberto Sandoval, ASCC president, has been selected to attend the University of Oregon Summer Architecture Academy June 27 through Aug. 5. Sandoval is a "Smart Cookie" scholarship recipient and Karen Trilevsky, CEO of Menlo Park's FullBloom Baking Company and creator of the scholarship program, will help Sandoval with expenses associated with his attendance at the academy.

Happenings at Cañada

May 18 through May 31, 2005

Date	Time	Event
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

May 18, 2005

COMMENCEMENT SPEAKER ANNOUNCED

The speaker for CSM's 83rd commencement ceremony on Friday, May 27 will be **Claire Mack**, CSM alum and former San Mateo City Council member and mayor. Mrs. Mack was also an employee at KCSM where she produced and hosted a number of television and radio programs and also served as community affairs coordinator; her career in broadcasting spanned 29 years. Although retired from public service, she continues to serve on numerous community agencies and boards.

END-OF YEAR EVENTS

- The Academic Senate hosted its annual retirement luncheon on May 16 honoring four retiring faculty members: **Zelte Crawford, Jim Cullen, John Searle and Richard Statler.**
- At the CSM Scholarship Awards Reception held on May 5, 117 individual scholarships worth \$143,609 were distributed to 160 CSM students and 21 high school students.
- The President's Office hosted the annual "Thank You" Lunch for all faculty, staff and administrators.
- The Associated Students held an Appreciation Lunch on May 18 for faculty, staff and administrators that supported the ASCSM over the past year.
- Once the sun came out, the Associated Students were finally able to celebrate the annual and much anticipated Spring Fling.

COLLEGES UNDERTAKES SURVEY OF BUSINESS LEADERS

In conjunction with the San Mateo Area Chamber of Commerce, the college is conducting an online survey of approximately 750 business leaders in the County that asks them to evaluate specific student competencies. When completed, the information will be used in the development of institutional student learning outcome (SLO) statements. Within the first five days, 22% of those surveyed responded. When the survey has been completed and responses analyzed, results will be shared with the Board.

FULBRIGHT SCHOLAR VISITS COLLEGE

Earlier this month, CSM hosted a two-day visit by Fulbright Scholar Professor Gorgen Edenhagen of the Technical University of Lulea Sweden. As a Fulbright Scholar, he is currently on assignment with Oklahoma City Community College and Murray State University, teaching international business courses. Professor Edenhagen spoke to CSM business students on issues related to international business and with faculty about the experience of being a Fulbright Scholar.

CAMPUS PERFORMANCES

- On May 20 and 21, students in CSM's Performance of Literature program will present a staged adaptation of Dalton Trumbo's anti-war novel, "Johnny Got His Gun." The novel was adapted into a 90-minute readers theater presentation by **Kate Motoyama**, professor of speech communication, and will feature six CSM students. The choreography is by **Kristen Quok** of San Francisco Element Dance Theater and projected montages are by independent filmmaker **Cooper Glosenger**, both former CSM students. The show, which begins at 7 pm will be followed by a facilitated discussion led by **Jeremy Ball**, associate professor of philosophy. There is no charge for admission but donations will be accepted on behalf of the Veterans for Peace Peninsula/South Bay chapter, a non-profit organization. The performance will be held in the college theatre. The district's Trustees' Fund for Program Improvement provided support for the production.

- On May 17, the annual Electronic Music (MIDI) Concert was held in the college theatre. The event featured students performing a variety of musical styles ranging from jazz to rock and hip hop to experimental. The evening also including video clips with original music, sound effects and voice-overs.

- For two evenings in May, the CSM Performance Dance Ensemble presented *Dance*, a performance that featured local professional dance companies in addition to dancers from local high schools.

KUDOS

- Student **Bruce Engle** won second prize in the university/college group of 2005 California Mandarin Speech Contest. He is enrolled in Jing Wu's Elementary Chinese class.

- Former CSM student **Daniel Zoughbie**, currently a junior at UC Berkeley, was recently named recipient of a \$10,000 Donald A. Strauss Public Service Scholarship. The Strauss scholarships fund public service projects which students propose and implement in their senior year; Zoughbie's project is to establish diabetes "micro-clinics" in the West Bank.

- Six CSM students swept first, second and third place prizes for first-year students in the 2005 Grand Concours Universitaire held by the Northern California chapter of the American Association of Teachers of French. The students were enrolled in classes taught by Professors of French **Marilyn Carter** and **Susan Petit**.

-KCSM's production of "Zemad's Journey" has been chosen as the Best Documentary Film by the Santa Barbara African Heritage Film Series for 2005. More than 200 films competed for this distinction.

SPORTS SHORTS

- The bulldog baseball team has won its fourth consecutive Coast Conference championship, ending regular season play with a 20-5 record. This past Saturday, they swept Merced College 13-1 and 12-3 to advance to the NorCal super regional this Friday at Cosumnes River College. They are ranked third in Northern California among community colleges with an overall season record of 30-8.

- The women's softball team won the Coast Conference championship with a 24-5 record.

- The track team's performance at the conference championship meet was outstanding. In addition to a number of athletes taking top prizes in individual events, the team amassed the most combined points at the conference since joining the Coast in 1995.

- The women's and men's swim teams both finished fifth at the conference championships. This is quite an accomplishment for a program that was recently revived after a long absence.

COLLEGE of SAN MATEO

1700 West Hillsdale Boulevard • San Mateo, CA 94402
(650) 574-6161

CALENDAR OF EVENTS For the SMCCCD Board Meeting of May 18, 2005

Day / Date	<u>Event</u>	Location /Time
Wednesdays	Farmers' Market	Lot 16 10 a.m. – 2 p.m.
Saturdays	Farmers' Market	Lot 1 9 a.m. – 1 p.m.
Friday – Saturday May 20 - 21	CSM Performance of Literature: "Johnny Got His Gun" This even features the students of CSM Speech Communication Professor Kate Motoyama, who directs the performance. The speech students will offer a dramatic reading of excerpts from "Johnny Got His Gun," a book written by Dalton Trumbo. Donations will be accepted for Veterans for Peace. For more info call 574.6676.	CSM 7 p.m. Theatre
Friday – Sunday May 20 – 22	Unity Among Brothers Basketball Tournament May 20 th , at 6 p.m. this event will be held for the 17 th time in CSM's Gymnasium. A fundraiser for the North-Central San Mateo Twilight Youth Crime Prevention Project, the Three day event with the winning team taking Home a \$1000 top prize. admission is \$3 for Those 13 or older, \$2 for students and \$1 for senior citizens. For more info call 574.6145.	CSM various times
Monday May 27	CSM Commencement Ceremony The event will be held in the Main Gymnasium, featuring guest speaker Claire Mack.	CSM 8 p.m. Bldg 8

Monday
June 20 – July 8

Music and Fine Arts Camp

CSM, the District's Community Education Department and the City of San Mateo are offering the quick-to-fill Music & Fine Arts Camp on campus for the 19th time this summer. The program, which offers enrichment classes in music, art and performing arts, is for youth entering 3rd – 5th grades in the morning and young people entering 6th – 10th grades in the afternoons. For info call 522.7454.

CSM
morning & afternoon
Bldg 2, 3, 4 & 8



SKYLINE COLLEGE EXECUTIVE REPORT FOR THE BOARD OF TRUSTEES MAY 18, 2005

APPRECIATION

Skyline College celebrates 35 years: "Building for the Future" was the theme for Skyline College's 35th anniversary celebration, which was held on Thursday April 28, 2005. The weather was beautiful as students, faculty, staff, and members of the community enjoyed good food, music, dance performances and a martial arts demonstration, and an inspiring dedication of our athletic fields and the Founders' Learning Grove of Trees.

Many special guests participated including San Bruno Mayor Larry Franzella, Chancellor Ron Galatolo, Trustees Helen Hausman and Richard Holober, Skyline's first president Phil Garlington and his wife Ellis, and President's Council Chair Greg Cochran.

Thanks to Nick Kapp and Tiffany Reardon for their leadership on the 35th Anniversary Committee and to: Sandy Irber, Jerry Peel, Roxanne Brewer, Richard Inokuchi, Linda Ghio, Félix Pérez, Andreas Wolf, Liza Erpelo, Len Herzstein, Jim Wyatt, Gus Petropoulos, Ilka Barcala (ASSC), Melchie Cabrigas (ASSC), Joseph Cabaltica (Filipino Student Union), Nikki Santiago (Filipino Student Union) and Gabby Au (Cheerleading).



Phil Garlington, first President of Skyline College pictured with current President Vicki Morrow.



Skyline College Kulintang Group with Master Danongan Kalanduyan pictured at right.



Martial arts demonstration by Dragon School of Kali.



The first pitch is thrown to dedicate the new athletic fields. Pictured from left to right are: Vicki Morrow (President, Skyline College); Greg Cochran (Chair, Skyline President's Council); Richard Holober (SMCCD Board Trustee); Larry Franzella (Mayor of San Bruno); Regina Stanback-Stroud (Skyline VP of Instruction); and Ron Galatolo (SMCCD Chancellor).



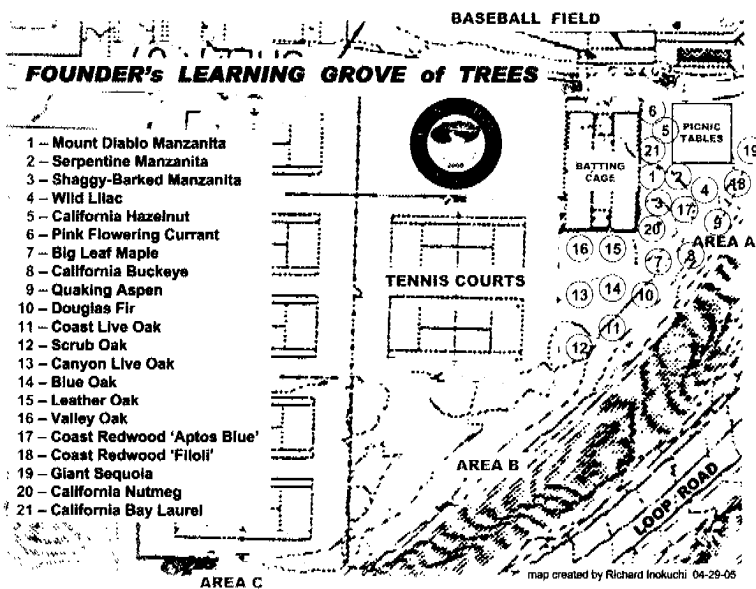
Skyline "First Pitch" baseballs signed by (from left to right) Mayor Larry Franzella, Chair of President's Council Greg Cochran, and SMCCD Chancellor Ron Galatolo.

Dedication of Founders' Learning Grove of Trees: On April 28, Skyline College dedicated its Founders' Learning Grove of Trees as part of the 35th Anniversary Celebration. Skyline now has a lovely spot for contemplation and learning of many kinds. Special thanks are extended to Nick Kapp for his initiative and the President's Innovation Fund for purchasing the trees and shrubs, all of which are native to Northern California.



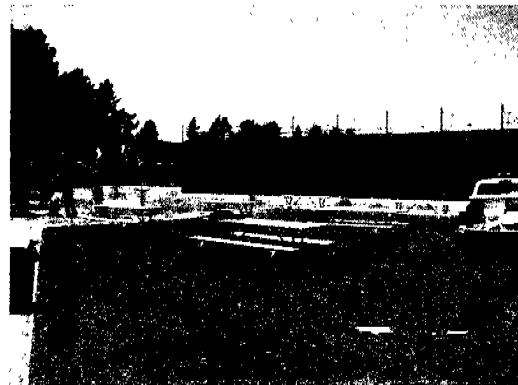
Skyline Facilities staff, Science/Math/Technology staff and faculty, and Skyline's First President Phil Garlington (red sweater) plant a tree in the Learning Grove.

As a botanist, Richard Inokuchi, Skyline's Facilities Operations Manager, took a personal interest in this endeavor and developed a map that illustrates the placement of the native trees and shrubs.

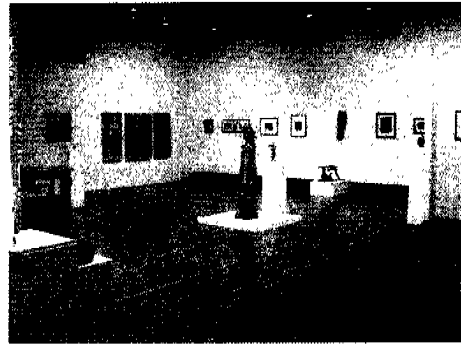


Skyline College's facilities staff assisted the Science/Math/Technology Department with the project. Skyline in particular wishes to thank Diego Garcia, Sheikh Hussain, and Larisa Cosmineanu, for their hard work preparing the landscape, picking up the flora from the Yerba Buena Nursery in Woodside, planting the trees and bushes, and labeling each specimen so that Skyline has a true outdoor arboretum in the Founders' Learning Grove of Trees.

Six picnic tables were installed, which will provide the College with an outdoor classroom from where a variety of classes can be held, to include hosting special events at our athletic fields.



Student Art Exhibit: Following the 35th anniversary festivities, a Chambers of Commerce mixer was held in the Gallery Theatre, which also featured a student art exhibit. The exhibit, which was organized by Bridget Fischer and Arthur Takayama, featured 60 pieces of work in a variety of mediums including painting, sculpture, ceramics, photography and more.



Spring Dance Concert: Skyline's sold-out Spring Dance Concert was held on May 5-6 and showcased student/faculty/guest artist collaborations in Filipino, Afro-Brazilian, modern, jazz, musical theatre, salsa, and hip-hop dance. Thanks to Skyline Dance Instructor and Artistic Director Diana Cushway for her leadership on this production, and to the other faculty and staff who helped make it happen: Katherine Harer, Liza Erpelo, Donna Bestock, Mary Ann Leary, Andreas Wolf, Sandra Hatzistratis, Ellen Lowenstein, Marijane Datson, Regina Stanback-Stroud, Rich Tidd, Skyline's Cosmetology Department, which included Laurie Biagi, David Galang, May Lee, Cinthia Menendez, Lynn Morita, Karen Nielsen, Regina Pelayo, Evelyn Smith and Theresa Uchtyl, and the dedicated Building and Grounds crew. A special thank you is extended to Joseph Cabaltica and Nikki Santiago of the Filipino Student Union and all the other students for their hard work both on-stage and behind-the-scenes.



Student Learning Outcomes Cycle (SLOAC) Philosophy developed: Skyline has completed the development of its Student Learning Outcomes Assessment Cycle (SLOAC) Philosophy. The project was coordinated by Karen Wong and involved the Curriculum Committee, the SLOAC Steering Committee, the Academic Senate, President Vicki Morrow, Vice President of Instruction Regina Stanback-Stroud, and more than 30 other individuals who provided input. The document underwent five drafts and was approved by the Academic Senate. Skyline is proud of this outstanding document, which will prove invaluable at the college proceeds with its work on Student Learning Outcomes.

Inspirational quote for the new Student Center: Donna Bestock, Dean of Social Science and Creative Arts, proposed that Skyline's future Student Support and Community Services Center feature an inspirational quote that would be engraved on either the outside or inside of the building.



Skyline's College Council approved the recommendation after consulting with Doug Henry of Swinerton Management Consulting. The challenge became to find an appropriate, original quote before the end of the school year in order to incorporate the quote into the building material as it is being produced this summer. The president invited proposals and 86 quotes were submitted by 37 students, faculty, staff, and members of the community. Suggestions were reviewed by College Council and a short list of six recommendations will be presented for a college-wide vote to include faculty, staff, and students. Voting will be web-based and will take place on May 23-25. The voting will be in the form of an instant runoff so voters will be rank their selections on more than one proposal. A special thanks to Skyline's College Council for reviewing the quotes and Christine Case, professor of Biology, who is preparing the web-based voting process. The final selection will be presented to the Board of Trustees for approval.

PROGRAM NEWS

Early Childhood Education Department: Skyline College's Early Childhood Education (ECE) Department is impacting the overall quality of early learning experiences that young children receive through two important grants. Skyline receives a \$10,000 grant from the State Department of Education, which provides provides for tuition reimbursement for students completing ECE courses. Each semester approximately 60 ECE students are eligible. In addition, in 2004-2005, the San Mateo Community College District's ECE Departments at Skyline and Cañada received a grant through a sub-contract with the San Mateo County Office of Education. This grant provides release time for ECE department faculty at both campuses to review and update the ECE curriculum in order to bring the curriculum standards in line with the implementation of Preschool for All (PFA) in San Mateo County. This will require ECE teachers in PFA programs to meet specific higher standards which will positively benefit children.

Students attend Filipino-American history conference: Skyline College English instructor Liza Erpelo, along with 13 students and two tutors, participated in a conference presented by the Little Manila Foundation, which is dedicated to honoring and preserving the history of Filipino-Americans in Stockton and the Central Valley. The conference, entitled "Reclaiming the Legacy: The Labor Movement and the Filipino Immigrant Experience in Stockton, California, 1920s to 1950s," was held on April 9 at San Joaquin Delta College in Stockton.

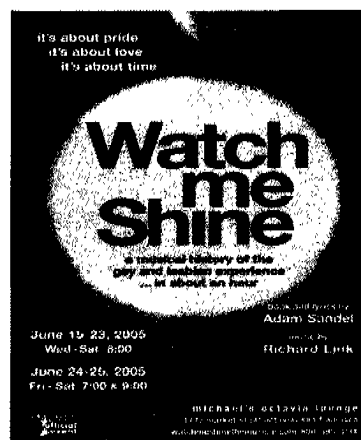
Cosmetology students and staff participate in state and international events: Skyline's Cosmetology students and staff attended the Barbering and Cosmetology State Board Meeting in Sacramento on April 24-25. Three Skyline students spoke at the meeting and addressed issues presently facing the cosmetology industry. Skyline Esthetics students and staff attended a three-day international conference for hair, skin and spa in Las Vegas. Skyline's Cosmetology Club held three fund-raising events to provide two scholarships, which will be awarded at a special graduation party on June 4.

SKYLINE SHINES

Nick Kapp named District Academic Senate President: Skyline College wishes to congratulate Nick Kapp who has been elected District Academic Senate (DAS) President for the 2005-2006 academic year. Dr. Kapp, Professor of Biology and president of Skyline's Academic Senate, won with 52.5% of the 120 valid votes cast by faculty. His tenure as DAS president will begin on July 1, 2005.

Skyline Automotive student receives award: Julia Johnson, a first-year student in the Skyline Automotive Technology Program, was recently awarded a California Automotive Wholesaler's Association (CAWA) Memorial Scholarship. Candidates undergo an intense review process and she is one of four recipients to receive this prestigious award. Ms. Johnson also conducted three very successful automotive workshops for the Expanding Your Horizons conference, which was held in March. Sixty girls attended her workshops and she instructed them in the lab checking basic essentials on vehicles.

Faculty member writes musical revue: Adam Sandel, Skyline English faculty member, has written the original book and lyrics to the revue, "Watch Me Shine, a musical history of the gay and lesbian experience ... in about an hour," which premieres during the last two weeks in June as an official event of San Francisco Pride 2005. "Watch Me Shine" celebrates the challenges, joys, and triumphs that gays and lesbians have experienced throughout a century of gay history. For more information on "Watch Me Shine," please visit the revue's website at www.watchmeshinethemusical.com



Skyline's Phi Theta Kappa earns additional awards: The Phi Theta Kappa Nevada/California Regional Convention was held April 29-May 1 and Skyline's Chapter, Beta Theta Omicron, hosted the event. It was held at the Hotel Sofitel in Redwood Shores. The 2005 Regional Awards were presented at the convention. Award entries, which were submitted in March, included essays and documentation of chapter and individual projects conducted during 2004. The entries were judged by advisors from other regions and Skyline's Beta Theta Omicron won the following awards:

- Newsletter Award
- Website Award
- Participation Award
- Five-Star Award

In addition, individual awards were presented to Eugene Krasnojon for Honors Topic Essay and to Christine Case for Outstanding Advisor. Chapter members also received a plaque from International Phi Theta Kappa headquarters for hosting the convention. The convention was attended by more than 200 Phi Theta Kappa members from 32 chapters in California and Nevada.

Accounting professor leads Business discipline in state meeting: Linda Whitten, Skyline Professor of Accounting, served as Acting Business Lead for the statewide meeting of Intersegmental Major Preparation Articulated Curriculum (IMPAC). The IMPAC project is a project of the UC, CSU and California Community Colleges Academic Senates to ensure that students transferring from the community colleges to UC and CSU are prepared for work in their chosen major and can avoid having to repeat coursework. The meeting was held on April 30 in Los Angeles. According to Professor Whitten, Business leads the way in transferring with three times the transfers as the next closest major, which is Psychology. The project has involved 1,000 faculty and deans and course descriptors have incorporated Student Learning Outcomes.

Student reporter commended: Skyline View Reporter, Fionnola Villamejor, was praised by a local attorney for her accuracy in covering the trial involving the shooting death of a former student. Following an interview with Ms. Villamejor, the attorney was asked to respond to a brief questionnaire in order to provide feedback to reporters and the *Skyline View* Advisor. The attorney wrote: "The article about the trial prepared by your student demonstrated an accuracy rarely experienced by me after 16 years of having cases reports of which I was a participant. Well done!!" Advisor Nancy Kaplan-Biegel added that Ms. Villamejor did a great deal of work on the article.

Psychology Professor publishes two books: Skyline's Stephen Hearne has recently published two books: *The Best Test Preparation for the California High School Exit Exam – Math* and *Basic Math Refresher*. The first book is designed to help California's public high school students prepare for an exit exam in both math and English in order to receive a diploma. Passing the exam will be required beginning with the class of 2006. *Basic Math Refresher* is intended to help people brush up on their basic math skills. Both books are published by REA in Piscataway, New Jersey.

AFL-CIO Workforce Development Partnership: Skyline College was featured as a "high-road" partnership, along with the San Mateo County Central Labor Council at the Building Workforce Partnerships Conference, which was held on May 13 at the Hyatt Regency in Monterey. At the same conference, President Vicki Morrow participated in a plenary session panel discussion on building workforce partnerships.

Skyline Professor to attend Oxford conference: Claire Muller-Moseley, Skyline Associate Professor of Family and Consumer Sciences, has been selected as one of 35 international participants from various academic disciplines and administrative backgrounds to attend a conference at Oxford University in England. The conference, entitled "Psychological Influences on Today's Children," will be held in late July.

SPECIAL EVENTS

- May 19 Student Recognition and Awards Ceremony, Main Theatre, 4:00 p.m.
- May 23 Classified Staff Service Awards Luncheon, Gallery Theatre, 11:30-1:30
- May 24 End of Year Celebration and Luncheon, Gallery Theatre, 12 noon – 2:00
- May 27 Commencement, South San Francisco Conference Center, 8:00 p.m.

Wanted

**An inspirational quote
for the
Student & Community Center**



Deadline May 10, 2005

Email to tentes@smccd.net or
Drop in boxes in Cafeteria, Theater lobby or Library

The quote must be:

- Maximum of 100 characters in length, including spaces between words.
- Appropriate to the college's educational mission.
- Inspirational.
- Timeless (i.e. no buzz words or jargon), and suitable for a permanent installation.
- Written by an author suitable for this permanent use of a quote.
- Fostering inclusion and community.



DISTRICT ACADEMIC SENATE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Memorandum
May 18, 2005

To: SMCCCD Board of Trustees
Chancellor Ron Galatolo
All District Faculty

From: Connie Beringer, District Academic Senate President

Subject: End-of-Year Report, District Academic Senate Activities, 2004--2005

On behalf of the **2004—2005 District Academic Senate Governing Council (DASGC)**, I am happy to report to you the activities and accomplishments of the Council in this past school year. The DASGC is comprised of the DAS president, local senate presidents and vice presidents, and the DASGC immediate past president. For the 2004-2005 school year, the DASGC were **Connie Beringer, president; Cañada College--Dick Claire** (and past president of DASGC) **and Patty Dilko; College of San Mateo--Tom Diskin and Martha Tilmann; and Skyline College--Nick Kapp (DASGC vice president) and Carla Campillo**. The Council did an outstanding job this year in representing faculty in academic and professional matters at the District level.

Representation/Communication

The District Academic Senate (DAS) president represents all faculty at bi-weekly meetings of the **Board of Trustees**, at monthly meetings of the **DAS Governing Council**, and co-chairs monthly meetings of the **District Shared Governance Council**. The president provides oral and written reports at each Board meeting, keeping Trustees and others apprised of Senate discussions, announcements, and actions, and meets with the Chancellor and the college presidents periodically to communicate Senate discussions and actions.

Through **email access** and the **DAS website**, constituencies are kept informed of agendas, minutes, DAS president's reports to the Board, information on flex obligations, by-laws, R&Rs pertinent to the DAS, announcements of interest, and links to the local Academic Senates.

Activities

- Piloted the newly revised "**Program Improvement and Viability**" policy (R&R 6.15) and process at the College of San Mateo with review of four programs on hiatus status. CSM Academic Senate President **Tom Diskin** reported that the process "was a success." Full reports and recommendations will be available soon on the DAS website. Special thanks to the four CSM

faculty members who chaired the review committees: **Laura Demsetz, Tim Karas, George Kramm, and Matt Leddy.**

- Revised the “**Equivalence Review Process**” for Board approval May 18, 2005.
- Considered changes in policies on **granting early tenure** and in **preferential treatment of part-time faculty in the hiring process**—Because no consensus was reached among the three colleges, current policies remain in effect.
- Participated in drafting a **mutual respect policy, R&R 2.24**
- The **District Curriculum Committee**, a sub-committee of the DAS, has devised a template for use in writing course outlines for input into a State database, OSCAR, which facilitates comparison of courses system-wide by interested parties.
- Sent representatives to CSU’s discussion/meeting to give input into their new **Lower-Division Transfer Preparation** policy.
- Participated in discussions to revise “Classified Staff and Managers’ Selection Procedures” guidelines—discussion continues into the Fall 2005 semester.
- Formed a Task Force of AS and AFT members to formulate a process for **evaluation of online instruction: Romy Thiele, Cañada; Julie Sevastopoulos, CSM; Christine Roumbanis, Skyline and DCC; and Eric Brenner, AFT.** Discussions will continue into the Fall 2005 semester.

The District Academic Senate Governing Council identified the following goals at the start of the **2004--2005 academic year.** Here is a **summary of the progress toward these goals:**

1. **Explore an educational master plan at the District level in preparation for the next accreditation visit**—This item is still under discussion.
2. **Continue curriculum articulation among the three colleges through the District Curriculum Committee**—Progress has been made in several areas. For example, the mathematics departments of all three colleges have been meeting regularly to achieve commonality among mathematics courses in the District. More needs to be done in this area.
3. **Monitor status and practices related to Student Learning Outcomes at each college**—Each college has appointed an SLO coordinator, and activities are well underway. The three coordinators are **Ray Lapuz, Cañada College; Sandra Comerford, College of San Mateo; and Karen Wong, Skyline College.** The **District Curriculum Committee** is acting as liaison and information center in this area and will report regularly to the DASGC.

4. **Hold forums at each college on raising mathematics/English requirements for the associate's degree in preparation to vote on this issue at the State AS Spring Plenary Session in April 2005—** All three colleges held forums or other informational gatherings to determine their votes at the Plenary. Both requirements were raised by the AS body at the State Plenary.
5. **Work with bookstore management to hold down textbook prices and increase the used book ratio—**Informing faculty on this issue will continue.
6. **Explore possibility of increasing the number of units of reassigned time for the Academic Senates—**All college presidents agreed to increase their Senates' budget or award institutional reassigned time for the Curriculum Chair, or both. Thank you to all college presidents for recognizing the hard work done by their Academic Senates.

Nick Kapp has been elected 2005—2006 District Academic Senate President. His term of office is from July 1, 2005, to July 1, 2006.

The 2005—2006 District Academic Senate Governing Council are DASGC President **Nick Kapp**; Cañada College AS President **Patty Dilko** and Vice President **Martin Partlan**; College of San Mateo AS President **Martha Tilmann** and Vice President **Tim Karas**; Skyline College AS President **Carla Campillo** and Vice President **Ray Hernandez**; and Past President **Connie Beringer**.

If you have any comments or concerns, please contact me at beringer@smccd.net.