

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA**  
**REGULAR MEETING**  
**April 19, 2006**  
**District Board Room**  
**3401 CSM Drive, San Mateo**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

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

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

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

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

*Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information, contact the Executive Assistant to the Board at (650) 574-6550.*

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

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

**ROLL CALL**

Pledge of Allegiance

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

06-4-1 Minutes of Study Session of Board of Trustees of March 8, 2006

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

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**UNFINISHED BUSINESS**

06-3-1B Nominations for Board of Directors, California Community College Trustees – 2006

**NEW BUSINESS**

06-4-1A Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

06-4-2A Reemployment of contract and regular faculty for the 2006-07 academic year

06-4-3A Hearing of the public and adoption of District's initial contract proposal to AFSCME, Local 829

### **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.*

- 06-4-1CA Approval of Community Education youth programs, Summer 2006
- 06-4-2CA Approval of Community Education College of San Mateo baseball camp, Summer 2006
- 06-4-3CA Approval of Community Education soccer camps, Summer 2006
- 06-4-4CA Ratification of District warrants for third quarter, 2006
- 06-4-5CA Declaration of surplus property

### **Other recommendations**

- 06-4-1B Approval of Board goals
- 06-4-100B Bid award to Cutting Edge for editing system – KCSM
- 06-4-101B Adoption of Resolution No. 06-7, Notice of Withdrawal from Bay Area Community College Districts Joint Powers Agenda; and Resolution No. 06-8, Notice of Withdrawal from Protected Insurance Program for Schools Joint Powers Authority
- 06-4-102B CSM scientific equipment multiple contract award to: Carolina Biological Supply, Daedaleon & Edmunds, EME, Fisher Scientific, JH Technology, Measurement Technology, Pasco Scientific, Sargent-Welch/CENCO, Science Kit Boreal, Scope City, Vernier Inc., and Wards
- 06-4-103B CSM telescope bid and contract award to RC Optical Systems

### **INFORMATION REPORTS**

- 06-4-1C Report on risk management
- 006-4-2C Update of 2006 Facilities Master Plan – Districtwide

### **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment  
Employment: **College of San Mateo** – Storekeeper, Business/Creative Arts Division; Instructional Aide IU, Language Arts Division; **Skyline College** – Reading Instructor, Language Arts/Learning Resources Division  
Post-Retirement Contract – **Cañada College** – Business and Workforce Development Division
  - B. Public Employee Discipline, Dismissal, Release
2. Conference with labor negotiator  
Agency negotiator: Harry Joel  
Employee organizations: AFSCME, AFT, CSEA
3. Conference with legal counsel – potential litigation – one case

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

Minutes  
March 8, 2006  
Foster City, California

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

**Board members present:** President Mandelkern; Vice President-Clerk Hausman; Trustees Miljanich and Schwarz;  
Student Trustee Burns

**Board members absent:** Trustee Holober

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

**And others:** Cañada College Interim President Mohr; CSM President Kelly; Skyline College  
President Morrow; and District Senate President Kapp

**Pledge of Allegiance**

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

None

**STUDY SESSION**

**DISCUSSION OF DENTAL HYGIENE CONCEPT (06-3-1C)**

Chancellor Galatolo introduced Rich Hooper, Director of IDEA (Interdisciplinary Dental Education Academy), who provided the Board and others in attendance with a tour of the facility. Mr. Hooper explained that Dr. Robert Lamb, owner and founder of IDEA, wants to provide advanced, high-level interdisciplinary training in the dental field.

Following the tour, Chancellor Galatolo provided an overview of activities thus far. A feasibility study was begun about three years ago, and Skyline was the first to explore the possibility of a dental hygiene program. Currently CSM is also evaluating the possibility, especially in light of new bond money that could be available for facilities. CSM Vice President of Instruction Claire presented an extensive report on the dental hygiene field in the Bay Area. The major components of the development of a program are students, staffing and curriculum.

VP Claire said that a potential program would begin with a cohort of approximately 24 students, a full-time director, four full-time faculty, and additional classified staff as needed. The program, with a goal of an AS degree, would require three semesters of prerequisite work prior to the two-year program, which would involve 25-30 hours of work per week. He explained that there would be some costs involved in the curriculum development phase. The approval process would begin with the CSM Committee on Instruction and would include approval from the Board of Trustees and regional approval from regional deans. The approval process takes into account similar programs at other colleges and service areas, labor market information, and job market analysis. If the program is approved by the State Chancellor, it receives accreditation from the American Dental Association, and then licensing through the State Board. A projected timeline for this process would see completion in Fall 2007.

Executive Vice Chancellor Keller provided financial information, indicating that the expenses surrounding building out the facility and funding students makes this a costly program (approximately \$26K/student/year). In the Bay Area, 68 dental hygiene students are being graduated recently and only 19 are needed, according to recent labor market information. Other programs in the Bay Area are located at Foothill, Cabrillo, Chabot and Las Positas.

Mr. Hooper said pointed out that local Dental Societies (San Mateo and Mid-Peninsula) are willing to raise their dues to help fund programs.

President Mandelkern noted that, while he was open to the District continuing to explore the feasibility of this program and developing additional information to present to the Board, he would be inclined to vote against the creation of this program given what has been presented so far, based primarily on the cost of the program and the low estimate of demand for graduates.

In further discussion, the Board members expressed concern about the apparent lack of need for more dental hygiene programs and, while they are still interested in moving forward, they want the opportunity to explore more of the employment factors in the SF Bay Area. Chancellor Galatolo agreed that the District will move forward toward a formal presentation while attempting to clarify the San Francisco/San Jose demand factors.

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (06-3-1A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 06-3-1A. The motion carried by a voted of 4-0, all members present voting "Aye".

### **UNFINISHED BUSINESS**

#### **UPDATE OF ART ON CAMPUS PROGRAMS AND APPROVAL OF PURCHASE OF SCULPTURE FOR CAÑADA COLLEGE (06-2-104B)**

President Mandelkern stated that the decision on this matter had been deferred from an earlier meeting to allow for further consideration of the issues. Since Trustee Schwarz was not present at the meeting at which Art on Campus was extensively discussed, especially regarding the Cañada signature piece, President Mandelkern asked Trustee Schwarz whether she has had the opportunity to review the matter. Trustee Schwarz stated that she has met with Cañada Professor Denise Erickson and is satisfied with the process that was followed in the selection of this piece of sculpture for Cañada. Cañada Interim President Mohr stated that, in light of the questions that were asked about the cost of the piece, he consulted with other galleries, finding that the cost is comparable for acquisition and installation of similar pieces at other locations. He added that he explained the process to the Academic Senate and the Classified Senate at Cañada and received support from those constituencies. He stated that he sees this signature piece of sculpture as a center for student life in the way that such pieces are seen at Stanford and Northwestern.

Cañada Academic Senate President Dilko endorsed the purchase of the piece on behalf of Cañada's Academic Senate and Classified Senate. Cañada Professor Malamud also registered her support of the purchase and Cañada Vice President Phyllis Lucas stated that Cañada students campuswide endorse the purchase.

Following discussion, it was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the purchase of the Deborah Butterfield sculpture for Cañada College for an amount not to exceed \$250,000. The motion carried, all members voting "Aye."

### **COMMUNICATIONS**

President Mandelkern reported that the Board has received the initial proposal for contract negotiations for 2005-06 from CSEA, Chapter 33, dated February 8, 2006. He also received a request from Superior Court to submit names of possible nominees for grand jury service. He also reported that he received a thank you letter from the Police Department of South San Francisco for the help that CSM Professor Jim Garmhausen provided to officers regarding their report writing skills.

**The Board recessed to Closed Session at 8:10 p.m.**

**The Board reconvened to Public Session at 8:55 p.m.**

**CLOSED SESSION ACTIONS TAKEN**

President Mandelkern 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 and 1-B. He added that 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 Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:55 p.m.

The next Regular Meeting of the Board will be March 22, beginning at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the April 19, 2006 meeting.

Helen Hausman  
Vice President-Clerk



DATE: February 23, 2006  
TO: California Community College Trustees  
California Community College District Chancellors/Superintendents  
FROM: Jody Ansell  
SUBJECT: CCCT BOARD ELECTION — 2006

The election of members of the CCCT board of the League will take place between March 10 and April 25. There are ten two-year vacancies on the board.

Each member community college district board of the League shall have one vote for each of the ten vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The ten candidates who receive the most votes will serve two-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

The 22 trustees who have been nominated for election to the board are listed on the attached sheet, in the Secretary of State's random drawing order.

Each community college district chancellor/superintendent will be mailed an official ballot for the election. In addition, chancellors/superintendents will receive copies of the biographic sketch form and statement of candidacy of each of the 22 candidates.

Please remember that: 1) ballots must be signed by the board secretary and board president or vice-president; and 2) no identifying information or signatures on the ballot return envelopes. Official ballots must be signed and returned to the League office, postmarked no later than April 25. Faxed ballots will not be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

Attachments:

- List of Candidates
- CHANCELLORS/SUPERINTENDENTS ONLY:
  - Official Ballot and Return Envelope
  - Candidates' Biographic Sketches and Statements

**2006 CCCT ELECTION  
CANDIDATES IN RANDOM DRAWING ORDER**

1. \*Anita Grier, San Francisco CCD
2. \*Rebecca J. Garcia, Cabrillo CCD
3. Marcia Zableckis, Barstow CCD
4. Brian Conley, Rancho Santiago CCD
5. Janet Chaniot, Mendocino-Lake CCD
6. Nancy C. Chadwick, Palomar CCD
7. Bill McMillin, Ohlone CCD
8. \*Charles Meng, Napa Valley CCD
9. Mary Anne Rooney, Ventura County CCD
10. Donald Nelson, Victor Valley CCD
11. \*Edward C. Ortell, Citrus CCD
12. Bernard E. Jones, Allan Hancock Joint CCD
13. \*Kay Albiani, Los Rios CCD
14. \*Paul Fong, Foothill-DeAnza CCD
15. \*Carolyn Batiste, MiraCosta CCD
16. Isabel Barreras, State Center CCD
17. Rosanne Bader, Mt. San Antonio CCD
18. Jim Buchan, Yuba CCD
19. \*Judi D. Beck, Shasta-Tehama-Trinity Joint CCD
20. Ted Edmiston, Cerritos CCD
21. Eva Kinsman, Copper Mountain CCD
22. \*Marie Kiersch, San Luis Obispo County CCD

\*incumbent

Based on Secretary of State's  
Random Draw 2/21/06

**BOARD REPORT NO. 06-04-1A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Harry W. Joel, Vice-Chancellor,  
Human Resources and Employee Relations, (650) 358-6767

**APPROVAL OF PERSONNEL ACTIONS**

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

**A. Reassignment**

College of San Mateo

1. **Jeanne Stalker** Program Services Coordinator Counseling/Student Services Division

Reassignment from Accounting Technician at KCSM, effective April 17, 2006. The new allocation was Board approved on February 15, 2006.

2. **Ann Marie Theodos** Division Assistant Language Arts Division

Reassignment from Staff Assistant at District Information Technology Services, effective March 27, 2006, replacing Patty Egusa who transferred to the Business/Creative Arts Division.

**B. Leave of Absence**

Cañada College

1. **Elizabeth Armstrong** Vice President, Instruction Office of the President

Recommend approval of final extension of release from District employment for a leave of absence without pay effective July 1, 2006 through June 30, 2008 . Original request was Board approved on June 26, 2002, and the second request was Board approved on June 23, 2004.

2. **Christine Huynh** Office Assistant II EOPS/Student Services Division

Recommend approval of pregnancy disability leave of absence, effective, March 28, 2006 pursuant to provisions of the Family and Medical Leave Act of California Rights Act. Pursuant to the District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.



C. Changes in Staff Allocation

Cañada College

1. Recommend approval of an increase in staff allocation to add one (1) 67% of full-time classified, twelve (12) month per year, Accounting Technician position in the Business Services Division, effective April 20, 2006.
2. Recommend deletion of one full-time Operations Assistant I position (3C0065) from the Business Services Division, effective April 20, 2006.

Skyline College

1. Recommend approval of an increase in staff allocation to add two (2) 83% of full-time classified, eleven (11) month per year, Instructional Aide I positions in the Business/Children's Center, effective April 20, 2006.
2. Recommend reclassification of one Staff Assistant position (2C0154) in the Business/Industry Relations Division, from Grade 21, of the Classified Secretarial, Clerical and Special Categories Salary Schedule 60, to Grade 27, "Program Services Coordinator," of the Salary Schedule 60.

This reclassification is the result of increased scope and level of responsibility, and was agreed upon with CSEA. It is also recommended that the incumbent, Barbara Lamson be placed at the new Salary and job title effective March 1, 2006.

D. Phase-In Retirement

College of San Mateo

1. **Elaine Burns** Counselor Counseling/Student Services Division

Recommend approval of participation in 10-year Phase-In Retirement effective Fall Semester 2006. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teacher's Retirement System.

## E. Short-Term, Non-Continuing Assignments

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Date</i>		<i>Services to be performed</i>
			<i>Start</i>	<i>End</i>	
1. Cañada	Bookstore	5	04/20/2006	09/29/2006	Cashier/Clerk: to assist with pricing, stocking shelves, cashiering, customer service and merchandise shipping preparation.
2. Cañada	Business & Workforce Development	1	04/20/2006	05/31/2006	Instructional Aide II: to assist with Computer Information Technology 450 Course, instruction lab.
3. CSM	Bookstore	10	04/20/2006	09/29/2006	Cashier/Clerk: to assist with pricing, stocking shelves, cashiering, customer service and merchandise shipping preparation.
4. CSM	Student Services/Health Center	1	04/20/2006	06/30/2006	Program Services Coordinator: to assist with organizing and delivering health education programs and services to students, on an as-needed basis.
5. CSM	President's Office	1	04/20/2006	06/30/2006	Promotions & Web Content Coordinator: to provide part-time support in updating the accreditation website.
6. CSM	President's Office/PR & Marketing	1	04/20/2006	06/30/2006	Promotions & Web Content Coordinator: to perform technical work related to the upkeep, maintenance, operation, usability, accessibility and enhancement of the College of San Mateo (CSM) website.
7. Skyline	Bookstore	10	04/20/2006	09/29/2006	Cashier/Clerk: to assist with pricing, stocking shelves, cashiering, customer service and merchandise shipping preparation.
8. Skyline	LA/LC/TLC	1	07/01/2006	06/30/2007	Trio/Eligibility Assistant: to assist with organizing of required student orientations for TRIO projects and coordinating documentation of eligibility for student participants in federally-funded TRIO project.

**E. Short-Term, Non-Continuing Assignments (continued)**

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Date</i>		<i>Services to be performed</i>
			<i>Start</i>	<i>End</i>	
9. Skyline	Language Arts/Learning Resources/TLC	25	07/01/2006	06/30/2007	Instructional Aide II: to provide tutorial services to Skyline students.
10. Skyline	Operations - Graphic Arts & Production	1	05/01/2006	06/30/2007	Office Assistant I: to assist the Lead Duplicating Equipment Operator in running numerous duplicating jobs that are processed in the Graphic Arts & Production Dept.

**BOARD REPORT NO. 06-04-2A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Harry W. Joel, Vice-Chancellor,  
Human Resources and Employee Relations, (650) 358-6767

**RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY  
FOR THE 2006-2007 ACADEMIC YEAR**

The academic employees listed below were evaluated during the 2005-2006 academic year in accordance with District policy and collective bargaining agreement, and recommended for re-employment pursuant to Board of Trustee's authority by the California Education Code.

**RECOMMENDATIONS**

- A. It is recommended that the following Contract I employees, be re-employed in Contract II status for the 2006-2007 academic year:

Kathryn Browne  
Kevin Corsiglia  
Norman G DelPrado  
Liza Marie Erpelo  
Michael Galisatus  
Andria Haynes  
Arturo Hernandez  
Pam Jones  
Yin Mei Lawrence  
Robert Lee

David Meckler  
Michael Moynihan  
Carol Rhodes  
Kristiane Ridgway  
James Robertson  
Leigh A Sippel  
Brandon Smith  
Huy Tran  
George Wright

- B. It is recommended that the following Contract II employees, be re-employed in the first year of Contract III/IV status for the 2006-2007 academic year:

Brian Daniel  
Lynn Morita  
David Patterson  
Anthony Perez

Justin Piergrossi  
Nathan Staples  
Elizabeth Terzakis

**C.** It is recommended that the following employees be advanced to their second year of Contract III/IV status for the 2006-2007 academic year:

Linda Haley  
Lezlee Ware

**D.** It is recommended that the following second-year contract III/IV employees be advanced to Regular (Tenure) status beginning 2006-2007 academic year:

Alec Bates  
Kenneth M. Brown  
David Clay  
C. Lynne Douglas  
Heather (Heidi) Eggert  
Jonathan Freedman  
Susan Gangel  
Valerie Goines  
Judith Heldberg

Daniel J. Keller  
Evan Leach  
Jeanette Medina  
Jude Navari  
Dino Nomicos  
Martin Partlan  
Nancy Wolford  
Randy Wright

**BOARD REPORT NO: 06-4-3A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Harry Joel, Vice Chancellor Human Resources (358-6767)

**HEARING OF THE PUBLIC AND ADOPTION OF THE DISTRICT'S INITIAL PROPOSAL TO AFSCME, LOCAL 829**

The present contract between the District and AFSCME Local 829 provides for reopening wage and benefits as well as additional non-monetary issues as identified.

Staff has made an initial proposal to the Union as listed below.

District Proposal to AFSCME Local 829:

1. Effective January 1, 2006 increase the amount of PERS medical coverage contribution from \$670 per month to \$739 per month (Two Party Coverage) and from \$883 per month to \$970 per month (Family Coverage). This proposal represents an approximate increase of 9.8% in the contribution and approximately 1% of total compensation.
2. Increase salaries by 1% effective July 1, 2005
3. Increase salaries by 1% effective July 1, 2006

**RECOMMENDATION**

It is recommended that the Board of Trustees conduct a public hearing of the District's proposal to AFSCME at this time and then take action to accept the District's initial proposal to AFSCME Local 829.

**BOARD REPORT NO. 06-4-4A**

TO: Members of the Board of Trustees  
FROM Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Harry Joel, Vice Chancellor Human Resources, 358-6767

**HEARING OF THE PUBLIC AND ADOPTION OF THE DISTRICT'S INITIAL PROPOSAL TO  
CSEA, CHAPTER 33**

The present contract between the District and CSEA provides for reopening wage and benefits as well as additional non-monetary issues as identified.

Staff has make a proposal to the CSEA as listed below.

District proposal to CSEA, Chapter 33:

Negotiate wage increases and medical cap increases that are reasonable and within budget allocations.

**RECOMMENDATION**

It is recommended that the Board of Trustees conduct a public hearing of the District's proposal to CSEA at this time and then take action to accept the District's initial proposal to CSEA

**BOARD REPORT NO. 06-4-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jan Roecks, Director of Community Education  
Community Education, 574-6179

**APPROVAL OF COMMUNITY EDUCATION YOUTH PROGRAMS, SUMMER 2006**

The Division of Community Education requests the approval of three summer programs for young people ages 8 to 14 in San Mateo County. The division plans to offer the College for Kids program at College of San Mateo and Cañada College as part of the District's community outreach activities. Community Education also plans to offer the Music and Fine Arts Camp in partnership with the San Mateo Parks and Recreation Department.

The Music and Fine Arts Camp has been widely acclaimed for 19 years and provides challenging and rewarding classes for young musicians and promising artists. This camp will meet from June 19 through July 7, Monday through Friday at College of San Mateo. A morning session (Junior Edition) will be held from 8:30 a.m. to noon for children entering third and fourth grades. Students entering fifth through ninth grades (Senior Edition) will meet from 1:00 p.m. to 5:15 p.m. Both Junior and Senior Edition students will have the opportunity to select from a variety of classes in the areas of Fine Arts, Theatre/Drama, and Music.

The summer College for Kids Program at Cañada will be offered for a three-week period from June 19 through July 6. The program will be offered at College of San Mateo from July 10 through July 27. The courses available at both locations will consist of: language arts, mathematics, science, creative arts, computers and physical education. Classes will be taught from 1:15 p.m. to 4:35 p.m. (three consecutive 60-minute periods) Monday through Thursday with opportunities for students to select three of the available courses.

The fee for the College for Kids Programs will be \$345 per participant. The fee for the Music and Fine Arts Camp will be \$300 for Junior Edition, \$75 for an optional lunch hour, and \$350 for Senior Edition per participant. The fees have not changed from last year. Scholarships will be available for those students needing assistance. The fees will cover the cost of instructors, supplies, and insurance. The programs will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board approve the Community Education Summer Youth Programs consisting of College for Kids at Cañada College and College of San Mateo and the Music and Fine Arts Camp, Junior and Senior Editions, located at College of San Mateo, as detailed in the report.



**BOARD REPORT NO. 06-4-2CA**

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

**APPROVAL OF COMMUNITY EDUCATION COLLEGE OF SAN MATEO  
BASEBALL CAMP, SUMMER 2006**

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

For players ages 8 to 12, a one week baseball camp will offer comprehensive baseball instruction including pitching, hitting, defense and base running, nutrition for performance and goal setting for players. The camps will run for three weeks: June 19 – June 23, June 26 – June 30, and July 17 – July 21. The camps will meet Monday through Friday, starting at 9:00 a.m. and ending at 3:00 p.m. with a half hour lunch break each day. Early drop off and late pickup is available for a minimal charge. The camps will be held on the College of San Mateo's baseball field. Camp staff will include CSM baseball players. The registration fee for each camp is \$275 per session, with sibling fees of \$225 per session. The fees will cover the cost of instructors, equipment, supplies, and insurance. The camps will be self-supporting.

**RECOMMENDATION**

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

**BOARD REPORT NO. 06-4-3CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jan Roecks, Director of Community Education  
Community Education, 574-6179

**APPROVAL OF COMMUNITY EDUCATION SOCCER CAMPS, SUMMER 2006**

The Division of Community Education requests the approval of summer soccer camps for youth 5 to 15 years of age. The camps will be run in partnership with the Cañada's P.E. department and "World Cup Soccer Camps & Clinics", a vendor specializing in soccer training.

For players ages 5 to 13, a one week soccer camp will offer comprehensive soccer instruction for players of all levels. Campers will work on basic skills and soccer concepts in the morning and work on teamwork and game situations in the afternoons. An Advanced Player's Camp will be offered for high level players ages 11 to 15 which focus on technique training and skill development in the mornings and strategic and tactical understanding of match situations in the afternoons.

The camps will be offered for five weeks at Canada: June 19 – June 23, July 10 - 14, July 24 – July 28, July 31 – August 4, and August 21 – August 25. The camps will be offered at the College of San Mateo for the week of July 17 – 21. The camps will meet Monday through Friday, starting at 9:00 a.m. and ending at 3:00 p.m. with an hour lunch break each day. Early drop off and late pickup is available for a minimal charge. The registration fee for each camp is \$219 for half days and \$249 for full days. The fees will cover the cost of instructors, equipment, supplies, and insurance. The camps will be self-supporting.

**RECOMMENDATION**

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

**BOARD REPORT NO. 06-4-4CA**

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

**RATIFICATION OF THIRD QUARTER DISTRICT WARRANTS, 2005-2006**

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of January, February, and March 2006 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. Education Code Section 85266 requires that the Board of Trustees approve warrants issued by the District. Accordingly, the District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period January 1, 2006 through March 31, 2006 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2006  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
351717	01/04/06	District Accounts Payable	20,806.02	Utilities
351722	01/04/06	Constellation NewEnergy Inc.	20,194.11	Utilities
351741	01/04/06	Pac Gas & Elec Co	15,525.00	Consulting Services
351742	01/04/06	Clark Associates	15,538.00	CSM Fall 2005 Telecourse License & Student Fees
351743	01/04/06	Consortium for Open Learning	36,492.47	Utilities
351745	01/04/06	Constellation NewEnergy Inc.	50,501.02	Computer & Printer For Cañada
351747	01/04/06	Dell Computers	17,994.30	New Vehicle For Skyline
351770	01/04/06	Folsom Lake Ford	26,463.98	Utilities
351772	01/04/06	Pac Gas & Elec Co	833,524.39	Health Insurance Premium January 2006
351780	01/04/06	Public Empl Ret Sys	32,222.66	Utilities
351794	01/04/06	Sch Proj/Util Rate Reduc.	16,584.00	KCSM Transmitter Leasing Fees
351888	01/10/06	Sutro Tower inc.	15,343.07	Utilities
351902	01/10/06	Constellation NewEnergy Inc.	22,420.00	Utilities
351904	01/10/06	Pac Gas & Elec Co	14,857.19	Utilities
351905	01/10/06	Pac Gas & Elec Co	11,626.43	Utilities
351915	01/10/06	Alcal-Arcade Contracting, Inc.	125,830.80	CSM & Skyline Roofing Project
351918	01/10/06	Big D Pacific Builders	401,585.00	CSM Regional Public Safety Project
351941	01/10/06	Education Housing Partners, LLC.	115,682.09	Faculty & Staff Housing Project
351962	01/10/06	Mt. Diablo Group	15,788.00	Rental Fee For KCSM Transmission Facilities
351973	01/10/06	Redwood City School Dist.	43,616.88	Subcontract For Child Development
351976	01/10/06	Alcal-Arcade Contracting, Inc.	13,981.20	CSM & Skyline Roofing Project
351977	01/10/06	Big D Pacific Builders	44,621.00	CSM Regional Public Safety Project
351991	01/10/06	Strata Information Group	18,592.13	Payroll Implementation Services
351994	01/10/06	Trust Administrators, Inc.	45,392.29	Flexible Benefit Plan 125 Premium December 2005
351996	01/10/06	U.S. Postal Services	10,000.00	Postal Services For Skyline
353285	01/12/06	Swinerton Management & Consulting	12,441.00	Program Management & Consulting Services
353324	01/12/06	McCarthy Building Companies	369,741.00	CSM Building Design & Construction Project
353345	01/12/06	S.M.C.S.I.G.	126,482.93	Dental Premium January 2006
353346	01/12/06	S.M.C.S.I.G.	18,299.51	Vision Plan Premium January 2006
353349	01/12/06	McCarthy Building Companies	41,082.00	CSM Building Design & Construction Project
353360	01/12/06	Swinerton Management & Consulting	236,385.00	Program Management & Consulting Services
353557	01/18/06	Casey Printing ,Inc.	23,032.77	High Resolution Imagesetting From Digital Files

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Check Number	Check Date	Vendor Name	Check Amount	Description
353565	01/18/06	CIS, Inc	14,025.00	Cañada Inspection Services
353581	01/18/06	Education Housing Partners, LLC.	579,317.01	Faculty & Staff Housing Project
353594	01/18/06	Hartford Life & Accident Insurance Co.	32,314.44	Life Insurance Premium January 2006
353597	01/18/06	Hensel Phelps Construction Co.	1,122,980.00	Skyline Building Design-Build Project
353598	01/18/06	Interactive Resources	59,216.26	Architectural Service For CSM
353599	01/18/06	Interactive Resources	20,845.70	Architectural Service For CSM
353601	01/18/06	Krueger International	33,568.76	CSM Furniture & Accessories
353611	01/18/06	TRC Lowney	29,198.94	Geotechnical Testing & Inspection For Cañada
353614	01/18/06	Mission Minded	13,600.00	Skyline Modernization Project
353616	01/18/06	Noll & Tam	26,881.30	Design Service For Cañada
353639	01/18/06	Hensel Phelps Construction Co.	124,776.00	Skyline Building Design-Build Project
353642	01/18/06	Siemens Communications, Inc.	198,724.01	MAC Products For CSM
353676	01/20/06	Constellation NewEnergy Inc.	13,069.20	Utilities
353683	01/20/06	Pac Gas & Elec Co	18,175.94	Utilities
353697	01/20/06	Skyline Bookstore	23,294.81	Books For Skyline EOPS Students
353699	01/20/06	Skyline Bookstore	44,240.05	Keyspan Remote, iPod, Powerbook & Cases
353712	01/20/06	John Plane Construction	49,844.35	Skyline Building Modernization & Seismic Upgrade
353715	01/20/06	Chevron	506,703.10	Districtwide Energy Conservation Project
353720	01/20/06	CIS, Inc	24,800.00	Inspection Services For Skyline
353722	01/20/06	Comp View, Inc.	21,764.75	Projectors For CSM
353729	01/20/06	Folsom Lake Ford	18,494.30	New Vehicle For Skyline
353733	01/20/06	John Plane Construction	448,599.15	Skyline Building Modernization & Seismic Upgrade
353737	01/20/06	TRC Lowney	10,153.75	Geotechnical Observation & Testing For Skyline
353746	01/20/06	S.J. Amoroso Construction Co., Inc.	539,844.32	Construction Project For Cañada Student Resource Center
353747	01/20/06	Chevron	56,300.34	Districtwide Energy Conservation Project
353756	01/20/06	Siemens Communications, Inc.	94,456.73	MAC Products For Skyline
353768	01/20/06	Sugimura & Associates Architects	16,592.47	Architectural Service For Skyline
354015	01/25/06	Pac Gas & Elec Co	20,316.91	Utilities
354020	01/25/06	SBC/MCI	21,099.32	Telephone Services
354041	01/25/06	Bay Area Comm Col JPA	47,567.30	JPC Reimbursable Expenses
354042	01/25/06	Big D Pacific Builders	332,856.00	CSM Regional Public Safety Center Project
354046	01/25/06	Canada Bookstore	10,265.36	Books For Cañada EOPS Students
354052	01/25/06	Constellation NewEnergy Inc.	32,415.51	Utilities
354059	01/25/06	David R. Callahan Inspections	10,500.00	Inspection Service For CSM

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Check Number	Check Date	Vendor Name	Check Amount	Description
354065	01/25/06	Employment Development Dept.	84,757.00	State Unemployment Tax
354072	01/25/06	Keenan & Associates	140,673.60	Workers' Compensation Premium
354076	01/25/06	McCarthy Building Companies	1,157,021.00	CSM Building Design & Construction Project
354088	01/25/06	Pac Gas & Elec Co	22,457.49	Utilities
354094	01/25/06	Big D Pacific Builders	36,984.00	CSM Regional Public Safety Center Project
354105	01/25/06	SMCCCD Revolving Account	204,109.73	Replenish Procurement Card Clearing Account
354108	01/25/06	Strata Information Group	44,017.00	ITS Consulting Services
354113	01/25/06	McCarthy Building Companies	128,558.00	CSM Building Design & Construction Project
354240	01/30/06	National Captioning Institute, Inc.	11,440.00	CSM Captioning Services
354264	01/30/06	Sutro Tower Inc.	16,584.00	KCSM Transmitter Leasing Fees
District Payroll Disbursement (excluding Salary Warrants)				
536650	01/31/06	Calif. School Empl. Assoc.	12,242.99	Union Dues
536651	01/31/06	American Federation Teacher	27,455.83	Union Dues
536654	01/31/06	Meriwet Credit Union	34,302.72	Credit Union Deduction Register
536661	01/31/06	Provident Central Credit Union	19,723.48	Credit Union Deduction Register
536685	01/31/06	SMCCCD -College Vista Cert.	13,050.00	Rents
536686	01/31/06	SMCCCD -College Vista Class.	21,175.00	Rents
536690	01/31/06	Capital Guardian Trust	23,759.00	Tax Annuity
536699	01/31/06	Fidelity Service Company	22,918.00	Tax Annuity
536736	01/31/06	Variable Annuity Life Cert.	17,220.00	Tax Annuity
536737	01/31/06	Variable Annuity Life Class.	19,672.28	Tax Annuity
536754	01/31/06	Vanguard Fiduciary Trust	21,175.00	Tax Annuity
536766	01/31/06	Hartford Class.	18,498.82	Tax Annuity
536802	01/31/06	SMCCCD #995 Due From EE Cert.	39,644.45	Over Cap/Payroll Reimbursement
539765	01/31/06	Hartford Cert.	19,656.00	Tax Annuity
Cañada College Bookstore				
35405	01/04/06	ECE Skyline Account	27,057.65	Purchase Of Inventory
35453	01/19/06	MBS	31,766.70	Purchase Of Inventory
35460	01/19/06	Roadway Express	10,351.34	Freight Charges
25466	01/19/06	SMCCCD	68,699.95	Salaries & Benefits For October & November 2005

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Check Number	Check Date	Vendor Name	Check Amount	Description
25475	01/27/06	Thomson Learning	42,717.42	Purchase Of Inventory
49032	01/18/06	College Of San Mateo Bookstore	108,664.00	Purchase Of Inventory
49049	01/18/06	Textbook Exchange Inc.	162,299.00	Salaries & Benefits October, November & December , 2005
49053	01/18/06	SMCCCD	11,784.05	Purchase Of Inventory
49061	01/27/06	The Pea Press	70,160.05	Purchase Of Inventory
EFT#14169	01/31/06	Thomson Learning	11,543.00	Salaries & Benefits For October & November 2005
		Board Of Equalization		Sales Tax December 2005
26238	01/04/06	Skyline College Bookstore	27,331.00	Purchase Of Inventory
26293	01/19/06	Apple Computer Inc.	39,032.92	Purchase Of Inventory
26321	01/19/06	Apple Computer Inc.	18,483.50	Purchase Of Inventory
26322	01/19/06	College Book Company	54,024.25	Purchase Of Inventory
26329	01/19/06	Nebraska Book Company	81,080.53	Salaries & Benefits For October & November 2005
26336	01/27/06	SMCCCD	48,915.85	Purchase Of Inventory
		Thomson Learning	10,400,453.92	80%
		Subtotal	2,525,069.05	20%
		Warrants Issued ≤ \$10,000	12,925,522.97	100%
		Total Non-Salary Warrant Issued		
District Accounts Payable		351709-354274	11,279,165.05	
District Payroll		535682-536802, D55911-D556893	6,520,026.47	
Cañada College Bookstore		35397-35475	229,455.31	
College Of San Mateo Bookstore		48958-49062, EFT#14169	445,823.02	
Skyline College Bookstore		26235-26336	353,272.60	
District Cafeteria		60908-60926	9,849.32	
		Total Warrant Including Salaries - January 2006	18,837,591.77	

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Check Number	Check Date	Vendor Name	Check Amount	Description
354423	02/02/06	District Accounts Payable		
354488	02/02/06	Constellation NewEnergy Inc.	14,328.60	Utilities
354495	02/02/06	CSM Bookstore	61,360.35	CSM Student Books & Supplies
354506	02/02/06	Descalso Lithograph	11,139.57	KCSM Program Guide Printing Services
354515	02/02/06	Folsom Lake Ford	59,540.44	New Vehicle
354519	02/02/06	Interstate Grading and Paving Inc	31,357.80	Skyline Drainage & Paving Project
354534	02/02/06	Malta Chevrolet Oldsmobile & GM	15,015.86	New Vehicle
354538	02/02/06	Robert A. Bothman	292,915.74	Skyline Athletic Facilities Construction Project
354545	02/02/06	San Mateo Union High School Dis	15,842.69	CSM Apprenticeship Program
354552	02/02/06	Sch Proj/Util Rate Reduc.	45,445.35	Utilities
354563	02/02/06	Signet Testing Laboratories, Inc	15,698.54	Inspection & Testing Fees For Cañada Learning Resource Center
354600	02/06/06	U.S. Postal Services	10,000.00	Skyline Postal Services
354604	02/06/06	County of San Mateo	22,502.46	Sewer Tax For CSM
354606	02/06/06	David R. Callahan Inspections	10,500.00	Inspection Service For CSM
354607	02/06/06	Ebsco Subscription	12,811.15	Cañada Subscription Renewal
354627	02/06/06	Education Housing Partners, LLC	91,360.55	Districtwide Faculty/Staff Housing Project
354628	02/06/06	Public Empl Ret Sys	822,279.94	Health Insurance Premium February 2006
354631	02/06/06	Redwood City School Dist.	24,213.10	Cañada Childcare Development Services
354639	02/06/06	Transbay Fire Protection, Inc.	49,160.54	CSM Fire Pump Replacement Project
354674	02/08/06	Transbay Fire Protection, Inc.	442,444.83	CSM Fire Pump Replacement Project
354679	02/08/06	Big D Pacific Builders	319,599.00	CSM Regional Public Safety Project
354712	02/08/06	County of San Mateo	400,796.85	November 2005 Special Statewide Election Services
354714	02/08/06	Noll & Tam	26,072.80	Design Service For Canada
354725	02/08/06	North American Company	20,000.00	TSA Contribution From Employee
354727	02/08/06	Robert A. Bothman	424,979.18	Skyline Building Modernization & Seismic Upgrade
354734	02/08/06	Big D Pacific Builders	35,511.00	CSM Regional Public Safety Project
354736	02/08/06	Siemens Communications, Inc.	19,673.53	Small UPS Store At The Colleges
354744	02/08/06	Strata Information Group	11,624.10	Payroll Implementation Consulting Services
354770	02/09/06	Tuff Shed Store Inc.	30,725.50	Sheds For CSM Athletic Equipment
354774	02/09/06	Swinerton Management & Consul	18,011.00	Program Management Services
354775	02/09/06	Dell Computers	18,413.44	Personal Computers
354776	02/09/06	Dell Computers	47,339.16	Dell EMC Upgrade Kit
		Dell Computers	34,089.27	Dell Premium Enterprise Support Services



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Check Number	Check Date	Vendor Name	Check Amount	Description
354778	02/09/06	Dell Computers	12,500.10	Dell Pentium Processors For KCSM
354779	02/09/06	Dell Computers	15,984.64	Personal Computers For Cañada
354800	02/09/06	Swinerton Management & Consul	342,209.00	Program Management Service
354803	02/09/06	U.S. Postal Services	25,000.00	Cañada Postal Services
356332	02/13/06	Hartford Life & Accident Insuranc	32,447.41	Life Insurance Premium February 2006
356346	02/13/06	S.M.C.S.I.G.	18,420.51	Vision Plan Premium February 2006
356347	02/13/06	S.M.C.S.I.G.	126,610.04	Dental Insurance Premium February 2006
356353	02/13/06	TIER Technologies, Inc.	21,104.88	Web Access To Accept Student Credit Cards Payment
356383	02/15/06	John Plane Construction	80,836.68	Skyline Building Modernization & Seismic Upgrades
356384	02/15/06	Canada Bookstore	84,806.04	Cañada Students Books & Supplies
356389	02/15/06	CIS, Inc	24,800.00	Inspection Fees For Skyline
356397	02/15/06	Education Housing Partners, LLC	184,341.82	Districtwide Faculty/Staff Housing Project
356414	02/15/06	John Plane Construction	727,530.17	Skyline Building Modernization & Seismic Upgrades
356417	02/15/06	MANEX	13,200.00	Contract Training & Coordination Service At CSM
356424	02/15/06	Pitney-Bowes Inc.	20,000.00	Cañada Postal Services
356437	02/15/06	tBP Architecture	11,348.18	CSM Architectural & Building Modernization Services
356555	02/22/06	Pac Gas & Elec Co	24,608.75	Utilities
356565	02/22/06	Skyline Bookstore	29,058.08	Skyline Students Books & Supplies
356573	02/22/06	American Tire Distributors	22,657.80	Digital Image Cameras & Aligner For Skyline
356607	02/22/06	Keenan & Associates	140,673.60	Workers' Compensation Premium
356610	02/22/06	MOBS Systems, LLC	64,088.46	Bookstore Operational System
356618	02/22/06	Pac Gas & Elect Co	26,172.80	Utilities
356623	02/22/06	SACCO Control System	12,819.90	SACCO Control System For CSM
356635	02/22/06	Trust Administrators, Inc.	21,471.97	Flexible Benefit Plan 125 Premium January 2006
356649	02/23/06	Bay Area Comm Col JPA	15,655.28	JPA Reimbursable Expenses
356654	02/23/06	CIS, Inc	14,025.00	Inspection Service For Cañada Learning Resource Center
356659	02/23/06	Del Monte Electric Co., Inc.	127,723.52	CSM Fire Alarm Upgrade Project
356671	02/23/06	Hensel Phelps Construction Co.	504,167.00	Skyline New Construction Project
356672	02/23/06	Interactive Resources	13,688.00	CSM Engineering Service
356684	02/23/06	S.J. Amoroso Construction Co., Ir	1,493,511.08	Cañada Learning & Resource Center Construction Project
356687	02/23/06	Del Monte Electric Co., Inc.	14,191.48	CSM Fire Alarm Upgrade Project
356690	02/23/06	Hensel Phelps Construction Co.	56,019.00	Skyline New Construction Project
356693	02/23/06	SMCCCD Revolving Account	234,409.64	Replenish Procurement Card Clearing Account
356696	02/23/06	Sugimura & Associates Architects	10,353.40	Reimbursable Architectural Services

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Check Number	Check Date	Vendor Name	Check Amount	Description
356698	02/23/06	Tecom Design Group	13,996.08	Districtwide Fire Alarm Pathways
356778	02/27/06	Pac Gas & Elec Co	22,979.50	Utilities
356782	02/27/06	Pac Gas & Elec Co	12,849.26	Utilities
356798	02/27/06	Ad Age Broadcast Network	20,180.00	Radio Ads For Spring 2006 Semester
356803	02/27/06	Bay Area Comm Col JPA	21,149.11	JPA Reimbursable Expenses
356805	02/27/06	Canada Bookstore	10,657.43	Cañada Students Books & Supplies
356806	02/27/06	Carl Bloom Associates, Inc.	13,845.30	KCSM Marketing & Management Fees
356812	02/27/06	Constellation NewEnergy Inc.	50,611.71	Utilities
356831	02/27/06	Santa Barbara City College	11,375.00	CSM Media Art Design Project
356835	02/27/06	Sch Proj/Util Rate Reduc.	59,470.06	Utilities
356837	02/27/06	Siemens Communications, Inc.	28,026.13	Emergency Site Alert
356840	02/27/06	Sutro Tower Inc.	17,082.00	KCSM Transmitter Lease
356842	02/27/06	Voorhees Group, LLC	11,250.00	Skyline Educational Planning & Professional Service For Spring 2006
356854	02/28/06	Constellation NewEnergy Inc.	23,362.85	Utilities
356858	02/28/06	Interstate Grading and Paving Inc	114,460.20	Skyline Drainage & Paving Project
356859	02/28/06	Krueger International	17,877.73	Skyline Office Furniture
356864	02/28/06	Noll & Tam	21,000.96	Architectural Service For Cañada
356866	02/28/06	Noll & Tam	26,072.80	Architectural Service For Cañada
356869	02/28/06	Pac Gas & Elec Co	12,182.41	Utilities
356874	02/28/06	Interstate Grading and Paving Inc	12,717.80	Skyline Drainage & Paving Project
356879	02/28/06	Signet Testing Laboratories, Inc	10,572.79	Skyline Seismic/Modernization Testing & Inspection Services
356880	02/28/06	Signet Testing Laboratories, Inc	54,372.60	Skyline Materials Testing & Construction Observation Services
356883	02/28/06	Signet Testing Laboratories, Inc	10,821.47	Skyline Seismic/Modernization Construction Observation & Material Testing Svcs.
356886	02/28/06	Strata Information Group	44,017.00	ITS Consulting Services January 2006
356890	02/28/06	Swinerton Management & Consul	18,389.00	Program Management Services
356894	02/28/06	U.S. Postal Services	10,000.00	Skyline Postal Services
544161	02/28/06	District Payroll Disbursement (excluding Salary Warrants)		
544162	02/28/06	Calif. School Empl. Assoc.	12,391.81	Union Dues
544165	02/28/06	American Federation Teacher	27,336.32	Union Dues
544172	02/28/06	Meriwest Credit Union	34,302.72	Credit Union Deduction Register
544176	02/28/06	Provident Central	17,983.48	Credit Union Deduction Register
544176	02/01/06	American Federation Teacher	16,569.40	Union Dues

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Check Number	Check Date	Vendor Name	Check Amount	Description
544197	02/28/06	SMCCCD - College Vista Cert.	13,050.00	Rents
544198	02/28/06	SMCCCD - College Vista Class.	26,875.00	Rents
544202	02/28/06	Capital Guardian	23,806.00	Tax Annuity
544212	02/28/06	Fidelity Service	22,918.00	Tax Annuity
544249	02/28/06	Variable Annuity Cert.	17,220.00	Tax Annuity
544250	02/28/06	Variable Annuity Class.	19,572.28	Tax Annuity
544267	02/28/06	Vanguard Fiduciary Trust	22,599.00	Tax Annuity
544278	02/28/06	Hartford Cert.	21,378.00	Tax Annuity
544279	02/28/06	Hartford Class.	18,498.82	Tax Annuity
544309	02/28/06	San Mateo College District #798	11,022.22	Medical Flexible Benefits
544313	02/28/06	SMCCCD#995 Due From EE Class.	39,631.41	Over Cap/ Payroll Reimbursement
544314	02/28/06	SMCCCD #995 Due From EE Cert.	46,927.37	Over Cap/ Payroll Reimbursement
35489	02/02/06	Cañada College Bookstore	14,954.41	Purchase Of Inventory
35491	02/02/06	Houghton Mifflin	13,677.69	Purchase Of Inventory
35498	02/02/06	McGraw-Hill Companies	44,191.86	Salaries & Benefits For December 2005
35504	02/03/06	SMCCCD	37,089.66	Sales Tax Prepayment January 2006
35504	02/03/06	CSM Bookstore	37,089.66	Sales Tax Prepayment January 2006
35531	02/14/06	Pearson Education Inc.	52,813.85	Purchase Of Inventory
35539	02/14/06	Thomson Learning	24,756.83	Purchase Of Inventory
49107	02/02/06	College Of San Mateo Bookstore	17,850.75	Purchase Of Inventory
49118	02/02/06	Skyline College Bookstore	16,363.97	Purchase Of Inventory
49128	02/14/06	VHPS/Von Holtzbrinck	10,038.04	Purchase Of Inventory
49142	02/14/06	Cañada College Bookstore	11,930.03	Purchase Of Inventory
49146	02/14/06	Houghton Mifflin Company	15,757.34	Purchase Of Inventory
49154	02/14/06	John Wiley & Sons	16,927.64	Purchase Of Inventory
49157	02/14/06	McGraw Hill Book Co.	11,439.45	Purchase Of Inventory
49167	02/14/06	Textbook Exchange Inc.	42,327.19	Purchase Of Inventory
49184	02/14/06	Pearson Education	34,122.31	Purchase Of Inventory
49188	02/14/06	Thomson Learning	13,006.44	Purchase Of Inventory
49188	02/14/06	VHPS/Von Holtzbrinck	13,006.44	Purchase Of Inventory

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Check Number EFT#41738	Check Date 02/28/06	Vendor Name Board Of Equalization	Check Amount 171,705.00	Description Sales Tax Prepayment January 2006
26339	02/02/06	Skyline College Bookstore	47,210.68	Purchase Of Inventory
26361	02/02/06	Apple Computer Inc.	10,006.50	Purchase Of Inventory
26375	02/02/06	MBS Buyback Control SMCCCD	41,549.39	Salaries & Benefits December 2005
26387	02/03/06	College Of San Mateo Bookstore	59,121.23	Sales Tax Prepayment January 2006
26408	02/14/06	Houghton Mifflin	11,108.40	Purchase Of Inventory
26410	02/14/06	John Wiley & Sons Inc.	11,191.45	Purchase Of Inventory
26416	02/14/06	MBS Textbook Exchange	13,753.58	Purchase Of Inventory
26419	02/14/06	McGraw-Hill Companies	35,125.78	Purchase Of Inventory
26426	02/14/06	Pearson Education	63,594.54	Purchase Of Inventory
26441	02/14/06	SMCCCD	16,303.72	Procurement Card December 2005 & January 2006
26445	02/14/06	Thomson Learning	57,584.61	Purchase Of Inventory
26449	02/14/06	VHPS	14,487.94	Purchase Of Inventory
		Subtotal	10,012,577.87	77%
		Warrant Issued ≤ \$10,000	2,924,759.37	23%
		Total Non-Salary Warrant Issued	12,937,337.24	100%
District Accounts Payable		354275-356899	11,087,795.06	
District Payroll		543176-544313, D64204-D65226	6,639,470.13	
Cañada College Bookstore		35476-35544	278,502.69	
		49063-49192, EFT#41738	451,071.33	
Skyline College Bookstore		26337-26451	480,488.89	
District Cafeteria		60927-60936	4,289.84	
		Total Warrant Including Salaries - February 2006	18,941,617.94	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check No.	Check Date	Vendor Name	Check Amount	Description
356990	03/02/06	District Accounts Payable	18,963.52	KCSM Marketing & Management Fees
357023	03/02/06	Carl Bloom Associates, Inc.	10,765.87	CSM Construction Project
357028	03/02/06	Novo Construction Inc.	14,722.01	Lab Equipment For Cañada
357037	03/02/06	PerkinElmer Las, Inc.	13,175.66	CSM Parking Engineering Services
357045	03/02/06	Sandis Humber Jones, Civil Engineer	16,533.36	Architectural Services For CSM Swing Space
357106	03/06/06	tBP Architecture	825,160.36	Health Insurance Premium March 2006
357108	03/06/06	Public Empl Ret Sys	15,138.03	Skyline Athletic Facilities Construction Project
357208	03/08/06	Robert A. Bothman	20,000.00	Cañada Hispanic Marketing Program
357209	03/08/06	China Basin Ball Park Company LLC	15,998.00	Program Management Services
357211	03/08/06	Swinerton Management & Consulting	10,500.00	Inspection Services For CSM
357224	03/08/06	David R. Callahan Inspections	32,537.86	Life Insurance Premium March 2006
357237	03/08/06	Hartford Life & Accident Insurance Co	885,741.00	CSM Building Design-Build Project
357247	03/08/06	McCarthy Building Companies	362,788.41	Skyline Building Modernization & Seismic Upgrade Project
357257	03/08/06	Robert A. Bothman	303,972.00	Program Management Service
357259	03/08/06	Swinerton Management & Consulting	98,416.00	CSM Construction Project
357277	03/13/06	McCarthy Building Companies	16,861.99	Utilities
357320	03/13/06	Constellation NewEnergy Inc.	10,246.18	KCSM Marketing & Management Fees
357323	03/13/06	Carl Bloom Associates, Inc.	24,800.00	Inspection Services For Skyline
357350	03/13/06	CIS, Inc	10,000.00	Skyline On Line Advertising
357376	03/13/06	Hearst Communications, Inc.	101,140.00	CSM South Bay Regional Public Safety Training
357377	03/13/06	S.B.R.P.S.T.C.	126,676.42	Dental Insurance Premium March 2006
357378	03/13/06	S.M.C.S.I.G.	18,465.75	Vision Plan Premium March 2006
357385	03/13/06	S.M.C.S.I.G.	66,666.25	Districtwide Phone System
357391	03/13/06	Siemens Communications, Inc.	10,130.00	Architectural Services For Skyline
357393	03/13/06	Sugimura & Associates Architects	22,317.80	Architectural Services For Skyline
357531	03/15/06	Sugimura & Associates Architects	16,642.01	Engineering Services For Cañada Learning Resource Center
357556	03/20/06	Signet Testing Laboratories, Inc	115,408.13	Skyline Building Modernization & Seismic Upgrade
357561	03/20/06	John Plane Construction	16,673.60	Books For Cañada Early Childhood Ed/Child Development Program
357563	03/20/06	Canada Bookstore	14,025.00	Inspection Service For Cañada Learning Resource Center
357579	03/20/06	CIS, Inc	161,221.50	Skyline Drainage & Paving Project
357582	03/20/06	Interstate Grading and Paving Inc.	1,038,673.12	Skyline Building Modernization & Seismic Upgrade
357595	03/20/06	John Plane Construction	1,114,755.69	Cañada Student Resource Center Construction Project
		S.J. Amoroso Construction Co., Inc.		

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

MARCH 1-31, 2006

WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check No.	Check Date	Vendor Name	Check Amount	Description
357597	03/20/06	Interstate Grading and Paving Inc.	17,913.50	Skyline Drainage & Paving Project
357598	03/20/06	San Mateo Com.Col.Dist.	11,254.57	Replenish Flex American Clearing Account
357601	03/20/06	Sequoia Union High School District	20,000.00	Cañada Middle College High School Program
357606	03/20/06	Skyline Bookstore	10,268.38	Books For Skyline Biotech & Gateway Program
357614	03/20/06	Voorhees Group, LLC	21,000.00	Skyline Educational Planning Services Spring 2006
357682	03/22/06	Constellation NewEnergy Inc.	53,057.68	Utilities
357719	03/22/06	Bay Area Comm Col JPA	220,718.26	JPA Reimbursable Expenses
357727	03/22/06	Campbell, William E.	14,500.00	Cañada Contract Services For Title V Proposal
357728	03/22/06	Carl Bloom Associates, Inc.	16,900.00	KCSM Marketing & Management Fees
357756	03/22/06	Marchetti Construction Inc.	16,777.00	Cañada Summer 2005 Office Renovation Project
357757	03/22/06	Marchetti Construction Inc.	27,072.00	Cañada Summer 2005 Office Renovation Project
357771	03/22/06	Preston Pipelines	533,377.92	CSM Athletic Fields Underground Project
357787	03/22/06	Strata Information Group	44,017.00	ITS Consulting Service February 2006
357794	03/22/06	Transbay Fire Protection, Inc.	71,372.88	CSM Fire Pump Replacement Project
357795	03/22/06	Trust Administrators, Inc.	23,915.71	Flexible Benefit Plan 125 Premium February 2006
358206	03/27/06	Pac Gas & Elec Co	22,584.91	Utilities
358208	03/27/06	Pac Gas & Elec Co	22,400.82	Utilities
358210	03/27/06	Pac Gas & Elec Co	15,018.32	Utilities
358215	03/27/06	Ad Age Broadcast Network	23,160.00	Radio/TV Advertising For CSM
358227	03/27/06	Chevron	1,058,967.83	Districtwide Energy Conservation Project
358234	03/27/06	Education Housing Partners, LLC.	673,316.46	Districtwide Faculty/Staff Housing Project
358246	03/27/06	Hensel Phelps Construction Co.	1,019,201.00	Skyline Building Design-Build Project
358254	03/27/06	Keenan & Associates	140,673.60	Workers' Compensation Premium
358259	03/27/06	McCarthy Building Companies	349,113.00	CSM Construction Project
358264	03/27/06	Noll & Tam	35,616.58	Cañada Building Renovation
358265	03/27/06	Noll & Tam	31,287.36	Design Service For Cañada Learning Resource Center
358268	03/27/06	Noll & Tam	18,438.19	Architectural Service For Cañada
358274	03/27/06	Pac Gas & Elec Co	26,994.30	Utilities
358284	03/27/06	Hensel Phelps Construction Co.	113,245.00	Skyline Building Design-Build Project
358285	03/27/06	Chevron	117,663.09	Districtwide Energy Conservation Project
358290	03/27/06	Sch Proj/Util Rate Reduc.	43,572.89	Utilities
358293	03/27/06	Signet Testing Laboratories, Inc	13,428.50	Engineering Service For Cañada Learning Resource Center
358294	03/27/06	Signet Testing Laboratories, Inc	22,326.57	Engineering Service For Cañada Learning Resource Center
358297	03/27/06	SMCCCD Revolving Account	273,920.82	Replenish Procurement Card Clearing Account

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check No.	Check Date	Vendor Name	Check Amount	Description
358298	03/27/06	Strata Information Group	12,816.50	Payroll Implementation Services
358300	03/27/06	Strata Information Group	19,594.89	Payroll Implementation Services
358307	03/27/06	Sutro Tower Inc.	17,082.00	KCSM Transmitter Leasing Fees
358310	03/27/06	U.S. Postal Services	20,000.00	CSM Postal Service
358311	03/27/06	U.S. Postal Services	40,000.00	CSM Postal Service
358313	03/27/06	McCarthy Building Companies	38,790.00	CSM Construction Project
358424	03/30/06	Constellation NewEnergy Inc.	21,889.94	Utilities
358425	03/30/06	Constellation NewEnergy Inc.	28,924.25	Utilities
358436	03/30/06	Pac Gas & Elec Co	11,795.41	Utilities
358445	03/30/06	Alcal-Arcade Contracting, Inc.	98,892.90	CSM & Skyline Roofing Project
358450	03/30/06	Associated Std -Canada	20,910.90	Cañada Associate Students Fees Reimbursement For Spring 2006
358451	03/30/06	Associated Std -CSM	42,214.50	CSM Associate Students Fees Reimbursement For Spring 2006
358452	03/30/06	Associated Std -Skyline	23,300.10	Skyline Associate Students Fees Reimbursement For Spring 2006
358465	03/30/06	Casey Printing ,Inc.	21,083.58	Skyline Summer 2006 Schedule Printing Fees
358483	03/30/06	Gallery Paule Anglim	101,355.00	Purchase Of A Sculpture Horse For Canada
358501	03/30/06	Peninsula Community Foundation	25,000.00	Open Endowment Account
358502	03/30/06	Peninsula Tree Service	15,250.00	CSM Tree Trimming Services
358510	03/30/06	Alcal-Arcade Contracting, Inc.	10,988.10	CSM & Skyline Roofing Project
358513	03/30/06	SWH Enterprises, Inc.	49,977.62	McFee Antivirus Perpetual License & Support
District Payroll Disbursement (excluding Salary Warrants)				
551659	03/31/06	Calif. School Empl. Assoc.	12,409.42	Union Dues
551660	03/31/06	American Federation Of Teacher	27,369.00	Union Dues
551663	03/31/06	Meriwest Credit Union	34,302.72	Credit Union Deduction Register
551674	03/31/06	American Federation Of Teacher	19,879.85	Union Dues
551694	03/31/06	SMCCCD - College Vista Cert.	14,950.00	Rents
551695	03/31/06	SMCCCD - College Vista Class	28,025.00	Rents
551699	03/31/06	Capital Guardian Trust Co. Cert.	23,806.00	Tax Annuity
551670	03/31/06	Provident Central Credit Union	17,876.94	Credit Union Deduction Register
551709	03/31/06	Fidelity Service Company	22,918.00	Tax Annuity
551746	03/31/06	Variable Annuity Life Cert.	17,220.00	Tax Annuity
551747	03/31/06	Variable Annuity Life Class.	19,572.28	Tax Annuity
551764	03/31/06	Vanguard Fiduciary Trust	27,155.00	Tax Annuity

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

MARCH 1-31, 2006

WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check No.	Check Date	Vendor Name	Check Amount	Description
551775	03/31/06	Hartford Cert.	23,253.00	Tax Annuity
551776	03/31/06	Hartford Class.	20,498.82	Tax Annuity
551804	03/31/06	San Mateo College District #798	11,422.22	Medical Flexible Benefits
551808	03/31/06	SMCCCD #995 Due From EE Cert.	39,631.41	Overcap/Payroll Reimbursement
551809	03/31/06	SMCCCD #995 Due From EE Class.	46,829.32	Overcap/Payroll Reimbursement
Cañada College Bookstore				
35562	03/01/06	MBS Textbook Exchange	44,669.48	Purchase Of Inventory
35566	03/01/06	Nebraska Book Company	23,899.02	Purchase Of Inventory
35573	03/01/06	SMCCCD	37,083.03	Salaries & Benefits For January 2006, Procurement Card Dec. 2005
35586	03/20/06	Skyline College Bookstore	14,000.52	Purchase Of Inventory
35606	03/20/06	Pearson Education Inc.	25,113.85	Purchase Of Inventory
35617	03/20/06	Thomson Learning	43,246.00	Purchase Of Inventory
College Of San Mateo Bookstore				
49211	03/01/06	Textbook Exchange	49,122.40	Purchase Of Inventory
49214	03/01/06	Nebraska Book Company	12,750.35	Purchase Of Inventory
49223	03/01/06	SMCCCD	53,488.90	Salaries & Benefits January 2006, Procurement Card Dec. 2005
49259	03/20/06	Thomson Learning	61,287.23	Purchase Of Inventory
EFT#74433	03/31/06	Board Of Equalization	18,702.00	Sales Tax Prepayment For February 2006
Skyline College Bookstore				
26464	03/01/06	Follett Higher Education Group	26,744.47	Purchase Of Inventory
26471	03/01/06	MBS Textbook Exchange	41,029.97	Purchase Of Inventory
26475	03/01/06	Nebraska Book Company	32,807.68	Purchase Of Inventory
26481	03/01/06	SMCCCD	44,149.66	Salaries & Benefits January 2006
26506	03/20/06	Thomson Learning	67,452.70	Purchase Of Inventory
Subtotal			12,274,721.59	88%
Warrant Issued ≤ \$10,000			1,749,039.68	12%
Total Non-Salary Warrant Issued			14,023,761.27	100%



SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 MARCH 1-31, 2006  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check No.	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable	356901-358526		12,596,669.30	
District Payroll	550627-551808, D72587-D73666		7,535,530.67	
Cañada College Bookstore	35545-35621		257,645.06	
College Of San Mateo Bookstore	49193-49261, EFT#74433		262,767.05	
Skyline College Bookstore	26452-26507		251,844.82	
District Cafeteria	60937-60952		9,241.89	
Total Warrant Including Salaries - March 2006			20,913,698.79	

**BOARD REPORT NO. 06-4-5CA**

**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, Executive Vice Chancellor, or designee.

As the Capital Improvement Program progresses, the volume and variety of surplus continues to grow. The Colleges have identified vehicles and miscellaneous equipment that is surplus to the District's needs:

- Vehicles from Cañada College
- Vehicle from College of San Mateo
- Computers, monitors, printers and projector from College of San Mateo

A complete listing of this equipment 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 at the least cost to the District and the Colleges. The District is committed to handling electronic waste in a responsible manner and if old computers cannot be sold or donated, a responsible recycler connected to the California Electronic Waste program will be employed to recycle District surplus.

**RECOMMENDATION**

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

**Surplus items**

Quantity	Campus	Item Description	Estimated Value	Disposition Plan
1	Cañada	1988 Toyota Truck	\$2000	To be sold
1	Cañada	1978 Ford Flat Bed Truck	\$5500	To be sold
1	CSM	1988 Ford Cargo Van	\$1500	To Be sold
7	CSM	Printers	\$0	To Be Recycled
9	CSM	Computers	\$0	To Be Recycled
1	CSM	Proxima Projector and Lamp	\$0	To Be sold
1	CSM	HP DeskWriter	\$0	To Be Recycled
2	CSM	IBM Monitor	\$0	To Be Recycled

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT PROPOSED 2006 GOALS

### *Education and Planning Goals*

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

Many elements required for the integrated strategic planning system are already in place; however, they are not completely standardized within the District nor appropriately linked. Currently, the District is recruiting for a Vice Chancellor for Educational Services (the previous search in 2003 was abandoned due to budget constraints). This position will undertake the responsibility for developing an organizational infrastructure that will produce the integrated strategic planning system for the District.

Specific goals for 2006 include:

1. In order to assure that the District is offering the most current and relevant educational program for the community, the District shall review and revise as necessary the collaboratively developed, data-driven model that addresses program development, enhancement, stabilization, consolidation and elimination. The program review process must rely on both quantitative (enrollment, cost/benefit, etc.) and qualitative (value to community, availability and strengths of faculty, etc.) measures. Establish a schedule for all educational programs and student services in the District to be reviewed using common criteria and assessed at predetermined points in time.
2. Identify operational areas (e.g., research, financial aid, property tax calculations, etc.) which will be subject to a performance audit to determine the level of efficacy and efficiency of the current operation.
3. Pursue legislation and partnership agreements that will allow the District to maintain and expand the University Center as well as to offer otherwise cost-prohibitive higher education and workforce development programs.

## ***Personnel Goals***

**Compensation:** Over the past three years, the District undertook an effort to restructure its workforce in order to improve productivity, streamline operations and improve service to students. This effort was successful and allowed the District to provide compensation levels that 1) are competitive in the marketplace; 2) acknowledge the excellence and commitment of faculty and staff; and 3) recognize the high cost of living in the local area.

4. In order to remain competitive in this very high cost area, the District needs to continue efforts to improve productivity and compensation, while maintaining a fiscally sound budget.
5. Continue to support and promote professional development for faculty and staff.

**Retention/Recruitment:** Aligned with the goal of providing competitive compensation packages for all employee groups, the District will continue its efforts to recruit and retain the very best employees. Recent surveys and anecdotal evidence have revealed that the high cost of housing in the area has contributed to some turnover within the District and to smaller applicant pools for many positions.

6. The District will continue its efforts to assist employees with the high cost of housing in the area, including offering the second loan program for first time homebuyers. The District will explore additional program options that make the program even more valuable and useful for faculty and staff. Following the first year of operations of *College Vista*, the District will evaluate whether a second residential community should be constructed.

## ***Facilities Goals***

**General Obligation Bond:** With the passage of Measure "A" in November 2005, the District will be able to complete the major campus wide facilities renovation and improvement projects that are underway. These projects rival--in scope and complexity--the initial construction of the three Colleges.

7. Issue the final phase of Measure C debt and the first phase of Measure A debt to finance the construction projects.
8. Update the Facilities Master Plan to reflect current conditions and the new resources available through Measure A.
9. Develop a cost effective program management plan for the Capital Improvement Program (CIP) that optimally utilizes the skill set of District employees and outside contractors and is responsive to the current needs of the updated Facilities Master Plan.
10. In order to increase the pool of design professionals, professional services providers, contractors and subcontractors bidding on District projects and to assure that local

businesses and small and emerging businesses are given every opportunity to compete fairly for the District's work, District staff shall continue their efforts to build an electronic database of bidders that includes all appropriate local businesses as identified by the local Chambers of Commerce in San Mateo County, the Buildings and Trade Council and other trade union representatives. The District will also broadly disseminate information about bidding opportunities within San Mateo County.

11. Work with representatives from the Buildings Trades Council to identify Measure A projects that will be incorporated into the Project Labor Agreement.
12. Explore the program parameters of the CityBuild program in San Francisco (a collaboration of the City, Community College District, Private Industry Council and the carpenters union which seeks to increase the number of local workers hired by City contractors) to determine its applicability in College District projects. See attached newspaper article.
13. Work with the Buildings Trades Council, ROP and other appropriate organizations in the County to establish an outreach and education program that will offer opportunities for District students and other youth, including at-risk youth, to learn about, prepare for and enter apprenticeship training programs. To the extent possible, incorporate requirements for District contractors to hire local graduates of apprenticeship programs.
14. Work with local legislators to extend AB 1000 to permit the District to use design/build construction methods for new capital projects.
15. As new buildings are brought on line, District operational plans need to incorporate appropriate staffing and resource efficiencies in order to ensure the long term sustainability of the new structures. The District must also leverage to the greatest extent possible available state and local resources to reduce operational costs.
16. Investigate "green building" design guidelines and standards, such as the San Mateo Countywide Guide to Sustainable Buildings and LEED (Leadership in Energy and Environmental Design) to determine the applicability to District projects.

### ***Finance Goals***

17. Maintain fiscal stability.
18. Work with local legislators to seek an amendment to the Revenue and Taxation Code that would restore the District's property tax losses that resulted from the "triple flip."
19. For the foreseeable future, the District will be dependent on FTES to sustain the District's financial condition. It is imperative that the District succeed in improving access to programs (e.g., on line classes, classes in local high schools, off campus classes, etc) to sustain and increase enrollment and FTES.

**BOARD REPORT NO. 06-4-100B**

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

**BID AWARD TO CUTTING EDGE FOR EDITING SYSTEM—KCSM**

KCSM needs to replace its television editing system Media 100 because the manufacturer has suspended support of this system. The Media 100 has performed well for nearly ten years. KCSM has extended the life of these systems by installing manufacturer’s upgrades to both hardware and software when they have been made available. Continuing with this manufacturer’s product would require KCSM to purchase all new hardware and software. Accordingly, KCSM decided to explore the marketplace to see how the Media 100 system compared to other edit systems that are commonly used in the broadcast and production industries.

After evaluating many available editing systems and eliminating those which were not compatible with KCSM specifications, it was determined that AVID offered the most suitable systems. An equipment list was generated by KCSM Engineering and BID #86526 was sent to several qualified vendors. Three responses were received on the February 13, 2006 bid closing date.

KCSM recommends the contract for purchase be awarded to Cutting Edge in San Francisco. Cutting Edge will provide ongoing software support and software replacement.

<b>Avid Technology</b>	<b>\$35,894.00</b>	<b>\$35,129.00</b>	<b>\$31,960.00</b>	<b>\$6600.00</b>	<b>\$109,583.00</b>
<b>Snader</b>	<b>\$24,168.00</b>	<b>\$31,356.90</b>	<b>\$10,090.32</b>	<b>\$8380.00</b>	<b>\$73,995.22</b>
<b>Cutting Edge</b>	<b>\$24,915.00</b>	<b>\$30,185.00</b>	<b>\$12,200.00</b>	<b>\$3000.00</b>	<b>\$70,320.00</b>

Funding for this KCSM new editing system comes from the bond funding for the KCSM Digital Project.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Avid On-Line and Off-Line Editing System from Cutting Edge in an amount not to exceed \$70,320.00 plus tax and incidental expenses.

**BOARD REPORT NO. 06-4-101B**

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

**ADOPTION OF RESOLUTION NO. 06-7 NOTICE OF WITHDRAWAL FROM BAY AREA COMMUNITY COLLEGE DISTRICTS JOINT POWERS AGENCY AND RESOLUTION NO. 06-8, NOTICE OF WITHDRAWAL FROM PROTECTED INSURANCE PROGRAM FOR SCHOOLS JOINT POWERS AUTHORITY**

**Background**

Last November, the Board of Trustees adopted resolutions of intent to withdraw from the Bay Area Community College Districts Joint Powers Agency and from Protected Insurance Program for Schools Joint Powers Authority (Board Report No. 05-11-100B). The purpose of the resolutions was to provide flexibility for the District to adopt risk management programs outside of the established joint powers agencies.

The District has spent the past several months reviewing alternative risk management programs with the objective to reduce the budgetary burden, improve claims administration, improve the scope of coverage, and achieve greater overall value. The review included an examination of the District's claims history and costs and an actuarial study of the District's Workers' Compensation program. Specifically, the District wanted to determine if it would be feasible and more appropriate to raise its Self-insured Retention (SIR) levels, whether it should seek independent coverage from insurance underwriters, and whether better service could be obtained by choosing Third Party Administrators (TPAs) that were located nearer to the District.

In addition to examining risk management alternatives outside of the JPA's, the District also approached the JPA directors to determine if the JPA's might be willing to provide programs with alternative SIR levels. The Bay Area Community College Districts Joint Powers Agency did begin to discuss the possibility of providing alternative SIR levels. The JPA's independent actuary presented a matrix of expected losses and associated rates that could be applied to a district's contribution depending upon the desired SIR. The JPA directors expressed that it would consider the implementation at its meeting in June, but would not establish rates before the JPA's April withdraw notice deadline. Although the rates presented by the actuary look very favorable, they do not address the other concerns of coverage, claims management, and practice of shared settlement costs.

**Property and liability**

The District's property and liability program is currently covered through a combination of self-insured retention, the Bay Area JPA, a state wide community college JPA called SWACC, and a state wide schools JPA called SELF. In addition, the District participates in an Owner Controlled Insurance Program (OCIP) through Keenan & Associates for the purposes of insuring some of its major capital improvement projects, and it buys builders' risk insurance through a local insurance broker for other capital improvement projects. Student insurance of various kinds is also administered through a local broker. At this time the District is examining only those portions of its risk management program currently covered by JPA's because a change requires the District to withdraw from the JPA's by April.

Based upon the review of losses and program alternatives, the District could provide for its expected losses at lower cost by choosing a program that permits a larger SIR. As with any level of coverage selected, there is the chance that in any given year losses will exceed expected losses. The District's loss experience has been good over the years and adopting a program at a higher SIR level is a prudent choice to make in an effort to balance the cost of insurance and the risk to the District. Below is a cost comparison of the current program, a non-JPA program, and a hypothetical JPA program with rates associated with the JPA actuary expected loss rates.

Coverage Information	Current JPA	Possible - JPA	Quoted - Andreini
	Estimated SIR - Costs	Estimated SIR - Costs	Estimated SIR - Costs
Total Insured Values	\$332,033,846	\$332,033,846	\$332,033,846
Liability Premium	212,700	166,344	170,680
Property Premium	128,800	144,925	160,716
Boiler and Machinery	14,600	16,435	9,961
Crime	4,800	5,019	12,715
Bay Area JPA	170,000	22,692	0
SELF	20,300	20,300	20,300
Broker - Misc. Adm. Costs	14,800	14,800	20,000
Third Party Administration	0	30,000	30,000
<b>Totals</b>	<b>\$566,000</b>	<b>\$420,515</b>	<b>\$424,372</b>

Not approved by JPA

The District can lower its insurance costs by about \$130,000 per year by withdrawing from the JPA and accepting a program with a higher SIR. The lower costs will result in savings only to the extent that the District does not experience losses greater than its expected losses under this program.

A District's risk management program is a matter not only of premiums and expected losses; it is also important to examine the areas of coverage, claims management, and exposure resulting from settlement terms. An extensive review has been made comparing the JPA's Memorandum of Coverage and the provisions of the proposed underwriter's insurance policy to make sure that the alternative program is as good as or better than the current coverage. Withdrawing from the JPA will permit the District to hire a third party claims management company of its choice. Currently, the District's third party administrator is the same company that services the Bay Area JPA, which is the same third party administrator that services SWACC (the statewide JPA that covers losses in excess of the Bay Area JPA). For whom does the third party administrator advocate? The District has found that often the interests are in conflict. Consequently, the District does not receive the level of advocacy it needs to control costs.

### Workers' Compensation

The District engaged GPWA Actuaries & Consultants to examine the District's workers' compensation loss history and assess the feasibility of the District self-insuring for workers' compensation losses at various per occurrence levels. The actuary's examination used two industry methodologies. The District's loss history the last few years has been quite good, so the actuary imputed future losses adjusted for industry loss ratios to present a more conservative analysis. The conclusion of the actuary is that the District could implement a self-insured program. Currently, the District pays about \$1,600,000 in premium to Protected Insurance Program for Schools (PIPS). Implementing a program that self-insures losses per occurrence up to \$350,000 would cost about \$1,010,000 per year. This includes actuary determined expected self-insured losses of \$750,000 and an excess loss premium of \$260,000. As it would with the property and liability program, the District would select and hire a third party program administrator of its choice. Normal cost for a third party administrator range from \$1200 to \$1800 per claim. This would cost the District another \$50,000 to \$100,000 per year. The savings to the District could be considerable even if the District were to increase its budget and implement a more comprehensive safety and loss control program to better protect its employees.

### RECOMMENDATION

It is recommended that the Board of Trustees adopt resolution Nos. 06-7 and 06-8 giving notice to the Bay Area Community College JPA and the Protected Insurance Program for Schools that the District is withdrawing from the respective Programs.



**RESOLUTION NO. 06-7  
WITHDRAWAL FROM BAY AREA COMMUNITY COLLEGE DISTRICTS  
JOINT POWERS AGENCY**

**WHEREAS**, the Governing Board of San Mateo County Community College District (“District”) shall provide for the appropriate coverage of property and liability risk in accordance with Education Code § 72506 (a), and

**WHEREAS**, the administration is responsible for exploring alternative approaches to appropriately covering property and liability risks, and

**WHEREAS**, the District is a member of the Bay Area Community College Districts Joint Powers Agency (“BAJPA”) and is obligated to remain a member of BAJPA until it withdraws as a member in accordance with the bylaws of BAJPA, and

**WHEREAS**, the District can withdraw membership only upon giving timely notice of withdrawal in accordance with BAJPA bylaws, and

**WHEREAS**, the District Administration recommends that timely withdrawal from the BAJPA be approved and properly noticed so that alternative risk plans can be implemented for the fiscal year beginning July 1, 2006,

**NOW THEREFORE BE IT RESOLVED**, that the District does hereby notify the authority of the District’s withdrawal from its status as a member of the BAJPA at the end of the fiscal year, June 30, 2006.

Ayes

Noes

Attest:

Helen Hausman, Vice President-Clerk  
Board of Trustees

**RESOLUTION NO. 06-8**  
**INTENT TO WITHDRAW FROM PROTECTED INSURANCE PROGRAM FOR SCHOOLS JOINT**  
**POWERS AUTHORITY**

**WHEREAS**, the Governing Board of San Mateo County Community College District ("District") shall provide for the appropriate coverage of workers' compensation in accordance with Education Code § 72506 (a), and

**WHEREAS**, the administration is responsible for exploring alternative approaches to appropriately covering workers' compensation, and

**WHEREAS**, the District is a member of the Protected Insurance Program for Schools ("PIPS") Joint Powers Authority and is obligated to remain a member of PIPS until it withdraws as member in accordance with the bylaws of PIPS, and

**WHEREAS**, the District can withdraw membership only upon giving timely notice of withdrawal in accordance with PIPS bylaws, and

**WHEREAS**, the District Administration recommends that timely withdrawal from the PIPS be approved and properly noticed so that alternative risk plans can be implemented for the fiscal year beginning July 1, 2006,

**NOW THEREFORE BE IT RESOLVED**, that the District does hereby notify the authority of the District's withdrawal from its status as a member of the PIPS at the end of the fiscal year, June 30, 2006.

Ayes

Noes

Attest:

Helen Hausman, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 06-4-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Director of General Services, 358-6752

**CSM SCIENTIFIC EQUIPMENT MULTIPLE CONTRACT AWARD TO:  
CAROLINA BIOLOGICAL SUPPLY, DAEDALEON & EDMUNDS, EME, FISHER SCIENTIFIC, JH  
TECHNOLOGY, MEASUREMENT TECHNOLOGY, PASCO SCIENTIFIC, SARGENT-  
WELCH/CENCO, SCIENCE KIT BOREAL, SCOPE CITY, VERNIER, INC. & WARDS.**

As the board is aware, the new Science Building 36 at CSM is nearing completion. In preparation for the occupancy of this building on March 20, 2006, the General Services Department released Bid 86528 to twenty-seven Scientific Equipment vendors. The CSM Sciences division is taking advantage of the opportunity presented by the bond capital program to improve not only the physical space they teach in, but to upgrade the outmoded equipment and supplies required for instruction. This bid includes everything from safety glass lighters and articulated skeletons to balances, rock polishers, scales and ice machines. The processes that led up to this bid release were inclusive and brought together faculty, college administration, Swinerton, and the General Services department. This collaborative effort effectively identified the equipment and supplies necessary to support the educational mission of the sciences at CSM for many years in the future.

The intent of the Bid was to obtain volume pricing across a multitude of items supporting all the science programs at CSM—Astronomy, Chemistry, Physics, the Earth Sciences and ISC. Because of the varied nature of the equipment, General Services was aware that a single vendor would not be able to fulfill the bid requirements and anticipated awarding contracts to vendors for various aspects of the bid. The District advertised locally as required by the Ed Code on consecutive weeks, March 20 and 27, 2006. The bid closed on April 5, 2006 with bids received from 12 of the 27 vendors. General Services based the bid award on the lowest qualified pricing for each individual item.

See the chart below for bid results.

<b>Vendor</b>	<b>Totals</b>
Carolina Biological	\$ 15,471
Pasco	\$ 121,978
D&E	\$ 1,800
EME	\$ 163
Fisher	\$ 50,290
Measurement Tech	\$ 38,354
Science Kit Boreal	\$ 1,342
Scope City	\$ 27,937
Sgt Welch	\$ 66,024
Vernier	\$ 17,259
Wards	\$ 4,550
JH Technology	\$ 26,615
No Bid	\$ 28,756
<b>Total:</b>	<b>\$ 400,538</b>

Approximately fifteen items specified in the bid require additional consultation from Science faculty and staff before the vendors for those items are selected. For these items, staff will select the appropriate vendor from the selected vendor pool as consultation is completed. As such, the amount of the award to each vendor may change slightly based on future decision making within the divisions. In addition, several items received “no bid” and the General Services Department is sourcing those products in conjunction with the Science Division and Swinerton. The purchase price of each of these items is well below the Ed Code bid limit. Accordingly, the District will follow standard purchasing procedures to secure the remaining goods. Within this bid was an addendum that specified microscopes for Cañada College. The microscopes are included the bid totals above with the specific award to JH Technologies and to Sargent-Welch.

Vendors will deliver their goods on two separate delivery schedules—the first shipment of equipment is set for July 17, 2006 and the smaller items are to arrive on August 1, 2006. Funding for this purchase comes from GO Bond dollars.

### **RECOMMENDATION**

The District recommends that the Board of Trustees award the bids for various scientific equipment items, per Bid 86528, as listed in the chart above, to the specified vendors totaling \$400,538, not including sales tax, delivery, or installation, if required. While these individual amounts may change slightly depending on further Science Division consultations on selected items, the total dollar will not change substantively.

**BOARD REPORT NO. 06-4-103B**

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

**CSM TELESCOPE BID AND CONTRACT AWARD TO RC OPTICAL SYSTEMS**

As part of the Building 36 Science project, the Astronomy department required a new observatory telescope as part of building's top floor observatory. This telescope is important to both the public astronomy outreach programs and as a component of the Astronomy department's instructional program. To procure the telescope under current legal bid limits, on March 20, 2006, the General Services Department released Bid 86527 to three telescope manufacturers, RC Optical Systems (RCOS), Optical Guidance Systems, and DFM Engineering, Inc. The General Services Department advertised the bid as legally required and on March 31, two vendors submitted bids. DFM Engineering chose not to bid on this telescope. Of the two remaining vendors, RC Optical System's product aligns with the specifications.

Although RCOS bid is \$7,000 more than OGS, CSM's astronomy experts indicate that the cost differential will provide an instrument that more exactly fits the bid requirements for the following reasons:

- The bid included a requirement that the telescope's mirror have *zero expansion astro sitall glass*. This technical specification is critical because it ensures that the mirror will not expand nor contract during an evening's observation. This feature is important in eliminating image deterioration. While ROCS clearly states that its telescope mirrors are constructed of this material, OGS's bid indicates that the mirror substrate consists of "near-zero expansion ceramic", which is outside of the required specifications.
- Another important factor in long sessions of astronomical observing is the instrument's capability to maintain constant focus. The RCOS instrument has "Focus and Forget" technology, eliminating the need to refocus during an observing session. The OGS scope has similar technology based on "Invar 36" rods that according to experts in the astronomical field is outdated.
- Another critical factor in the bid requirement has to do with the telescope's mounting hardware. The bid required the scope mount on a robotic, internet controllable German equatorial mount, the *Paramount ME*. Although the scope in the OGS bid is mounted on the *Paramount ME*, it is mated to the *Paramount ME* with a "fork mount" of OGS own manufacture, which is bulky and ineffective for the space allocated and once again outside of the bid specification.

Accordingly, for the three reasons mentioned above, the District recommends rejection of the OGS bid of \$67,670 as not conforming to the bid specifications and award of bid 86527 to RC Optical System of Arizona.

Funding for this purchase comes from GO Bond dollars.

**RECOMMENDATION**

The District recommends that the Board of Trustees award Bid 86527 to RC Optical System in an amount not to exceed \$74,714 plus sales tax and shipping.

**BOARD REPORT NO. 06-4-1C**

**Report on risk management**

**There is no separate printed report for this agenda item.**

**Discussion of the topic will take place during the presentation  
of Board Report No. 06-4-101B.  
(Adoption of Resolution No. 06-7 and No. 06-8)**

**BOARD REPORT NO. 06-4-2C**

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

**UPDATE OF 2006 FACILITIES MASTER PLAN - DISTRICTWIDE**

In January, the Board of Trustees commissioned Steinberg Architects to develop the 2006 Facilities Master Plan, which will serve to inform decision-making related to the next phase of planning and construction (Board Report No. 06-1-2C). This Facilities Master Plan will be the outcome of many months of planning, participation by all constituent groups, Trustee feedback, physical assessment and analysis of existing campus facilities, and incorporation of educational programmatic needs.

The master planning effort is proceeding as planned. Steinberg Architects has completed their review of previously completed physical assessments and analysis, site visits, multiple meetings with College constituent groups and open forums. These activities have laid a solid foundation upon which goals of the facilities master plan have been developed, along with identification of issues that require creative solutions. Steinberg Architects' presentation of their work completed to date will provide the first opportunity to solicit Trustee feedback and direction.

Upcoming meetings with College constituencies and open forums will continue in the coming months. Options will be reviewed and preferred solutions identified. Steinberg Architects will present another update at the May meeting of the Board of Trustees, and then again in June. By July, the master plan development process will be completed, and the 2006 Facilities Master Plan will be ready for adoption.

***Board of Trustees Report***  
***Wednesday April 19th, 2006***

Good evening

Mr. President, Members of the Board, Chancellor, College Presidents and Guests.

My name is Noel Chavez and I am the Vice President of Associated Students of Cañada College. I am very happy to be here to give you an update on events and activities at Cañada College.

To begin the Spring 06 semester the ASCC coordinated a club fair, in February. 15 clubs participated and over 100 students attended the event. Since the club fair four new clubs have been established: The Latin American Literature Club, the Photography Club, United Nations Association of Cañada College, and the Society of Liberal Education.

ASCC also began promoting its book scholarship fund to the campus. Of the 25 applicants, 15 received scholarships in the amount of \$250.00. In addition to distributing individual scholarships ASCC provided the Cañada Library with \$2,000.00 to purchase books.

For Black History Month ASCC sponsored a series of 5 events. Faculty support and excellent marketing resulted in a total event attendance of 500 students and staff.

The spring semester marked the beginning of a new event series; Festival Del Sol, a spring concert series. The first concert took place March 1<sup>st</sup>; over 150 staff and students participated. Additionally 40 high school students participating in a campus tour/orientation also participated in the event.



In March four members of ASCC were fortunate to travel to Washington, DC to participate in the **National Student Advocacy conference**. Students visited various government buildings and DC landmarks. The students also had the opportunity to observe a Supreme Court hearing.

Towards the end of March ASCC sponsored a lecture on **Immigrant Rights**, in honor of the life and work of Cesar E. Chavez; over 400 students, faculty, and staff attended this event. Currently ASCC is planning a volunteer activity with the Samaritan House to provide opportunities for students to do community service. Students outside of ASCC will be invited to participate in this activity.

Another project in which ASCC is involved is the Common Ground Project. It is designed to help students resolve and manage conflicts through workshops and one-on-one coaching. This, by the way, is the brochure which you received.

As you can see ASCC is working hard to enrich student life and expand extra curriculum activities at Cañada College. We are also proud to say that we are actively engaged in all College council meetings and discussions.

#### **And now let me mention a few upcoming events**

ASCC is planning **Spring Fling**, which will be held the last week of April; **Spring Elections**, which will be held May 1<sup>st</sup>-4<sup>th</sup>; and the **Graduation Reception**. ASCC will also be attending the upcoming **Student Senate General Assembly**, May 6<sup>th</sup> in San Diego; to discuss the governing documents of the Statewide Student Senate. ASCC has been apart of this process from the beginning, voting recently in the elections to approve the proposed Model E. Model E is the new organizational design of the Statewide Student Senate.

This concludes my report and if you have any questions, I'll be happy to answer them.

Thank you