

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

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

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

*To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*

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

*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.*

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**6:00 P.M. PUBLIC SESSION**

**ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

05-7-1 Minutes of the Study Session of the Board of Trustees of June 8, 2005  
05-7-2 Minutes of the Regular Meeting of the Board of Trustees of June 22, 2005

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

**STATEMENTS FROM EXECUTIVES**

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

**NEW BUSINESS**

05-7-2A Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

**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.*

- 05-7-1CA Approval of amendment to contract with Swinerton Management & Consulting for Capital Improvement Program management services for additional labor compliance monitoring services
- 05-7-2CA Declaration of surplus property
- 05-7-3CA Approval of Trustees' Fund for Program Improvement Projects for Cañada College
- 05-7-4CA Approval of extension of the use of the County of Los Angeles contract for Districtwide office supply purchases

### **Other recommendations**

- 05-7-101B Adoption of Resolution No. 05-12 ordering an election to authorize the issuance of school bonds, establishing specifications of the election order, and requesting consolidation with other elections occurring on November 8, 2005
- 05-7-102B Contract award for unit price window treatments, Districtwide
- 05-7-103B Ratification of subcontract with Stanford University to develop an Early College Program with East Palo Alto High School
- 05-7-104B Acceptance of Federal TRIO funds
- 05-7-105B Adoption of public hearing date and Resolution No. 05-10 regarding intention to execute an emergency vehicle access easement to the City of San Mateo
- 05-7-106B Adoption of Resolution No. 05-11 authorizing contract with Los Angeles Unified School District for Polyvision whiteboards, tackboards and accessories
- 05-7-107B Contract award for specialty office furniture
- 05-7-108B Contract award for the Library and Student Resource Center, Building 9, Cañada College

### **INFORMATION REPORTS**

### **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment  
Employment: **Cañada College** – Interim President; **College of San Mateo** – Instructor, Mathematics and Science Division; **Skyline College** – Instructor, Business and Workforce Development Division; Project Director, Planning, Research and Student Success Division

B. Public Employee Discipline, Dismissal, Release

- 2, Conference with labor negotiator  
Agency negotiator: Harry Joel  
Employee organizations: AFSCME, AFT, CSEA

**CLOSED SESSION ACTIONS TAKEN**

**ADJOURNMENT**

June 8, 2005  
San Mateo, California

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

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

**Board members absent:** Trustee Schwarz and Student Trustee Burns

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

**And others:** Cañada College Vice President Lucas-Woods (for President Perez); CSM President Kelly; Skyline College Interim Vice President Redwine (for President Morrow); and District Senate President Kapp

### **Pledge of Allegiance**

President Miljanich announced that Trustee Schwarz is not in attendance at this evening's meeting.

She also reported that, since the agenda was finalized and distributed, a personnel matter has arisen that requires the Board's approval to add "Interim President – Cañada College" to the Closed Session agenda under "Public Employment". It was then moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the addition of "Interim President" to the Public Employment portion of the Closed Session agenda. The motion carried by a vote of 4-0, all members present voting "Aye."

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

None

### **SWEARING IN OF STUDENT TRUSTEE**

President Miljanich reported that, because Student Trustee Burns is not in attendance, his swearing in ceremony has been deferred to the Regular Meeting on June 22.

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (05-6-1A)**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report No. 05-6-1A. The motion carried by a vote of 4-0, all members present voting "Aye".

#### **ESTABLISHMENT OF STUDENT MALPRACTICE INSURANCE FEE, 2005-06 (05-6-1CA)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to establish the 2005-06 student malpractice insurance fee at \$13.50 per semester and \$9 for Summer Session 2006 for students enrolled in allied health occupation programs and \$83 per semester for students enrolled in clinical training in the Emergency Medical Technician program. The motion carried by a vote of 4-0, all members present voting "Aye."

**CONTRACT AWARD – RENOVATION OF MARY META LAZARUS CHILD DEVELOPMENT CENTER, BUILDING 33, COLLEGE OF SAN MATEO (05-6-100B)**

It was moved by Trustee Holoher and seconded by Trustee Hausman to award the contract for the renovation of Mary Meta Lazarus Child Development Center, Building 33, College of San Mateo, to P.L. Annuzzi, Inc., in an amount not to exceed \$257,870. The motion carried by a vote of 4-0, all members present voting “Aye.”

**INFORMATION REPORTS**

**PROGRAM DEFINITION DOCUMENT UPDATE (05-6-1C)**

Executive Director Nunez presented the report, noting that this is the second update that has been provided to the Board. He explained that this document defines all activities and initiatives within the Capital Improvement Program (CIP). The original document produced in May 2003 was based on data and sources such as the District facilities audit, existing District standards, energy analysis, updated Educational Facilities Master Plan, Bond project list and facilities condition assessment. The May 2004 budgets and schedules reflected more clearly defined scopes, current market conditions, and other facilities conditions revealed as program implementation got under way. This 2005 update reflects ongoing developments, primarily based on evolving campus priorities, market conditions and alignment with the Facilities Five year Capital Construction Plan approved by the Board in May 2005.

He also explained that, as additional data is received, Swinerton and the District’s design consultants continue to work closely with College leadership groups, College faculty and staff, facilities maintenance staff and District administration. Project schedules continue to be updated to accommodate State funding timelines as funds are confirmed, Adjustments are closely coordinated to accommodate both State and other funding guidelines and the Colleges’ academic mission. He stated that the Board will be periodically updated and kept current with document revisions.

In discussion, Board members expressed their interest in a review in the near future of what facilities projects are unfunded in the District and associated costs should the Board decide to pursue another bond measure. The Board expressed interest in reports comparable to those provided with the first bond measure, with more specificity.

Chancellor Galatolo assured the Board that this information would be provided as soon as possible.

**At 7:00 p.m., the Board participated in a tour of the CSM construction sites.**

**The Board recessed to Closed Session at 8:30 p.m.**

**The Board reconvened to Public Session at 10:05 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 4-0 to approve the actions in Board Report No. 1-A (including the addition of “Interim President, Cañada College as approved by special action earlier in the meeting) and 1-B. The Board also discussed collective bargaining matters with Chief Negotiator Joel; no action was taken.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Holoher to adjourn the meeting. The motion carried by a vote of 4-0, all members present voting “Aye.” The meeting adjourned at 10:05 p.m.

The next Regular Meeting of the Board will be June 22, 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 July 27, 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 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 Kapp (arrived at 6:25)

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**SWEARING IN OF STUDENT TRUSTEE**

President Miljanich asked Student Trustee Burns to step forward as she administered the oath of office to him for his second term as Student Trustee. The Board and members of the audience applauded his swearing in and congratulated him on his election to a second term.

**MINUTES**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the minutes of the Regular Meeting of May 18, 2005. The motion carried, all members voting "Aye."

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

None

**STATEMENTS FROM EXECUTIVES**

Executive Statements/Reports covering recent activities, events, and staff honors at the Colleges and Chancellor's Office were presented by Chancellor Galatolo, Cañada President Perez, CSM President Kelly, Skyline President Morrow, and Executive Vice Chancellor Keller

Chancellor Galatolo recognized Cañada President Perez for her achievements during her term as President. The other Colleges Presidents and executive staff also wished her well.

Adding to her written report, Skyline President Morrow stated that she has recently been elected president of the local Rotary Club and will also participate in training for new college presidents conducted at Harvard University

CSM President Kelly extended her thanks to Trustees Holober and Mandelkern for their participation in CSM's commencement ceremonies.

Executive Vice Chancellor Keller reported that it has been a busy summer for the Business Services department, especially with the payroll conversion and fiscal accountability projects. He also introduced Tom Bauer, newly appointed District Bookstore Manager.

Cañada President Perez expressed her appreciation to the Board and administration for the opportunities she has been provided during the six years of her tenure at the College. She said that Cañada's two vice presidents, Marilyn McBride and Phyllis Lucas-Woods, will provide continuity and a smooth transition until a new President is appointed.

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 (05-6-2A)**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report No. 05-6-2A. The motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA (05-6-2CA THROUGH 05-6-15CA)**

The Consent Agenda consists of the following board reports:

|           |  |
|-----------|--|
| 05-6-2CA  | Approval of student accidental injury insurance program, 2005-06   |
| 05-6-3CA  | Approval of domestic student voluntary medical insurance program, 2005-06  |
| 05-6-4CA  | Approval of agreement with Carl Bloom Associates, Inc., for membership services, 2005-06<br>KCSM   |
| 05-6-5CA  | Approval of agreement with Nielsen Media Research, Inc., 2005-06 – KCSM  |
| 05-6-6CA  | Approval of PBS membership dues and program service purchases, 2005-06 – KCSM  |
| 05-6-7CA  | Approval of membership in PBS Station Independence Program (SIP), 2005-06 – KCSM   |
| 05-6-8CA  | Approval of contract renewal with Descalso Lithographs, Inc., 2005-06 – KCSM   |
| 05-6-9CA  | Approval of Skyline College Summer 2005 sports medicine camp   |
| 05-6-10CA | Approval to extend agreement with Nextel Communications  |
| 05-6-11CA | Adoption of Resolution No. 05-6 establishing 2005-06 budget limits   |
| 05-6-12CA | Approval of service agreement with Tele-Direct for pledge call center services, 2005-06– KCSM  |
| 05-6-13CA | Adoption of Resolution No. 05-7 authorizing utilization of Contra Costa Community College District contract for Districtwide moving services |
| 05-6-14CA | Approval of budget transfers for the period ending May 31, 2005 and adoption of Resolution No. 05-8 authorizing budget transfers for 2004-05 |
| 05-6-15CA | Approval of increase in student health services fee  |

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL 2005 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (05-6-1B)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the list of Community Services classes to be offered for Fall 2005 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations. The motion carried, all members voting "Aye."

**CONTRACT AWARD FOR BUILDING 8 SWING SPACE REVISIONS AT PACIFIC HEIGHTS, SKYLINE COLLEGE (05-6-101B)**

It was moved by Trustee Hausman and seconded by Trustee Holober to award the contract for Building 8 swing space renovations at Pacific Heights, Skyline College, to John Plane Construction, in an amount not to exceed \$103,986. The motion carried, all members voting "Aye."

**ADOPTION OF THE 2005-06 TENTATIVE BUDGET (05-6-102B)**

It was moved by Trustee Holober and seconded by Trustee Hausman to adopt the Tentative Budget as detailed in the report.

Executive Vice Chancellor Keller presented the report, noting that the budget will be revised during the summer to reflect needed changes resulting from passage of the State Budget and from 2004-05 year-end closing activities. The Tentative



Budget also will be revised to reflect other revisions that occur up to the time that the Final Budget is presented to the Board for approval on September 14, 2005. He also mentioned that the new resource allocation model is the result of the work of CFO Kathy Blackwood and Senior Financial Analyst Debbie Carrington.

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

**APPROVAL OF PROPOSED INSCRIPTION FOR SKYLINE COLLEGE CENTER BUILDING 6: STUDENT SUPPORT AND COMMUNITY SERVICE CENTER (05-6-103B)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to approve the following quotation for the inscription for Skyline College Building 6: "You must be the change you wish to see in the world" (Mahatma Gandhi). The motion carried, all members voting "Aye."

**ACCEPTANCE OF GIFTS BY THE DISTRICT (05-6-2C)**

The Board received the report, which reflected gifts and donations to the District from January 2005 through mid-June 2005.

**DISCUSSION OF OPINION RESEARCH RESULTS CONDUCTED BY GODBE RESEARCH & ANALYSIS (05-6-3C)**

Brian Godbe presented the report, describing research objectives, methodology, key findings and conclusions. The research objectives included a determination of voter support for a bond measure, identification of the tax threshold at which voters are willing to support the measure, identification of key projects and assessment of voters' perceptions of San Mateo's Community Colleges. He described the methodology, which included details on the data collection, interview dates, interview length, sample size and margin of error. The first ballot test showed a total support level of 64.5%. He added that that none of the negative arguments tested in the survey had a significant negative impact on the likelihood that voters would vote yes on the measure and that half of the negative arguments had positive mean scores. The second ballot test reflected a total support level of 67.1%.

In discussion, the Board expressed interest in knowing about other bond elections that may be held in November. Chancellor Galatolo said that he has learned of a possible bond measure out of Belmont and a possible parcel tax out of Redwood City. The Board seemed encouraged by the Godbe report and encouraged solicitation of endorsements and further publicizing of the District's progress with the existing bond measure. Chancellor Galatolo said that staff would complete a list of unmet needs and refine the issue of timing.

**STATEMENTS FROM BOARD MEMBERS**

All the Board members offered their congratulations to Cañada President Perez on her selection as Chancellor of the San Jose/Evergreen District.

Trustee Hausman reported that she and Chancellor Galatolo attended the Cañada graduation ceremonies at which author Amy Tan was the featured speaker. She also attended, along with other Foundation members, an awards ceremony at Skyline.

Trustee Mandelkern stated that he considered it a privilege to attend the CSM commencement ceremonies. He also reported that he received a letter from Assemblyman Mullin congratulating the District on the successful Tuition Assistance Program.

Both President Miljanich and Trustee Schwarz reported that they attended the Skyline commencement ceremonies and were please to see many EOPS students.

**COMMUNICATIONS**

None

**The Board recessed to Closed Session at 7:35 p.m.**

**The Board reconvened to Open Session at 8:30 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 conferred with Chief Negotiator Joel regarding collective bargaining matters; no action was taken.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting adjourned at 8:30 p.m.

The next meeting of the Board will be a Study Session on July 13, 2005, beginning at 4:30 p.m. in the District Board Room. This will be a joint meeting with the San Mateo City Council.

The next Regular Meeting of the Board will be July 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 July 27, 2005 meeting.

Dave Mandelkern  
Vice President-Clerk

**BOARD REPORT NO. 05-07-2A**

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

**APPROVAL OF PERSONNEL ACTIONS**

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

**A. Reassignment**

Cañada College

- |                        |                              |   |
|------------------------|------------------------------|---|
| <b>1. Robert Haick</b> | Program Services Coordinator | Office of the Dean of<br>Counseling/Enrollment Services |
|------------------------|------------------------------|---|

Reassignment from Division Assistant, effective August 15, 2005.

College of San Mateo

- |                         |                          |                                 |
|-------------------------|--------------------------|---------------------------------|
| <b>1. Yanely Pulido</b> | Financial Aid Technician | Admissions and Records Division |
|-------------------------|--------------------------|---------------------------------|

Reassignment from Division Assistant, effective September 6, 2005.

- |                          |                  |  |
|--------------------------|------------------|--|
| <b>2. Martha Tilmann</b> | Dean, Technology | Office of the Vice President of<br>Instruction |
|--------------------------|------------------|--|

Reassignment from Mathematics and Science Instructor, effective July 1, 2005.

Skyline College

- |                       |                     |                                   |
|-----------------------|---------------------|-----------------------------------|
| <b>1. Linda Allen</b> | Office Assistant II | Instructional Technology Division |
|-----------------------|---------------------|-----------------------------------|

Reassignment from Career Resources/Counseling Aide, effective August 8, 2005.

**B. Changes in Staff Allocation**

Cañada College

1. Recommend approval of an increase in staff allocation to add one full-time academic, ten (10) month per year, Faculty Coordinator in the University Center and Academic Support Services Division, effective September 1, 2005. The new allocation will be funded by the U.S. Department of Education TRIO Student Support Services grant through August 31, 2010 and will provide coordination, reporting, and budget management of the grant.

D. 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:

| <i>Location</i> | <i>Division/<br/>Department</i>                 | <i>No.<br/>of<br/>Pos.</i> | <i>Date<br/>Start</i> | <i>Date<br/>End</i> | <i>Services to be performed</i>  |
|-----------------|---|----------------------------|-----------------------|---------------------|--|
| 1. Cañada       | University Center and Academic Support Services | 3                          | 09/01/05              | 06/30/06            | Instructional Aide I: to provide WCIS tutoring services to the students.   |
| 2. Cañada       | Student Services                                | 3                          | 07/28/05              | 06/30/06            | Theatre Production Technician: to construct and run shows that are booked at Cañada's Main Stage. The positions are for lighting as well as sound and deck.  |
| 3. Cañada       | Enrollment Services                             | 2                          | 07/28/05              | 06/30/06            | Admissions and Records Assistant II: to provide assistance with processing of high volume of application and registration materials in a timely manner; during months of July, August, first two weeks in September, last two weeks of November, December, January, first two weeks in February, May and June. |

**BOARD REPORT NO. 05-07-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**APPROVAL OF AMENDMENT TO CONTRACT WITH SWINERTON MANAGEMENT & CONSULTING FOR CAPITAL IMPROVEMENT PROGRAM MANAGEMENT SERVICES FOR ADDITIONAL LABOR COMPLIANCE MONITORING SERVICES**

The District executed a contract with Swinerton Management & Consulting (SMC) dated October 1, 2002 (Board Report No. 02-9-102B), to manage the successful execution of the Capital Improvement Program (CIP). SMC's services under that contract fall into the following three major components:

1. **Development of a Program Definition Document.** This document outlines the scope, schedule and budgets of all projects comprising the CIP.
2. **Program Management Services.** Management of all aspects of the CIP including but not limited to reporting, procurement strategies, budget management, schedule management, scope management, public relations, communications, safety, and disruption mitigation.
3. **Construction Management Services.** Management of all aspects of each project from programming, design, bidding, contract award, construction, commissioning, turnover, and project closeout.

On January 28, 2004 the Board approved an amendment to the original SMC contract agreement for Labor Compliance Monitoring (LCM) (Brd 04-1-6CA) for the following projects and associated fees:

|   |                 |
|---|-----------------|
| <b>1. Labor Compliance Services</b>     | <b>\$92,920</b> |
| ➤ CSM Building 6 Seismic Upgrade        | \$20,320        |
| ➤ CSM Building 18 Seismic Upgrade       | \$18,000        |
| ➤ Skyline Building 3 Seismic Upgrade    | \$17,000        |
| ➤ Skyline Buildings 7/8 Seismic Upgrade | \$20,320        |
| ➤ Can & CSM Fire Alarm, Phase 2         | \$17,280        |
| Total Cost                              | \$92,920        |

The fees quoted in January 2004 were based upon budgeted-bid-day-construction costs. The quotes were subsequently adjusted to reflect actual bid prices and / or current estimates, and the District has executed an amendment dated August 10, 2004 for LCM services for the following projects:

|   |          |
|---|----------|
| ➤ CSM Building 18 Seismic & Modernization | \$24,000 |
| ➤ CAN & CSM Fire Alarm, Phase 2           | \$18,320 |
| ➤ SKY Bld 3 Seismic & Modernization       | \$22,660 |
| ➤ SKY Bld 8 Seismic & Modernization       | \$23,353 |
| Total Cost                                | \$88,334 |

At this time, an amendment for LCM has not yet been executed for Cañada Bldg. 9, Library Learning Resource Center, Skyline Building 7 Allied Health, and CSM 1/5/6 Student Services Consolidation. The contract awarded for the Skyline Building 8 Seismic and Modernization project exceeded the estimate upon which the LCM amendment was based, resulting in an increased cost of \$6,933 for LCM services on this project. LCM fees for the remaining projects are as follows:

|  |                                |
|--|--------------------------------|
| ➤ Skyline Building 8 Seismic and Modernization |                                |
| LMC Fee increase                               | \$ 6,933 (based upon award)    |
| ➤ CSM Bld 1/5/6 Seismic & Modernization        | \$50,557 (based upon estimate) |
| ➤ Cañada Bld 9, New Construction               | \$49,998 (based upon bid)      |
| ➤ Skyline Buildings 7 Allied Health            | \$30,330 (based upon estimate) |
| Total  | \$137,818                      |

The District now seeks Board authorization for execution of an amendment to the existing contract with Swinerton Management & Consulting to cover the Labor Compliance Monitoring services detailed above.

Although labor compliance services are a State mandated cost for these State funded projects, the State does not provide funding for LCM services. Therefore the funding for LCM services will be Measure C general obligation bond funds.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Executive Vice Chancellor to execute an amendment to the contract with Swinerton Management & Consulting, to perform Labor Compliance Monitoring on the above referenced projects, in an amount not to exceed \$137,818.

**BOARD REPORT NO. 05-7-2CA**

**TO:** Members of the Board of Trustees

**FROM:** Ron Galatolo, Chancellor-Superintendent

**PREPARED BY:** Rick Bennett, Director of General Services & Bob Domenici, Senior Buyer

**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, computers, printers, audio equipment, & landscaping equipment from College of San Mateo, and
- Outdated furniture, power supply, & film projectors from Skyline College's summer swing moves.

The Facilities department is surplusing the landscaping equipment because with the recent installation of the new synthetic fields the department no longer needs this heavy equipment.

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 anticipates 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. For the landscaping equipment, the General Services department anticipates a robust bid that will provide revenue for the Facilities department.

**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

| Quantity | Campus  | ITEM DESCRIPTION                        | VALUE  | TOTAL  | Disposition Plan      |
|----------|---------|---|--------|--------|-----------------------|
| 51       | CSM     | Monitors                                | \$0    | \$0    | To be recycled        |
| 13       | CSM     | CPU's                                   | \$0    | \$0    | To be recycled        |
| 2        | CSM     | Toro Riding Lawnmower                   | \$1000 | \$1000 | To be sold            |
| 1        | CSM     | John Bean Sprayer                       | \$1500 | \$3000 | To be sold            |
| 2        | CSM     | Altec Lansing Speakers                  | 100    | 100    | To be sold            |
| 5        | CSM     | Panasonic TV                            | \$0    | \$0    | To be recycled        |
| 9        | CSM     | Projectors                              | \$0    | \$0    | To be recycled        |
| 1        | CSM     | Laserjet Printer                        | \$0    | \$0    | To be recycled        |
| 1        | CSM     | Aerator                                 | \$3000 | \$3000 | To be sold            |
| 1        | CSM     | Top Dresser                             | \$5000 | \$5000 | To be sold            |
| 2        | Skyline | Bell & Howell Film Projector            | \$0    | \$0    | To be recycled        |
| 2        | Skyline | Power Supply                            | \$0    | \$0    | To be recycled        |
| Misc.    | Skyline | Classroom Furniture-- tables and chairs | 0      | 0      | To be sold or donated |



**BOARD REPORT NO. 05-7-3CA**

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

**APPROVAL OF TRUSTEES' FUND FOR PROGRAM IMPROVEMENT PROJECTS FOR  
 CAÑADA 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:

|                      | <b>04-05<br/>Allocation</b> | <b>03-04<br/>Carryover</b> | <b>Total Funds<br/>Available</b> |
|----------------------|-----------------------------|----------------------------|----------------------------------|
| 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 is a description of a new proposal submitted by Cañada College for 2004-2005 totaling \$3,372.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the project submitted by Cañada College, as described in the attached exhibit, for Trustees' Fund for Program Improvement support in the amount of \$3,372.

**Cañada College  
Trustees' Fund for Program Improvement  
Abstracts of Proposals**

Project Title: Digital Animation Certificate Curriculum Development &  
Dedicated 3D Production Lab Specification  
Project Director: Daniela Castillo  
Project Amount: \$3,372.00

The Multimedia Art and Technology Program at Cañada College proposes to build and equip a new lab to teach 3D animation, modeling, texture mapping, and lighting. In order to successfully grow the program in this direction, a detailed specification document has been produced with the space, equipment, and software needs for the new 3D production Studio. This project would fund the new curriculum and course sequence needs that would meet industry standards and skill development requirements for the video game production field or 3D animation field.

**BOARD REPORT NO. 05-7-4CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Director General Services, 358-6752  
Bob Domenici, Senior Buyer 358-6728

**APPROVAL OF EXTENSION OF THE USE OF THE COUNTY OF LOS ANGELES CONTRACT FOR DISTRICTWIDE OFFICE SUPPLY PURCHASES**

Last year, the Board approved a Districtwide program to purchase office supplies by piggybacking on to the County of Los Angeles contract with Office Depot (Board Report No. 04-3-3CA). The Master Agreement No. 41421 contract is a five-year contract and is part of the U.S. Communities Purchasing Alliance, which offers competitively bid contracts to government entities nationwide in order to pool purchasing power and achieve bulk volume discounts on behalf of participating public agencies. During this past year, the District spent \$116,000 on office supplies through Office Depot. The District is working collaboratively with Office Depot to promote the program at each of the campuses to increase our adoption rate within the colleges.

The District proposes to extend this "piggy-back" arrangement for an additional year. Throughout the term of the contract, Office Depot, one of the nation's leaders in office products, has provided the District with excellent pricing and service including:

- Online ordering
- Procurement card payment
- Departmental, just-in-time delivery

In addition to reducing the cost of office products, the District believes this contract has benefited employees by reducing the amount of time spent ordering and receiving office supplies. The District seeks Board authorization to extend the use of the County of Los Angeles Master Agreement No. 41421 in alliance with U.S. Communities Alliance contracts 5171 and 51717 for office and paper products.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve extending the use of the County of Los Angeles contract with Office Depot for office supply purchases through the U.S. Communities Purchasing Alliance in an amount not to exceed \$150,000 for the period ending June 2006.

**BOARD REPORT NO. 05-7-101B**

TO: Members of the Board of Trustees

FROM Ron Galatolo, Chancellor-Superintendent

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

**ADOPTION OF RESOLUTION NO. 05-12 ORDERING AN ELECTION  
TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS  
OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS  
OCCURRING ON NOVEMBER 8, 2005**

The District has, over the past four years, undertaken an extensive capital facilities improvement program to repair, renovate, modernize and update buildings and infrastructure on the District's three Colleges that are nearly 40 years old. The Capital Improvement Program has progressed efficiently and effectively with projects being completed on time and on schedule. This month, the District's Capital Facilities Program was cited by the San Mateo County Civil Grand Jury as a model program, employing "proven procedures for construction planning and management." In addition, the District's auditors have issued three unqualified audit opinions on the District's expenditures of bond funds and the Bond Oversight Committee has issued three Annual Reports which commend the District's construction program.

Over the last several months, District staff has been working to refine the list of projects that remain to address the College District's vision of modern, state-of-the-art higher education facilities at all three Colleges that meet the very diverse educational needs of the 40,000 students the Colleges serve each year. At the last Board meeting, the Board was presented with the list of unmet capital facilities needs totaling nearly \$545 million (including expected inflation and construction cost factors). The District estimates that it will be eligible for nearly \$77 million in State and local funding for these projects over the next several years, which adjusts the total of the unmet need to \$468 million.

In June, Godbe Research completed a survey of likely voters in the November election which indicated that between 65 to 67% of likely voters would support a community college bond measure. Passage of a community college bond measure requires a 55% majority. Because the District already has a trustee election scheduled for November and because there is a Special Election scheduled, placing a bond measure on the November ballot will not increase the District's election costs by a significant amount. Therefore, the District administration recommends that the Board adopt the attached resolution ordering an election to authorize the District to issue \$468 million in general obligation bonds. Because the District is proceeding under Proposition 39, which allows passage of a bond measure with the approving vote of 55% of the voters that vote on the proposition, the Board must approve the attached Resolution 05-12 by a two thirds vote.

**RECOMMENDATION**

It is recommended that the Board adopt the attached Resolution 05-12 ordering an election to authorize the issuance of school bonds, establishing specifications of the election order, and requesting consolidation with other elections occurring on November 8, 2005.

**BOARD OF TRUSTEES  
OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

RESOLUTION NO. 05-12

RESOLUTION OF THE BOARD OF TRUSTEES OF SAN MATEO  
COUNTY COMMUNITY COLLEGE DISTRICT ORDERING AN ELECTION  
TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING  
SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING  
CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON  
NOVEMBER 8, 2005

**WHEREAS**, in the judgment of the Board of Trustees (the "Board") of San Mateo County Community College District (the "District"), located in the County of San Mateo (the "County"), it is advisable to call an election to submit to the electors of the District the question of whether bonds of the District shall be issued and sold for the purpose of raising money for the acquisition and improvement of real property, and the furnishing and equipping of school facilities; and

**WHEREAS**, as a result of the approval of Proposition 39 on November 7, 2000, Article XIII A Section 1 paragraph (b) of the California Constitution ("Article XIII A") provides an exception to the limit on ad valorem property taxes on real property for bonded indebtedness incurred by a school district approved by fifty-five percent (55%) of the voters of the district voting on the proposition; and

**WHEREAS**, the Board is specifically authorized, upon approval by a two-thirds vote of the Board, to pursue the authorization and issuance of bonds by a fifty-five percent (55%) vote of the electorate on the question of whether bonds of the District shall be issued and sold for specified purposes, pursuant to Education Code Section 15264 *et seq.* (the "Act"); and

**WHEREAS**, pursuant to Section 10403 *et seq.* of the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on Tuesday, November 8, 2005, and to request the San Mateo County Registrar of Voters to perform certain election services for the District;

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1. Call for Election.** The Board hereby orders an election and submits to the electors of the District the question of whether general obligation bonds of the District shall be issued and sold in the maximum principal amount of \$468,000,000 for the purpose of raising money to finance school facilities and property of the District, and paying costs incident thereto, as set forth more fully in the ballot proposition approved pursuant to Section 3. This Resolution constitutes the order of the District to call such election.

**Section 2. Election Date.** The date of the election shall be November 8, 2005, and the election shall be held solely within the boundaries of the District.

**Section 3. Purpose of Election; Ballot Proposition.** The purpose of the election shall be for the voters in the District to vote on a proposition, a full copy of which is attached hereto and marked Exhibit "A", containing the question of whether the District shall issue the Bonds for the purposes stated therein, together with the accountability requirements of Article XIII A and the requirements of Section 15272 of the Act. As required by Elections Code Section 13247, the abbreviated form of the measure to appear on the ballot is attached hereto and marked as Exhibit "B". The Chancellor or his designee is hereby authorized and directed to make any changes to the text of the proposition as required to conform to any requirements of Article XIII A, the Act or the San Mateo County Registrar of Voters.

**Section 4. Authority for Election.** The authority for ordering the election is contained in Section 15264 *et. seq.* of the Education Code and Section 1, paragraph (b), subsection (3) of Article XIII A. The authority for the specification of this election order is contained in Section 5322 of the Education Code.

**Section 5. School Facilities Projects.** As required by Article XIII A, the Board hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the list of school facilities projects set forth on Exhibit A.

**Section 6. Covenants of the Board upon Approval of the Bonds by the Electorate.** As required by Article XIII A and Section 15278 of the Act, in the event fifty-five percent (55%) of the voters in the District approve the issuance of the Bonds, the Board shall:

(1) conduct an annual, independent performance audit to ensure that the Bond proceeds have been expended only on the projects listed in Exhibit A;

(2) conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the school facilities projects listed in Exhibit A;

(3) establish and appoint members to an independent citizens' oversight committee in accordance with Sections 15278, 15280 and 15282 of the Act;

(4) apply the bond proceeds only to the specific purposes stated in the ballot proposition;

(5) cause creation of accounts into which bond proceeds shall be deposited; and

(6) cause the preparation of an annual report pursuant to Government Code Sections 53410 and 53411.

**Section 7. Delivery of this Resolution.** The Clerk of the Board is hereby directed to send a copy of this Resolution to the San Mateo County Registrar of Voters (the "County Registrar") and the Clerk of the Board of Supervisors of the County.

**Section 8. Consolidation of Election.** The County Registrar and the San Mateo County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on November 8, 2005, within the District.

**Section 9. Ballot Arguments; Tax Rate Statement.** Any and all members of this Board are hereby authorized to act as an author of any ballot argument prepared in connection with the election, including a rebuttal argument. The Chancellor, President of the Board, or their designees, are hereby authorized to execute any Tax Rate Statement or other document and to perform all acts necessary to place the bond measure on the ballot.

**Section 10. Effective Date.** This resolution shall take effect on and after its adoption.

\*\*\*\*\*

PASSED AND ADOPTED this 27th day of July, 2005, by the following vote:

AYES:

NOES:

ABSENT:

President of the Board of Trustees of  
San Mateo County Community College District  
San Mateo County, California

ATTEST:

Secretary of the Board of Trustees of  
San Mateo County Community College District,  
San Mateo County, California

I, \_\_\_\_\_, Secretary of the Board of Trustees of San Mateo County Community College District, San Mateo County, California, do hereby certify that the foregoing is a full, true and correct copy of the Resolution passed and adopted by said Board of Trustees at a regular meeting on the 27th day of July, 2005, and that the minutes of said Board of Trustees shows that \_\_\_\_\_ ( ) members of said Board voted for and \_\_\_\_\_ ( ) members of said Board voted against the adoption of said Resolution and the said Resolution is now spread upon the minutes of said Board.

Secretary of the Board of Trustees of the  
San Mateo County Community College District  
San Mateo County, California

## EXHIBIT A

### BALLOT MEASURE FULL TEXT OF MEASURE

To prepare College of San Mateo, Cañada College, and Skyline College students for universities and high demand jobs; upgrade nursing, science, computer, and biotechnology labs; improve accessibility for disabled students; make earthquake safety improvements; repair and modernize libraries, classrooms, and other aging facilities; and other projects in the Bond Projects List; shall the San Mateo County Community College District be authorized to issue \$468,000,000 in bonds at interest rates within the legal limits and with oversight by a Citizens' Advisory Committee?

As required by the California Constitution, the proceeds from the sale of the bonds will be used only for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

The specific school facilities projects to be funded are as follows, and include all related and incidental costs, including costs of design, engineering, architect and other professional services, site preparation, utilities, landscaping, incidental costs, and construction management (including construction management by District personnel).

The District intends to complete the following projects, using a combination of funding sources. Other anticipated sources include State funding, private donations, interest on investments, reimbursements from other agencies, and available capital facility funds.



## **BOND PROJECTS LIST**

### **REPAIR, RENOVATION AND CONSTRUCTION AT DISTRICT COLLEGES WHERE AND AS NEEDED**

- Make seismic and structural upgrades
- Repair or replace roofing
- Remove hazardous materials, including asbestos
- Renovate or replace plumbing, natural gas, storm and sanitary drainage systems
- Install or upgrade building fire sprinkler and alarm systems
- Renovate and improve accessibility of restrooms
- Modifications/renovations for handicapped accessibility to classrooms, labs and other facilities, including new elevators and lifts
- Repair, modernize and construct interior and exterior instructional and support facilities on all three campuses
- Install security access and communications systems to improve safety and security
- Replace or install campus signage to improve accessibility, circulation, and emergency and disaster response
- Apply interior and exterior waterproofing and painting
- Repair/replace interior finishes, including flooring, windows and wall systems, hardware, whiteboards, etc.
- Replace, repair or install erosion mitigation and landscape irrigation systems; complete other landscaping projects
- Energy efficiency projects to reduce operational costs and improve efficiency including but not limited to:
  - Install/upgrade energy management and environmental control systems
  - Repair, replace or install new heating, ventilation and air conditioning systems to improve indoor air quality
  - Repair, replace or upgrade windows
  - Replace or upgrade electrical and lighting systems
- Repair/modernize College libraries

### **TECHNOLOGY AND EQUIPMENT AT DISTRICT COLLEGES WHERE AND AS NEEDED**

- Upgrade or purchase new workforce development equipment (e.g., specialized equipment for law enforcement, fire safety, emergency and medical technician, forensics, nursing, biotechnology, automotive technology programs, etc)
- Upgrade or purchase new science lab equipment (e.g., microscopes, centrifuges; electronic balances, measuring scales, seismograph stations, vacuum pumps, incubators; optic systems and timers, etc)
- Renovate, upgrade or install infrastructure for networks to support instructional and administrative functions including distance learning
- Upgrade or replace computer hardware and software, including audio visual equipment
- Replace or upgrade obsolete communications and broadcast systems
- Replace or upgrade classroom equipment, furniture and fixtures (e.g., desks, workstations, chairs, tables, podiums, screens, lecterns, white boards, etc) and equipment and machinery to support College operations,
- Upgrade College emergency and disaster response systems, in coordination with City and County agencies.
- Update College library collections

## MAJOR PROJECTS AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

- Reconstruction/renovation of facilities to accommodate fire science, law enforcement, emergency and medical technician programs
- Reconstruction/renovation of existing facilities for nursing, anatomy and other science laboratories and classrooms
- Renovation of facilities to house the Emerging Technologies Center, including computer forensics, nanotechnology and bio-medical technology programs
- Reconstruction/renovation of existing facilities to support Math and Multimedia Programs
- Construction of new Workforce Development Center for programs such as biotechnology training programs, the Center for International Trade Development and other economic development programs
- Renovation/new construction of facilities to house the Student Support Services Center (e.g., admissions, financial aid, counseling, etc)
- Renovation or construction of an Early Childhood Development Center
- Construction of new High Tech Automotive Instructional Center
- Demolition of outdated, non-compliant structures
- Other property acquisitions and improvements to meet student and community needs, including payment of current and future lease obligations, to accommodate growth and improve accessibility
- Repair, replace and re-route existing roadways, pedestrian walkways, parking and public transit facilities to improve accessibility, circulation, safety and emergency response
- Reconstruction/renovation of existing facilities to support the University Center

The District's Board of Trustees has certified that it has evaluated safety, class size reduction and information technology needs in developing the foregoing list.

The District's Board of Trustees will conduct an annual, independent performance audit to ensure that the funds have been expended only on the project list set forth above.

The District's Board of Trustees will conduct an annual, independent financial audit of the proceeds from the sale of the Bonds until all of those proceeds have been expended for the school facilities projects.

Pursuant to Section 15272 of the Education Code, the District's Board of Trustees will appoint a citizens' oversight committee and conduct annual independent audits to assure that funds are spent only on school and classroom improvements and for no other purposes.

**EXHIBIT B**

**BALLOT MEASURE  
(ABBREVIATED FORM)\***

To prepare College of San Mateo, Cañada College, and Skyline College students for universities and high demand jobs; upgrade nursing, science, computer, and biotechnology labs; improve accessibility for disabled students; make earthquake safety improvements; repair and modernize libraries, classrooms, and other aging facilities; and other projects in the Bond Projects List; shall the San Mateo County Community College District be authorized to issue \$468,000,000 in bonds at interest rates within the legal limits and with oversight by a Citizens' Advisory Committee?

\*Limited to 75 words

**BOARD REPORT NO. 05-07-102B**

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 WINDOW TREATMENTS, DISTRICTWIDE**

District Staff have recently facilitated completion of a comprehensive update of each College's Finishes Palette. As part of this effort a new window treatment, which significantly enhances the learning, teaching and work environment, was identified and incorporated into the District standards. In the interest of providing an economical and flexible method to procure and install the new treatment, District Staff has conducted a Public Works Bid for Unit Pricing. The proposed Unit Price Contract will allow installation of the new treatment in accordance with College priorities, scheduled for minimal disruption to the academic mission, as funding becomes available. The District has successfully and cost effectively managed various projects through the use of unit price contracts.

Prior to bidding the project, two D52 contractor prequalification processes were conducted. The first prequalification yielded only one prequalified contractor. In order to expand the pool and generate competition, a second prequalification process was conducted. This second prequalification process yielded two additional prequalified contractors for a total of three prequalified bidders.

Notices inviting these prequalified contractors to bid were published on April 5 & 12, 2005. Based upon scheduling and workload feedback from these potential bidders, the District extended the bid period twice. Despite assurances that these bid extensions would enable the prequalified firms to submit bids, on June 28, 2005 one contractor submitted a bid for the contract, as shown below. A second prequalified contractor arrived moments after bid time, and was thus unable to submit his firm's bid.

| Firm Name     | Bid         |
|---------------|-------------|
| Peninsulators | \$ 1,159.94 |

District staff conducted a due diligence review and determined Peninsulators is a responsible bidder and their bid is responsive to all contract requirements. Although theirs was the only bid submitted, despite extensive outreach efforts and accommodations described above, the Peninsulators bid is aligned with the District's estimate for this contract, and in fact compares favorably against pricing recently submitted in connection with projects currently underway. The initial term for this contract is one year, with the option to renew annually for an additional four years with an annual CPI increase.

Work performed under this contract will be funded by Measure C general obligation bond, State Scheduled Maintenance, State Capital Outlay, grants and donations as well as local funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees award the Unit Price Window Treatment Contract to Peninsulators in an amount not to exceed \$120,000 for the first calendar year. This amount allows for replacement of window treatments in approximately two average size buildings per campus in the coming year, which staff anticipates being in alignment with College priorities and available funding.

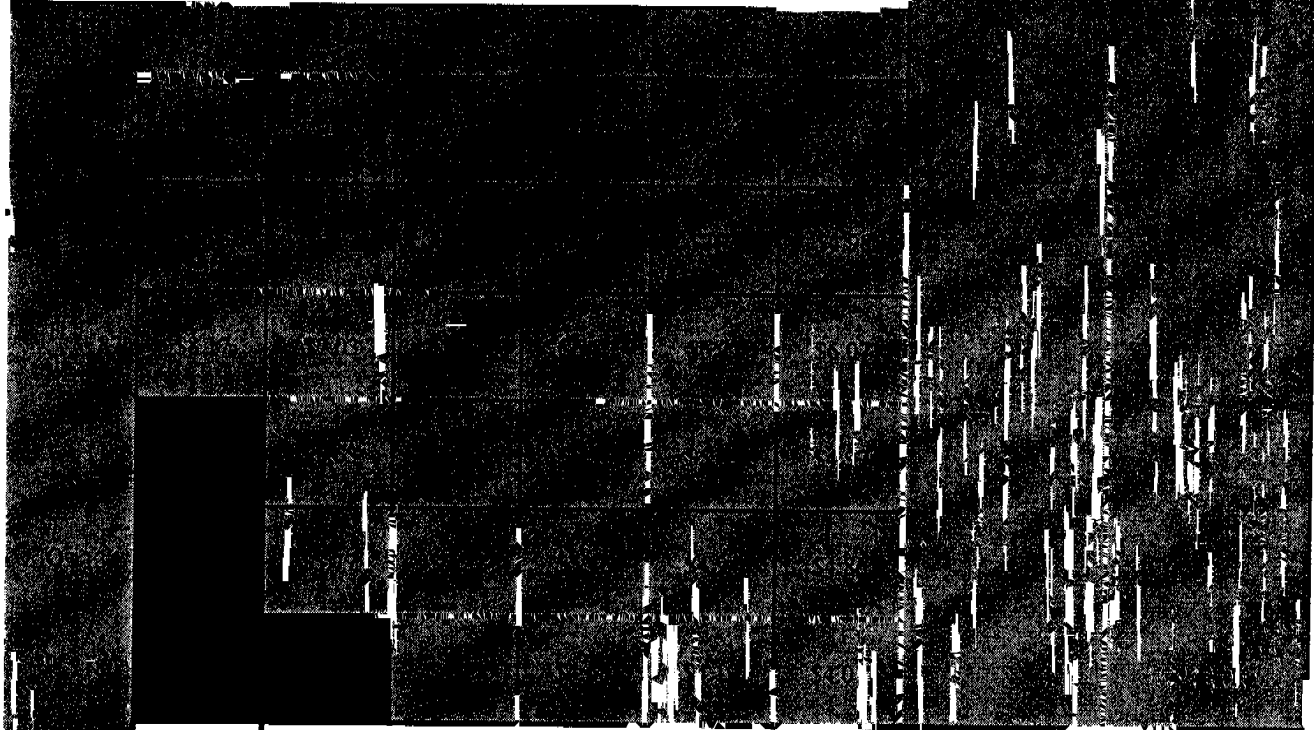
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

WINDOW COVERINGS BID FORM

Bid item #1: Standard installation of Mechoshade window treatment on a non-masonry surface.

All bids shall be calculated and submitted in **price per square foot**. A price must be submitted for each size listed in the table below for a bid to be considered complete. Bidder shall sum all values in this table and enter the total in cell #1 in the Bid Price column.

1



|         |         |         |         |         |         |          |
|---------|---------|---------|---------|---------|---------|----------|
| \$31.54 | \$38.37 | \$38.91 | \$39.55 | \$36.63 | \$32.56 | \$217.56 |
|---------|---------|---------|---------|---------|---------|----------|

*Bid form continued on next page.*

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

WINDOW COVERINGS BID FORM

Item #

Bid item #2: Standard installation of Mechoshade window treatment on a masonry surface.

All bids shall be calculated and submitted in **price per square foot**. A price must be submitted for each size listed in the table below for a bid to be considered complete. Bidder shall sum all values in this table and enter the total in cell #2 in the Bid Price column.

2

|         |         |         |         |         |         |          |
|---------|---------|---------|---------|---------|---------|----------|
| \$42.49 | \$47.49 | \$46.73 | \$46.07 | \$42.22 | \$39.39 | \$264.39 |
|---------|---------|---------|---------|---------|---------|----------|

*Bid form continued on next page.*

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

WINDOW COVERINGS BID FORM

Item #

Bid item #3: Standard installation of Mechoshade window treatment on a non-masonry surface with a Roller Shade Pocket for recessed mounting.

All bids shall be calculated and submitted in **price per square foot**. A price must be submitted for each size listed in the table below for a bid to be considered complete. Bidder shall sum all values in this table and enter the total in cell #3 in the Bid Price column.

3

\$41.12

\$50.33

\$50.54

\$50.66

\$47.19

\$44.60

\$284.44

*Bid form continued on next page.*

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

WINDOW COVERINGS BID FORM

Item #

Bid item #4: Standard installation of Mechoshade window treatment on a masonry surface with a Roller Shade Pocket for recessed mounting in Acoustical tile, or Drywall Ceilings.

All bids shall be calculated and submitted in **price per square foot**. A price must be submitted for each size listed in the table below for a bid to be considered complete. Bidder shall sum all values in this table and enter the total in cell #4 in the Bid Price column.

4

|         |         |         |         |         |         |          |
|---------|---------|---------|---------|---------|---------|----------|
| \$49.58 | \$59.47 | \$58.36 | \$57.14 | \$52.77 | \$49.50 | \$326.82 |
|---------|---------|---------|---------|---------|---------|----------|

*Bid form continued on next page.*



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

WINDOW COVERINGS BID FORM

Item #

|   |  |              |                 |
|---|--|--------------|-----------------|
| 5 | Bid item #5: Removed   |              |                 |
| 6 | Bid item #6: Removed   |              |                 |
| 7 | Bid item #7: Installation of Mechoshade window treatments on doors with windows.                       | 7<br>\$ 7.25 | per square feet |
| 8 | Bid item #8: Manufacture and installation of fixed panel for apex windows at the College of San Mateo. | 8<br>\$ 6.50 | per square feet |
| 9 | Bid Item #9: Mobilization fee for projects with values less than \$500.                                | 9<br>\$ 0.00 | each trip       |

*Bid form continued on next page.*

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

WINDOW COVERINGS BID FORM

Item #

Bid Item #10: Non-masonry installation of window treatments with guide wires for windows with ratios of height to width of 4:1 or greater.

All bids shall be calculated and submitted in **price per square foot**. A price must be submitted for each size listed in the table below for a bid to be considered complete. Bidder shall sum all values in this table and enter the total in cell #10 in the Bid Price column.

10

\$25.37      \$5.60

\$30.97

Bid Item #11: Masonry installation of window treatments with guide wires for windows with ratios of height to width of 4:1 or greater.

All bids shall be calculated and submitted in **price per square foot**. A price must be submitted for each size listed in the table below for a bid to be considered complete. Bidder shall sum all values in this table and enter the total in cell #11 in the Bid Price column.

11

Subtotal \$29.38      \$6.38

\$35.76

12 Bid Item #12: Owner initiated remobilization fee.

12 \$ 0.00

each remobilization

\$1,159.94

Attachment A

**WINDOW TREATMENT ESTIMATE WORK SHEET**

DATE July 27, 2005

COLLEGE CSM

BUILDING 16 ROOM Various

PROJECT NAME Bid 16 Summer 2005 Facility

| Item # | Surface condition/<br>material type/<br>work to be performed   | Unit Price<br>per square foot or<br>each treatment (\$) | Unit           | Scope Size:<br>In square feet or each treatment<br>(measurements done by contractor) | Cost<br>=Unit Price X Scope Size<br>per Window<br>(\$) | Number of<br>Windows | Total Price |
|--------|--|---|----------------|--|--|----------------------|-------------|
| 1      | Standard installation of Mechoshade window treatment on a <u>non-masonry</u> surface, window size 96" x 87"  | 6.07  | square foot    | 58   | \$352.06   | 53                   | \$18,659.18 |
| 1a     | Standard installation of Mechoshade window treatment on a <u>non-masonry</u> surface, window size 48" x 87"  | 7.03  | square foot    | 29   | \$203.87   | 14                   | \$2,854.18  |
| 2      | Standard installation of Mechoshade window treatment on a <u>masonry</u> surface.  | 6.88  | square foot    | 0  | -  |                      |             |
| 3      | Standard installation of Mechoshade window treatment on a <u>non-masonry</u> surface with a Roller Shade Pocket for recessed mounting.                                     | 7.75  | square foot    | 0  | -  |                      |             |
| 4      | Standard installation of Mechoshade window treatment on a <u>masonry</u> surface with a Roller Shade Pocket for recessed mounting in Acoustical tile, or Drywall Ceilings. | 8.56  | square foot    | 0  | -  |                      |             |
| 5      | N/A  | td  | each treatment | 87   | -  |                      |             |
| 6      | N/A  | td  | square foot    |  | -  |                      |             |
| 7      | Manufacture and installation of fixed panel for apex windows at the College of San Mateo.  | td  | square foot    |  | -  |                      |             |

SUB TOTAL ESTIMATED COST \$555.93 \$21,513.36

April 200X CPI Adjustment Factor (X% of the sub-total)

TOTAL ESTIMATED COST (Sub-Total plus X% adjustment factor)

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED AND APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

\* Items 16, 17 and 18 are allowed as set forth in Section 01100.

**BOARD REPORT NO. 05-7-103B**

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

**RATIFICATION OF SUBCONTRACT WITH STANFORD UNIVERSITY TO DEVELOP AN  
EARLY COLLEGE PROGRAM AT EAST PALO ALTO HIGH SCHOOL**

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In October of 2004, East Palo Alto High School and Stanford University received a planning grant from the Woodrow Wilson Foundation to support the development of an Early College Program (ECP) at East Palo Alto High School (EPAH). The ECP will be open to all students at EPAHS and will create the opportunity for students to earn 30 or more credits during the traditional 4 years of high school and as many as 60 credits in an additional 5<sup>th</sup> year. Those who undertake the additional 5<sup>th</sup> year will be able to complete most or all of the work for an associate's degree.

Cañada College is a natural third partner in the ECP as Cañada College has historically served students from East Palo Alto and eastern Menlo Park and has a mission to increase the participation and success of Latino students and other students of color in community college. Cañada is interested in providing opportunities for EPAHS students to earn significant college credit while enrolled in high school as well as creating a feeder population for their community college program. And, as UC schools in California relinquish seats to the community college system in exchange for guaranteed spots to community college transfers, many ECP students may find themselves seamlessly transitioning from high school to community college to a four-year university.

The ECP will prepare high school students for college level work and a smooth transition to a 2 or 4 year university after graduation from EPAHS. The ECP will do this by fostering cooperation in course development and alignment between EPAHS, Stanford and Cañada faculty, developing a collegial atmosphere within the high school, offering college credits during the school year at Canada College and at Stanford University in the summer time, and structuring a fully articulated educational system that will bolster college success after completion of the ECP.

Cañada College will be a subcontractor to the planning grant received by Stanford University and East Palo Alto High School. As a participant in the grant, faculty and staff at Cañada College will collaborate with faculty and staff at EPAHS and at Stanford University to develop a sustainable plan for course offerings that will be accessible to EPAHS students and will give them a broad range of choices as they complete their high school requirements. Students will have the opportunity to earn up to 30 or more units of transferable college credit from Cañada College while they are in high school.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the subcontract between the District and Stanford University to provide the planning and coordination to effectively develop the Early College Program at East Palo Alto High School in the amount of \$61,375 from September 1, 2004 through August 31, 2005.

**BOARD REPORT NO. 05-7-104B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jeanne Gross, Interim Dean  
University Center & Academic Support Services, 306-3399

**ACCEPTANCE OF FEDERAL TRIO FUNDS**

---

Cañada College has been awarded a Student Support Services Grant from the United States Department of Education. This grant is one of the TRIO grants authorized by the Higher Education Act of 1965. The grant begins September 1, 2005 and continues through August 31, 2010. The amount awarded is \$220,000 per year for five years, for a total award of \$1,100,000.

The Cañada College Student Support Services grant, presently named ASAP, Academic Support and Advising Project, will assist low-income, first-generation students and students with disabilities in meeting their graduation and transfer goals.

The percentage of target students is high at Cañada and their academic and personal success lags behind other students. There is a strong need for additional academic opportunities to help the targeted students succeed which will in turn strengthen the College.

The Student Support Services Project will be housed in the Learning Center/Library and will provide a structured, comprehensive program for 165 students. The students will receive intensive, interventionist counseling and focused academic support, including Supplemental Instruction tutoring. Additionally, enrichment activities, especially activities centered around transfer readiness, will be tailored to meet participant needs. Technology and information competence will be infused into all facets of the Project. Finally, the Project will have a strong evaluation component which will help the College assess the activities and services provided to the participants.

The Cañada College Student Support Services Project will require one full-time Project Director—a faculty member (1.0 FTE) and two part-time staff—a .5 academic advisor (.5 FTE) and a .5 Project Secretary (.5 FTE, Office Assistant II). Additionally, three short-term hourly classified positions will be needed when classes are in session, .48 (1.44 FTE, Instructional Aide I).

**RECOMMENDATION**

It is recommended that the Board of Trustees approve acceptance of this Federal TRIO Grant from the United States Department of Education for the Student Support Services grant in the amount of \$1,100,000 from September 1, 2005 through August 31, 2010.

**BOARD REPORT NO. 05-7-105B**

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

**ADOPTION OF PUBLIC HEARING DATE AND RESOLUTION NO. 05-10  
REGARDING INTENTION TO CONVEY AN EMERGENCY VEHICLE ACCESS EASEMENT  
TO THE CITY OF SAN MATEO**

The College District recently received a request from SummerHill Homes to formalize an existing Emergency Vehicle Access Easement (EVAE) between the property located at West Hillsdale Boulevard and Clearview Way (commonly known as the San Mateo Executive Park) and the College of San Mateo.

The San Mateo Executive Park property, which is directly adjacent to CSM, has long utilized an improved road for emergency vehicle access (EVA) which connects San Mateo Executive Park to West Hillsdale via the College of San Mateo's Perimeter Road. The EVA is secured by bollards and chains for which the City of San Mateo Fire Department has access to via a Knox box. A map showing the approximate location of the EVA road is attached as "Attachment 1."

The EVA pre-dates the 1971 development of San Mateo Executive Park. As part of the project's development approvals, the then-existing EVA was improved to support a 44,000 pound load. A copy of the City of San Mateo's Conditions of Approval for the project dated April 30, 1971 is attached for your review as "Attachment 2." However, despite a diligent search of title records, the City of San Mateo and SummerHill Homes have not been able to unearth the recorded easement document for the existing EVA. It is probable that, given the lapse of time, the original document was either lost, misfiled or misplaced. As a result of this apparent oversight in failing to record the EVA easement, it is necessary to formally document, and clarify, each party's rights and obligations with respect to the EVA easement.

The Education Code Section 81310 defines the process for dedications and easements by a community college district. The process includes:

- 1) adoption of a resolution by a 2/3 vote of the Board declaring the Board's intention to make the dedications/easements and setting a time for a public hearing on this matter;
- 2) publicizing the resolution in three public places within the District and publishing the notice once in a newspaper of general circulation in the District;
- 3) holding the public hearing and adoption of a resolution (by a 2/3 vote) authorizing the President of the Board to execute a deed for the dedication or conveyance.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 05-10 regarding the Board's intention to convey an emergency vehicle access easement to the City of San Mateo. It is further recommended that the Board set August 17, 2005 as the date for the public hearing on the proposed actions to be held at the District Administration Building, 3401 CSM Drive, San Mateo, California, beginning at 6:30 p.m.

**BOARD OF TRUSTEES OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
COUNTY OF SAN MATEO  
STATE OF CALIFORNIA**

RESOLUTION NO. 05-10

**ADOPTION OF PUBLIC HEARING DATE AND RESOLUTION NO. 05-10  
REGARDING INTENT TO CONVEY AN EMERGENCY VEHICLE ACCESS  
EASEMENT TO THE CITY OF SAN MATEO**

July 27, 2005

**RESOLVED**, by the Board of Trustees of the San Mateo County Community College District, that:

**WHEREAS**, certain portions of the College of San Mateo Perimeter Road in San Mateo, more particularly described as set forth in Easement Exhibit A and Exhibit B, attached hereto and incorporated herein by reference, are owned by the District; and

**WHEREAS**, the District desires to grant an Emergency Vehicle Access Easement over a portion of the CSM Perimeter Road as described in Easement Exhibit A and Exhibit B to the City of San Mateo;

**NOW, THEREFORE IT IS HEREBY RESOLVED**, that a public hearing shall be held by this Board on August 17, 2005 at the hour of 6:30 p.m. to determine whether the easement described herein shall be conveyed to the City of San Mateo. Said hearing shall be held at the District Board Room, 3401 CSM Drive, San Mateo.

**PASSED AND ADOPTED** by the Board of Trustees of the San Mateo County Community College District at a meeting held on July 27, 2005 by the following vote:

Aye and in favor of said resolution

No and against said resolution

ATTEST:

Vice President-Clerk, Board of Trustees



ENGINEERS  
SURVEYORS  
PLANNERS

July 14, 2005

BKF Job Number: 20050027-10

**"EXHIBIT A"**

**EASEMENT**

**NON-EXCLUSIVE EMERGENCY VEHICLE ACCESS EASEMENT**

Across a portion of the lands of San Mateo County Community College District at the College of San Mateo Campus in San Mateo, CA. as described on the attached Easement "Exhibit A" and "Exhibit B".

All that real property situate in the City and County of San Mateo, State of California, being a portion of the land described as Parcel 1 in that certain Final Order of Condemnation filed for record on November 18, in Book 3495 of Official Records at page 4, San Mateo County, State of California, and being more particularly described as follows:

BEGINNING at the most westerly corner of the parcel of land shown on that certain Parcel Map recorded on January 23, 1973, in Book 19 of Parcel Maps at page 22, San Mateo County, said corner being on the southeasterly line of said Parcel 1; thence along the northwesterly line of said parcel shown on said map being also the same line as the southeasterly line of said Parcel 1, North  $44^{\circ}33'56''$  East 958.35 feet to the TRUE POINT OF BEGINNING; thence leaving said northwesterly line, South  $68^{\circ}50'17''$  East 47.63 feet; thence South  $44^{\circ}42'22''$  West 881.00 feet to the beginning of a tangent curve to the right; thence along said curve having a radius of 135.00 feet, through a central angle of  $63^{\circ}15'20''$ , an arc length of 149.04 feet to a point of reverse curvature; thence along said curve having a radius of 40.00 feet, through a central angle of  $85^{\circ}23'04''$ , an arc length of 59.61 feet; thence South  $22^{\circ}34'38''$  West 27.62 feet to the beginning of a tangent curve to the left; thence along said curve having radius of 39.50 feet, through a central angle of  $18^{\circ}15'09''$ , an arc length of 12.58 feet to an angle point in the northeasterly line of that certain Right-of-Way Easement filed for record on March 21, 1988, as Document Number 88033635, Official Records, San Mateo County, said angle point being at the easterly terminus of a line described in said Right-of-Way Easement as "North  $69^{\circ}38'34''$  West 34.23 feet;" thence along said northeasterly line, North  $68^{\circ}19'38''$  West 34.23 feet; thence leaving said northeasterly line of said Right-of-Way Easement, North  $22^{\circ}34'38''$  East 133.77 feet; thence South  $67^{\circ}25'22''$  East 32.24 feet; thence South  $22^{\circ}34'38''$  West 3.60 feet to the beginning of a tangent curve to the left; thence along said curve having a radius of 20.00 feet, through a central angle of  $86^{\circ}00'27''$ , an arc length of 30.02 feet to a point of compound curvature; thence along

Exhibit "A"

Page 1 of 2

355 Shoreline Drive

Suite 200

Redwood City

California 94065

phone 650.482.6300

fax 650.482.6399

www.bkf.com




said curve having a radius of 105.00 feet, through a central angle of  $71^{\circ}51'49''$ , an arc length of 131.70 feet; thence North  $44^{\circ}42'22''$  East 873.62 feet; thence North  $34^{\circ}08'30''$  East 68.45 feet; thence South  $55^{\circ}51'30''$  East 45.57 feet; thence North  $64^{\circ}21'20''$  East 50.70 feet to the northwesterly line of said parcel shown on said map recorded in Book 19 of Parcel Maps at Page 22; thence along said northwesterly line, South  $44^{\circ}33'56''$  West 72.54 feet to the TRUE POINT OF BEGINNING and containing an area of 39,092 square feet, more or less.

#### Basis of Bearings

The bearing North  $44^{\circ}33'56''$  East of the northwesterly line of the parcel of land shown on that certain Parcel Map recorded on January 23, 1973, in Book 19 of Parcel Maps at page 22, San Mateo County Records, State of California, was used as the basis of all bearings shown hereon.

A plat showing the above described land is attached hereto and made a part hereof as "Exhibit B".

This description was prepared by me or under my direction in conformance with the requirements of the Land Surveyor's Act.

  
Billy Martin, P.L.S. 5797  
License Expires: 6/30/06



Dated: *JULY 14 2005*

K:\MAIN\2005\0027\08 Survey\H Plats & Legal Descriptions\AccessEsmt.doc



EASEMENT  
AREA = 39,902 SQFT ±

SEE  
SHEET 2

T.P.O.B

LANDS OF SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT  
PARCEL 1, 3495 OR 4  
(27 LLS 32-35)

19 PARCEL MAPS 22

EASEMENT

SEE  
SHEET 3

CITY OF SAN MATEO STREET  
EASEMENT  
DOC NO 88033635

67 MAPS 32-33

P.O.B, MOST WESTERLY  
CORNER OF PARCEL  
SHOWN ON 19 PM 22

WEST HILLSDALE  
BOULEVARD

LEGEND

|        |                                 |
|--------|---------------------------------|
| DOC NO | DOCUMENT NUMBER                 |
| LLS    | LICENCED LAND SURVEYOR MAP      |
| M      | MAP                             |
| OR     | OFFICIAL RECORDS                |
| PM     | PARCEL MAP                      |
| P.O.B. | POINT OF BEGINNING              |
| R      | RADIAL                          |
| (1)    | RECORD DATA PER DOC NO 88033635 |



ENGINEERS / SURVEYORS / PLANNERS

540 Price Avenue  
Redwood City, CA 94063  
650/482-6300  
650/482-6399 (FAX)

Subject EXHIBIT B  
EASEMENT

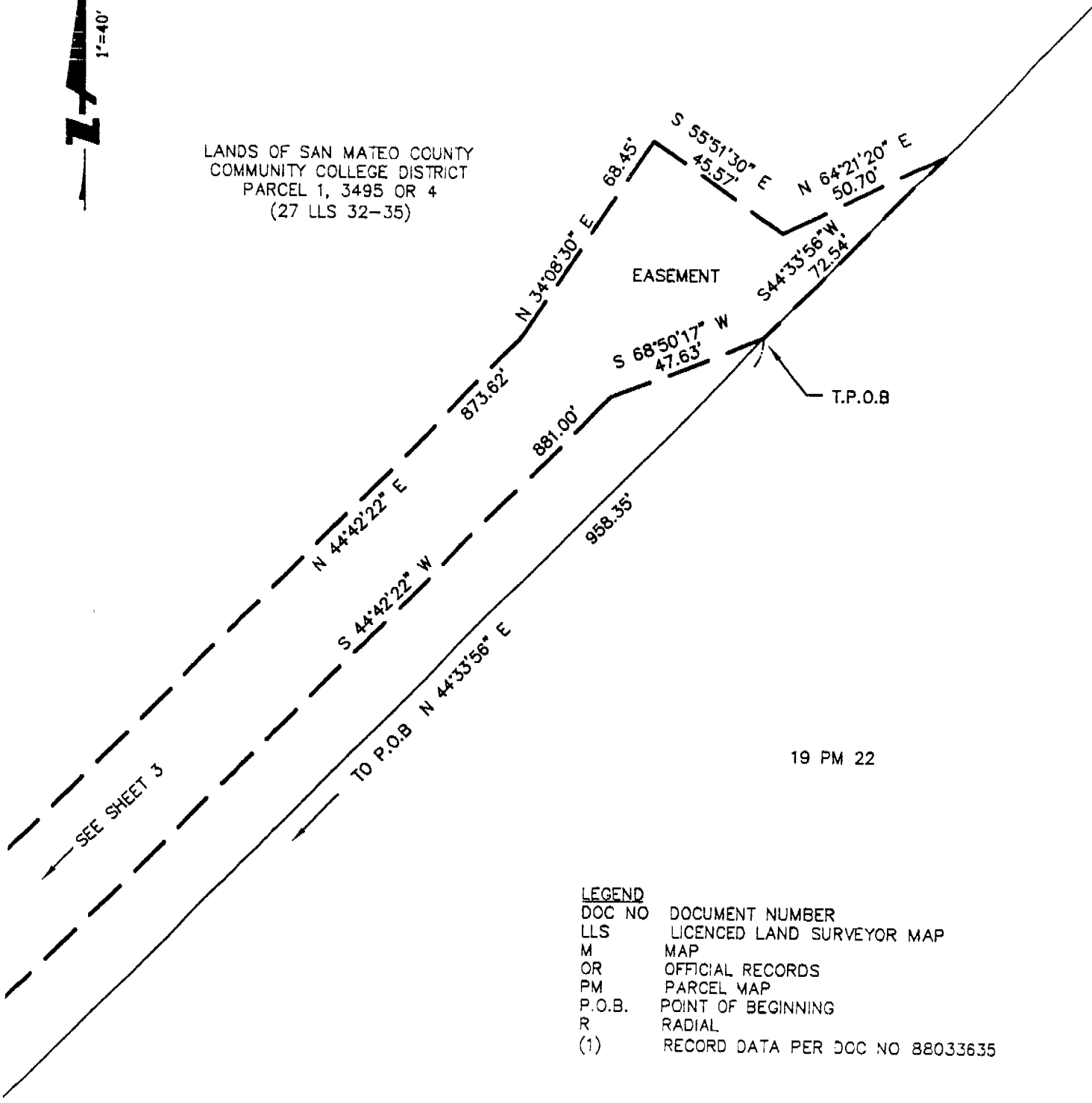
Job No. 20050027-10

By RCS

Date 07/14/05 Chkd. \_\_\_\_\_  
SHEET 1 OF 3



LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)



19 PM 22

**LEGEND**

- DOC NO DOCUMENT NUMBER
- LLS LICENCED LAND SURVEYOR MAP
- M MAP
- OR OFFICIAL RECORDS
- PM PARCEL MAP
- P.O.B. POINT OF BEGINNING
- R RADIAL
- (1) RECORD DATA PER DOC NO 88033635



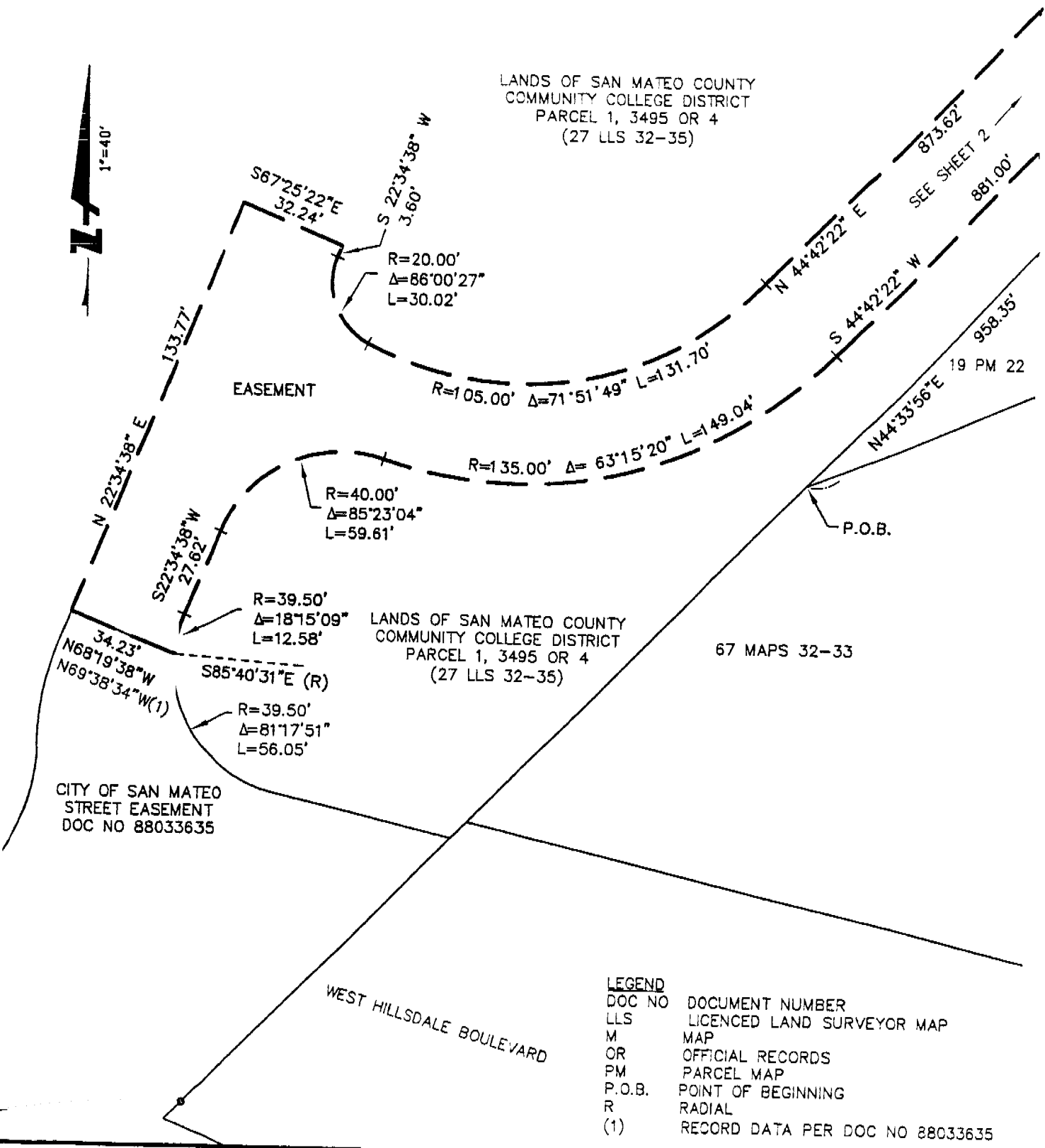
ENGINEERS / SURVEYORS / PLANNERS

540 Price Avenue  
 Redwood City, CA 94063  
 650/482-6300  
 650/482-6399 (FAX)

Subject EXHIBIT B  
 EASEMENT  
 Job No. 20050027-10  
 By RCS Date 07/14/05 Chkd. RCS  
 SHEET 2 OF 3

LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)

1"=40'



EASEMENT

P.O.B.

LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)

67 MAPS 32-33

CITY OF SAN MATEO  
 STREET EASEMENT  
 DOC NO 88033635

WEST HILLSDALE BOULEVARD

LEGEND

- DOC NO DOCUMENT NUMBER
- LLS LICENCED LAND SURVEYOR MAP
- M MAP
- OR OFFICIAL RECORDS
- PM PARCEL MAP
- P.O.B. POINT OF BEGINNING
- R RADIAL
- (1) RECORD DATA PER DOC NO 88033635

Subject EXHIBIT B  
 EASEMENT

Job No. 20050027-10  
 By RCS Date 07/14/05 Chkd. RCS  
 SHEET 3 OF 3



ENGINEERS / SURVEYORS / PLANNERS

540 Price Avenue  
 Redwood City, CA 94063  
 650/482-6300  
 650/482-6399 (FAX)

-----  
 Parcel name: ACCESS 1

North: 35780.0286                      East : 8074.3678  
 Line Course: N 44-33-56 E    Length: 72.54  
           North: 35831.7096                      East : 8125.2710  
 Line Course: S 64-21-20 W    Length: 50.70  
           North: 35809.7674                      East : 8079.5651  
 Line Course: N 55-51-30 W    Length: 45.57  
           North: 35835.3432                      East : 8041.8489  
 Line Course: S 34-08-30 W    Length: 68.45  
           North: 35778.6904                      East : 8003.4320  
 Line Course: S 44-42-22 W    Length: 873.62  
           North: 35157.7873                      East : 7388.8661  
 Curve Length: 131.70                      Radius: 105.00  
           Delta: 71-51-49                      Tangent: 76.10  
           Chord: 123.23                      Course: S 80-38-16 W  
           Course In: N 45-17-38 W              Course Out: S 26-34-11 W  
           RP North: 35231.6517                      East : 7314.2400  
           End North: 35137.7407                      East : 7267.2749  
 Curve Length: 30.02                      Radius: 20.00  
           Delta: 86-00-27                      Tangent: 18.65  
           Chord: 27.28                      Course: N 20-25-36 W  
           Course In: N 26-34-11 E              Course Out: N 67-25-22 W  
           RP North: 35155.6285                      East : 7276.2207  
           End North: 35163.3070                      East : 7257.7534  
 Line Course: N 22-34-38 E    Length: 3.60  
           North: 35166.6311                      East : 7259.1356  
 Line Course: N 67-25-22 W    Length: 32.24  
           North: 35179.0090                      East : 7229.3663  
 Line Course: S 22-34-38 W    Length: 133.77  
           North: 35055.4907                      East : 7178.0082  
 Line Course: S 68-19-38 E    Length: 34.23  
           North: 35042.8494                      East : 7209.8185  
 Curve Length: 12.58                      Radius: 39.50  
           Delta: 13-15-09                      Tangent: 6.35  
           Chord: 12.53                      Course: N 13-27-03 E  
           Course In: S 85-40-31 E              Course Out: N 67-25-22 W  
           RP North: 35039.8708                      East : 7249.2060  
           End North: 35055.0359                      East : 7212.7332  
 Line Course: N 22-34-38 E    Length: 27.62  
           North: 35080.5392                      East : 7223.3378  
 Curve Length: 59.61                      Radius: 40.00  
           Delta: 85-23-04                      Tangent: 36.90

AccessEsmt.txt

|                           |                          |
|---------------------------|--------------------------|
| Chord: 54.24              | Course: N 65-16-10 E     |
| Course In: S 67-25-22 E   | Course Out: N 17-57-42 E |
| RP North: 35065.1821      | East : 7260.2718         |
| End North: 35103.2326     | East : 7272.6070         |
| Curve Length: 149.04      | Radius: 135.00           |
| Delta: 63-15-20           | Tangent: 83.14           |
| Chord: 141.59             | Course: N 76-20-02 E     |
| Course In: N 17-57-42 E   | Course Out: S 45-17-38 E |
| RP North: 35231.6531      | East : 7314.2384         |
| End North: 35136.6846     | East : 7410.1862         |
| Line Course: N 44-42-22 E | Length: 881.00           |
| North: 35762.8328         | East : 8029.9437         |
| Line Course: N 68-50-17 E | Length: 47.63            |
| North: 35780.0275         | East : 8074.3617         |

Perimeter: 2653.92 Area: 39,902 sq. ft. 0.92 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)

Error Closure: 0.0062

Course: S 79-26-18 W

Error North: -0.00114

East : -0.00613

Precision 1: 428,051.61



**Aerial Map  
San Mateo Executive Park Property**





OFFICE OF WILLIAM J. O'FARRELL  
CITY CLERK-ASSESSOR

330 WEST TWENTIETH AVENUE  
SAN MATEO, CALIFORNIA 94402  
TELEPHONE: (415) 241-1231

April 30, 1971

Interland  
Vista Del Lago Office Center  
122 Saratoga Ave.  
Santa Clara, Ca 95050

Attention: Mr. James J. Scoppettone, Manager Real Estate Dept.

Gentlemen:

The San Mateo City Council at its regular meeting held on April 19, 1971, considered your application for:

- A. SPECIAL PERMIT (SP 149-3/71) to construct a Planned Executive Development and a freestanding restaurant, property at Clearview Way and Hillsdale Blvd.,
- B. RECLASSIFICATION (R313-3/71) from A to E1, ptn. of Acreages 507A, 512, and all of Acreage 512A and 513,
- C. VARIANCE (Var 116-3/71) to have less than required parking for restaurant, and
- D. PARCEL MAP for combination of all above lots.

Following considerable discussion it was the decision of the Council to concur in the recommendation of the Planning Commission to grant the application subject to the 19 conditions imposed by the Planning Commission, for SPECIAL PERMIT (A) (SP 149-3/71), for RECLASSIFICATION (B) (R 313-3/71), accept PARCEL MAP (D) and deny, without prejudice, the VARIANCE (C) (Var 116-3/71) to have less than required parking for the restaurant.

A copy of the 19 conditions imposed by the Planning Commission and Council is enclosed for your information and guidance.

Yours very truly,

*Mary Rose*  
Mary Rose  
Acting City Clerk

CC-Jim Joseph  
Copenhaver/Belz Associates  
Theodore Osmundson and Assoc.  
Wilsey & Ham

Enclosure

AI



ACTION OF PLANNING COMMISSION

APPLICATION:

INTERLAND EXECUTIVE CENTER

- A. SPECIAL PERMIT (SP 149-3/71) to construct a Planned Executive Development and a freestanding restaurant, property at Clearview Way and Hillsdale Blvd., known as College Portals Lands, being Parcel A and Lots 4 and 5, College Portals No. 1 and Acreage 507A, 512, 512A, and 513, and 0.145 acre ptn. of Clearview Way proposed to be abandoned.
- B. RECLASSIFICATION (R 313-3/71) from A to E1, being ptn. of Acreage 507A, 512, and all of Acreage 512A and 513.
- C. VARIANCE (Var 116-3/71) to have less than the required parking for the restaurant.
- D. PARCEL MAP for combination of all the above lots.

OWNERS: Jim Joseph, 122 Saratoga Ave., Santa Clara 95050  
College Portals Properties, 951 So. El Camino Real; P.O. Box 936  
F.F.&M. Co., Inc., 55 Shoreway, San Carlos 94070  
H.E. Casey Co., 55 Shoreway, San Carlos  
Trustees of the San Mateo County Medical Society, 122 No. El Camino Real

APPLICANT: Interland, Vista Del Lago Office Center, 122 Saratoga Ave.,  
Santa Clara 95050; by James J. Scoppettone, Manager Real Estate Dept.

PROJECT DESIGN GROUP:

Architects: Copenhaver/Belz Associates, 1136 Clement St., San Francisco  
Landscape Architect: Theodore Osmundson and Assoc., 706 Sansome St., S.F.  
Engineers: Wilsey & Ham, 1035 E. Hillsdale Blvd., Foster City; Wm. Wright.

ACTION: A, B, and D - Recommended for approval with conditions as listed below.  
VOTE: Unanimous

ACTION: C. Variance - Recommended for denial  
VOTE: 4-1 Commissioners Rogers, Ratti, Evans, and Mansfield in favor  
of denial; Commissioner Bader opposed

DATE OF HEARING: March 22, 1971

SIGNED:   
R.V. Hogan  
Director of Planning

CONDITIONS:

1. Major vegetation: Applicant shall protect existing major vegetation on the hillsides during construction. Such provisions shall be shown in drawings and/or specifications and shall include grading, drainage and erosion provisions.
2. Final Site Improvement Drawings: Applicant shall submit final planting, irrigation and other site improvement drawings in accordance with the "Site Improvement Guidelines" of the Park Department with the application for the building (site development) permit. One additional set of site improvement drawings shall be delivered to the Park Department with the application for the building (site development) permit.

AI

Planning Commission Conditions, continued:

3. Performance bonds: Applicant shall supply a performance bond guaranteeing the installation of the site improvements and the maintenance of same for an eighteen-month period.
4. Erosion control: Applicant shall plant all slopes subject to erosion with evergreen, permanent plant material and provide irrigation provisions to water same.
5. Existing west slope: Applicant shall install additional trees on the existing west slope.
6. Applicant shall supply at least four fire hydrants, of 3000 to 4000 gpm flow, to be located to the satisfaction of the Fire Marshal.
7. Applicant shall submit a Parcel Map for combination of the lots.
8. The present temporary cul de sac shall be removed and a permanent cul de sac constructed in its place. Right of way dedication is required. A well-defined, limited access roadway should be provided through the development to improve and define the circulation pattern, and have a minimum roadway width of 28' where no parking abuts onto the street. High turnover stalls should be a minimum of 9' wide. Low turnover stalls could be made 8-1/2' wide where possible (except for end stalls). Traffic signing should be used throughout the development to adequately inform the driving public.
9. Street Lighting. An internal street lighting system should be provided. City standards may be used for this installation; however, it is not mandatory. The minimum lighting standards for traffic safety are recommended.
10. Storm Drain. Storm drain facilities must be provided to serve this property. Drainage calculations must be submitted for review by the City Engineer prior to the approval of plans.  
Storm drain improvements required in the original subdivision, College Portals, were not completed in accordance with revised plans. The catch basin and pipe system to the benches along the hillside must be provided in accordance with revised plans.
11. Sanitary Sewers. Sewer mains to serve this property are located on the southerly side of Hillsdale Blvd. Extension of this line to serve the northerly end of this development will be required. The present sewer in Clearview Avenue is at too high an elevation to serve more than the one office building. It will be necessary to bore the sewer main under West Hillsdale Blvd.

12. Slope Easement. The proposed office building and adjacent landscaping and improvements are located within the slope easement owned by the City of San Mateo. The rights to use this slope easement must be secured under a separate agreement with the City.
13. Public Utilities. All utilities to serve this property must be provided underground in accordance with the City's undergrounding regulations.
14. The owner or applicant must obtain an encroachment permit posting the required bonds and insurance for the above specified public improvements prior to the issuance of the building permit.
15. Applicant shall provide required parking for each building as it is built. Applicant shall submit reports showing the adequacy of the parking situation and apply for a variance prior to issuance of the last building permit. If it is determined that the parking is inadequate, a structure will be constructed to provide the required parking. Applicant shall post a bond to ensure that, if such addition is necessary, it will be constructed.
16. An emergency road has been put in from the college--to be marked "for emergency use only". This road must be brought up to a suitable standard to support a 44,000 pound load.
17. Applicant shall submit an up-dated geological and soils report of the entire area prior to issuance of building permit.
18. Applicant shall submit a report from their traffic engineer on traffic count and traffic generation.
19. Applicant shall submit final plans to the Park Department for future development of the open space around the perimeter of the buildings prior to issuance of the building permit. Such plans shall include development operation and maintenance provisions for the open space, specifically the canyon.

ACTION OF COUNCIL

DATE OF HEARING: April 19, 1971

ACTION: Granted A (SP 149-3/71) B(R313-3/71) D (Parcel Map)  
Denied, without prejudice C (Var 116-3/71)

PROVISIONS: Subject to 19 conditions imposed by Planning  
Commission

VOTE: Unanimous of those present (4)

SIGNED:

*May Rose*  
Acting City Clerk

A1

**BOARD REPORT NO. 05-7-106B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Director of General Services, 358-6752  
Bob Domenici, Senior Buyer 358-6728

**ADOPTION OF RESOLUTION 05-11 AUTHORIZING THE USE OF L.A. UNIFIED SCHOOL DISTRICT'S CONTRACT WITH POLYVISION FOR THE PURCHASE OF WHITE BOARDS, TACK BOARDS, AND CHALK BOARDS**

As the board is aware, the District has been working to standardize on furniture, fixtures, and equipment as the CIP brings about upgrades to and building of new offices and classrooms. Recently, the General Services Department, in cooperation with the Facilities and Swinerton Management team, sought to standardize on important classroom components—whiteboards, tack boards and chalk boards—with a focus on buying the best whiteboard available. After comparing and testing different manufacturers of whiteboards, the District discovered a board that is superior in the marketplace. Polyvision's ceramic-on-steel surface erases easily, can be cleaned with a cloth and soap and water and offers a product that can be installed over existing black boards for substantial cost savings. In addition, there are various types and sizes available to meet the District's standard specifications. Polyvision is the largest manufacturer of marker boards for the education market worldwide and provides a 50-year warranty on all of its boards. Polyvision also manufactures quality tack boards and chalk boards.

The District's intent is to piggyback on the Los Angeles Unified School District (LAUSD) Bid C-3 Contract 0350058. Polyvision granted the District permission to use the product, delivery, and installation pricing resulting from this bid. Projects which will utilize this contract immediately include:

CSM Building 16  
CSM Building 33  
SKY Building 1  
CAN Building 13

In addition to these current projects, District Staff intend to utilize this contract to replace these materials in additional buildings in accordance with College priorities as funds become available.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt resolution 05-11 authorizing the use of the LAUSD contract with Polyvision for the purchase of chalk boards, white boards and tack boards in an amount not to exceed \$130,000 for the period beginning July 2005 through June 2006.

**RESOLUTION NO. 05-11**

**BY THE GOVERNING BOARD OF  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

**RESOLUTION NO. 05-11 AUTHORIZING UTILIZATION OF  
LOS ANGELES UNIFIED SCHOOL DISTRICT CONTRACT WITH POLYVISION FOR THE  
PURCHASE OF WHITE BOARDS, TACK BOARDS AND CHALK BOARDS**

RESOLVED, by the Board of Trustees of the San Mateo County Community College District, State of California, that,

WHEREAS, Public Contract Code Section 20652 permits the utilization of the authorized contract of another public agency for purchases by the San Mateo County Community College District, without advertisement of bids; and

WHEREAS, the Los Angeles Unified School District advertised for and awarded a contract for the purchase of white boards, tack boards and chalk boards to Polyvision; and

WHEREAS, the District desires to purchase white boards, tack boards and chalk boards in accordance with the Contra Costa Community College District contract

NOW, THEREFORE, BE IT RESOLVED that the Administration is hereby authorized to execute all the necessary documents for this contract on behalf of the San Mateo County Community College District for the period ending June 2006 in an amount not to exceed \$130,000.

REGULARLY PASSED AND ADOPTED this 27<sup>th</sup> day of July, 2005.

Ayes

Noes

Attest:

Dave Mandelkern, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 05-7-107B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Director of General Services, 358-6752  
Bob Domenici, Senior Buyer 358-6728

**CONTRACT AWARD FOR SPECIALTY OFFICE FURNITURE**

On January 24, 2005, the General Services Department, in partnership with the Foundation for Community Colleges (FCCC), released RFP 86498 for office furniture. The Board approved the District's recommendation and awarded the overall contract to Kruger International on March 16, 2005 (Board Report No. 05-3-105B). The contract allows the Colleges to standardize on office furniture that meets performance and service specifications. In March's board report, General Services indicated that it would return to the Board for future awards based on this bid. With the success of the academic furniture standardization, the District focused its attention on specialty seating and ergonomic tools needed for faculty and staff CIP related office renovations occurring during the summer of 2005 and 2006. Subsequent to the Office Furniture Bid, the General Services Department prequalified two additional firms, Allsteel and HumanScale. Specifically, the General Services department seeks to standardize on the following furniture: two Allsteel chairs, the "Sum" and the "19", as well as various products from HumanScale, the "Freedom" chair, monitor arms, and other ergonomic accessories.

Based upon the results of the prequalification, a review of specifications, and cost comparisons of specialized furniture, the District proposes purchasing specialty office furniture from Allsteel and Humanscale. Upcoming projects, which will use this contract include:

**Allsteel (specialized seating)**

CSM Building 9, 35, 36  
Canada Building 16, 17, 18, 21  
SKY Building 1, 3, 8

**Humanscale (ergonomic tools & chairs)**

CSM Building 16, 18, 36  
Canada Building 15, 16, 17, 18  
Skyline Building 1, 8, 3

In addition to these current projects, District Staff will use this contract over the life of the CIP to purchase specialty furniture in additional buildings in accordance with College priorities. Based on estimated purchasing requirements for these buildings, the District expects to spend no more than \$45,000 with Allsteel and \$135,000 with HumanScale in the course of fiscal year 2005-2006.

**RECOMMENDATION**

The District recommends that the Board of Trustees award two separate office furniture contracts to Allsteel and HumanScale for the duration of the CIP. Expenditures for the period beginning July 1, 2005 through June 30, 2006 for Allsteel are not to exceed \$45,000, and for HumanScale, are not to exceed \$135,000 dollars. Future spending with these vendors will be based on specifications and requirements from the CIP program.

**BOARD REPORT NO. 05-7-108B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**CONTRACT AWARD FOR THE LIBRARY AND STUDENT RESOURCE CENTER, BUILDING 9,  
CAÑADA COLLEGE**

The scope of work under this contract includes construction of a new three-story building, approximately 72,500 square feet in overall area. The building will house Student Services spaces on the first floor, a Learning Resource Center on the second floor and a Library on the third floor. Site development includes exterior stairs and retaining wall, as well as landscaping and pedestrian paving.

On May 10 and May 16, the District published a legal Notice inviting prequalified General Contractors to bid on this project. Nine prequalified firms attended the mandatory pre-bid conference on May 19, 2005. On June 21, 2005, three firms submitted bids as follows:

| <b>General Contractor</b>      | <b>Bid</b>   |
|--------------------------------|--------------|
| S.J. Amoroso Co., Inc.         | \$22,249,000 |
| Hensel Phelps Construction Co. | \$22,483,000 |
| Big-D Pacific, L.P.            | \$23,023,977 |

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

This project will be funded by State Capital Outlay and Measure C general obligation bond funds. Amoroso's bid is in alignment with cost estimates for the project.

**RECOMMENDATION**

It is recommended that the Board of Trustees award the contract for construction of the Building 9 Library and Student Resource Center, Cañada College, to S.J. Amoroso Co., Inc. in an amount not to exceed \$22,249,000.



# COLLEGE of SAN MATEO

## Office of the President

### Executive Report to the Board of Trustees

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JULY 27, 2005

#### **KSCM-TV HONORED FOR DOCUMENTARIES**

Two documentaries produced by KSCM-TV have been honored by the San Francisco Bay Area Peninsula Press Club, from a field of more than 400 entries. The documentary about the history of the college, *Voices of CSM*, won honorable mention in the Television Documentary category. Earning second place honors, also in the Television Documentary category, was *Jeeter Bug: Mission Over Iwo Jima*. This competition recognizes work by journalists and public relations professionals in the 11-county Bay Area, and is judged by working journalists who are members of press clubs in other U.S. cities.

#### **YOUTH COMPLETE INDEPENDENT LIVING SKILLS PROGRAM**

This past June, 44 teenagers graduated from the Independent Living Skills Program (ILP) for San Mateo County Foster Youth, offered through Corporate and Continuing Education. This 30-hour program consisted of instruction in state-mandated competencies such as financial skills, computer training, legal rights, health and nutrition, leadership, team building and educational planning; eligible students earned concurrent enrollment credit for the classes. When asked about their plans, most of the students indicated that they would be attending a community college in the fall. The ILP program is funded by a contract from the County of San Mateo Human Services Agency.

#### **COLLEGE FOR KIDS CONTINUES IN POPULARITY**

It has been another successful year for Community Education's College for Kids program as it concludes its 13th year. The Cañada program enrolled 88 students and the CSM program, currently in its final week, enrolled 283 (the second largest group since its inception). While many summer programs are experiencing decreasing enrollment, College for Kids continues to attract a growing number of students overall. The programs were coordinated by Community Education staff, **Jan Roecks** and **Renee Khoury**.

#### **SCHOLARSHIPS AWARDED TO CSM STUDENT**

It has been a good summer for CSM student **Sandra Rivera** who was recently notified that she is the recipient of two scholarships. Rivera was awarded a \$1,000 scholarship from the Coca-Cola Scholars Foundation, one of only 750 students nationwide to be honored by the foundation. The scholarship is awarded to students who have demonstrated academic success and participated in community service projects. She is also one of ten recipients of the California Community College Student Affairs Association Student Leadership Scholarship. Sandra has served as a student senator, president of the EOPS Club, assisted with the Youth Conference and CSM Volunteer Fair; she is also a member of Alpha Gamma Sigma Honor Society. Sandra works part-time at CSM and is a single parent.



### **CSM ALUM ENTERS SPORTS HALL OF FAME**

CSM alum **Jerry Scattini** was inducted into the San Mateo County Sports Hall of Fame at its annual banquet held last month. Scattini, a Capuchino High School graduate, played football at CSM in the early 1960s and went on to become a standout player at University of California, Berkeley. He later coached football at University of Nevada.

### **COLLEGE DONATES CESSNA TO FIRE DEPARTMENT**

The College has recently donated a stripped-down Cessna 411 that had been used by the aeronautics program to the Menlo Park Fire Department. The department, in conjunction with departments throughout the County will use the aircraft for fire rescue training. The Cessna provides training opportunities for firefighters to learn how to approach these aircraft in a controlled environment that can simulate a real event without the risk to personnel or the public.

### **CSM DECATHLETE MAKING HIS MARK**

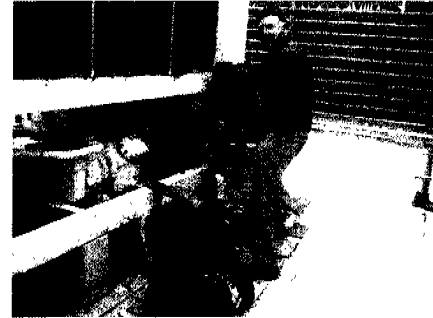
Freshman athlete, **Matt O'Connor**, was the subject of a feature article in the July 8 issue of the *San Francisco Chronicle*. The article describes O'Connor's rise as an all-around athlete at Serra High School through his current standout performance in decathlon competition. In June, he finished sixth in the USA Junior Track and Field Championships. He is the first CSM athlete in a decade to qualify for the junior nationals.



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

**APPRECIATION**

**Facilities staff hard at work on summer improvement projects:** Facilities staff have been busy during the break between the spring and summer terms on a variety of special projects including supporting the Building 8 swing to various locations, the Building 1 summer facelift work, deep cleaning of floors, carpets, bathrooms, and windows through the campus, landscape maintenance and beautification, installation of benches around the main quad, placement of steel plates and pothole repairs on the loop road and more. Skyline wishes to thank all custodial, grounds keeping, engineering, and other facilities staff for their efforts.

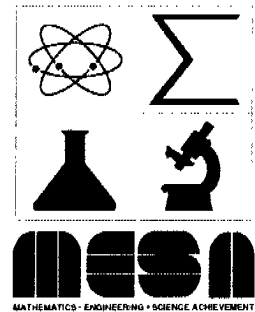


*Chief Engineer Tony Gulli and his crew work on rooftop HVAC units at Building 5.*

**PROGRAM NEWS**

**Skyline MESA students participate in Advanced Star Summer Program:** Through a partnership with San Francisco State University's MESA Engineering Program, Skyline developed the "Advanced Star (A Star) Summer Stock Program in Computer Science/Engineering." The five-week program provides students with technical experience, professional development, and academic enrichment. Students are divided into groups to use programming language and algorithms to design a computer program that will predict stock performances.

Although this program uses the stock market as a scenario, it does not focus on finance but highlights computational and programmatic functions that can be applied to make predictions. During the final week of the program, industry representatives from Oracle, Pixar, and SBC will serve as judges to give students feedback about their projects. This project has provided two full-time and one part-time summer positions for three Skyline MESA students. Skyline would like to acknowledge computer instructor Ravi Luthra, who developed the curriculum and model for the program, MESA student and A Start teaching assistant, Uthman Apatira, and Nick Langhoff, resident advisor for the A Star Program. A special thanks to Dean Mike Williamson who was instrumental in securing the industry contacts. The A Star students will present their research projects at a science symposium at Cal State University Chico in November.



**Adult learners visit Skyline College:** Skyline's EOPS department hosted three separate groups of adult learners from the Jefferson School District in May. The students, who were all part of the ESL program, wanted to learn about the community college system, and in particular, Skyline College. The 140 students expressed their appreciation for the valuable information they received and the time and attention that was provided by Skyline faculty and staff. Thanks to Skyline's campus ambassadors who assisted in welcoming the groups and conducted campus tours. In addition, Skyline wishes to thank Financial Aid staff who presented information and ESL Professor Sandra Verhoogen who presented an overview of Skyline's ESL program and what it takes to be a successful ESL college student.

### SKYLINE SHINES

**Christine Case receives Mosal Award from national Phi Theta Kappa:** The prestigious Mosal Award was created to promote scholarship, leadership, and service among Phi Theta Kappa chapter advisors and is one of the ways the organization recognizes and rewards excellence. The Mosal Awards annually recognize outstanding professional achievement, and encourage and support individual development through a professional growth project. The award includes a \$5,000 stipend to support the project, which should potentially benefit the winner's community college or faculty colleagues. Dr. Case is recognized for the award in the inaugural edition of *Visionary*, a new publication of Phi Theta Kappa. She will use her Mosal Award to complete a project entitled "Problem-based Learning in Biology: The Case Study Approach." The purpose of the project is to develop case studies to aid in the teaching of disease transmission and disease control.

**Skyline partnership receives national honor from U.S. Department of Labor:** In ceremonies on July 12, 2005, at the Workforce Innovations Conference in Philadelphia, the U.S. Department of Labor Employment and Training Administration awarded Skyline College with a Recognition of Excellence for its regional biotech partnership, "The Bay Area Biotech Consortium Pathway Project." The consortium includes Skyline College, Ohlone College, Alameda Workforce Investment Board, Gruber and Pereira Associate, San Mateo County Workforce Investment



*Bay Area Biotech Consortium Career Pathway Project partners from left to right: Pam Leung, Genentech; Dennis Petrie, CA Employment Development Dept.; David Gruber and Caz Pereira, Gruber Pereira Associates; Eduardo Kiryczun, San Mateo County Workforce Investment Board; Monica Poindexter, Genentech; Regina Stanback-Stroud, Skyline College; Linda Collins, Career Ladders Project; Rob Gamble, Alameda County Workforce Investment Board; William Watson, Skyline College; and Paige Lloyd, Genentech.*

Board, Career Ladders Project, and Genentech, Inc. This partnership grew out of the model partnership established by Skyline, Genentech, and the San Mateo County Workforce Investment Board in 2002 to prepare skilled bio-manufacturing workers for the Bay Area's life sciences industry. Skyline wishes to thank Regina Stanback-Stroud for her role in initiating the project and for her ongoing oversight of it and to William Watson and Adolfo Leiva who currently staff it under Skyline's Center for Workforce Development. The partnership was recognized earlier this year by the California Community College Association for Occupational Education for Excellence in Partnership.

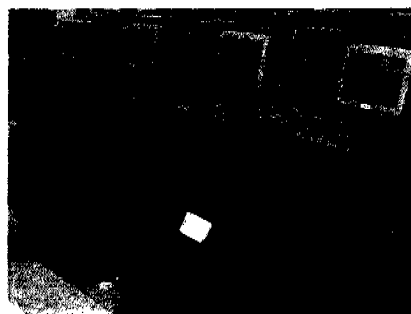
**Skyline faculty member earns doctorate:** In February 2005, Genie Dvorak, counselor, was awarded her doctoral degree in psychology from the California School of Professional Psychology in San Francisco. Her research examined how children are affected by traumatic experiences and the way in which these impact developmental processes through adolescence and adulthood. Dr. Dvorak maintains a private practice in San Francisco and she trained at St. Mary's Medical Center-McAuley Institute where she was Chief Psychology Intern.

**Former Skyline student athlete inducted into San Mateo County Sports Hall of Fame:** Congratulations to John Moreno of Pacifica, a former student of Skyline, who was inducted in late June into the San Mateo County Sports Hall of Fame. Previously he was a member of the Skyline College and San Francisco State University Sports Halls of Fame, as well as the Pacifica Sports Hall of Fame. He was one of the top 10 Northern California male runners of the 1980s, the nation's 10<sup>th</sup> fastest marathon runner in 1985, and the California Distance Runner of the Year.

**Two Skyline students win national awards:** Lee Ann Butler-Owens and Valerie Higgins, both students and scholarship winners at Skyline College, have been selected as Two-Year College Coca-Cola Scholars. They will receive \$1000 awards from the Coca-Cola Scholars Foundations. Each two-year college in the United States may nominate two students to compete for no more than 400 scholarships. The uniqueness of these awards and the prestige associated with them is that the principal criterion is the quality of a minimum of 100 hours of community service that applicants must have, in addition to academic achievement.

## EVENTS

**Jump Start Class of 2005 completion ceremony, July 28, 2005:** Skyline College is hosting its annual banquet to honor the 25 students who have successfully completed Jump Start 2005. The celebration, featuring videos that the students have written and directed, will be held in the Skyline Learning Center on July 28, 2005 from 6:30-9:00 p.m. The Jump Start program, in its ninth year at



*2004 Jump Start student Edwin Pugh will attend Skyline College this fall.*

Skyline, offers instruction in English, Mathematics, Digital Video Production, Learning Skills, and Career Preparation to at-risk students from high schools in Northern San Mateo County. The credits that these students earn help them to make up incomplete or failing grades they have earned in their high schools, while the motivation and basic skills they gain in Jump Start help them to achieve continued success, graduate with their classes, and go on to college. Some of the students who completed Jump Start in 2004 later became students at Skyline College, and the college looks forward to welcoming the students of Jump Start 2005 as Skyline students next year.

**Skyline to host San Mateo County Biotech Workforce kick-off breakfast:** Local biotechnology employers, key educators, and community workforce partners will join Skyline College and the San Mateo County Biotech Workforce Project at a conference-style breakfast meeting on September 16, 2005 at the Westin San Francisco Airport. The San Mateo County Biotech Workforce Project represents San Mateo County's ongoing effort to retain and grow the biotechnology industry through the strategic use of the workforce system. The Project has an immediate objective to expand the base of trained entry-level research support and manufacturing workers for the industry through a network of community college-centered programs, career ladders and involvement of the K-12 schools. The breakfast program will focus on surveying local industry workforce needs and bring attention to the partnership's workforce efforts. Guest speakers will include Assemblymember Gene Mullin and a representative from Genentech, Inc. For more information, please contact William Watson at Skyline College at (650) 738-7035.



# Cañada College

## Executive Report July 27, 2005

**Groundbreaking For Library Scheduled August, 15 at 2 p.m.** A groundbreaking ceremony for the new Library & Student Resource Center will be held Monday, Aug. 15 at 2 p.m. at the top of the Frisbee lawn. The short groundbreaking ceremony will be followed by refreshments in the Main Theater Lobby.

**Two Cañada Students Earn Coca-Cola Scholarships** — Cañada College students Lindsay Moore and Noel Chavez have each been awarded a \$1,000 scholarship from the Coca-Cola Scholars Foundation. Moore is active in the Phi Theta Kappa Honors Society and Chavez is the Vice President of Associated Students. Both have been successful in academics and active in community service.

**Paul Roscelli Appointed to PTK National Honors Committee** Paul Roscelli, Professor of economics and accounting at Cañada College, has been appointed to Phi Theta Kappa's Honors Committee as one of two honors study topic experts. Professor Roscelli will serve a two-year term on the Honors Committee. Expertise in the upcoming Honors Study Topic was considered in the selection of the committee appointments. The 2006-08 Honors Study Topic, *Gold, God and Glory: The Global Struggle for Power*, will explore the human drive for power and the multiple dimensions of power.

**Multimedia Students Show, Sell Art in Half Moon Bay** — **Pixel Vision 2**, the Cañada College Multimedia Student Art Show and Sale at The Coastal Arts League Museum, Zaballa Square, 300 Main Street, Half Moon Bay, will continue through Aug. 8. The student show and sale run from noon to 6 p.m., Thursdays through Mondays. More information is available at <http://www.coastalartsleague.com/>

Get connected with



# CSM CONNECTS

-A richer community service experience-

*"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."*

-Margaret Mead

Surveys show that the public expects today's students to be well-prepared—not only in reading, math and science, but also in the citizenship skills they'll need in a complex and increasingly diverse America. By its very definition, civic responsibility means taking a substantial role in the life of one's community.

CSM Connects is a unique program at College of San Mateo that enables students to learn while they serve and establishes a link between learning and service. The program helps students become engaged in the public issues of their community and fosters respect and tolerance for others.

Would you like to receive information about the CSM Connects Scholarships or donate? Contact CSM Connects for details.

## How to get started

To find out more about CSM Connects, visit the program website at [collegeofsanmateo.edu/csmconnects](http://collegeofsanmateo.edu/csmconnects) or contact Beverley Madden at (650) 574-6538, [maddenb@smccd.net](mailto:maddenb@smccd.net), or stop by CSM's Building 1, Room 271.

# CSM Connects has four components:

## Community Service

Over the course of a semester, students receive lower-division, variable-unit academic credit for volunteer work, including internships.

*"My volunteer experiences have enriched my skills and helped me decide on a career based on my passion for enriching and uniting my community."*

- CSM student Sandra Rivera



Sandra has long been dedicated to the community in which she lives and its schools. She has devoted many hours to CSM's EOPS, Disabled Students and CSM Connects programs, and serves as a role model for other students looking to serve the community.

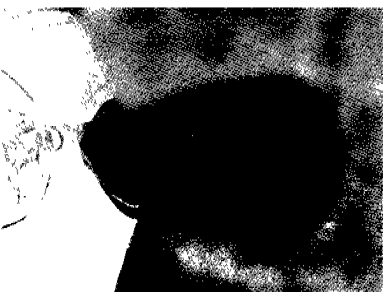
## Service-Learning

Students connect real-life, hands-on volunteer experiences with academic courses being taken at CSM or degree goals.

*"Through my volunteer work, I gained experience specific to my future educational goals of achieving bachelor's and master's degrees in social work."*

- CSM student Marc Vannoyen

Marc volunteered at Alliance for Community Care in San Jose while taking a CSM health class. The organization's mission is to help individuals achieve mental and emotional health while discovering and reaching their potential.



## Student Leaders in the Community Grants (SLIC)

SLIC offers students the opportunity to receive a grant for the design and implementation of projects that serve specific needs in the community.

*"Volunteering is a great way to connect with people in your community. Working with Save Our Shores opened many doors for me."*

- CSM student Esmeralda Cabrera



Esmeralda received a grant to work as an intern with Save Our Shores, an organization that provides important environmental and ecosystems education to the San Mateo County coastal area's Spanish-speaking community.

## Service Events

Events held annually at CSM include the Youth Service Conference and the "Get Linked" Career & Volunteer Fair which give students access to volunteer service, community involvement and civic engagement.

*"Civic action is about taking a stand, making your voice heard, and becoming engaged in your community."*

- CSM student Corey Kruehler

Corey, an engineering student, participated in Youth Service Conference: Making Changes, Building Community. As a second-year event participant, he honed his leadership skills by serving as emcee and coordinating one of the workshops.



**Community Service** – take advantage of many exciting volunteer opportunities, including internships

**Service-Learning** – connect volunteer work and hands-on learning with the academic courses you're already taking at CSM

**Student Leaders in the Community Grants (SLIC)** – gain valuable career skills and receive a financial award

**Service Events** – get involved in CSM events such as the Youth Service Conference and the "Get Linked" Career & Volunteer Fair

*CSM Connects' mission is to promote leadership, civic responsibility and cultural awareness through community service and service learning integrated into the academic curricula at College of San Mateo.*

**Here's what CSM Connects students have to say –**

•  
“...an immensely enriching and empowering experience.”

•  
“It helped me decide to pursue my bachelor's degree!”

•  
“...a great way to connect with others in my community.”

## About College of San Mateo

Founded in 1922, CSM is the largest and oldest of the three colleges in the San Mateo County Community College District and serves nearly 11,000 students each semester.

Today CSM continues to offer students what it has considered so important since its establishment: academic excellence and a very personal, individualized educational experience at an exceptional value.

CSM's outstanding faculty complement the variety of educational options available to students, from transfer and general education programs to occupational, technical and lifelong learning opportunities. And these options offer many personal scheduling choices: fast-track, evening, weekend, TV and online courses.

Plus, CSM's academic and career counseling, financial aid, child care services and scholarship programs are just some of the many resources available to students—and the reasons that so many CSM grads enjoy unparalleled success.

To find out more about CSM or to apply and register online, please visit us at [collegeofsanmateo.edu](http://collegeofsanmateo.edu).



College of San Mateo  
1700 West Hillsdale Boulevard  
San Mateo, CA 94402  
(650) 574-6161  
[collegeofsanmateo.edu](http://collegeofsanmateo.edu)

Shirley J. Kelly - President, College of San Mateo

### Board of Trustees

San Mateo County Community College District

Patricia Miljanich, President

Dave Mandelkern, Vice President-Clerk

Helen Hausman

Richard Holober

Karen Schwarz

Patrick Burns, Student Trustee, 2005-2006

Ron Galatolo, District Chancellor

# CSM CONNECTS

## College of San Mateo's Volunteer Community Service Program



## COLLEGE of SAN MATEO





**Executive Report**  
**July 27, 2005**

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# COLLEGE of SAN MATEO

## Office of the President

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

**APPRECIATION**

**Facilities staff hard at work on summer improvement projects:** Facilities staff have been busy during the break between the spring and summer terms on a variety of special projects including supporting the Building 8 swing to various locations, the Building 1 summer facelift work, deep cleaning of floors, carpets, bathrooms, and windows through the campus, landscape maintenance and beautification, installation of benches around the main quad, placement of steel plates and pothole repairs on the loop road and more. Skyline wishes to thank all custodial, grounds keeping, engineering, and other facilities staff for their efforts.

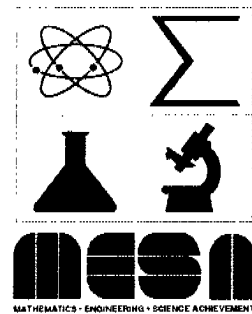


*Chief Engineer Tony Gulli and his crew work on rooftop HVAC units at Building 5.*

**PROGRAM NEWS**

**Skyline MESA students participate in Advanced Star Summer Program:** Through a partnership with San Francisco State University's MESA Engineering Program, Skyline developed the "Advanced Star (A Star) Summer Stock Program in Computer Science/Engineering." The five-week program provides students with technical experience, professional development, and academic enrichment. Students are divided into groups to use programming language and algorithms to design a computer program that will predict stock performances.

Although this program uses the stock market as a scenario, it does not focus on finance but highlights computational and programmatic functions that can be applied to make predictions. During the final week of the program, industry representatives from Oracle, Pixar, and SBC will serve as judges to give students feedback about their projects. This project has provided two full-time and one part-time summer positions for three Skyline MESA students. Skyline would like to acknowledge computer instructor Ravi Luthra, who developed the curriculum and model for the program, MESA student and A Start teaching assistant, Uthman Apatira, and Nick Langhoff, resident advisor for the A Star Program. A special thanks to Dean Mike Williamson who was instrumental in securing the industry contacts. The A Star students will present their research projects at a science symposium at Cal State University Chico in November.



Board, Career Ladders Project, and Genentech, Inc. This partnership grew out of the model partnership established by Skyline, Genentech, and the San Mateo County Workforce Investment Board in 2002 to prepare skilled bio-manufacturing workers for the Bay Area's life sciences industry. Skyline wishes to thank Regina Stanback-Stroud for her role in initiating the project and for her ongoing oversight of it and to William Watson and Adolfo Leiva who currently staff it under Skyline's Center for Workforce Development. The partnership was recognized earlier this year by the California Community College Association for Occupational Education for Excellence in Partnership.

**Skyline faculty member earns doctorate:** In February 2005, Genie Dvorak, counselor, was awarded her doctoral degree in psychology from the California School of Professional Psychology in San Francisco. Her research examined how children are affected by traumatic experiences and the way in which these impact developmental processes through adolescence and adulthood. Dr. Dvorak maintains a private practice in San Francisco and she trained at St. Mary's Medical Center-McAuley Institute where she was Chief Psychology Intern.

**Former Skyline student athlete inducted into San Mateo County Sports Hall of Fame:** Congratulations to John Moreno of Pacifica, a former student of Skyline, who was inducted in late June into the San Mateo County Sports Hall of Fame. Previously he was a member of the Skyline College and San Francisco State University Sports Halls of Fame, as well as the Pacifica Sports Hall of Fame. He was one of the top 10 Northern California male runners of the 1980s, the nation's 10<sup>th</sup> fastest marathon runner in 1985, and the California Distance Runner of the Year.

**Two Skyline students win national awards:** Lee Ann Butler-Owens and Valerie Higgins, both students and scholarship winners at Skyline College, have been selected as Two-Year College Coca-Cola Scholars. They will receive \$1000 awards from the Coca-Cola Scholars Foundations. Each two-year college in the United States may nominate two students to compete for no more than 400 scholarships. The uniqueness of these awards and the prestige associated with them is that the principal criterion is the quality of a minimum of 100 hours of community service that applicants must have, in addition to academic achievement.

## EVENTS

**Jump Start Class of 2005 completion ceremony, July 28, 2005:** Skyline College is hosting its annual banquet to honor the 25 students who have successfully completed Jump Start 2005. The celebration, featuring videos that the students have written and directed, will be held in the Skyline Learning Center on July 28, 2005 from 6:30-9:00 p.m. The Jump Start program, in its ninth year at



*2004 Jump Start student Edwin Pugh will attend Skyline College this fall.*