

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA  
REGULAR MEETING  
September 26, 2006  
District Board Room  
3401 CSM Drive, San Mateo**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- \* *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- \* *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- \* *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements need to be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo CA 94402.*
- \* *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information, contact the Executive Assistant to the Board at (650) 574-6550.*
- \* *Regular Board meetings are taped; tapes are kept for one month.*

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**4:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**      06-9-1      Minutes of the Regular Meeting of the Board of Trustees of August 16, 2006  
                         06-9-2      Minutes of Special Meeting of the Board of Trustees of August 23, 2006

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

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**NEW BUSINESS**

- 06-9-4A      Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel
- 06-9-5A      Approval of revision to miscellaneous pay rates salary schedule

**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.*

06-9-1CA      Ratification of fourth quarter District warrants, 2005-06

- 06-9-2CA Amendment of Master Agreement between the San Mateo County Community College District Board of Trustees and the San Mateo County Colleges Educational Housing Corporation, dated August 28, 2006
- 06-9-3CA Renewal of agreements with American Institute for Foreign Study (AIFS), 2006-07
- 06-9-4CA Disposition of District records
- 06-9-5CA Declaration of surplus property
- 06-9-6CA Extension of multiple contract awards for academic furniture

#### **Other recommendations**

- 06-9-102B Contract award to Voorhees Group, LLC, for educational planning professional service – Cañada College
- 06-9-103B Contract award for Building 17 modernization – Cañada College

#### **INFORMATION REPORTS**

#### **STATEMENTS FROM BOARD MEMBERS**

#### **COMMUNICATIONS**

#### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment  
Employment: **College of San Mateo** – Instructional Aide II, Language Arts Division; Admissions and Records Assistant II, Student Services Division; **Skyline College** – Career Resources/Counseling Aide, Student Services Division; Counselor, Student Services Division; Interim Director of Learning Center and STAARS Program, Language Arts-Learning Resources Division
  - B. Public Employee Discipline, Dismissal, Release

#### **CLOSED SESSION ACTIONS TAKEN**

#### **ADJOURNMENT**

Minutes  
August 16, 2006  
San Mateo, California

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

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

**Others present:** Chancellor Galatolo, Executive Vice Chancellor Keller, Vice Chancellors Joel and Luan, Skyline President Morrow, Cañada Interim President Mohr, CSM President Kelly; and District Academic Senate President Kapp.

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Trustee Holoher to approve the minutes of the Study Session of the Board of July 12, 2006. The motion carried, all members voting "Aye."

It was moved by Trustee Hausman and seconded by Trustee Holoher to approve the minutes of the Regular Meeting of the Board of July 26, 2006. The motion carried by a vote of 3-0, with President Mandelkern and Trustee Miljanich abstaining, since they had not attended the meeting.

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

None

**STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline President Morrow, CSM President Kelly, Cañada President Mohr, Executive Vice Chancellor Keller, and District Academic Senate President Kapp.

Chancellor Galatolo provided an update on the Tuition Assistance Plan (TAP) which had its genesis with the Board. He said that the program was launched in Summer 2004. When registering, students can choose to give a gift of \$20, \$10, or \$5. These funds are deposited into the Friends of CSM, Friends of Skyline and Cañada Cares accounts. The scholarship directors at the Colleges are then responsible for the distribution of these funds. The total received for 2004-05 was \$13,497 and for 2005-06 the total was \$13,836. The Foundation and the Colleges are very appreciative of these funds.

Executive Vice Chancellor Keller reported that the District is working on closing the books for the 2004-05 fiscal year and that the final budget for 2006-07 will be presented for Board approval at the September 11 Board meeting.

District Academic Senate President Kapp expressed his appreciation to the IT department for their efforts to provide a smooth transition between the end of summer session and the start of the Fall semester, which was a very brief turnaround time.

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

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

None

**UNFINISHED BUSINESS**

**APPROVAL TO PURSUE CURRICULUM DEVELOPMENT: COLLEGE OF SAN MATEO DENTAL HYGIENE PROGRAM (06-7-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve proceeding to the curriculum phase of program development for a College of San Mateo Dental Hygiene Program.

In discussion, CSM Vice President of Instruction Claire presented an extensive report, noting that CSM has completed a preliminary investigation regarding the development of a Dental Hygiene program. He stated that this two-year program would be offered in a cohort format, with a total of thirty students in each cohort. Program capacity would be a maximum of 60 students per academic year.

CSM would offer the program at an off-campus location. He said that the preliminary investigation consisted of three elements: estimate of net program costs, review of program approval and accreditation processes, and assessment of net regional labor market demand.

Regarding fiscal considerations, Vice President Claire said operating revenue is estimated at \$417,000 with operating expenses at \$1.2 million, leaving a projected net operating deficit of \$878,000 annually, most of which would be covered by bond funds, the District's general fund and California Dental Association (CDA) dues. A lease would be in place at an off-campus location (the IDEA facility in Foster City) and the lease cost would cover use of the facilities, leasehold improvements and equipment for a period of 10 years. In addition, start-up costs of \$140,000 are anticipated. CSM expects to apply for a \$50,000 grant from the CDA to defray a portion of these expenses. Dr. Robert Lamb, a principal with IDEA, stated that the CDA would increase its membership dues to help support the program. Dr. Lamb added that the lease includes costs for office staff, except for professional staff.

Vice President Claire continued with a description of the program approval process, which includes approval from the State Chancellor's Office (to qualify for State apportionment funding). CSM's Academic Senate must also approve the curriculum before the program can be submitted to the Board of Trustees and to the State Chancellor's Office. The program would include a stringent accreditation process administered by the Commission on Dental Accreditation (CODA), which includes a self-study report that includes more than 50 standards in six general categories covering institutional effectiveness, the educational program, administration, faculty, staff, educational support services, health and safety provisions, and patient care services. Pending the results of one or more site visits, the program would be granted initial accreditation status. The College would need to employ a full-time director at least one year in advance of program operation to develop the curriculum, prepare the initial accreditation self-study report, and to guide program start-up efforts.

Vice President Claire reported that the analysis of labor market supply included examination of data from the Metropolitan Statistical Area (MSA), which encompasses the greater Bay Area (north to Marin County, east to Alameda and Contra Costa Counties, and South to Santa Clara County). He said that the programs at Diablo Valley College and Foothill College were examined in order to develop an estimate of the regional market supply over the next ten years. The estimate generated from this analysis indicated that the total regional market supply will average 117 hygienists per year (including CSM). He said that it is more difficult to develop a reliable estimate for regional market demand. Examination of Labor Market Information (LMI) proved to be insufficient to predict demand. However, additional data from the 2003 Dental Survey prepared by the UCLA Center for Health and Policy Research and the CDA suggests that there is a greater need for hygienists in the Bay Area than in the State as a whole.

The Board extensively discussed this matter and expressed their interest, concerns and enthusiasm about undertaking such a program. The members agreed that such a program could provide employment opportunities in a skilled, high-wage profession and would contribute to enrollment growth in the District due to the requirement that students fulfill prerequisite courses before continuing with clinical training.

Following discussion, the Board asked that the decision be tabled for a time to allow members to examine additional information to be provided by staff. Further discussion and a final vote on the matter will be heard at a Special Meeting to be held at 9:00 a.m. August 23, 2006 in the District Board Room.

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (06-8-1A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 06-8-1A. The motion carried, all members voting "Aye."

### **APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (06-8-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the revision of the Miscellaneous Pay Rates Salary Schedule, effective August 17, 2006, to include the addition of Accompanist paid by stipend for each semester worked. The motion carried, all members voting "Aye."

### **APPROVAL OF CONSENT AGENDA (06-8-1CA - 06-8-8CA)**

The Consent Agenda consists of the following board reports:

|          |   |
|----------|---|
| 06-8-1CA | Revision of District Conflict of Interest Code  |
| 06-8-2CA | Approval of off-campus facilities, 2006-07  |
| 06-8-3CA | Approval of Community College League of California (CCLC) membership dues – 2006-07                       |
| 06-8-4CA | Declaration of surplus property   |
| 06-8-5CA | Contract extension for unit price window treatment – Districtwide   |
| 06-8-6CA | Approval of extension of contract with Prestige Graphics, Incorporated, for printing and mailing services |

|          |   |
|----------|---|
| 06-8-7CA | Approval to execute an amendment to the agreement with Strata Information Group |
| 06-8-8CA | Acceptance of external grant funds  |

Trustee Hausman asked that Board Report No. 06-8-6CA be set aside for separate discussion. President Mandelkern asked that Board Report No. 06-8-7CA be set aside for separate discussion. Following those requests, it was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the Consent Agenda as amended. The motion carried, all members voting "Aye."

**APPROVAL OF EXTENSION OF CONTRACT WITH PRESTIGE GRAPHICS, INCORPORATED, FOR PRINTING AND MAILING SERVICES (06-8-6CA)**

Responding to a question from Trustee Hausman, ITS Director Vaskelis explained that the two figures shown in the report (an estimate of \$77,550 and request for approval of \$100,000) allow the District, based on demand for services, to expend as much as \$100,000 without needing to request a contract augmentation. With that information, it was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the extension of this contract. The motion carried, all members voting "Aye."

**APPROVAL TO EXECUTE AN AMENDMENT TO THE AGREEMENT WITH STRATA INFORMATION GROUP (06-8-7CA)**

In response to President Mandelkern's query, Chancellor Galatolo explained that this contract extension allows for continued, ongoing service to the District, service that has been exemplary.

With that information, it was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the amendment of this contract. The motion carried, all members voting "Aye."

**AUGMENTATION OF CONSTRUCTION CONTRACT FOR SKYLINE COLLEGE BUILDING 6, STUDENT SUPPORT & COMMUNITY SERVICES CENTER, AND BUILDING 7A, SCIENCE ANNEX (06-8-100B)**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to authorize augmentation of the existing Design-Build contract with Hensel Phelps Construction Company in an amount not to exceed \$2,500,000 for exterior improvements adjacent to the project site.

In discussion, Executive Director Nunez stated that all elements of landscaping have been incorporated in this augmentation and that it is still a design-build project as well as one incorporating the Project Labor Agreement.

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

**APPROVAL OF 2006 FACILITIES MASTER PLAN – DISTRICTWIDE (06-8-101B)**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the 2006 Facilities Master Plan.

Executive Director Nunez acknowledged the work of the Steinberg group and the College constituencies who worked to identify and incorporate educational programmatic needs, identify issues that require creative solutions, develop options, review the options, and identify the final solutions that comprise the 2006 Facilities Master Plan. The Master Plan will be the basis of capital construction projects in the coming years.

Following Executive Director Nunez's comments, the motion carried, all members voting "Aye."

**DISTRICT'S RESPONSE TO THE SAN MATEO COUNTY CIVIL GRAND JURY'S REPORT ON THE NURSING SHORTAGE IN SAN MATEO (06-8-1C)**

The Board received and reviewed the Grand Jury's report on the nursing shortage in San Mateo.

**DISTRICT'S RESPONSE TO THE SAN MATEO COUNTY CIVIL GRAND JURY'S REPORT ON HIGH SCHOOL AND COMMUNITY COLLEGE OPPORTUNITIES FOR COLLABORATION (06-8-2C)**

The Board received and reviewed the District's response to the Grand Jury report on high school and community college opportunities for collaboration.

**STATEMENTS FROM BOARD MEMBERS**

Each Board member expressed appreciation for the excellent Opening Day activities, especially the outstanding guest speaker, Dr. Wesson, who is a CSM graduate. President Mandelkern said that he was especially gratified to see that AFSCME membership was well-represented during the day's events.

Trustee Schwarz reported that she expects to attend the opening of the new SMC Youth Services Center. She also stated that she attended Skyline's opening day events.

Trustee Hausman stated that she attended the appreciation luncheon sponsored by Swinerton, held at College Vista. Chancellor Galatolo added that Swinerton donated to the District a large gas barbeque for use in the Club House at College Vista.

Student Trustee Young commented that CSM's new Science Building is beautiful.

**COMMUNICATIONS**

President Mandelkern asked that a staff response be prepared regarding an inquiry from Coleman Campbell, who requested additional information on the published Board goals.

The Board recessed to Closed Session at 8:50 p.m.

The Board reconvened to Open Session at 9:25 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Mandelkern reported that, at the Closed Session conducted earlier, the Board considered the personnel items listed on the printed agenda and unanimously approved the actions in Board Report No.1-A and 1-B. He also reported that the Board discussed collective bargaining matters with Chief District Negotiator Joel; no action was taken.

**ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:22 p.m.

The next meeting of the Board will be a Special Meeting on August 23, 2006, in the District Board Room beginning at 9:00 a.m., to conclude discussion and action on Board Report No. 06-7-102B, Approval to pursue curriculum development: College of San Mateo Dental Hygiene Program.

The next meeting of the Board will be a joint Study Session with other County superintendents on Monday, September 11, beginning at 6:00 p.m. in the District Board Room. The topic of the Study Session will be opportunities for collaboration between the District's Colleges and local high schools.

The next Regular Meeting of the Board will be Tuesday, September 26, 2006, beginning at 4:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the September 26, 2006 meeting.

Helen Hausman  
Vice President-Clerk

Minutes  
August 23, 2006  
San Mateo, California

**The meeting was called to order at 9:18 a.m.**

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

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

**Pledge of Allegiance**

**UNFINISHED BUSINESS**

**APPROVAL TO PURSUE CURRICULUM DEVELOPMENT: COLLEGE OF SAN MATEO DENTAL HYGIENE PROGRAM (06-7-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to amend the original motion (to proceed with curriculum development) to read as follows:

The District shall take the necessary steps to establish a Dental Hygiene program, and the Chancellor is authorized to:

1. Employ personnel necessary to develop curriculum and obtain CSM Academic Senate approval.
2. Obtain State Chancellor approvals to qualify for State apportionment and meet accreditation requirements.
3. Meet all requirement of the Commission on Dental Accreditation
4. Employ a full-time director

Further, the Board directs the Chancellor to:

1. Secure a facilities lease agreement that includes:
  - a. An initial five-year term with options to renew for additional five-year terms for as long as the District Dental Hygiene program is operational;
  - b. Lease payments limited to actual costs incurred by the owner to improve and operate the facility to meet the program requirements; and
  - c. An option for the District to acquire title to the facilities as law permits.
2. Secure agreements with surrounding dental associations that provide for:
  - a. A minimum annual monetary payment to the District of \$100,000 for the duration of the program; and
  - b. Regular increases to meet program needs and to accommodate adjustments for inflation for the duration of the program.

In discussion, Trustee Schwarz remarked that \$86,000 has already been contributed toward the requirement in Section 2a. Trustee Holober remarked that the amended motion addresses his concerns and that he supports the proposed program. Responding to questions from the Board, Dr. Robert Lamb, principal with IDEA, said that he needs a 10-year lease and that in year 11, the cost to the District would be reduced. He also said that the District could potentially purchase the facility,

although his partners have the first right of refusal. He added that moving ahead with facilities matters (building out the facility) will precede accreditation activities.

Following discussion, the motion carried by a vote of 4-1, with President Mandelkern dissenting.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Holober to adjourn the meeting. The meeting was adjourned at 9:36 a.m.

The next meeting of the Board will be a joint Study Session with other County superintendents on Monday, September 11, beginning at 6:00 p.m. in the District Board Room. The topic of the Study Session will be opportunities for collaboration between the District's Colleges and local high schools.

The next Regular Meeting of the Board will be Tuesday, September 26, 2006, beginning at 4:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the September 26, 2006 meeting.

Helen Hausman  
Vice President-Clerk



**BOARD REPORT NO. 06-9-4A**

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. **Elaine Gamiao** Program Services Coordinator Student Services Division  
for Degree Audit

Reassignment from Admissions and Records Assistant II in Student Services Division, effective September 18, 2006. The new allocation was Board approved on August 16, 2006.

**B. Lateral Transfer**

Cañada College

1. **Jose Romero** Program Services Coordinator EOPS/Academic Support Services  
Division

Lateral transfer from Program Services Coordinator in CBET/Humanities Division, effective October 16, 2006, replacing Javier Urena who transferred to Counseling/Enrollment Services Division.

**C. Leave of Absence**

Skyline College

1. **Jennifer Merrill-Sinarle** Associate Professor Social Science/Creative Arts Division

Recommend approval of pregnancy disability leave of absence, effective January 16, 2007 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.

D. Professional Development Leave

College of San Mateo

1. **Milla McConnell-Tuite**                      Instructor                      Office of the President

Recommend approval of Professional Development Leave for Fall Semester 2006, with required, leave compensation, benefits, and obligations pursuant to Professional Development Committee and collective bargaining agreement.

E. Changes in Staff Allocation

District

1. Recommend reclassification of one Executive Director of Facilities Planning and Operations (1A0019) in Facilities Planning and Operations Division to "Vice Chancellor of Facilities Planning, Maintenance and Operations." This reclassification only affects the title of the position and not its base salary. The reclassified position reflecting the new title, will remain at Grade AV of the Management Salary Schedule 20.

It is also recommended that the incumbent, José Nuñez, be placed at the new title, effective September 1, 2006.

Creation of a New Department

In August 2006, the Board of Trustees approved the recommendation to administer construction improvement planning internally for the District's second bond initiative rather than outsourcing, as was done for the District's first bond initiative. The reasoning for this decision is to improve coordination, achieve efficiencies, and reduce overall costs over outsourcing these services. As a result, it is recommended that a new department of Construction Planning be created under the direction of the Executive Vice Chancellor.

1. Recommend approval of creation of a new classification "Executive Director of Construction Planning," at Grade AV of the Management Salary Schedule 20.

Also, recommend an increase in staff allocation to add two full-time, twelve (12) month per year, Executive Director of Construction Planning in the Construction Planning Department, effective September 27, 2006.

2. Recommend approval of creation of a new classification "Project Manager I," at Grade 210S of the Classified Professional/Supervisory Salary Schedule 40.

Also, recommend an increase in staff allocation to add one full-time, twelve (12) month per year, Project Manager I in the Construction Planning Department, effective September 27, 2006.

**E. Changes in Staff Allocation (continued)**

Creation of a New Department

3. Recommend approval of creation of a new classification "Project Manager II," at Grade 220S of the Classified Professional/Supervisory Salary Schedule 40.

Also, recommend an increase in staff allocation to add one full-time, twelve (12) month per year, Project Manager II in the Construction Planning Department, effective September 27, 2006.

4. Recommend approval of creation of a new classification "Project Coordinator I," at Grade 30 of the Secretarial, Clerical and Technical Salary Schedule 60.

Also, recommend an increase in staff allocation to add one full-time, twelve (12) month per year, Project Coordinator I in the Construction Planning Department, effective September 27, 2006.

5. Recommend approval of creation of a new classification "Project Coordinator II," at Grade 38 of the Secretarial, Clerical and Technical Salary Schedule 60.

Also, recommend an increase in staff allocation to add one full-time, twelve (12) month per year, Project Coordinator II in the Construction Planning Department, effective September 27, 2006.

6. Recommend an increase in staff allocation to add one full-time, twelve (12) month per year, Senior Financial Analyst, Grade 210S of Classified Professional/Supervisory Salary Schedule 40 in the Construction Planning Department, effective September 27, 2006.

**F. Short-Term, Non-Continuing Assignments**

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

| <i>Location</i> | <i>Division/<br/>Department</i> | <i>No. of<br/>Pos.</i> | <i>Date</i>  |            | <i>Services to be performed</i>   |
|-----------------|---------------------------------|------------------------|--------------|------------|---|
|                 |                                 |                        | <i>Start</i> | <i>End</i> |   |
| 1. Cañada       | Science and Technology          | 1                      | 09/28/2006   | 06/30/2007 | Instructional Aide I:<br>on an intermittent basis, assist in classroom for Phlebotomy Training Program while students demonstrate competency at venipuncture in preparation for clinical practicum. |
| 2. Skyline      | Physical Education/Athletics    | 1                      | 09/27/2006   | 06/30/2007 | Athletic Trainer:<br>on an as-needed basis, assist full-time trainers when services are required in multiple locations.   |

**BOARD REPORT NO. 06-9-5A**

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 REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE**

**Background**

The Miscellaneous Pay Rates Salary Schedule was originally established by the Board of Trustees in 1989 (Board Report No. 89-7-3A) for KCSM production crews and selected other services not covered by other District salary schedules.

In July 1993, the salary schedule was revised to add a KCSM Projects Leader classification and pay rate, and was revised in July 1994 to increase the existing rates by two percent to coincide with a similar cost-of-living adjustment made for CSEA. In October 1999, this salary schedule was modified to reflect the addition of some new temporary classifications and changes in hourly rates for several KCSM services. On July 1, 2004 the Assistant Coaches were added to the miscellaneous salary schedule. Again, on June 15, 2006, the Miscellaneous salary schedule was revised to reflect the addition of the EMT I Proctor and the Health Educator. The most recent revision to the salary schedule was on August 17, 2006; the addition of the Accompanist.

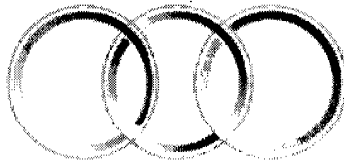
**Reclassification of Existing Position**

Recommend reclassification of KCSM Project Leader, KCSM Production Operator, KCSM Floor Director, KCSM Video Shader and KCSM Video Mixer.

The reclassifications are the result of increased scope and level of responsibility.

**Recommendation**

It is recommended that the Miscellaneous Pay Rates Salary Schedule be revised effective September 27, 2006 to include the reclassification of KCSM Project Leader, KCSM Production Operator, KCSM Floor Director, KCSM Video Shader and KCSM Video Mixer who are paid by stipend for each semester worked.

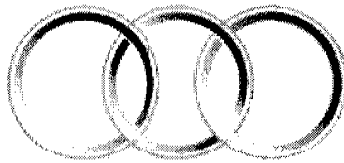


**San Mateo County Community College District**

**MISCELLANEOUS PAY RATES SALARY SCHEDULE**

(Revised September 27, 2006)

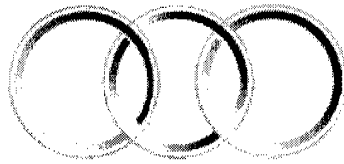
| <b>CLASSIFICATION</b>   | <b>HOURLY PAY RATES</b>     |
|---|-----------------------------|
| <p><b>KCSM Projects Leader</b><br/>Under direction of General Manager or other management staff, directs and coordinates contracts, technical requirements, compliance with Federal Communications Commission regulations, studio scheduling and other strategic planning and logistics for special station projects and productions.</p> | \$50.00 Flat Rate           |
| <p><b>KCSM Production Operator</b><br/>Operates cameras; adjusts camera angles and apertures; makes minor repairs to equipment and supplies; serves as studio mixer; operates teleprompters.</p>  | \$23.00 - \$25.00 - \$28.00 |
| <p><b>KCSM Floor Director</b><br/>Works with producer and other directors to set up, monitor and adjust camera angles, cues, lighting and sound performance quality; supervises scripts, placement and performance of on-air talent.</p>  | \$28.00 - \$32.00 - \$34.00 |
| <p><b>KCSM Video Shader</b><br/>Operates cameras to monitor color and level of consistency throughout various programs.</p>   | \$28.00 - \$32.00 - \$34.00 |
| <p><b>KCSM Video Mixer</b><br/>Sets up production video consoles pursuant to producer/director requests. Serves as interface between producer/directors and crews.</p>  | \$28.00 - \$32.00 - \$34.00 |
| <p><b>Lifeguard</b><br/>Monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>                                  | \$7.60 - \$8.36 - \$9.20    |



**San Mateo County Community College District**

**MISCELLANEOUS PAY RATES SALARY SCHEDULE (continued)**  
 (Revised September 27, 2006)

| <b>CLASSIFICATION</b>  | <b>HOURLY PAY RATES</b>           |
|--|-----------------------------------|
| <p><b>Senior Lifeguard</b><br/>           Trains and directs the work of Lifeguards; monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>  | <p>\$9.35 - \$10.29 - \$11.32</p> |
| <p><b>College Physician</b><br/>           Plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organizations and other groups as assigned.</p> | <p>\$100 Flat Rate</p>            |
| <p><b>Assistant Coach</b><br/>           Provide support for coaching in a specific sport; supervise practices, assist at games.</p>   | <p>Up to \$5,000 per season.</p>  |
| <p><b>EMT I Proctor</b><br/>           Lead Instructors in the various classes schedule and assign work to pool instructors, which can result in work assignments varying from one to several class sessions per semester.</p>   | <p>\$25.00 Flat Rate</p>          |
| <p><b>Health Educator</b><br/>           Assist in organizing and delivering health education programs and services to students. Provide proactive health information on an as-needed basis.</p>   | <p>\$27.00 Flat Rate</p>          |



**San Mateo County Community College District**

**MISCELLANEOUS PAY RATES SALARY SCHEDULE (continued)**  
(Revised September 27, 2006)

| <b>CLASSIFICATION</b>  | <b>HOURLY PAY RATES</b> |
|--|-------------------------|
| <b>Accompanist</b><br>Play piano to assist in voice classes and for choral groups. | \$26.00 – \$36.00       |

# **MISCELLANEOUS PAY RATES SALARY SCHEDULE**

(Revised September 27, 2006)

## **EMPLOYMENT REGULATIONS**

Individuals who are employed in classifications listed on the Miscellaneous Pay Rates Salary Schedule are not a part of the classified service, are at-will employees, subject to unemployment insurance regulations, and are employed pursuant to California Education Code Section 88003.

The "Miscellaneous Pay Rates" classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

## **SALARY STEP PLACEMENT**

The initial placement of individuals at one of three steps within a pay range, as well as their subsequent movement to a higher step within the range dependent upon relevant training and previous applicable work experience, and is at the discretion of hiring manager.

Individuals who are employed in any of the listed classifications are paid via timesheet, and are subject to payment at time and a half of the hourly rate for hours in excess of the regular District work day or work week.

The pay rates went into effect on July 1, 2001.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who present the rich diversity of cultures, language groups and abilities in its surrounding communities.

(Rev. 09/27/2006)



San Mateo County Community College District

September 26, 2006

**BOARD REPORT NO. 06-9-1CA**

TO: Member of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

**RATIFICATION OF FOURTH 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 April, May and June 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 April 1, 2006 through June 30, 2006 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check Number                     | Check Date | Vendor Name                            | Check Amount | Description                                       |
|----------------------------------|------------|--|--------------|---|
| <u>District Accounts Payable</u> |            |  |              |   |
| 358541                           | 04/03/06   | Carl Bloom Associates, Inc.            | 41,148.00    | KCSM Marketing & Management Fees                  |
| 358557                           | 04/03/06   | Pearson Government Solutions, Inc.     | 22,855.98    | Annual TRA 1098T Reporting Services               |
| 358569                           | 04/03/06   | Sutro Tower Inc.                       | 17,082.00    | KCSM Transmitter Leasing Fees                     |
| 358572                           | 04/03/06   | Walla Walla Foundry, Inc.              | 49,000.00    | Horse Sculpture For Cañada                        |
| 358669                           | 04/05/06   | Public Empl Ret Sys                    | 835,266.23   | Health Insurance Premium April 2006               |
| 358697                           | 04/06/06   | Swinerton Management & Consulting      | 12,623.00    | Program Management Services                       |
| 358699                           | 04/06/06   | David R. Callahan Inspections          | 10,500.00    | Inspection Services For CSM                       |
| 358700                           | 04/06/06   | Dell Computers                         | 47,047.74    | Computers & Printers For Skyline                  |
| 358712                           | 04/06/06   | Skyline Bookstore                      | 13,405.68    | D3366ZA Final Cut Studio Purchase For CSM         |
| 358714                           | 04/06/06   | Swinerton Management & Consulting      | 239,835.00   | Program Management Services                       |
| 358715                           | 04/06/06   | U.S. Postal Services                   | 30,530.02    | KCSM Postal Services                              |
| 358716                           | 04/06/06   | U.S. Postal Services                   | 40,000.00    | KCSM Postal Services                              |
| 358748                           | 04/10/06   | Big D Pacific Builders                 | 79,936.00    | Regional Public Safety Center Project At CSM      |
| 358766                           | 04/10/06   | Hartford Life & Accident Insurance Co. | 32,533.21    | Life Insurance Premium April 2006                 |
| 358786                           | 04/10/06   | San Francisco Community College Dist   | 39,999.03    | Bio-Link Center Between Skyline & CCSF            |
| 358799                           | 04/10/06   | TRC Lowney                             | 32,617.32    | Geotechnical Testing At Cañada                    |
| 358800                           | 04/10/06   | U.S. Postal Services                   | 10,000.00    | Skyline Postal Service                            |
| 358853                           | 04/12/06   | Casey Printing ,Inc.                   | 65,610.68    | CSM Summer/Fall 2006 Class Schedule Printing Fees |
| 358855                           | 04/12/06   | County of San Mateo                    | 41,902.17    | County Counsel Legal Services                     |
| 358879                           | 04/12/06   | S.M.C.S.I.G.                           | 126,566.67   | Dental Premium April 2006                         |
| 358880                           | 04/12/06   | S.M.C.S.I.G.                           | 18,457.47    | Vision Plan Premium April 2006                    |
| 358928                           | 04/17/06   | Bayside Heating & Air Conditioning     | 12,480.00    | Skyline Condensing Unit Replacement               |
| 358937                           | 04/17/06   | Daktronics                             | 11,783.34    | Basketball Score Board Purchase For CSM           |
| 358940                           | 04/17/06   | East Bay Sign Company, Inc.            | 10,340.04    | Fall 2006 & Spring 2007 Student Parking Permits   |
| 358994                           | 04/19/06   | Bay View Painting Company              | 30,987.45    | Interior Painting For CSM                         |
| 359008                           | 04/19/06   | Education Housing Partners, LLC.       | 10,827.30    | Faculty/Staff Housing Project                     |
| 359009                           | 04/19/06   | Employment Development Department      | 84,331.00    | State Unemployment Tax                            |
| 359017                           | 04/19/06   | Keenan & Associates                    | 153,672.00   | Workers' Compensation Premium                     |
| 359030                           | 04/19/06   | Riva Technologies                      | 24,319.11    | KCSM Equipment Relocation Project                 |
| 359031                           | 04/19/06   | S.B.R.P.S.T.C.                         | 25,285.00    | San Mateo County Basic Police Academy Fee         |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check Number | Check Date | Vendor Name                         | Check Amount | Description   |
|--------------|------------|-------------------------------------|--------------|---|
| 359038       | 04/19/06   | Siemens Communications, Inc.        | 25,655.25    | Districtwide New Phone System                           |
| 359064       | 04/24/06   | Pac Gas & Elec Co                   | 20,188.26    | Utilities   |
| 359080       | 04/24/06   | John Plane Construction             | 110,317.52   | Skyline Seismic Upgrades & Modernization Project        |
| 359085       | 04/24/06   | Carl Bloom Associates, Inc.         | 14,896.85    | KCSM Marketing & Management Fees                        |
| 359088       | 04/24/06   | CIS, Inc                            | 24,800.00    | Inspection Services For Skyline                         |
| 359090       | 04/24/06   | Constellation NewEnergy Inc.        | 54,790.00    | Utilities   |
| 359101       | 04/24/06   | Gallery Paule Anglim                | 43,500.00    | Horse Sculpture For Cañada                              |
| 359109       | 04/24/06   | John Plane Construction             | 992,857.76   | Skyline Seismic Upgrades & Modernization Project        |
| 359136       | 04/24/06   | SMCCCD Revolving Account            | 310,225.66   | Replenish Procurement Card Clearing Account             |
| 359179       | 04/27/06   | Constellation NewEnergy Inc.        | 22,163.48    | Utilities   |
| 359180       | 04/27/06   | Constellation NewEnergy Inc.        | 27,855.66    | Utilities   |
| 359195       | 04/27/06   | Pac Gas & Elec Co                   | 20,585.01    | Utilities   |
| 359197       | 04/27/06   | Pac Gas & Elec Co                   | 14,844.39    | Utilities   |
| 359199       | 04/27/06   | Pac Gas & Elec Co                   | 12,562.79    | Utilities   |
| 359223       | 04/27/06   | Bass Telecom, Inc.                  | 61,236.12    | Districtwide Plant Cable Clean Up Communication Project |
| 359224       | 04/27/06   | Bay Area Comm Col JPA               | 96,376.48    | JPA Reimbursable Expense                                |
| 359225       | 04/27/06   | Bay Area Comm Col JPA               | 84,271.76    | JPA Reimbursable Expense                                |
| 359228       | 04/27/06   | Bayview Environmental Services      | 23,038.21    | Skyline/Cañada Pipe Abatement & Asbestos Removal        |
| 359230       | 04/27/06   | Big D Pacific Builders              | 39,302.00    | Regional Public Safety Center Project At CSM            |
| 359239       | 04/27/06   | Casey Printing ,Inc.                | 33,704.39    | Skyline Fall 2006 Class Schedule Printing Fees          |
| 359240       | 04/27/06   | Catalyst Environmental Inc.         | 14,580.00    | Disposal Of Organic Chemicals For CSM                   |
| 359241       | 04/27/06   | CCS Presentation Systems Inc.       | 13,011.18    | Presentation System For CSM                             |
| 359242       | 04/27/06   | CDW-G                               | 11,428.36    | Skyline Security System                                 |
| 359258       | 04/27/06   | Dell Computers                      | 12,805.77    | Computers For CSM                                       |
| 359279       | 04/27/06   | Keenan & Associates                 | 140,673.60   | Workers' Compensation Premium                           |
| 359280       | 04/27/06   | Keenan & Associates                 | 60,401.00    | JPA Reimbursable Expense                                |
| 359281       | 04/27/06   | Krueger International               | 30,791.15    | Furniture & Accessories For KCSM                        |
| 359285       | 04/27/06   | McCarthy Building Companies         | 214,265.00   | CSM New Building Construction Project                   |
| 359289       | 04/27/06   | Northern Distributing/Clean Source  | 11,682.29    | CSM Custodial Supplies                                  |
| 359292       | 04/27/06   | Pac Gas & Elec Co                   | 28,380.25    | Utilities   |
| 359297       | 04/27/06   | Robert A. Bothman                   | 397,609.50   | Skyline Seismic Upgrades & Modernization Project        |
| 359299       | 04/27/06   | S.J. Amoroso Construction Co., Inc. | 1,242,693.97 | Cañada Student Resource Center Construction Project     |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check Number   | Check Date | Vendor Name                          | Check Amount | Description  |
|--|------------|--------------------------------------|--------------|--|
| 359303   | 04/27/06   | San Mateo Union High School District | 21,125.00    | Professional Development Prog. Between District & SMUHSD |
| 359304   | 04/27/06   | Sandis Humber Jones, Civil Engineers | 16,305.09    | CSM Fire Pump Replacement Project                        |
| 359307   | 04/27/06   | Sch Proj/Util Rate Reduc.            | 56,310.41    | Utilities  |
| 359309   | 04/27/06   | Siemens Communications, Inc.         | 20,395.06    | Districtwide New Phone System                            |
| 359310   | 04/27/06   | Signet Testing Laboratories, Inc     | 13,737.31    | Engineering Services For Cañada Learning Resource Center |
| 359315   | 04/27/06   | Strata Information Group             | 44,107.00    | ITS Consulting Services March 2006                       |
| 359325   | 04/27/06   | McCarthy Building Companies          | 23,808.00    | CSM New Building Construction Project                    |
| 359326   | 04/27/06   | Universal Companies, Inc.            | 12,400.21    | Skyline Cosmetology Supplies                             |
| 359328   | 04/27/06   | Voorhees Group, LLC                  | 21,000.00    | Skyline Educational Planning Project                     |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> |            |                                      |              |  |
| 559445   | 04/28/06   | California School Empl. Assoc.       | 12,449.10    | Union Dues   |
| 559446   | 04/28/06   | American Federation of Teachers      | 27,258.48    | Union Dues   |
| 559449   | 04/28/06   | Meriwest Credit Union                | 34,302.72    | Credit Union Deduction Register                          |
| 559456   | 04/24/06   | Provident Central Credit Union Cert. | 17,983.48    | Credit Union Deduction Register                          |
| 559460   | 04/28/06   | American Federation of Teachers      | 13,905.69    | Union Dues   |
| 559465   | 04/28/06   | Hartford Class.                      | 22,165.48    | Tax Annuity  |
| 559482   | 04/28/06   | SMCCCD - College Vista Cert.         | 14,950.00    | Rents  |
| 558483   | 04/28/06   | SMCCCD - College Vista Class.        | 28,025.00    | Rents  |
| 559487   | 04/28/06   | Capital Guardian Trust Co. Cert.     | 23,806.00    | Tax Annuity  |
| 559488   | 04/28/06   | Capital Guardian Trust Co. Class.    | 10,572.00    | Tax Annuity  |
| 559497   | 04/28/06   | Fidelity Service Co.                 | 20,918.00    | Tax Annuity  |
| 559534   | 04/28/06   | Variable Annuity Life Cert.          | 17,220.00    | Tax Annuity  |
| 559535   | 04/28/06   | Variable Annuity Life Class.         | 20,102.28    | Tax Annuity  |
| 559552   | 04/28/06   | Vanguard Fiduciary Trust Co.         | 26,205.00    | Tax Annuity  |
| 559563   | 04/28/06   | Hartford Cert.                       | 23,253.00    | Tax Annuity  |
| 559597   | 04/28/06   | SMCCCD #798                          | 11,572.22    | Medical Flexible Benefits                                |
| 559601   | 04/28/06   | SMCCCD #995 Due From EE Cert.        | 39,383.47    | Over Cap/Payroll Reimbursement                           |
| 559602   | 04/28/06   | SMCCCD #995 Due From EE Class.       | 47,902.78    | Over Cap/Payroll Reimbursement                           |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 APRIL 1-30, 2006  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check Number                          | Check Date | Vendor Name                     | Check Amount | Description                       |
|---------------------------------------|------------|---------------------------------|--------------|-----------------------------------|
| <u>Cañada College Bookstore</u>       |            |                                 |              |                                   |
| 35622                                 | 04/05/06   | Budgetext                       | 10,837.21    | Purchase of Inventory             |
| 35640                                 | 04/05/06   | SMCCCD                          | 45,585.22    | Salaries & Benefits February 2006 |
| 35654                                 | 04/20/06   | Houghton Mifflin                | 10,392.49    | Purchase of Inventory             |
| 35659                                 | 04/20/06   | McGraw Hill Companies           | 28,610.24    | Purchase of Inventory             |
| 35663                                 | 04/20/06   | Pearson Education Inc.          | 43,137.78    | Purchase of Inventory             |
| 35667                                 | 04/20/06   | SMCCCD                          | 33,078.31    | Salaries and Benefits March 2006  |
| <u>College Of San Mateo Bookstore</u> |            |                                 |              |                                   |
| 49276                                 | 04/05/06   | Nebraska Book Company Inc.      | 11,050.83    | Purchase of Inventory             |
| 49284                                 | 04/05/06   | SMCCCD                          | 73,489.77    | Salaries & Benefits February 2006 |
| 49296                                 | 04/20/06   | Houghton Mifflin Company        | 10,545.66    | Purchase of Inventory             |
| 49299                                 | 04/20/06   | McGraw Hill Companies           | 50,305.50    | Purchase of Inventory             |
| 49302                                 | 04/20/06   | Pearson Education               | 77,249.03    | Purchase of Inventory             |
| 49311                                 | 04/20/06   | SMCCCD                          | 54,838.75    | Salaries & Benefits March 2006    |
| EFT#78923                             | 04/28/06   | Board Of Equalization           | 35,777.00    | Sales Tax March 2006              |
| <u>Skyline College Bookstore</u>      |            |                                 |              |                                   |
| 26530                                 | 04/05/06   | SMCCCD                          | 59,835.35    | Salaries & Benefits February 2006 |
| 26536                                 | 04/20/06   | Apple Computer Inc.             | 22,942.85    | Purchase of Inventory             |
| 26549                                 | 04/20/06   | Houghton Mifflin                | 10,364.15    | Purchase of Inventory             |
| 26553                                 | 04/20/06   | McGraw Hill Companies           | 36,422.66    | Purchase of Inventory             |
| 26557                                 | 04/20/06   | Pearson Education               | 74,132.42    | Purchase of Inventory             |
| 26568                                 | 04/20/06   | SMCCCD                          | 42,336.51    | Salaries & Benefits March 2006    |
|                                       |            | Subtotal                        | 7,754,529.91 | 87%                               |
|                                       |            | Warrant Issued ≤ \$10,000       | 1,131,016.67 | 13%                               |
|                                       |            | Total Non-Salary Warrant Issued | 8,885,546.58 | 100%                              |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
APRIL 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| <u>Check Number</u>            | <u>Check Date</u> | <u>Vendor Name</u>                            | <u>Check Amount</u>  | <u>Description</u> |
|--------------------------------|-------------------|---|----------------------|--------------------|
| District Accounts Payable      |                   | 358527-359335                                 | 7,408,891.79         |                    |
| District Payroll               |                   | 558436-559601, D81687-D82777                  | 7,080,739.00         |                    |
| Cañada College Bookstore       |                   | 35622-35671                                   | 194,660.25           |                    |
| College Of San Mateo Bookstore |                   | 49262-49312, EFT#78923                        | 340,463.44           |                    |
| Skyline College Bookstore      |                   | 26508-26568                                   | 288,973.33           |                    |
| District Cafeteria             |                   | 60953-60958                                   | 2,737.34             |                    |
|                                |                   | Total Warrant Including Salaries - April 2006 | <u>15,316,465.15</u> |                    |

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

| Check No.                        | Check Date | Vendor Name                            | Check Amount | Description   |
|----------------------------------|------------|--|--------------|---|
| <u>District Accounts Payable</u> |            |  |              |   |
| 359366                           | 05/01/06   | Hensel Phelps Construction Co.         | 1,162,023.00 | Skyline Construction Project                          |
| 359381                           | 05/01/06   | Hensel Phelps Construction Co.         | 129,113.00   | Skyline Construction Project                          |
| 359430                           | 05/03/06   | Casey Printing ,Inc.                   | 42,406.35    | CSM Fall 2006 Class Schedule                          |
| 359432                           | 05/03/06   | Chevron                                | 1,476,179.39 | Districtwide Energy Efficiency Project                |
| 359434                           | 05/03/06   | CIS, Inc                               | 14,025.00    | Inspection Service For Cañada                         |
| 359440                           | 05/03/06   | David R. Callahan Inspections          | 10,500.00    | Inspection Service For CSM                            |
| 359458                           | 05/03/06   | Hartford Life & Accident Insurance Co. | 32,597.87    | Life Insurance Premium May 2006                       |
| 359466                           | 05/03/06   | Krueger International                  | 110,540.37   | Furniture & Accessories For KCSM                      |
| 359481                           | 05/03/06   | Public Empl Ret Sys                    | 818,258.53   | Health Insurance Premium May 2006                     |
| 359482                           | 05/03/06   | Riva Technologies                      | 15,155.00    | KCSM Master Control Room Relocation Project           |
| 359484                           | 05/03/06   | Robert A. Bothman                      | 232,446.85   | Districtwide Athletic Facilities Construction Project |
| 359485                           | 05/03/06   | Chevron                                | 164,019.93   | Districtwide Energy Efficiency Project                |
| 359486                           | 05/03/06   | San Mateo Union High School Distric    | 34,000.00    | CSM Tech. Prep. Reimbursement                         |
| 359542                           | 05/04/06   | MBS Systems, LLC                       | 283,716.32   | Operational System For The Bookstores                 |
| 359612                           | 05/08/06   | Redwood City School Dist.              | 17,238.88    | Subcontract For Cañada Child Development              |
| 359618                           | 05/08/06   | Sandra Carter Global Inc.              | 28,000.00    | Program License Fee For KCSM                          |
| 359621                           | 05/08/06   | Siemens Communications, Inc.           | 23,531.13    | Cisco Switches  |
| 359623                           | 05/08/06   | SMCCCD Revolving Account               | 23,294.85    | Replenish Flex Benefit Clearing Account               |
| 359628                           | 05/08/06   | TRC Lowney                             | 12,498.86    | Special Inspection Service For College Vista          |
| 359668                           | 05/11/06   | Alcal-Arcade Contracting, Inc.         | 52,200.00    | CSM/Skyline Roofing Project                           |
| 359669                           | 05/11/06   | Alcal-Arcade Contracting, Inc.         | 89,447.40    | CSM/Skyline Roofing Project                           |
| 359686                           | 05/11/06   | Swinerton Management & Consulting      | 10,585.00    | Program Management Service                            |
| 359704                           | 05/11/06   | Foothill DeAnza CCD                    | 13,337.50    | CSM Coordination & Training Services                  |
| 359726                           | 05/11/06   | RC Optical Systems Inc.                | 36,422.00    | Equipment For CSM                                     |
| 359729                           | 05/11/06   | S.B.R.P.S.T.C.                         | 25,285.00    | San Mateo County Basic Police Academy Fees            |
| 359730                           | 05/11/06   | S.M.C.S.I.G.                           | 126,834.87   | Dental Premium May 2006                               |
| 359731                           | 05/11/06   | S.M.C.S.I.G.                           | 18,575.44    | Vision Plan Premium May 2006                          |
| 359749                           | 05/11/06   | Swinerton Management & Consulting      | 201,112.00   | Program Management Service                            |
| 359775                           | 05/15/06   | CDW-G                                  | 11,447.44    | Districtwide Teledata Upgrade                         |
| 359777                           | 05/15/06   | CIS, Inc                               | 14,025.00    | Inspection Services For Cañada                        |
| 359782                           | 05/15/06   | Dong Vinh Restaurant Equip. Sup., Ir   | 11,009.03    | Equipment For CSM Cafeteria                           |
| 359799                           | 05/15/06   | Noll & Tam                             | 73,003.83    | Design Service For Cañada                             |

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

| Check No. | Check Date | Vendor Name                          | Check Amount | Description                                      |
|-----------|------------|--------------------------------------|--------------|--|
| 359802    | 05/15/06   | Oracle USA, Inc.                     | 10,793.92    | Internet Application Updates & Support           |
| 359804    | 05/15/06   | Pad Systems                          | 16,907.00    | Districtwide Master Pattern Design               |
| 359809    | 05/15/06   | Siemens Communications, Inc.         | 166,364.28   | Cisco Switches                                   |
| 359810    | 05/15/06   | Signet Testing Laboratories, Inc     | 16,901.75    | Engineering Services For Cañada                  |
| 359907    | 05/17/06   | Bay Area Comm Col JPA                | 24,459.90    | JPA Reimbursable Expenses                        |
| 359908    | 05/17/06   | Bay View Painting Company            | 11,939.00    | Interior Painting For CSM                        |
| 359913    | 05/17/06   | John Plane Construction              | 109,459.28   | Skyline Seismic & Modernization Upgrades Project |
| 359923    | 05/17/06   | CIS, Inc                             | 33,074.00    | Inspection Services For Skyline                  |
| 359945    | 05/17/06   | Foundation for California Community  | 10,765.63    | Skyline License Fee                              |
| 359954    | 05/17/06   | Hensel Phelps Construction Co.       | 1,102,860.00 | Skyline Building Design-Build Project            |
| 359956    | 05/17/06   | Interstate Grading and Paving Inc.   | 10,602.90    | Skyline Drainage & Paving Project                |
| 359957    | 05/17/06   | John Plane Construction              | 985,133.57   | Skyline Seismic & Modernization Upgrades Project |
| 359968    | 05/17/06   | McCarthy Building Companies          | 236,306.00   | CSM Building Design-Build Project                |
| 359991    | 05/17/06   | Robert A. Bothman                    | 233,249.41   | Skyline Seismic & Modernization Upgrades Project |
| 359993    | 05/17/06   | S. J. Amoroso Construction Co., Inc. | 673,689.49   | Cañada Construction Project                      |
| 359995    | 05/17/06   | Hensel Phelps Construction Co.       | 122,540.00   | Skyline Building Design-Build Project            |
| 360024    | 05/17/06   | McCarthy Building Companies          | 26,256.00    | CSM Building Design-Build Project                |
| 360026    | 05/17/06   | Voorhees Group, LLC                  | 11,507.67    | Skyline Educational Planning Project             |
| 360042    | 05/22/06   | Pac Gas & Elec Co                    | 17,497.35    | Utilities  |
| 360150    | 05/22/06   | AT&T/MCI                             | 16,766.43    | Utilities  |
| 360276    | 05/24/06   | Big D Pacific Builders               | 24,507.00    | Regional Public Safety Project At CSM            |
| 360280    | 05/24/06   | Constellation NewEnergy Inc.         | 52,427.38    | Utilities  |
| 360300    | 05/24/06   | JH Technologies, Inc.                | 25,346.74    | Stereomicroscope For CSM                         |
| 360309    | 05/24/06   | MBS Systems, LLC                     | 25,741.58    | Operational System For The Bookstores            |
| 360327    | 05/24/06   | SMCCCD Revolving Account             | 314,341.56   | Replenish Procurement Card Clearing Account      |
| 360352    | 05/25/06   | Pac Gas & Elec Co                    | 10,903.82    | Utilities  |
| 360366    | 05/25/06   | Contra Costa Comm Coll Dist.         | 10,000.00    | CSM VTEA Grant Project                           |
| 360371    | 05/25/06   | Education Housing Partners, LLC.     | 45,347.92    | Districtwide Design & Development Services       |
| 360378    | 05/25/06   | Foothill DeAnza CCD                  | 10,000.00    | CSM VTEA Grant Project                           |
| 360397    | 05/25/06   | San Francisco Community College D    | 62,024.42    | CSM VTEA Grant Project                           |
| 360404    | 05/25/06   | Sutro Tower Inc.                     | 17,082.00    | KCSM Transmitter Leasing Fee                     |



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

| Check No.  | Check Date | Vendor Name                          | Check Amount         | Description                     |
|--|------------|--------------------------------------|----------------------|---------------------------------|
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> |            |                                      |                      |                                 |
| 566806   | 05/31/06   | Calif. School Empl. Assoc.           | 12,443.89            | Union Dues                      |
| 566807   | 05/31/06   | American Federation of Teacher       | 27,790.39            | Union Dues                      |
| 566810   | 05/31/06   | Meriwest Credit Union                | 36,303.77            | Credit Union Deduction Register |
| 566817   | 05/31/06   | Provident Central Credit Union Cert. | 18,587.56            | Credit Union Deduction Register |
| 566821   | 05/31/06   | American Federation of Teacher       | 16,685.45            | Union Dues                      |
| 566842   | 05/31/06   | SMCCCD - College Vista Cert.         | 15,021.00            | Rents                           |
| 566843   | 05/31/06   | SMCCCD - College Vista Class.        | 28,304.00            | Rents                           |
| 566847   | 05/31/06   | Capital Guardian Trust Co. Cert.     | 27,871.00            | Tax Annuity                     |
| 566848   | 05/31/06   | Capital Guardian Trust Co. Class.    | 10,572.00            | Tax Annuity                     |
| 566857   | 05/31/06   | Fidelity Service Co.                 | 21,343.00            | Tax Annuity                     |
| 566894   | 05/31/06   | Variable Annuity Life Cert.          | 15,720.00            | Tax Annuity                     |
| 566895   | 05/31/06   | Variable Annuity Life Class.         | 20,352.28            | Tax Annuity                     |
| 566912   | 05/31/06   | Vanguard Fiduciary Trust Co.         | 29,980.00            | Tax Annuity                     |
| 566923   | 05/31/06   | Hartford Cert.                       | 23,253.00            | Tax Annuity                     |
| 566924   | 05/31/06   | Hartford Class.                      | 21,165.48            | Tax Annuity                     |
| 566958   | 05/31/06   | SMCCCD #798                          | 11,272.22            | Medical Flexible Benefits       |
| 566962   | 05/31/06   | SMCCCD #995 Due From EE Cert.        | 75,177.93            | Over Cap/Payroll Reimbursement  |
| 566963   | 05/31/06   | SMCCCD #995 Due From EE Class.       | 49,300.79            | Over Cap/Payroll Reimbursement  |
| <br>   |            |                                      |                      |                                 |
| <u>Cañada College Bookstore</u>                                  |            |                                      |                      |                                 |
| 356686   | 05/03/06   | The Douglas Stewart Co.              | 13,901.75            | Purchase of Inventory           |
| <br>   |            |                                      |                      |                                 |
| <u>Skyline College Bookstore</u>                                 |            |                                      |                      |                                 |
| 26589  | 05/03/06   | College Of San Mateo Bookstore       | 12,186.00            | Sales Tax March 2006            |
|  |            | Subtotal                             | 10,234,857.35        | 88%                             |
|  |            | Warrant Issued ≤ \$10,000            | 1,364,777.93         | 12%                             |
|  |            | Total Non-Salary Warrant Issued      | <u>11,599,635.28</u> | 100%                            |

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

| Check No. | Check Date | Vendor Name                                 | Check Amount                 | Description          |
|-----------|------------|---|------------------------------|----------------------|
|           |            | District Accounts Payable                   | 359336-360410                | 10,780,239.53        |
|           |            | District Payroll                            | 565837-566962, D90209-D91310 | 7,399,807.71         |
|           |            | Cañada College Bookstore                    | 35672-35703                  | 57,673.22            |
|           |            | College of San Mateo Bookstore              | 49313-49341, EFT#85131       | 18,980.38            |
|           |            | Skyline College Bookstore                   | 26569-26591                  | 33,575.77            |
|           |            | District Cafeteria                          | 60959-60973                  | 9,593.89             |
|           |            | Total Warrant Including Salaries - May 2006 |                              | <u>18,299,870.50</u> |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check No.                        | Check Date | Vendor Name                            | Check Amount | Description  |
|----------------------------------|------------|--|--------------|--|
| <u>District Accounts Payable</u> |            |  |              |  |
| 360425                           | 06/01/06   | Pac Gas & Elec Co                      | 16,008.07    | Utilities  |
| 360443                           | 06/01/06   | Canada Bookstore                       | 10,516.63    | Cañada EOPS Students Books & Supplies                        |
| 360450                           | 06/01/06   | Comm College League/Calif              | 49,473.27    | Database Subscription For CSM                                |
| 360465                           | 06/01/06   | Gallery Paule Anglim                   | 43,500.00    | Purchase Of Deborah Butterfield Sculpture Horse              |
| 360478                           | 06/01/06   | MANEX                                  | 20,675.00    | Coordination & Training Services At CSM                      |
| 360494                           | 06/01/06   | Pac Gas & Elec Co                      | 28,809.39    | Utilities  |
| 360502                           | 06/01/06   | Sch Proj/Util Rate Reduc.              | 41,642.53    | Utilities  |
| 360515                           | 06/01/06   | Wenger Corporation                     | 13,850.52    | CSM Classroom Furniture                                      |
| 360547                           | 06/05/06   | Constellation NewEnergy Inc.           | 28,451.50    | Utilities  |
| 360550                           | 06/05/06   | Pac Gas & Elec Co                      | 14,248.57    | Utilities  |
| 360568                           | 06/05/06   | Hartford Life & Accident Insurance Co. | 31,859.02    | Life Insurance Premium                                       |
| 360574                           | 06/05/06   | Klein Educational Systems, Inc.        | 17,209.69    | Upgrade AutoCAD  |
| 360575                           | 06/05/06   | Krueger International                  | 31,570.45    | Furniture & Accessories For CSM                              |
| 360588                           | 06/05/06   | Public Empl Ret Sys                    | 828,664.04   | Health Insurance Premium June 2006                           |
| 360689                           | 06/12/06   | Alcal-Arcade Contracting, Inc.         | 28,071.90    | CSM/Skyline Roofing Project                                  |
| 360708                           | 06/12/06   | CIS, Inc                               | 28,033.00    | Inspection Services For Skyline                              |
| 360709                           | 06/12/06   | Swinerton Management & Consulting      | 11,572.00    | Program Management Services                                  |
| 360715                           | 06/12/06   | Cutting Edge Audio Group               | 75,747.49    | Special Educational Bundle For Media Server                  |
| 360752                           | 06/12/06   | Noll & Tam                             | 57,580.04    | Design Services For Cañada                                   |
| 360764                           | 06/12/06   | Robert A. Bothman                      | 575,696.43   | Skyline Building Seismic & Modernization Project             |
| 360768                           | 06/12/06   | S.M.C.S.I.G.                           | 126,200.90   | Dental Premium June 2006                                     |
| 360769                           | 06/12/06   | S.M.C.S.I.G.                           | 18,147.88    | Vision Plan Premium June 2006                                |
| 360779                           | 06/12/06   | SMCCCD Revolving Account               | 46,881.68    | Replenish  |
| 360783                           | 06/12/06   | State Board of Equalization            | 18,293.00    | Use/Sales Tax For May 2006                                   |
| 360789                           | 06/12/06   | Swinerton Management & Consulting      | 219,870.00   | Program Management Services                                  |
| 360795                           | 06/12/06   | TIER Technologies, Inc.                | 10,389.06    | ASP Service For Student Registration                         |
| 360917                           | 06/14/06   | Bay Area Comm Col JPA                  | 72,671.22    | JPA Reimbursable Expenses                                    |
| 360938                           | 06/14/06   | Dell Computers                         | 49,121.23    | Notebooks & Printers   |
| 360939                           | 06/14/06   | Dell Computers                         | 38,887.61    | Notebooks & Printers   |
| 360940                           | 06/14/06   | Dell Computers                         | 41,695.22    | Computer, Notebooks & Printers                               |
| 360947                           | 06/14/06   | Island Advertising Specialties         | 19,887.38    | Skyline Advertising Services                                 |
| 360977                           | 06/14/06   | SWH Enterprises, Inc.                  | 19,658.20    | Multilayer CISCO Switches                                    |
| 361723                           | 06/19/06   | Constellation NewEnergy Inc.           | 23,355.65    | Utilities  |
| 361727                           | 06/19/06   | Pac Gas & Elec Co                      | 13,571.06    | Utilities  |
| 361737                           | 06/19/06   | Atlas/Pellizzari Electric Inc.         | 329,400.00   | Districtwide Infrastructure Physical Access Controls Project |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check No. | Check Date | Vendor Name                          | Check Amount | Description  |
|-----------|------------|--------------------------------------|--------------|--|
| 361742    | 06/19/06   | Cabrillo College                     | 10,000.00    | CSM VTEA Grant Project                                       |
| 361743    | 06/19/06   | Calif Water Service Co               | 11,661.02    | Utilities  |
| 361748    | 06/19/06   | CCS Presentation Systems Inc.        | 29,213.07    | Presentation System  |
| 361750    | 06/19/06   | CIS, Inc                             | 14,025.00    | Inspection Services For Cañada                               |
| 361757    | 06/19/06   | Dell Computers                       | 58,161.31    | Computers & Printers   |
| 361758    | 06/19/06   | DES Architects                       | 16,762.02    | Architectural Services For Regional Public Safety            |
| 361760    | 06/19/06   | Education Housing Partners, LLC.     | 31,219.38    | Districtwide Faculty/Staff Housing Project                   |
| 361775    | 06/19/06   | Krueger International                | 135,327.04   | Furniture & Accessories For CSM                              |
| 361780    | 06/19/06   | Mobile Modular Mgmt. Corp            | 11,496.67    | Ramp Replacement At Skyline                                  |
| 361796    | 06/19/06   | Atlas/Pellizzari Electric Inc.       | 36,600.00    | Districtwide Infrastructure Physical Access Controls Project |
| 361797    | 06/19/06   | Transbay Fire Protection, Inc.       | 13,938.48    | CSM Fire Pump Replacement Project                            |
| 361800    | 06/19/06   | Sandis Humber Jones, Civil Engineers | 12,500.00    | Engineering Service For Cañada Parking Lot                   |
| 361813    | 06/19/06   | So. Sf Unified Sch. Dist.            | 13,191.35    | Skyline Tech. Prep. Reimbursement                            |
| 361820    | 06/19/06   | Transbay Fire Protection, Inc.       | 125,446.29   | CSM Fire Pump Replacement Project                            |
| 362048    | 06/21/06   | CIS, Inc                             | 14,025.00    | Inspection Service For Cañada                                |
| 362049    | 06/21/06   | Computer Superstore                  | 10,494.90    | Printers/Toner For CSM                                       |
| 362063    | 06/21/06   | Interstate Grading and Paving Inc.   | 25,033.50    | Skyline Drainage & Paving Project                            |
| 362064    | 06/21/06   | John Plane Construction              | 11,374.70    | Swing Space For Skyline                                      |
| 362065    | 06/21/06   | National Captioning Institute, Inc.  | 22,950.00    | Captioning Services At CSM                                   |
| 362068    | 06/21/06   | S.J. Amoroso Construction Co., Inc.  | 1,045,152.12 | Cañada Construction Project                                  |
| 362088    | 06/22/06   | DES Architects                       | 29,873.80    | Districtwide Architectural Service                           |
| 362095    | 06/22/06   | Pac Gas & Elec Co                    | 30,669.17    | Utilities  |
| 362097    | 06/22/06   | Peralta Comm.College District        | 30,000.00    | Contract Service Between Skyline & Laney College             |
| 362106    | 06/22/06   | Signet Testing Laboratories, Inc     | 31,825.00    | Skyline Seismic & Modernization Upgrade Project              |
| 362125    | 06/26/06   | Constellation NewEnergy Inc.         | 20,598.31    | Utilities  |
| 362126    | 06/26/06   | Constellation NewEnergy Inc.         | 27,698.45    | Utilities  |
| 362155    | 06/26/06   | Pac Gas & Elec Co                    | 17,667.19    | Utilities  |
| 362156    | 06/26/06   | Pac Gas & Elec Co                    | 13,955.54    | Utilities  |
| 362183    | 06/26/06   | Carl Bloom Associates, Inc.          | 10,727.81    | KCSM Marketing & Management Fees                             |
| 362191    | 06/26/06   | Constellation NewEnergy Inc.         | 50,323.03    | Utilities  |
| 362205    | 06/26/06   | MBS Systems, LLC                     | 16,965.35    | Operational System For The Bookstores                        |
| 362209    | 06/26/06   | Preston Pipelines                    | 69,677.70    | Skyline Hot Water Piping Replacement Project                 |
| 362215    | 06/26/06   | Skyline Bookstore                    | 62,005.36    | Computers  |
| 362218    | 06/26/06   | SMCCCD Revolving Account             | 316,499.95   | Replenish Procurement Card Clearing Account                  |
| 362222    | 06/26/06   | Strata Information Group             | 44,107.00    | ITS Consulting Services                                      |
| 362227    | 06/28/06   | Xerox Corporation                    | 11,773.97    | Equipment Maintenance At CSM                                 |
| 362274    | 06/28/06   | Atlas/Pellizzari Electric Inc.       | 243,504.00   | Districtwide Infrastructure Physical Access Controls Project |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check No.  | Check Date | Vendor Name                         | Check Amount | Description  |
|--|------------|-------------------------------------|--------------|--|
| 362288   | 06/28/06   | California First National Bank      | 156,242.01   | Annual Leasing Fees For 25 Vehicle                           |
| 362290   | 06/28/06   | CCS Presentation Systems Inc.       | 14,505.50    | Audio Amplifier  |
| 362291   | 06/28/06   | CDW-G                               | 15,804.50    | CISCO Switches   |
| 362300   | 06/28/06   | Dell Computers                      | 27,255.33    | Computers & Printers   |
| 362340   | 06/28/06   | Peninsulators, Inc.                 | 13,475.78    | Mecho Shades Installation At CSM                             |
| 362346   | 06/28/06   | Robert A. Bothman                   | 424,843.58   | Skyline Building Seismic & Modernization Upgrade Project     |
| 362348   | 06/28/06   | S.J. Amoroso Construction Co., Inc. | 1,718,513.14 | Cañada Construction Project                                  |
| 362349   | 06/28/06   | Atlas/Pellizzari Electric Inc.      | 27,056.00    | Districtwide Infrastructure Physical Access Controls Project |
| 362360   | 06/28/06   | Skyline Bookstore                   | 62,127.45    | Computers  |
| 362363   | 06/28/06   | SMCCCD Revolving Account            | 22,000.00    | Replenish Procurement Card Clearing Account                  |
| 362366   | 06/28/06   | Sophos, Inc.                        | 32,010.40    | Anti Viris/Spam Three Years Subscription                     |
| 362369   | 06/28/06   | Strata Information Group            | 44,107.00    | ITS Consulting Service                                       |
| 362370   | 06/28/06   | Strata Information Group            | 114,178.16   | Payroll Implementation Services                              |
| 362374   | 06/28/06   | SWH Enterprises, Inc.               | 17,731.35    | Multilayer CISCO Switches                                    |
| 362375   | 06/28/06   | SWH Enterprises, Inc.               | 19,268.50    | Multilayer CISCO Switches                                    |
| 362385   | 06/28/06   | West Valley Mission C C Dist.       | 10,000.00    | CSM VTEA Grant Project                                       |
| <u>District Payroll Disbursement (excluding Salary Warrants)</u> |            |                                     |              |  |
| 568882   | 06/16/06   | Merwest Credit Union                | 31,529.30    | Credit Union Deduction Register                              |
| 568911   | 06/16/06   | Capital Guardian Trust Co. Cert.    | 10,319.00    | Tax Annuity  |
| 568962   | 06/16/06   | Hartford Cert.                      | 10,340.00    | Tax Annuity  |
| 568977   | 06/16/06   | SMCCCD #995 Due From EE Cert.       | 41,217.71    | Over Cap/Payroll Reimbursement                               |
| 576001   | 06/30/06   | SMCCCD - College Vista Class.       | 24,140.00    | Rents  |
| 576004   | 06/30/06   | Capital Guardian Trust Co. Class.   | 11,632.00    | Tax Annuity  |
| 576030   | 06/30/06   | Variable Annuity Life Class.        | 14,492.28    | Tax Annuity  |
| 576044   | 06/30/06   | Hartford Class.                     | 13,866.32    | Tax Annuity  |
| 576064   | 06/30/06   | SMCCCD #995 Due From EE Class.      | 17,559.32    | Over Cap/Payroll Reimbursement                               |
| <u>Cañada College Bookstore</u>                                  |            |                                     |              |  |
| 35713  | 06/07/06   | SMCCCD                              | 35,811.74    | Salaries & Benefits April 2006                               |
| 35743  | 06/19/06   | SMCCCD                              | 43,128.92    | Salaries & Benefits May 2006                                 |
| 35767  | 06/30/06   | MBS Textbook Exchange               | 10,667.93    | Purchase of Inventory  |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check No.                             | Check Date | Vendor Name                  | Check Amount                           | Description                        |
|---------------------------------------|------------|------------------------------|--|------------------------------------|
| <u>College Of San Mateo Bookstore</u> |            |                              |  |                                    |
| 49369                                 | 06/07/06   | SMCCCD                       | 54,805.73                              | Salaries & Benefits April 2006     |
| 49394                                 | 06/19/06   | SMCCCD                       | 54,937.29                              | Salaries & Benefits May 2006       |
| 49420                                 | 06/30/06   | McGraw Hill Book Co.         | 15,033.56                              | Purchase of Inventory              |
| 49421                                 | 06/30/06   | Textbook Exchange Inc.       | 14,564.98                              | Purchase of Inventory              |
| 49426                                 | 06/30/06   | Pearson Education            | 51,914.26                              | Purchase of Inventory              |
| 49437                                 | 06/30/06   | Thomson Learning             | 49,254.90                              | Purchase of Inventory              |
| EFT #75358                            | 06/30/06   | Board Of Equalization        | 24,085.00                              | Sales Tax Prepayment For June 2006 |
| <br>                                  |            |                              |  |                                    |
| <u>Skyline College Bookstore</u>      |            |                              |  |                                    |
| 26593                                 | 06/07/06   | Apple Computer Inc.          | 40,547.00                              | Purchase of Inventory              |
| 26624                                 | 06/07/06   | MBS Textbook Exchange        | 11,233.26                              | Purchase of Inventory              |
| 26636                                 | 06/07/06   | SMCCCD                       | 45,415.84                              | Salaries & Benefits April 2006     |
| 26642                                 | 06/07/06   | MBS-BUYBACK Control          | 33,232.25                              | Purchase of Inventory              |
| 26649                                 | 06/19/06   | D & H Distributing Co.       | 10,063.66                              | Purchase of Inventory              |
| 26654                                 | 06/19/06   | MBS Textbook Exchange        | 15,239.78                              | Purchase of Inventory              |
| 26659                                 | 06/19/06   | SMCCCD                       | 43,244.67                              | Salaries & Benefits May 2006       |
| 26661                                 | 06/29/06   | Apple Computer Inc.          | 141,527.55                             | Purchase of Inventory              |
| 26697                                 | 06/30/06   | MBS Textbook Exchange        | 60,526.35                              | Purchase of Inventory              |
| 26698                                 | 06/30/06   | McGraw-Hill Companies        | 23,850.18                              | Purchase of Inventory              |
| 26707                                 | 06/30/06   | Pearson Education            | 39,827.43                              | Purchase of Inventory              |
| <br>                                  |            |                              |  |                                    |
| <u>District Cafeteria</u>             |            |                              |  |                                    |
| 60978                                 | 06/20/06   | SMCCCD                       | 79,813.62                              | College Support Vehicle Lease      |
|                                       |            |                              | Subtotal                               | 9,481,202.58 79%                   |
|                                       |            |                              | Warrant Issued ≤ \$10,000              | 2,484,820.86 21%                   |
|                                       |            |                              | <u>Total Non-Salary Warrant Issued</u> | <u>11,966,023.44</u> 100%          |
| <br>                                  |            |                              |  |                                    |
| District Accounts Payable             |            | 360411-362609                | 10,128,487.11                          |                                    |
| District Payroll                      |            | 568713-568977, 573487-574034 |  |                                    |
|                                       |            | 575422-575966, 575967-576001 |  |                                    |
|                                       |            | D10037-D99536, D92945-93045, | 5,783,999.93                           |                                    |

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JUNE 1-30, 2006  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

| Check No. | Check Date | Vendor Name                                  | Check Amount           | Description          |
|-----------|------------|--|------------------------|----------------------|
|           |            | Cañada College Bookstore                     | 35704-35790            | 173,039.16           |
|           |            | College of San Mateo Bookstore               | 49342-49442, EFT#75358 | 351,885.28           |
|           |            | Skyline College Bookstore                    | 26592-26722            | 557,999.08           |
|           |            | District Cafeteria                           | 60974-60985            | 85,792.25            |
|           |            | Total Warrant Including Salaries - June 2006 |                        | <u>17,081,202.81</u> |

San Mateo County Community College District

September 26, 2006

**BOARD REPORT NO. 06-9-2CA**

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

**AMENDMENT OF MASTER AGREEMENT BETWEEN THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
AND THE  
SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION  
AS OF SEPTEMBER 26, 2006**

The following amendment to the Master Agreement between the College District Board of Trustees and the Housing Corporation Board is recommended in order to clarify that revenues generated by College Vista operations that are not needed for operating costs or other obligations shall revert to the College District, which is the owner of the property:

A. 3) The Housing Corporation shall manage all revenues received by it from managing *College Vista*. From such revenues, Housing Corporation shall pay and discharge all operating expenses and obligations incurred in managing *College Vista*. At the conclusion of each fiscal year, the Housing Corporation Board shall transfer to the District any funds remaining after payment of all *College Vista* expenses and obligations, including funding of the *College Vista* Capital Reserve.

The Housing Corporation Board approved this amendment at its meeting on August 28, 2006. The complete agreement is attached for your information.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the above-described amendment to the Master Agreement between the San Mateo County Community College District Board of Trustees and the San Mateo County Colleges Educational Housing Corporation.



**Agreement between the San Mateo County  
Community College District and the San Mateo County Colleges  
Educational Housing Corporation  
As Amended September 26, 2006**

This Agreement is made and entered into as of March 16, 2005 by and between the **San Mateo County Colleges Educational Housing Corporation (“Housing Corporation”)** and the **San Mateo County Community College District (“College District”)**.

**RECITALS**

- A. Housing Corporation was incorporated on November 8, 2004 under the California Nonprofit Public Benefit Corporation Law of the State of California for charitable purposes and has tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.
- B. Housing Corporation’s Articles of Incorporation describe Housing Corporation’s purposes as being, “(1) to support the activities of the San Mateo County Community College District, including but not limited to managing affordable housing for faculty and staff; (2) to solicit gifts of money, real property, or personal property, to manage all such assets received by the Corporation, and to use and apply the whole or any part of the income and/or principal of such assets exclusively in the development and operation of affordable for housing faculty and staff; and (3) to engage in any other activities reasonably related to such purposes.
- C. Housing Corporation has not been designated an “auxiliary” organization; it has always been and remains an “independent” Corporation.
- D. College District is a community college district of the State of California and is the owner of the land and residential property known as *College Vista* located at 3403 and 3405 CSM Drive, San Mateo CA 94402.
- E. Housing Corporation and College District wish to set down the particulars of the arrangement between them concerning the services provided by each to the other and the compensation paid for such services.

NOW, THEREFORE, the parties hereto agree as follows:

**A. GENERAL OPERATIONS**

- 1) Pursuant to the terms and conditions hereinafter set forth, the Housing Corporation shall manage the *College Vista* property on behalf of the College District. The Housing Corporation shall use its best efforts to manage *College Vista* in a manner that will produce revenue that matches or exceeds the costs of said operations.

- 2) The Housing Corporation will, subject to the laws of the State of California, manage and control *College Vista* in accordance with the highest and best standards for the benefit of the residents and the College District. The Housing Corporation shall have the power and authority to establish rules and policies governing rents and assessments, and may enter into contracts and agreements upon such terms as it deems advisable within the scope of its authority.
- 3) The Housing Corporation shall manage all revenues received by it from managing *College Vista*. From such revenues, Housing Corporation shall pay and discharge all operating expenses and obligations incurred in managing *College Vista*. At the conclusion of each fiscal year, the Housing Corporation Board shall transfer to the District any funds remaining after payment of all *College Vista* expenses and obligations, including funding of the *College Vista* Capital Reserve.
- 4) The Housing Corporation shall accurately make and keep all usual and necessary records of its actions and transactions and of all monies received, disbursed or expended by the Housing Corporation in connection with *College Vista*. The Housing Corporation agrees that its books, records and documents pertaining to *College Vista* shall be subject to examination by the College District and that such books or documents not transferred to and retained by the College District shall be preserved by the Housing Corporation for a period of seven years.
- 5) Each calendar year, prior to the expenditure of any funds or the creation of any obligations for the Housing Corporation, the Housing Corporation shall submit to the College District Executive Vice Chancellor a budget setting forth in detail all of the anticipated revenues and expenditures during the succeeding year. The budget will include a reasonable plan for funding reserve accounts for long-term maintenance, replacement and repairs.
- 6) The Housing Corporation shall be responsible for maintenance of *College Vista*. Maintenance shall include: preventive maintenance for buildings; planting and maintenance of all landscaped areas; cleaning and general upkeep of all unplanted areas; repair of buildings, utility systems, paved roads; repair of electrical and mechanical systems, and maintenance or repair of storm drain. College District shall have the right to monitor the adequacy of the maintenance. If, in the opinion of the College District and after consultation with the Housing Corporation, the College District finds the maintenance inadequate, the College District may perform the work itself and charge the Housing Corporation for the actual cost of labor and materials.
- 7) The Housing Corporation shall conduct a competitive RFP process in order to select a professional property manager or property management company that will manage the day-to-day operations of *College Vista*.
- 8) Housing Corporation shall manage and control *College Vista* subject to the laws of the United States and the State of California, and all applicable ordinances, and will not permit or allow any violation of any law at said property or in connection therewith insofar as it is possible to prevent the same.
- 9) Each officer and employee of the Housing Corporation who is responsible for the handling of any funds, purchases or financial affairs of the Housing Corporation, before engaging in any of said services as hereinabove mentioned, shall furnish a bond in an amount commensurate with his or her responsibilities.

- 10) The Housing Corporation shall develop a program that supports tenants of the residential development(s) in their quest for home ownership. Such program may include first-time buyer information, financial planning services, voluntary savings accounts, incentives for homeownership, etc.
- 11) The Housing Corporation shall participate in fundraising as needed for programs, projects or activities that benefit *College Vista* and/or its residents.
- 12) The Housing Corporation shall provide such other support for College District as needed and as the parties shall then agree, consistent with Housing Corporation's legal obligations and restrictions.
- 13) The College District shall annually engage an auditing firm to audit the Housing Corporation's financial records. The audit shall be reviewed by both the Housing Corporation and the College District.
- 14) The College District reserves the right to assume control of all or part of *College Vista* if one of the following four conditions exists:
  - a) there is a state of emergency as is defined in Government Code section 8558;
  - b) when an emergency repair or replacement is necessary to permit the continued operation of *College Vista*;
  - c) when emergency work is necessary to avoid danger to life or property; or
  - d) when material financial irregularities exist that jeopardize the ability of the organization to remain a going concern.

If such determination is made by a majority vote of the College District Board of Trustees, this agreement will be suspended during the time period as designated by the College District. Notification of the emergency will be communicated by the Chancellor or his or her designee.

## **B. OWNERSHIP OF PROPERTY, MAJOR MAINTENANCE AND CAPITAL IMPROVEMENTS**

- 1) The College District owns the *College Vista* property. College District, in exercising its ownership of *College Vista* may, with the advice of Housing Corporation, construct such buildings and other structures as it deems advisable. This authority includes the right to remodel, relocate, replace or demolish any existing structure, determine the nature and location of any new permanent structure, the location and use of any streets, roads, easements, utilities, or parking lots or facilities. Prior to exercising its rights of ownership above stated, College District shall solicit the advice and recommendation of Housing Corporation.
- 2) No major maintenance or capital improvements can be undertaken without the prior approval of the Executive Vice Chancellor of the College District. "Major maintenance" as used herein shall be understood to be selected items of maintenance which cost more than \$50,000. "Capital improvements" are those improvements which cost more than \$50,000.
- 3) Emergency and or unanticipated major maintenance items will be handled on a case-by-case basis. The Housing Corporation and the College District agree to meet promptly to discuss and seek mutual agreement on the handling of such items.

- 4) Housing Corporation will be responsible for the administration and supervision of all major maintenance and capital improvements. The Housing Corporation will keep the College District informed about such projects.
- 5) Housing Corporation agrees that contracts that exceed \$10,000 which it executes shall have the approval of a quorum of the Board of Directors of the Housing Corporation and shall be recorded in the minutes of the Board. Contracts that are \$10,000 or less may be executed by the Property Manager or designee.

#### **C. INSURANCE AND OTHER SERVICES**

- 1) College District shall provide the following insurance for the *College Vista* residential property and the Housing Corporation:
  - a) Property and liability insurance for the residential development(s).
  - b) Workers compensation insurance and unemployment insurance for District employees providing services to Housing Corporation.
- 2) Housing Corporation will provide Directors and Officers liability insurance (D&O insurance) covering Housing Corporation's directors and officers
- 3) The College District may provide administrative and accounting support in the collection of rents and payment of expenses for *College Vista* and such other support for Housing Corporation as needed and as the parties shall then agree, consistent with College District's legal obligations and restrictions.

#### **D. NOTICE**

Any notice given pursuant to the terms of this Agreement shall be delivered personally or by first class mail, postage prepaid, return receipt requested, to the parties at the following addresses:

To District: Executive Vice Chancellor  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402-3699

To Housing Corporation: President, San Mateo County Colleges  
Educational Housing Corporation  
3401 CSM Drive  
San Mateo, CA 94402-3699

#### **E. MISCELLANEOUS**

- 1) This Agreement may be modified or amended only by a writing signed by both parties.
- 2) This Agreement shall inure to the benefit of and be binding upon the parties, their legal representatives, successors, and assigns.
- 3) This Agreement shall be subject to and be governed by the law of the State of California.

- 4) In the event that any of the provisions or portions thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.
- 5) This Agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement which are not fully expressed herein.

This Agreement shall take effect as of the date first written above and shall remain in effect until terminated by College District after first giving written notice to the Housing Corporation at least six (6) months in advance of the termination date specified in the notice. Every five (5) years, the parties shall review the terms of this Agreement and amend it, if necessary and as they shall then agree, to accommodate the needs of the parties at that time.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_  
Patricia Miljanich  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

SAN MATEO COUNTY COLLEGES  
EDUCATIONAL HOUSING CORPORATION

By \_\_\_\_\_  
Karen Schwarz,  
President, Board of Directors

ATTEST:

By \_\_\_\_\_  
Vice President/Secretary, "HOUSING CORPORATION"

**BOARD REPORT NO. 06-9-3CA**

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

**RENEWAL OF AGREEMENTS WITH AMERICAN INSTITUTE FOR  
FOREIGN STUDY (AIFS), 2006-07**

On November 24, 1984, the Board first approved an agreement with the American Institute for Foreign Study (AIFS) initiating a partnership with AIFS for providing an overseas study program. This program has sent students and faculty to London each Fall semester since 1985, as well as in Summer 2000. Foreign study programs for Spring semesters have been offered in Paris, Florence, and Guadalajara through agreements with AIFS.

The District has received agreements for the Fall 2006 program in London, England and the Spring 2007 program in Florence, Italy. These new agreements with AIFS are similar to earlier agreements. The District is responsible for educational curriculum, selection and employment of faculty, academic advisement, student enrollment, and academic record keeping. AIFS is responsible for student housing, optional transportation between San Francisco and the study site, a broad array of student support services, and a social/cultural program to enable students to make the most of their foreign study experience.

The District receives regular State apportionment revenue for California residents attending classes offered through these foreign study programs; non-residents are charged the same fees they would pay if enrolling in on-campus classes. When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the College of San Mateo without additional expenditure.

**RECOMMENDATION**

It is recommended that the Board approve renewal of agreements with the American Institute for Foreign Study for the Fall 2006 (London, England) and Spring 2007 (Florence, Italy) foreign study programs.

**BOARD REPORT NO. 06-9-4CA**

**TO:** Members of the Board of Trustees  
**FROM:** Ron Galatolo, Chancellor-Superintendent  
**PREPARED BY:** Rick Bennett, Director of General Services, 358-6752, and Bob Domenici,  
Senior Buyer, 358-6728

**DISPOSITION OF DISTRICT RECORDS**

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction, all in accordance with California Education Code. In conjunction with an annual review of records, District staff classified and boxed the records listed in Exhibit A and requests the Board's approval for the destruction of the records in Exhibit A.

For the Board's information, the record types are summarized:

Class 1: Permanent Records

Class 2: Optional Records—Any record worthy of further preservation but not classified as Class 1.

Class 3: Disposable Records.

The records in Exhibit A are confined to Class 2 and Class 3 records. Per California Education Code, the Class 2 records have been reclassified as Class 3 records and are disposable as such. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

**RECOMMENDATION**

It is recommended that the Board approve destruction of the obsolete records listed as Class 2 and Class 3 records in Exhibit A.

**Exhibit A**

## District Office

| Box   | Description   | Class | Year        | Destroy |
|-------|---|-------|-------------|---------|
| 10497 | Canada Perkins Loan (assignment accepted)   | 2     | 2001-2002   | 2006    |
| 10498 | Skyline Perkins Loan (assignment accepted)  | 2     | 2001-2002   | 2006    |
| 10499 | CSM Perkins Loan (assignment accepted)  | 2     | 2001-2002   | 2006    |
| 10592 | Student Services - Ed Nunez Assigned and Accepted   | 3     | 2001-2002   | 2006    |
| 10328 | Sales+Refund reports, BK STMT, Canc. Checks, Dep. Slips, audit lists, A/R paid Inv. CAÑ BK                                  | 3     | 4/1-4/30/98 | 2001    |
| 10540 | Skyline Bookstore - Aug 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10541 | Skyline Bookstore - Aug 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10544 | Skyline Bookstore - Nov 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10545 | Skyline Bookstore - Dec 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10547 | Skyline Bookstore - Jan 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10548 | Skyline Bookstore - Feb 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10552 | CSM Bookstore - Aug 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006    |
| 10553 | CSM Bookstore - Aug 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006    |
| 10559 | CSM Bookstore - Jan 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006    |
| 10560 | CSM Bookstore - Jan 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006    |
| 10563 | Cañada Bookstore - July 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10570 | Cañada Bookstore - Jan 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3     | 00-01       | 2006    |
| 10571 | Cañada Bookstore - Jan 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3     | 00-01       | 2006    |
| 10572 | Cañada Bookstore - Feb 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3     | 00-01       | 2006    |
| 10615 | CSM Bookstore - June 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice     | 3     | 00-01       | 2006    |
| 10616 | Cañada Bookstore - June 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006    |
| 10617 | Skyline Bookstore - June 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice | 3     | 00-01       | 2006    |
| 10619 | Skyline Bookstore A/P Invoices (F - M) 06/00-05/01  | 3     | 00-01       | 2006    |
| 10621 | Skyline Bookstore A/P Invoices (R - Z) 06/00-05/01  | 3     | 00-01       | 2006    |



## Board Report No. 06-9-4CA

|       |  |   |       |        |
|-------|--|---|-------|--------|
| 10622 | CSM, SKY & CAÑ Bookstore - Monthly Time Cards  | 3 | 01-03 | 2006   |
| 10623 | CSM Bookstore A/P Invoices (A - C) 06/00-05/01   | 3 | 01-02 | 2006   |
| 10624 | CSM Bookstore A/P Invoices (D - I) 06/00-05/01   | 3 | 00-01 | 2006   |
| 10627 | CSM Bookstore A/P Invoices (S - Z) 06/00-05/01   | 3 | 00-01 | 2006   |
| 10630 | CAÑADA Bookstore A/P Invoices (N - Z) 06/00-05/01  | 3 | 00-01 | 2006   |
| 10631 | CSM Bookstore - JULY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                    | 3 | 00-01 | 2006   |
| 10632 | SKYLINE Bookstore - JULY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                | 3 | 00-01 | 2006   |
| 10633 | CAÑADA Bookstore - JULY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                 | 3 | 00-01 | 2006   |
| 10634 | CAÑADA Bookstore - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 01-02 | 2006   |
| 10635 | SKYLINE Bookstore - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice              | 3 | 01-02 | 2006   |
| 10636 | CSM BOOKSTORE - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                  | 3 | 01-02 | 2006   |
| 10637 | CSM & CAÑADA Bookstore - SEPTEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3 | 01-02 | 2006   |
| 10638 | SKYLINE Bookstore - MARCH 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 02-03 | 2006   |
| 10640 | SKYLINE Bookstore - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice              | 3 | 01-02 | 2006   |
| 10642 | CAÑADA BOOKSTORE - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 01-02 | 2006   |
| 10643 | CAÑADA BOOKSTORE - OCTOBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice              | 3 | 01-02 | 2006   |
| 10644 | CSM BOOKSTORE - OCTOBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                 | 3 | 01-02 | 2006   |
| 10645 | CSM BOOKSTORE - FEB - MAR 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 02-03 | 2006   |
| 10646 | Cañada BOOKSTORE - FINANCIAL CLOSING WORK PAPERS   | 3 | 00-01 | 5/2004 |
| 10650 | CSM BOOKSTORE - NOVEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                | 3 | 01-02 | 2006   |
| 10651 | CAÑADA BOOKSTORE - NOVEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 01-02 | 2006   |
| 10652 | SKYLINE BOOKSTORE - NOVEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice            | 3 | 01-02 | 2006   |
| 10654 | CAÑADA BOOKSTORE - DECEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 01-02 | 2006   |
| 10655 | SKYLINE BOOKSTORE - DECEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice            | 3 | 01-02 | 2006   |
| 10659 | SKYLINE BOOKSTORE - JANUARY 02 -Box 2 of 2 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice | 3 | 01-02 | 2006   |

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|       |  |   |       |      |
|-------|--|---|-------|------|
| 10660 | CSM BOOKSTORE - FEBUARY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10661 | CAÑADA BOOKSTORE - FEBUARY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 01-02 | 2006 |
| 10663 | SKYLINE BOOKSTORE - JANUARY 02 -Box 1 of 2 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10664 | SKYLINE BOOKSTORE - MARCH 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10666 | CAÑADA BOOKSTORE - MARCH 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 01-02 | 2006 |
| 10667 | BOOKSTORE LEDGERS 5/31/00 - 5/31/01<br>AR Audit, General Ledger, Vendor Ledger for Skyline, CSM, and Cañada  | 3 | 00-01 | 2006 |
| 10668 | BOOKSTORE ADMINISTRATION<br>Bank Reconciliation-CAÑ(6/00-5/01) & CSM(6/00-11/00)<br>Salaries & Benefits (4/00-5/01)<br>Unpaid Bills Weekly Reports(Skyline)<br>Buy backs (Skyline)               | 3 | 00-01 | 2006 |
| 10670 | CAÑADA BOOKSTORE - APRIL 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 01-02 | 2006 |
| 10671 | CSM BOOKSTORE - APRIL 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice<br>CSM BOOKSTORE - MARCH. 02 SALES Audit List                           | 3 | 01-02 | 2006 |
| 10672 | SKYLINE BOOKSTORE - APRIL 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10673 | SKYLINE BOOKSTORE - MAY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10674 | CSM BOOKSTORE - MAY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice<br>CSM BOOKSTORE - SALES TAX, RETURN CHECK RECON, BANK RECON., QUICK BOOK | 3 | 01-02 | 2006 |
| 10675 | CAÑADA BOOKSTORE - MAY 02 Sales Report/Refund Report/Bank Statement/Canceled   | 3 | 01-02 | 2006 |
| 10676 | SKYLINE BOOKSTORE - JUNE & JULY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10677 | CSM BOOKSTORE - JUNE & JULY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10678 | CAÑADA BOOKSTORE - JUNE & JULY A 02 Sales Report/Refund Report/Bank Statement/Canceled   | 3 | 01-02 | 2006 |
| 10679 | CAÑADA Bookstore A/P Invoices (A - F) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10680 | CAÑADA Bookstore A/P Invoices (G-H) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10681 | CAÑADA Bookstore A/P Invoices (O-Z) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10682 | CSM Bookstore A/P Invoices (A - G) 06/01-05/02   | 3 | 01-02 | 2006 |
| 10683 | CSM Bookstore A/P Invoices (H - M) 06/01-05/02   | 3 | 01-02 | 2006 |
| 10684 | CSM Bookstore A/P Invoices (N - O) 06/01-05/02   | 3 | 01-02 | 2006 |

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|       |   |   |       |      |
|-------|---|---|-------|------|
| 10685 | CSM Bookstore A/P Invoices (P - S) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10686 | CSM Bookstore A/P Invoices (T- Z) 06/01-05/02   | 3 | 01-02 | 2006 |
| 10687 | Skyline Bookstore A/P Invoices (A - H) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10688 | Skyline Bookstore A/P Invoices (I - O) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10689 | Skyline Bookstore A/P Invoices (P - Z) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10692 | CAÑADA BOOKSTORE - JULY B & AUGUST 02 Sales Report/Refund Report/Bank Statement/Canceled  |   |       |      |
| 10693 | CSM BOOKSTORE - August 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice           | 3 | 01-02 | 2006 |
| 10695 | CAÑADA BOOKSTORE - JAN 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice           | 3 | 02-03 | 2006 |
| 10696 | DISTRICT CAFETERIA  | 3 | 00-01 | 2006 |
| 10700 | SKYLINE BOOKSTORE - FEB. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice         | 3 | 02-03 | 2006 |
| 10701 | SKYLINE BOOKSTORE - OCT. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice         | 3 | 02-03 | 2006 |
| 10702 | CSM BOOKSTORE - OCT. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 02-03 | 2006 |
| 10705 | CSM BOOKSTORE - NOV & DEC 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice        | 3 | 02-03 | 2006 |
| 10706 | CSM BOOKSTORE - JAN. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 02-03 | 2006 |
| 10709 | SKYLINE BOOKSTORE PAID CHECKS BACKUP 02-03<br>A-M   | 3 | 02-03 | 2006 |
| 10710 | CSM BOOKSTORE - PT MONTHLY CLOSING<br>06/2001-05/2002   | 3 | 01-02 | 2006 |
| 10711 | SKYLINE BOOKSTORE - APRIL TO MAY 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice | 3 | 02-03 | 2006 |
| 10712 | CAÑADA BOOKSTORE - APRIL TO MAY 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 02-03 | 2006 |
| 10713 | CSM BOOKSTORE - APRIL TO MAY 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice     | 3 | 02-03 | 2006 |
| 10714 | SKYLINE BOOKSTORE PAID CHECKS BACKUP 02-03<br>Mc-Z  | 3 | 02-03 | 2006 |
| 10719 | CSM APCK 02-03, JUNE 02 - FEB 03<br>ALPHA ORDER ARCHIVE(A-V)  | 3 | 02-03 | 2006 |
| 10720 | CSM APCK 02-03<br>JUNE 02 - FEB 03 ALPHA ORDER ARCHIEVE (W-Z)<br>MAR 03 - MAY 03 NUMERIC ORDER ARCHIEVE (45998-46124)               | 3 | 02-03 | 2006 |
| 10722 | CAÑADA BOOKSTORE PAID CHECKS BACKUP 02-03<br>A - I  | 3 | 02-03 | 2006 |
| 10723 | CAÑADA BOOKSTORE PAID CHECKS BACKUP 02-03<br>J - R  | 3 | 02-03 | 2006 |

## Board Report No. 06-9-4CA

|       |  |   |         |             |
|-------|--|---|---------|-------------|
| 10724 | CAÑADA BOOKSTORE PAID CHECKS BACKUP 02-03<br>S - Z, MISC. UNPAID (CSM, CAN)                                      | 3 | 02-03   | 2006        |
| 10725 | SKYLINE BOOKSTORE PAID CHECKS BACKUP 02-03<br>K - Z  | 3 | 02-03   | 2006        |
| 10726 | CAÑADA BOOKSTORE: BANK REC 03/00-05/03,<br>CHECK REGISTER 2000-2002, GL 06/01-05/02,<br>PT 03/02-02/03           | 3 | 02-03   | 2006        |
| 10727 | CSM BOOKSTORE: CREDIT VOUCHER 05/01-04/02, CHECK REGISTER 2000-<br>05/2003, PT 03/02-02/03, BANK REC 12/01-06/02 | 3 | 02-03   | 2006        |
| 10728 | S & B 12/01-05/03, INTER-BOOKSTORES 10/01-05/03, ACTION VENDING<br>COMMISION 01/02-06/02, SALES TAX 01/02-12/02  | 3 | 02-03   | 2006        |
| 10729 | SKYLINE BOOKSTORE PT 06/01-02/03   | 3 | 02-03   | 2006        |
| 10731 | CSM BOOKSTORE PAID CHECKS BACKUP 02-03<br>H - S  | 3 | 02-03   | 2006        |
| 10732 | CSM BOOKSTORE PAID CHECKS BACKUP 02-03<br>A - S  | 3 | 02-03   | 2006        |
| 30307 | A/P A-C Fund 2.3 non-inv   | 2 | 2000-01 | 06/30/2006  |
| 30317 | A/P County Check Register  | 3 | 2001-02 | 06/30/2005  |
| 30318 | A/P County Check Register  | 3 | 2001/02 | 06/30/2005  |
| 30355 | Bank of America Procard Activity Report 7/01-3/02  | 2 | 01/02   | 6/06        |
| 30356 | Wells-ExpressOne Procard Activity Report 1-6/02  | 2 | 01/02   | 6/06        |
| 40055 | Purchase Orders<br>A-K   | 3 | 2003    | July 2006   |
| 40056 | Purchase Orders<br>L-Z   | 3 | 2003    | July 2006   |
| 50325 | County Deposits (1-6/98)   | 3 | 1997-98 | 06/30/01    |
| 50383 | 9111, 9112, 9113, 9114, 9115 DEP SUM   | 3 | 00-01   | 2004        |
| 50384 | 9111, 9112, 9113, 9114, 9115 DEP SUM<br>9/00-11/00   | 3 | 00-01   | 2004        |
| 50396 | A/C 9111 CK Deposit Record 7/00-12/00  | 3 | 00-01   | 2004        |
| 50397 | A/C 9111 CK Deposit Record 1/01-6/01   | 3 | 00-01   | 2004        |
| 50398 | Petty Cash 7/2000-3/2001   | 3 | 00-01   | 2004        |
| 50399 | Petty Cash 4/01-6/01 & JVS 7/00-6/01   | 3 | 00-01   | after 01-02 |
| 50402 | 9111, 9112, 9113, 9114, 9115 Dep Sum<br>12/00-2/01   | 3 | 00-01   | 2004        |
| 50403 | 9111, 9112, 9113, 9114, 9115 Dep Sum<br>3/01-5/01  | 3 | 00-01   | 2004        |
| 50404 | 9111, 9112, 9113, 9114, 9115 Dep Sum<br>6/01 & st. ref. Cks  | 3 | 00-01   | 2004        |
| 50409 | Cashiering Session Rpt 9/21-10/17/01   | 3 | 01-02   | after 01-02 |
| 50410 | Cash Clearing A/C Bank Rec. 6/00-7/01  | 3 | 00-01   | 2004        |
| 50411 | Cash Clearing A/C Bank Rec, 6/00-7/01  | 3 | 00-01   | 2004        |

## Board Report No. 06-9-4CA

|       |   |   |       |       |
|-------|---|---|-------|-------|
|       | A/C 9114,9115,9116,9130 & Expired P.O.  |   |       |       |
| 50425 | Dep Summary for A/C 9111,12,13&14 for 09/01&10/01, 9112,13&14 for 11/01   | 3 | 01-02 | 2004  |
| 50426 | Dep Summary for A/C 9111 for 11/01 and 9112,13&14 for 12/01, and 9112,13&14 for 01/02   | 3 | 01-02 | 2004  |
| 50429 | A/C 9111 CK Deposit Record 7/01 - 10/01   | 3 | 01-02 | 2005  |
| 50430 | A/C 9111 CK Deposit Record 11/01 - 03/02  | 3 | 01-02 | 2005  |
| 50431 | A/C 9111 CK Deposit Record 04/02 - 06/02 and Petty Cash Reim 07/01 - 11/01  | 3 | 01-02 | 2005  |
| 50564 | A/C 9111 CK Deposit Record 7/02-10/02   | 3 | 02-03 | 2006  |
| 50565 | A/C 9111 CK Deposit Record 11/02-3/03   | 3 | 02-03 | 2006  |
| 50570 | Petty Cash 06/2003 & Refund Check 07/2002-06/2003 (Ck#262673-281413) & CSM (400277-400400) Comm. Ed. Invoices (501031-507060)                 | 3 | 02-03 | 2006  |
| 50572 | Bank Recon 02-03, Acct 9113, 9114, 9115 & 9116 07/02-06/03  | 3 | 02-03 | 2006  |
| 50574 | Bank Recon 02-03, Acct 9111, 9112, 9117, 9130, Revolving Fund Deposit Slip (CK# 2015-2227 01-02) 07/02-06/03                                  | 3 | 02-03 | 2006  |
| 50575 | Refund Ck 1/02-6/02 Sky (255217-260355) & Bank Recon 5/03-6/03 A/C 9111-9114  | 3 | 02-03 | 2006  |
| 50576 | Inv. Sky 10/01-6/02 (200105-200192), Can 9/01-6/02 (300055-300590) & Dist. 6/01-6/02 (100131-100223)  | 3 | 01-02 | 2005  |
| 50578 | 01-02 Inv. CSM & Comm. Ed , 02-03 Inv. Dist. & CAN  | 3 | 02-03 | 2006  |
| 60046 | State Grants 1999-2000, #31002 - 31035  | 2 | 99-00 | 06/06 |
| 60047 | State Grants 1999 - 2000, #31036 - 31050  | 2 | 99-00 | 06/06 |
| 60048 | State Grants 1999 - 2000, #35001-39035, 44425 - 44427   | 2 | 99-00 | 06/06 |
| 95016 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmts.)<br>Fiscal Year 96-97.<br>July 1996 through December 1996. | 2 | 1999  | 12/03 |
| 95017 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmts.)<br>Fiscal Year 96/97.<br>January 1997 through June 1997.  | 3 | 2000  | 6/04  |
| 95018 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmts.)<br>Fiscal Year 97/98.<br>July 1997 through December 1997. | 2 | 2000  | 12/04 |
| 95020 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmts.)<br>Fiscal Year 98/99.<br>July 98 through Oct. 98          | 3 | 2001  | 10/05 |
| 95021 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmts.)<br>Fiscal Year 98/99.<br>November 98 through March 99.    | 3 | 2002  | 3/06  |
| 95022 | Monthly Source Documents  | 3 | 2002  | 6/06  |

Board Report No. 06-9-4CA

|       |  |   |           |      |
|-------|--|---|-----------|------|
|       | (Deposits, Disbursements, Journal Entries, Bank Stmts.)<br>Fiscal Year 98/99.<br>April 99 through June 99.   |   |           |      |
| 95028 | Check Copies 98/99   | 3 | 2001-2002 | 2006 |
| 95029 | General Ledgers 1/97 - 6/97, 1/98 - 3/98.  | 3 | 2000-2001 | 2005 |
| 95031 | 97/98 Bank Reconciliations. Wells Fargo; General Ledgers July-Dec 97, Check Copies (ck. #8785-#9176) 1/1/98-6/30/98; Check Copies (ck.# 8182-#8784) 7/1/97-12/31/97. | 3 | 2002      | 2006 |
| 95003 | 1B. Eaton V. (7/92-6/93); 1B. Eaton V. (7/93-6/94); 1B. Eaton V. (7/94-6/95); 1B. Eaton V. (7/95-6/96); 1B. Eaton V. (7/96-6/97).                                    | 2 | 2000      | 6/04 |

CSM

| Class | Description                              | Class | Year | Destroy |
|-------|--|-------|------|---------|
| 5     | Business Office credit card receipts     | 2     | 2001 | 2006    |
| 4     | DSPS Student Information                 | 2     | 2001 | 2006    |
| 9     | EOPS Student Information                 | 2     | 2001 | 2006    |
| 5     | Multi Culture Center Student Information | 2     | 2001 | 2006    |
| 11    | Public Relations / Marketing             | 3     | 2002 | 2001    |
| 4     | Counseling Student Information           | 2     | 2001 | 2006    |
| 3     | Assessment Student Information           | 2     | 2001 | 2006    |
| 5     | President Student Applications           | 2     | 2001 | 2006    |

Canada

| Class | Description                          | Class | Year | Destroy |
|-------|--------------------------------------|-------|------|---------|
| 10    | RadTech                              | 2     | 2000 | 2006    |
| 10    | Accounts Receivable Student Services | 2     | 2000 | 2006    |
| 4     | DSPS Student Information             | 2     | 2000 | 2006    |

San Mateo County Community College District

September 26, 2006

**BOARD REPORT NO. 06-9-2CA**

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

**AMENDMENT OF MASTER AGREEMENT BETWEEN THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
AND THE  
SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION  
AS OF SEPTEMBER 26, 2006**

The following amendment to the Master Agreement between the College District Board of Trustees and the Housing Corporation Board is recommended in order to clarify that revenues generated by College Vista operations that are not needed for operating costs or other obligations shall revert to the College District, which is the owner of the property:

A. 3) The Housing Corporation shall manage all revenues received by it from managing *College Vista*. From such revenues, Housing Corporation shall pay and discharge all operating expenses and obligations incurred in managing *College Vista*. At the conclusion of each fiscal year, the Housing Corporation Board shall transfer to the District any funds remaining after payment of all *College Vista* expenses and obligations, including funding of the *College Vista* Capital Reserve.

The Housing Corporation Board approved this amendment at its meeting on August 28, 2006. The complete agreement is attached for your information.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the above-described amendment to the Master Agreement between the San Mateo County Community College District Board of Trustees and the San Mateo County Colleges Educational Housing Corporation.

**Agreement between the San Mateo County  
Community College District and the San Mateo County Colleges  
Educational Housing Corporation  
As Amended September 26, 2006**

This Agreement is made and entered into as of March 16, 2005 by and between the **San Mateo County Colleges Educational Housing Corporation (“Housing Corporation”)** and the **San Mateo County Community College District (“College District”)**.

**RECITALS**

- A. Housing Corporation was incorporated on November 8, 2004 under the California Nonprofit Public Benefit Corporation Law of the State of California for charitable purposes and has tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.
- B. Housing Corporation’s Articles of Incorporation describe Housing Corporation’s purposes as being, “(1) to support the activities of the San Mateo County Community College District, including but not limited to managing affordable housing for faculty and staff; (2) to solicit gifts of money, real property, or personal property, to manage all such assets received by the Corporation, and to use and apply the whole or any part of the income and/or principal of such assets exclusively in the development and operation of affordable for housing faculty and staff; and (3) to engage in any other activities reasonably related to such purposes.
- C. Housing Corporation has not been designated an “auxiliary” organization; it has always been and remains an “independent” Corporation.
- D. College District is a community college district of the State of California and is the owner of the land and residential property known as *College Vista* located at 3403 and 3405 CSM Drive, San Mateo CA 94402.
- E. Housing Corporation and College District wish to set down the particulars of the arrangement between them concerning the services provided by each to the other and the compensation paid for such services.

NOW, THEREFORE, the parties hereto agree as follows:

**A. GENERAL OPERATIONS**

- 1) Pursuant to the terms and conditions hereinafter set forth, the Housing Corporation shall manage the *College Vista* property on behalf of the College District. The Housing Corporation shall use its best efforts to manage *College Vista* in a manner that will produce revenue that matches or exceeds the costs of said operations.



- 2) The Housing Corporation will, subject to the laws of the State of California, manage and control *College Vista* in accordance with the highest and best standards for the benefit of the residents and the College District. The Housing Corporation shall have the power and authority to establish rules and policies governing rents and assessments, and may enter into contracts and agreements upon such terms as it deems advisable within the scope of its authority.
- 3) The Housing Corporation shall manage all revenues received by it from managing *College Vista*. From such revenues, Housing Corporation shall pay and discharge all operating expenses and obligations incurred in managing *College Vista*. At the conclusion of each fiscal year, the Housing Corporation Board shall transfer to the District any funds remaining after payment of all *College Vista* expenses and obligations, including funding of the *College Vista* Capital Reserve.
- 4) The Housing Corporation shall accurately make and keep all usual and necessary records of its actions and transactions and of all monies received, disbursed or expended by the Housing Corporation in connection with *College Vista*. The Housing Corporation agrees that its books, records and documents pertaining to *College Vista* shall be subject to examination by the College District and that such books or documents not transferred to and retained by the College District shall be preserved by the Housing Corporation for a period of seven years.
- 5) Each calendar year, prior to the expenditure of any funds or the creation of any obligations for the Housing Corporation, the Housing Corporation shall submit to the College District Executive Vice Chancellor a budget setting forth in detail all of the anticipated revenues and expenditures during the succeeding year. The budget will include a reasonable plan for funding reserve accounts for long-term maintenance, replacement and repairs.
- 6) The Housing Corporation shall be responsible for maintenance of *College Vista*. Maintenance shall include: preventive maintenance for buildings; planting and maintenance of all landscaped areas; cleaning and general upkeep of all unplanted areas; repair of buildings, utility systems, paved roads; repair of electrical and mechanical systems, and maintenance or repair of storm drain. College District shall have the right to monitor the adequacy of the maintenance. If, in the opinion of the College District and after consultation with the Housing Corporation, the College District finds the maintenance inadequate, the College District may perform the work itself and charge the Housing Corporation for the actual cost of labor and materials.
- 7) The Housing Corporation shall conduct a competitive RFP process in order to select a professional property manager or property management company that will manage the day-to-day operations of *College Vista*.
- 8) Housing Corporation shall manage and control *College Vista* subject to the laws of the United States and the State of California, and all applicable ordinances, and will not permit or allow any violation of any law at said property or in connection therewith insofar as it is possible to prevent the same.
- 9) Each officer and employee of the Housing Corporation who is responsible for the handling of any funds, purchases or financial affairs of the Housing Corporation, before engaging in any of said services as hereinabove mentioned, shall furnish a bond in an amount commensurate with his or her responsibilities.

- 10) The Housing Corporation shall develop a program that supports tenants of the residential development(s) in their quest for home ownership. Such program may include first-time buyer information, financial planning services, voluntary savings accounts, incentives for homeownership, etc.
- 11) The Housing Corporation shall participate in fundraising as needed for programs, projects or activities that benefit *College Vista* and/or its residents.
- 12) The Housing Corporation shall provide such other support for College District as needed and as the parties shall then agree, consistent with Housing Corporation's legal obligations and restrictions.
- 13) The College District shall annually engage an auditing firm to audit the Housing Corporation's financial records. The audit shall be reviewed by both the Housing Corporation and the College District.
- 14) The College District reserves the right to assume control of all or part of *College Vista* if one of the following four conditions exists:
  - a) there is a state of emergency as is defined in Government Code section 8558;
  - b) when an emergency repair or replacement is necessary to permit the continued operation of *College Vista*;
  - c) when emergency work is necessary to avoid danger to life or property; or
  - d) when material financial irregularities exist that jeopardize the ability of the organization to remain a going concern.

If such determination is made by a majority vote of the College District Board of Trustees, this agreement will be suspended during the time period as designated by the College District. Notification of the emergency will be communicated by the Chancellor or his or her designee.

**B. OWNERSHIP OF PROPERTY, MAJOR MAINTENANCE AND CAPITAL IMPROVEMENTS**

- 1) The College District owns the *College Vista* property. College District, in exercising its ownership of *College Vista* may, with the advice of Housing Corporation, construct such buildings and other structures as it deems advisable. This authority includes the right to remodel, relocate, replace or demolish any existing structure, determine the nature and location of any new permanent structure, the location and use of any streets, roads, easements, utilities, or parking lots or facilities. Prior to exercising its rights of ownership above stated, College District shall solicit the advice and recommendation of Housing Corporation.
- 2) No major maintenance or capital improvements can be undertaken without the prior approval of the Executive Vice Chancellor of the College District. "Major maintenance" as used herein shall be understood to be selected items of maintenance which cost more than \$50,000. "Capital improvements" are those improvements which cost more than \$50,000.
- 3) Emergency and or unanticipated major maintenance items will be handled on a case-by-case basis. The Housing Corporation and the College District agree to meet promptly to discuss and seek mutual agreement on the handling of such items.

- 4) Housing Corporation will be responsible for the administration and supervision of all major maintenance and capital improvements. The Housing Corporation will keep the College District informed about such projects.
- 5) Housing Corporation agrees that contracts that exceed \$10,000 which it executes shall have the approval of a quorum of the Board of Directors of the Housing Corporation and shall be recorded in the minutes of the Board. Contracts that are \$10,000 or less may be executed by the Property Manager or designee.

**C. INSURANCE AND OTHER SERVICES**

- 1) College District shall provide the following insurance for the *College Vista* residential property and the Housing Corporation:
  - a) Property and liability insurance for the residential development(s).
  - b) Workers compensation insurance and unemployment insurance for District employees providing services to Housing Corporation.
- 2) Housing Corporation will provide Directors and Officers liability insurance (D&O insurance) covering Housing Corporation's directors and officers
- 3) The College District may provide administrative and accounting support in the collection of rents and payment of expenses for *College Vista* and such other support for Housing Corporation as needed and as the parties shall then agree, consistent with College District's legal obligations and restrictions.

**D. NOTICE**

Any notice given pursuant to the terms of this Agreement shall be delivered personally or by first class mail, postage prepaid, return receipt requested, to the parties at the following addresses:

To District: Executive Vice Chancellor  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402-3699

To Housing Corporation: President, San Mateo County Colleges  
Educational Housing Corporation  
3401 CSM Drive  
San Mateo, CA 94402-3699

**E. MISCELLANEOUS**

- 1) This Agreement may be modified or amended only by a writing signed by both parties.
- 2) This Agreement shall inure to the benefit of and be binding upon the parties, their legal representatives, successors, and assigns.
- 3) This Agreement shall be subject to and be governed by the law of the State of California.

- 4) In the event that any of the provisions or portions thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.
- 5) This Agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement which are not fully expressed herein.

This Agreement shall take effect as of the date first written above and shall remain in effect until terminated by College District after first giving written notice to the Housing Corporation at least six (6) months in advance of the termination date specified in the notice. Every five (5) years, the parties shall review the terms of this Agreement and amend it, if necessary and as they shall then agree, to accommodate the needs of the parties at that time.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

By \_\_\_\_\_  
Patricia Miljanich  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Clerk of Said Board

SAN MATEO COUNTY COLLEGES  
EDUCATIONAL HOUSING CORPORATION

By \_\_\_\_\_  
Karen Schwarz,  
President, Board of Directors

ATTEST:

By \_\_\_\_\_  
Vice President/Secretary, "HOUSING CORPORATION"

**BOARD REPORT NO. 06-9-3CA**

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

**RENEWAL OF AGREEMENTS WITH AMERICAN INSTITUTE FOR  
FOREIGN STUDY (AIFS), 2006-07**

On November 24, 1984, the Board first approved an agreement with the American Institute for Foreign Study (AIFS) initiating a partnership with AIFS for providing an overseas study program. This program has sent students and faculty to London each Fall semester since 1985, as well as in Summer 2000. Foreign study programs for Spring semesters have been offered in Paris, Florence, and Guadalajara through agreements with AIFS.

The District has received agreements for the Fall 2006 program in London, England and the Spring 2007 program in Florence, Italy. These new agreements with AIFS are similar to earlier agreements. The District is responsible for educational curriculum, selection and employment of faculty, academic advisement, student enrollment, and academic record keeping. AIFS is responsible for student housing, optional transportation between San Francisco and the study site, a broad array of student support services, and a social/cultural program to enable students to make the most of their foreign study experience.

The District receives regular State apportionment revenue for California residents attending classes offered through these foreign study programs; non-residents are charged the same fees they would pay if enrolling in on-campus classes. When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the College of San Mateo without additional expenditure.

**RECOMMENDATION**

It is recommended that the Board approve renewal of agreements with the American Institute for Foreign Study for the Fall 2006 (London, England) and Spring 2007 (Florence, Italy) foreign study programs.

**BOARD REPORT NO. 06-9-4CA**

**TO:** Members of the Board of Trustees  
**FROM:** Ron Galatolo, Chancellor-Superintendent  
**PREPARED BY:** Rick Bennett, Director of General Services, 358-6752, and Bob Domenici, Senior Buyer, 358-6728

**DISPOSITION OF DISTRICT RECORDS**

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction, all in accordance with California Education Code. In conjunction with an annual review of records, District staff classified and boxed the records listed in Exhibit A and requests the Board's approval for the destruction of the records in Exhibit A.

For the Board's information, the record types are summarized:

Class 1: Permanent Records

Class 2: Optional Records—Any record worthy of further preservation but not classified as Class 1.

Class 3: Disposable Records.

The records in Exhibit A are confined to Class 2 and Class 3 records. Per California Education Code, the Class 2 records have been reclassified as Class 3 records and are disposable as such. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

**RECOMMENDATION**

It is recommended that the Board approve destruction of the obsolete records listed as Class 2 and Class 3 records in Exhibit A.

**Exhibit A**

## District Office

|       | Description  | Class | Year        |      |
|-------|--|-------|-------------|------|
| 10497 | Canada Perkins Loan (assignment accepted)  | 2     | 2001-2002   | 2006 |
| 10498 | Skyline Perkins Loan (assignment accepted)   | 2     | 2001-2002   | 2006 |
| 10499 | CSM Perkins Loan (assignment accepted)   | 2     | 2001-2002   | 2006 |
| 10592 | Student Services - Ed Nunez Assigned and Accepted  | 3     | 2001-2002   | 2006 |
| 10328 | Sales+Refund reports, BK STMT, Canc. Checks, Dep. Slips, audit lists, A/R paid<br>Inv. CAÑ BK                                  | 3     | 4/1-4/30/98 | 2001 |
| 10540 | Skyline Bookstore - Aug 00 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10541 | Skyline Bookstore - Aug 00 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10544 | Skyline Bookstore - Nov 00 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10545 | Skyline Bookstore - Dec 00 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10547 | Skyline Bookstore - Jan 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10548 | Skyline Bookstore - Feb 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10552 | CSM Bookstore - Aug 00 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006 |
| 10553 | CSM Bookstore - Aug 00 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006 |
| 10559 | CSM Bookstore - Jan 01 Sales Report/Refund Report/Bank Statement/Canceled<br>Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006 |
| 10560 | CSM Bookstore - Jan 01 Sales Report/Refund Report/Bank Statement/Canceled<br>Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3     | 00-01       | 2006 |
| 10563 | Cañada Bookstore - July 00 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10570 | Cañada Bookstore - Jan 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3     | 00-01       | 2006 |
| 10571 | Cañada Bookstore - Jan 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3     | 00-01       | 2006 |
| 10572 | Cañada Bookstore - Feb 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3     | 00-01       | 2006 |
| 10615 | CSM Bookstore - June 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice     | 3     | 00-01       | 2006 |
| 10616 | Cañada Bookstore - June 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3     | 00-01       | 2006 |
| 10617 | Skyline Bookstore - June 01 Sales Report/Refund Report/Bank<br>Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice | 3     | 00-01       | 2006 |
| 10619 | Skyline Bookstore A/P Invoices (F - M) 06/00-05/01   | 3     | 00-01       | 2006 |
| 10621 | Skyline Bookstore A/P Invoices (R - Z) 06/00-05/01   | 3     | 00-01       | 2006 |

## Board Report No. 06-9-4CA

|       |  |   |       |        |
|-------|--|---|-------|--------|
| 10622 | CSM, SKY & CAÑ Bookstore - Monthly Time Cards  | 3 | 01-03 | 2006   |
| 10623 | CSM Bookstore A/P Invoices (A - C) 06/00-05/01   | 3 | 01-02 | 2006   |
| 10624 | CSM Bookstore A/P Invoices (D - I) 06/00-05/01   | 3 | 00-01 | 2006   |
| 10627 | CSM Bookstore A/P Invoices (S - Z) 06/00-05/01   | 3 | 00-01 | 2006   |
| 10630 | CAÑADA Bookstore A/P Invoices (N - Z) 06/00-05/01  | 3 | 00-01 | 2006   |
| 10631 | CSM Bookstore - JULY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                    | 3 | 00-01 | 2006   |
| 10632 | SKYLINE Bookstore - JULY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                | 3 | 00-01 | 2006   |
| 10633 | CAÑADA Bookstore - JULY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                 | 3 | 00-01 | 2006   |
| 10634 | CAÑADA Bookstore - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 01-02 | 2006   |
| 10635 | SKYLINE Bookstore - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice              | 3 | 01-02 | 2006   |
| 10636 | CSM BOOKSTORE - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                  | 3 | 01-02 | 2006   |
| 10637 | CSM & CAÑADA Bookstore - SEPTEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice      | 3 | 01-02 | 2006   |
| 10638 | SKYLINE Bookstore - MARCH 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 02-03 | 2006   |
| 10640 | SKYLINE Bookstore - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice              | 3 | 01-02 | 2006   |
| 10642 | CAÑADA BOOKSTORE - AUGUST 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 01-02 | 2006   |
| 10643 | CAÑADA BOOKSTORE - OCTOBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice              | 3 | 01-02 | 2006   |
| 10644 | CSM BOOKSTORE - OCTOBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                 | 3 | 01-02 | 2006   |
| 10645 | CSM BOOKSTORE - FEB - MAR 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice               | 3 | 02-03 | 2006   |
| 10646 | Cañada BOOKSTORE - FINANCIAL CLOSING WORK PAPERS   | 3 | 00-01 | 5/2004 |
| 10650 | CSM BOOKSTORE - NOVEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice                | 3 | 01-02 | 2006   |
| 10651 | CAÑADA BOOKSTORE - NOVEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 01-02 | 2006   |
| 10652 | SKYLINE BOOKSTORE - NOVEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice            | 3 | 01-02 | 2006   |
| 10654 | CAÑADA BOOKSTORE - DECEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 01-02 | 2006   |
| 10655 | SKYLINE BOOKSTORE - DECEMBER 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice            | 3 | 01-02 | 2006   |
| 10659 | SKYLINE BOOKSTORE - JANUARY 02 -Box 2 of 2 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice | 3 | 01-02 | 2006   |



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|       |  |   |       |      |
|-------|--|---|-------|------|
| 10660 | CSM BOOKSTORE - FEBUARY 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10661 | CAÑADA BOOKSTORE - FEBUARY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 01-02 | 2006 |
| 10663 | SKYLINE BOOKSTORE - JANUARY 02 -Box 1 of 2 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10664 | SKYLINE BOOKSTORE - MARCH 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10666 | CAÑADA BOOKSTORE - MARCH 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 01-02 | 2006 |
| 10667 | BOOKSTORE LEDGERS 5/31/00 - 5/31/01<br>AR Audit, General Ledger, Vendor Ledger for Skyline, CSM, and Cañada  | 3 | 00-01 | 2006 |
| 10668 | BOOKSTORE ADMINISTRATION<br>Bank Reconciliation-CAÑ(6/00-5/01) & CSM(6/00-11/00<br>Salaries & Benefits (4/00-5/01)<br>Unpaid Bills Weekly Reports(Skyline)<br>Buy backs (Skyline)                | 3 | 00-01 | 2006 |
| 10670 | CAÑADA BOOKSTORE - APRIL 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 01-02 | 2006 |
| 10671 | CSM BOOKSTORE - APRIL 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice<br>CSM BOOKSTORE - MARCH. 02 SALES Audit List                           | 3 | 01-02 | 2006 |
| 10672 | SKYLINE BOOKSTORE - APRIL 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10673 | SKYLINE BOOKSTORE - MAY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10674 | CSM BOOKSTORE - MAY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice<br>CSM BOOKSTORE - SALES TAX, RETURN CHECK RECON, BANK RECON., QUICK BOOK | 3 | 01-02 | 2006 |
| 10675 | CAÑADA BOOKSTORE - MAY 02 Sales Report/Refund Report/Bank Statement/Canceled   | 3 | 01-02 | 2006 |
| 10676 | SKYLINE BOOKSTORE - JUNE & JULY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10677 | CSM BOOKSTORE - JUNE & JULY 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice   | 3 | 01-02 | 2006 |
| 10678 | CAÑADA BOOKSTORE - JUNE & JULY A 02 Sales Report/Refund Report/Bank Statement/Canceled   | 3 | 01-02 | 2006 |
| 10679 | CAÑADA Bookstore A/P Invoices (A - F) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10680 | CAÑADA Bookstore A/P Invoices (G-H) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10681 | CAÑADA Bookstore A/P Invoices (O-Z) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10682 | CSM Bookstore A/P Invoices (A - G) 06/01-05/02   | 3 | 01-02 | 2006 |
| 10683 | CSM Bookstore A/P Invoices (H - M) 06/01-05/02   | 3 | 01-02 | 2006 |
| 10684 | CSM Bookstore A/P Invoices (N - O) 06/01-05/02   | 3 | 01-02 | 2006 |

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|       |   |   |       |      |
|-------|---|---|-------|------|
| 10685 | CSM Bookstore A/P Invoices (P - S) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10686 | CSM Bookstore A/P Invoices (T- Z) 06/01-05/02   | 3 | 01-02 | 2006 |
| 10687 | Skyline Bookstore A/P Invoices (A - H) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10688 | Skyline Bookstore A/P Invoices (I - O) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10689 | Skyline Bookstore A/P Invoices (P - Z) 06/01-05/02  | 3 | 01-02 | 2006 |
| 10692 | CAÑADA BOOKSTORE - JULY B & AUGUST 02 Sales Report/Refund Report/Bank Statement/Canceled  |   |       |      |
| 10693 | CSM BOOKSTORE - August 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice           | 3 | 01-02 | 2006 |
| 10695 | CAÑADA BOOKSTORE - JAN 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice           | 3 | 02-03 | 2006 |
| 10696 | DISTRICT CAFETERIA  | 3 | 00-01 | 2006 |
| 10700 | SKYLINE BOOKSTORE - FEB. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice         | 3 | 02-03 | 2006 |
| 10701 | SKYLINE BOOKSTORE - OCT. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice         | 3 | 02-03 | 2006 |
| 10702 | CSM BOOKSTORE - OCT. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 02-03 | 2006 |
| 10705 | CSM BOOKSTORE - NOV & DEC 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice        | 3 | 02-03 | 2006 |
| 10706 | CSM BOOKSTORE - JAN. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice             | 3 | 02-03 | 2006 |
| 10709 | SKYLINE BOOKSTORE PAID CHECKS BACKUP 02-03<br>A-M   | 3 | 02-03 | 2006 |
| 10710 | CSM BOOKSTORE - PT MONTHLY CLOSING<br>06/2001-05/2002   | 3 | 01-02 | 2006 |
| 10711 | SKYLINE BOOKSTORE - APRIL TO MAY 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice | 3 | 02-03 | 2006 |
| 10712 | CAÑADA BOOKSTORE - APRIL TO MAY 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice  | 3 | 02-03 | 2006 |
| 10713 | CSM BOOKSTORE - APRIL TO MAY 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice     | 3 | 02-03 | 2006 |
| 10714 | SKYLINE BOOKSTORE PAID CHECKS BACKUP 02-03<br>Mc-Z  | 3 | 02-03 | 2006 |
| 10719 | CSM APCK 02-03, JUNE 02 - FEB 03<br>ALPHA ORDER ARCHIVE(A-V)  | 3 | 02-03 | 2006 |
| 10720 | CSM APCK 02-03<br>JUNE 02 - FEB 03 ALPHA ORDER ARCHIEVE (W-Z)<br>MAR 03 - MAY 03 NUMERIC ORDER ARCHIEVE (45998<br>-46124)           | 3 | 02-03 | 2006 |
| 10722 | CAÑADA BOOKSTORE PAID CHECKS BACKUP 02-03<br>A - I  | 3 | 02-03 | 2006 |
| 10723 | CAÑADA BOOKSTORE PAID CHECKS BACKUP 02-03<br>J - R  | 3 | 02-03 | 2006 |

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|       |  |   |         |             |
|-------|--|---|---------|-------------|
| 10724 | CAÑADA BOOKSTORE PAID CHECKS BACKUP 02-03<br>S - Z, MISC. UNPAID (CSM, CAN)                                      | 3 | 02-03   | 2006        |
| 10725 | SKYLINE BOOKSTORE PAID CHECKS BACKUP 02-03<br>K - Z  | 3 | 02-03   | 2006        |
| 10726 | CAÑADA BOOKSTORE: BANK REC 03/00-05/03,<br>CHECK REGISTER 2000-2002, GL 06/01-05/02,<br>PT 03/02-02/03           | 3 | 02-03   | 2006        |
| 10727 | CSM BOOKSTORE: CREDIT VOUCHER 05/01-04/02, CHECK REGISTER 2000-<br>05/2003, PT 03/02-02/03, BANK REC 12/01-06/02 | 3 | 02-03   | 2006        |
| 10728 | S & B 12/01-05/03, INTER-BOOKSTORES 10/01-05/03, ACTION VENDING<br>COMMISION 01/02-06/02, SALES TAX 01/02-12/02  | 3 | 02-03   | 2006        |
| 10729 | SKYLINE BOOKSTORE PT 06/01-02/03   | 3 | 02-03   | 2006        |
| 10731 | CSM BOOKSTORE PAID CHECKS BACKUP 02-03<br>H - S  | 3 | 02-03   | 2006        |
| 10732 | CSM BOOKSTORE PAID CHECKS BACKUP 02-03<br>A - S  | 3 | 02-03   | 2006        |
| 30307 | A/P A-C Fund 2.3 non-inv   | 2 | 2000-01 | 06/30/2006  |
| 30317 | A/P County Check Register  | 3 | 2001-02 | 06/30/2005  |
| 30318 | A/P County Check Register  | 3 | 2001/02 | 06/30/2005  |
| 30355 | Bank of America Procard Activity Report 7/01-3/02  | 2 | 01/02   | 6/06        |
| 30356 | Wells-ExpressOne Procard Activity Report 1-6/02  | 2 | 01/02   | 6/06        |
| 40055 | Purchase Orders<br>A-K   | 3 | 2003    | July 2006   |
| 40056 | Purchase Orders<br>L-Z   | 3 | 2003    | July 2006   |
| 50325 | County Deposits (1-6/98)   | 3 | 1997-98 | 06/30/01    |
| 50383 | 9111, 9112, 9113, 9114, 9115 DEP SUM   | 3 | 00-01   | 2004        |
| 50384 | 9111, 9112, 9113, 9114, 9115 DEP SUM<br>9/00-11/00   | 3 | 00-01   | 2004        |
| 50396 | A/C 9111 CK Deposit Record 7/00-12/00  | 3 | 00-01   | 2004        |
| 50397 | A/C 9111 CK Deposit Record 1/01-6/01   | 3 | 00-01   | 2004        |
| 50398 | Petty Cash 7/2000-3/2001   | 3 | 00-01   | 2004        |
| 50399 | Petty Cash 4/01-6/01 & JVS 7/00-6/01   | 3 | 00-01   | after 01-02 |
| 50402 | 9111, 9112, 9113, 9114, 9115 Dep Sum<br>12/00-2/01   | 3 | 00-01   | 2004        |
| 50403 | 9111, 9112, 9113, 9114, 9115 Dep Sum<br>3/01-5/01  | 3 | 00-01   | 2004        |
| 50404 | 9111, 9112, 9113, 9114, 9115 Dep Sum<br>6/01 & st. ref. Cks  | 3 | 00-01   | 2004        |
| 50409 | Cashiering Session Rpt 9/21-10/17/01   | 3 | 01-02   | after 01-02 |
| 50410 | Cash Clearing A/C Bank Rec. 6/00-7/01  | 3 | 00-01   | 2004        |
| 50411 | Cash Clearing A/C Bank Rec, 6/00-7/01  | 3 | 00-01   | 2004        |

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|       |  |   |       |       |
|-------|--|---|-------|-------|
|       | A/C 9114,9115,9116,9130 & Expired P.O.   |   |       |       |
| 50425 | Dep Summary for A/C 9111,12,13&14 for 09/01&10/01, 9112,13&14 for 11/01  | 3 | 01-02 | 2004  |
| 50426 | Dep Summary for A/C 9111 for 11/01 and 9112,13&14 for 12/01, and 9112,13&14 for 01/02  | 3 | 01-02 | 2004  |
| 50429 | A/C 9111 CK Deposit Record 7/01 - 10/01  | 3 | 01-02 | 2005  |
| 50430 | A/C 9111 CK Deposit Record 11/01 - 03/02   | 3 | 01-02 | 2005  |
| 50431 | A/C 9111 CK Deposit Record 04/02 - 06/02 and Petty Cash Reim 07/01 - 11/01   | 3 | 01-02 | 2005  |
| 50564 | A/C 9111 CK Deposit Record 7/02-10/02  | 3 | 02-03 | 2006  |
| 50565 | A/C 9111 CK Deposit Record 11/02-3/03  | 3 | 02-03 | 2006  |
| 50570 | Petty Cash 06/2003 & Refund Check 07/2002-06/2003 (Ck#262673-281413) & CSM (400277-400400) Comm. Ed. Invoices (501031-507060)                | 3 | 02-03 | 2006  |
| 50572 | Bank Recon 02-03, Acct 9113, 9114, 9115 & 9116 07/02-06/03   | 3 | 02-03 | 2006  |
| 50574 | Bank Recon 02-03, Acct 9111, 9112, 9117, 9130, Revolving Fund Deposit Slip (CK# 2015-2227 01-02) 07/02-06/03                                 | 3 | 02-03 | 2006  |
| 50575 | Refund Ck 1/02-6/02 Sky (255217-260355) & Bank Recon 5/03-6/03 A/C 9111-9114   | 3 | 02-03 | 2006  |
| 50576 | Inv. Sky 10/01-6/02 (200105-200192), Can 9/01-6/02 (300055-300590) & Dist. 6/01-6/02 (100131-100223)   | 3 | 01-02 | 2005  |
| 50578 | 01-02 Inv. CSM & Comm. Ed , 02-03 Inv. Dist. & CAN   | 3 | 02-03 | 2006  |
| 60046 | State Grants 1999-2000, #31002 - 31035   | 2 | 99-00 | 06/06 |
| 60047 | State Grants 1999 - 2000, #31036 - 31050   | 2 | 99-00 | 06/06 |
| 60048 | State Grants 1999 - 2000, #35001-39035, 44425 - 44427  | 2 | 99-00 | 06/06 |
| 95016 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmt.)<br>Fiscal Year 96-97.<br>July 1996 through December 1996. | 2 | 1999  | 12/03 |
| 95017 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmt.)<br>Fiscal Year 96/97.<br>January 1997 through June 1997.  | 3 | 2000  | 6/04  |
| 95018 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmt.)<br>Fiscal Year 97/98.<br>July 1997 through December 1997. | 2 | 2000  | 12/04 |
| 95020 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmt.)<br>Fiscal Year 98/99.<br>July 98 through Oct. 98          | 3 | 2001  | 10/05 |
| 95021 | Monthly Source Documents<br>(Deposits, Disbursements, Journal Entries, Bank Stmt.)<br>Fiscal Year 98/99.<br>November 98 through March 99.    | 3 | 2002  | 3/06  |
| 95022 | Monthly Source Documents   | 3 | 2002  | 6/06  |

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|       |   |   |           |      |
|-------|---|---|-----------|------|
|       | (Deposits, Disbursements, Journal Entries, Bank Stmts.)<br>Fiscal Year 98/99.<br>April 99 through June 99.  |   |           |      |
| 95028 | Check Copies 98/99  | 3 | 2001-2002 | 2006 |
| 95029 | General Ledgers 1/97 - 6/97, 1/98 - 3/98.   | 3 | 2000-2001 | 2005 |
| 95031 | 97/98 Bank Reconciliations.Wells Fargo; General Ledgers July-Dec 97, Check Copies (ck. #8785-#9176) 1/1/98-6/30/98; Check Copies (ck.# 8182-#8784) 7/1/97-12/31/97. | 3 | 2002      | 2006 |
| 95003 | 1B. Eaton V. (7/92-6/93); 1B. Eaton V. (7/93-6/94); 1B. Eaton V. (7/94-6/95); 1B. Eaton V. (7/95-6/96); 1B. Eaton V. (7/96-6/97).                                   | 2 | 2000      | 6/04 |

CSM

| Qty | Description                              | Class | Year | Destroy |
|-----|--|-------|------|---------|
| 5   | Business Office credit card receipts     | 2     | 2001 | 2006    |
| 4   | DSPS Student Information                 | 2     | 2001 | 2006    |
| 9   | EOPS Student Information                 | 2     | 2001 | 2006    |
| 5   | Multi Culture Center Student Information | 2     | 2001 | 2006    |
| 11  | Public Relations / Marketing             | 3     | 2002 | 2001    |
| 4   | Counseling Student Information           | 2     | 2001 | 2006    |
| 3   | Assessment Student Information           | 2     | 2001 | 2006    |
| 5   | President Student Applications           | 2     | 2001 | 2006    |

Canada

| Qty | Description                          | Class | Year | Destroy |
|-----|--------------------------------------|-------|------|---------|
| 10  | RadTech                              | 2     | 2000 | 2006    |
| 10  | Accounts Receivable Student Services | 2     | 2000 | 2006    |
| 4   | DSPS Student Information             | 2     | 2000 | 2006    |

**BOARD REPORT NO. 06-9-5CA**

**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, Associate Chancellor, or designee.

As the Capital Improvement Program progresses, the volume and variety of surplus continues to grow. CSM is in the process of inventorying items for surplus as a result of the move from buildings 10, 11 and 12 to building 36. The surplus needs to be moved from building 10 to accommodate the hazardous abatement clean up and prepare all three buildings with viable instructional and office swing space for the CIP II projects.

The Colleges have identified furniture and miscellaneous equipment that is surplus to the District's needs including:

- Bookstore cash registers, stainless steel table and pot rack from College of San Mateo
- Furniture, lab glassware, microscopes from College of San Mateo Buildings 10, 11 and 12 to remove items for swing space renovation
- Bookstore cash registers from Cañada College
- Bookstore cash registers and metal table from Skyline College

A partial listing of this equipment follows this board report. The District is requesting that the Board authorize staff to move forward with the inventory, donation and sale of surplus in Buildings 10, 11 and 12 and to present a detailed inventory list of that activity at the Board's next regular meeting. 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 contracted to recycle the surplus electronic waste.

**RECOMMENDATION**

The District recommends that the Board of Trustees declare the items specified on the attached list surplus to the mission of the District and the Colleges. In addition the District recommends that the Board of Trustees approve the inventory, donations and sales for the surplus in buildings 10, 11 and 12 with a detailed inventory list to be provided at the next regular meeting of the Board.

## Surplus items

| Quantity | Campus  | Item Description      | Estimated Value | Disposition Plan      |
|----------|---------|-----------------------|-----------------|-----------------------|
| 9        | CSM     | Cash registers        | 0               | To be recycled        |
| 1        | CSM     | Stainless steel table | \$150           | To be sold            |
| 1        | CSM     | Pot rack              | \$200           | To be sold            |
| 20       | CSM     | Microscopes           | \$700           | To be donated         |
| 50       | CSM     | Lab glassware         | \$500           | To be sold or donated |
| 100      | CSM     | Wooden lab stools     | \$500           | To be sold or donated |
| 4        | Canada  | Cash registers        | 0               | To be recycled        |
| 2        | Skyline | Cash registers        | 0               | To be recycled        |
| 1        | Skyline | Metal 4' table        | 0               | To be recycled        |

**BOARD REPORT NO. 06-9-6CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**EXTENSION OF MULTIPLE CONTRACT AWARDS FOR  
ACADEMIC FURNITURE**

On September 23, 2003, the Board of Trustees approved a multiple contract award to Kruger International (KI), Falcon Industries, and Interior Concepts for the procurement of academic furniture. As part of that award, the Board authorized development of an Administrative Agreement with the Foundation for California Community Colleges (FCCC) to increase purchasing power for these items and to offer the SMCCCD contract to other state agencies and community colleges to simplify their purchasing through a piggyback arrangement. This agreement established the District as a Lead Public Agency for this agreement. The board will recall that the selection process for academic furniture was exhaustive and included shared governance, open forum furniture fairs, and 15 year extended warranties, student scholarship opportunities, as well as rigorous performance and service criteria. With the implementation of CIP II planning and construction, the District seeks Board approval of extension of the contracts with the three vendors, including the continuation of the agreement with the FCCC.

During the past three years, the District has been satisfied with KI's products and service. They have provided academic furniture that is reasonably priced, reliable in quality and performance, ease of maintenance and suitable for a modern and ergonomically sound educational environment. KI has worked collaboratively with the District and the Colleges throughout CIP I on the academic furniture contract, as well as a separate office furniture contract. With these two contracts, KI has provided the bulk of the District's furniture needs for over 504 rooms, 31 projects with total sales of approximately \$2.5 million. Additional orders of approximately \$1 million are in-house at KI currently. Overall, their pre and post service sales have lived up to the demanding contract.

In the early term of this contract, Falcon provided similar service and quality as KI has provided. However, in 2004, Falcon went through Chapter 1 and their support dwindled, resulting in minimal orders. In late 2005 Falcon was acquired by Commercial Furniture Group (CFG) and the District remains hopeful that Falcon will be poised to provide quality furniture and excellent customer service in the future. Staff feels that it is important to have a mixture of vendors to enhance both competition and selection and is working currently to bring Falcon products back into the District offering. Interior Concepts furniture, while durable and of a high quality, has not fit the needs of our applications. Accordingly, the District did not purchase furniture from Interior Concepts during CIP I. However, it is important for the District as Lead Public Agency to keep the contractual relationship alive, since the contract has become part of the FCCC offering. The District remains hopeful that Interior Concepts will bring new products into the market more suitable to the "university appeal" criteria established in the Academic Furniture RFP.



As the Lead Public Agency for this agreement with the FCCC, the District has received reimbursements totaling 3% of sales or \$61,727. Funds from two-thirds of this 3% (\$45,152) are used to help offset the cost of furniture consultants in CIP I. The remaining one-third of these funds (\$22,575) provides SMCCCD student scholarships through the San Mateo Community Colleges Foundation. These terms will remain part of the agreement with the vendors in the future.

Funds for the purchase of academic furniture are primarily from both Bonds Measure A and C. On occasion small purchases off this contract come from the General Fund.

### **RECOMMENDATION**

The District recommends that the Board of Trustees extend contracts with Kruger International, Commercial Furniture Group, and Interior Concepts for provision of academic application furniture for the term of CIP II, anticipated to be 5-6 years. Further, the District recommends that the Board authorize continuation of the Administrative Agreement with the Foundation for California Community Colleges, which established the District as a Lead Public Agency for the purchase of academic furniture.

**BOARD REPORT NO. 06-9-102B**

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

**CONTRACT AWARD TO VOORHEES GROUP, LLC. FOR EDUCATIONAL PLANNING  
PROFESSIONAL SERVICES—CAÑADA COLLEGE**

On January 25, 2006, the Board approved a contract award with Voorhees Group, LLC, for educational planning professional services for Skyline College (RFP 86522, Board Report 06-1-103B). The Voorhees group has since completed their work with Skyline and the College is pleased with the assistance that the Voorhees Group has provided. Cañada College is now beginning its Educational Planning Project with deliverables similar to those completed for Skyline including:

- A comprehensive environmental scan;
- Needs assessment programming, detailing instructional programs and support services requirements;
- Projections for student enrollment, instructional space, existing programs, support services, technology and modes of delivery;
- Recommendations on technology, organizational development, staffing, marketing and facilities, and
- A report describing the data gathered, analyses, planning assumptions and recommendations for college implementation.

District and Cañada administration believe that it would be beneficial to maintain continuity in the planning process and that it would be prudent to use Voorhees Group for work related to Cañada's planning process.

Though much of the information gathered will necessarily be specific to Cañada College, Voorhees collected valuable demographic data that will not need to be duplicated and can be used in Cañada's planning process. By incorporating this data Voorhees will be able to take advantage of the momentum created at Skyline. Specifically, there is overlap between the two Colleges in data regarding labor market projections and the environmental scan at the county, state, and national levels. Further, Voorhees completed an analysis of programs available at competitor institutions, which can be used for Cañada's planning process. Given the availability of this common data, and in light of Skyline's favorable experience with Voorhees, the District requests that the Board of Trustees approve an award to Voorhees, LLC, for educational planning professional services for Cañada College.

The project is to be funded from Cañada College's general fund.

**RECOMMENDATION**

The District recommends that the Board of Trustees award a contract to Voorhees Group of Littleton, Colorado in the amount not to exceed \$68,000.

**BOARD REPORT NO. 06-9-103B**

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

**CONTRACT AWARD FOR BUILDING 17 MODERNIZATION-  
CAÑADA COLLEGE**

The scope of the Building 17 Modernization project includes mechanical, electrical, telecommunications, roofing and finishes upgrades to a building with eight classrooms.

On August 11<sup>th</sup> and 16<sup>th</sup>, 2006, the District published a legal notice inviting prequalified general contractors to bid on this project. Four prequalified firms attended one of two mandatory pre-bid conferences on August 23<sup>th</sup> and 24<sup>th</sup>, 2006, and on September 13, 2006, three firms submitted bids as follows:

| <b>General Contractor</b> | <b>Bid</b>  |
|---------------------------|-------------|
| Big-D Pacific Builders    | \$1,405,000 |
| Coulter Construction      | \$1,616,857 |
| John Plane Construction   | \$1,740,000 |

Swinerton Management and Consulting has conducted a due diligence investigation of the bids, and ascertained that Big-D Pacific Builder's bid is the lowest responsive, responsible bid that meets all the requirements of the project.

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

**RECOMMENDATION**

It is recommended that the Board of Trustees award the contract for construction of Building 17 Modernization, Cañada College, to Big-D Pacific Builders Inc. in an amount not to exceed \$1,405,000.

September 26, 2006

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

**From:** Nick Kapp, District Academic Senate President

**Subject:** Report to Board on Behalf of District Faculty

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

- At their September 11 meeting in Sacramento , the Board of Governors unanimously voted to approve the Title 5 regulation changes recommended by the Academic Senate to increase the minimum English and mathematics competencies required for an associate degree. The change will be effective for students who enter in Fall 2009.
  - Further information can be found at State Academic Senate website
    - <http://www.academicsenate.cc.ca.us/Archives/MathEnglish/MathEnglishMain.html>
- The DAS will work with the 3 colleges on these degree requirements.
- CSM AS has asked the other district Academic Senate to consider a +/- grading system.

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

**Our next meeting is on Monday, October 9, 2:10—4 p.m., in the District Office, Room 213.**

# COLLEGE OF SAN MATEO

## ASCSM Executive Report To the Board of Trustees

September 26, 2006

The Associated Students of College of San Mateo (ASCSM) had a productive summer and first half of the fall 2006 semester. This year's Student Senate is full of passionate individuals who are interested in making substantive contributions to the life of the college and governance of the college and District.

### Highlights of July, August and September 2006

#### Ongoing Activities

- ▶ In addition to participating in their weekly Student Senate meetings, the members of the ASCSM have also been actively involved with each of their standing committees, including: Academic Enhancement Committee, Finance & Administration Committee, Fundraising & Enterprise Committee, Programs & Services Committee, Public Relations Committee, Inter Club Council, Legislative & Governmental Affairs Committee, Café International Advisory Board, Volunteer & Community Service Committee and the Ambassadors & Mentors Outreach Program Committee.
- ▶ New and returning members of the ASCSM Student Senate are actively participating as members of the following college and district governance committees: College Council, Academic Senate Governing Council, Committee on Instruction, Enrollment Management Committee, Diversity in Action Group, College Auxiliary Services Advisory Committee, CSM Connects Service Learning Advisory Committee, District Shared Governance Council, District Auxiliary Services Advisory Committee and District Student Council.
- ▶ At the statewide and national levels, CSM student leaders are involved with the Student Senate for the California Community Colleges (SSCCC) and the American Student Association of Community College (ASACC).
- ▶ The ASCSM, in cooperation with the Student Activities Office, continues to issue credit card style student and staff ID cards to the college community. To date, the ASCSM has issued thousands of ID Cards to students, faculty, staff and administrators.
- ▶ To further increase the value of the CSM ID Card, the ASCSM has continued to expand and sponsor the Merchant Discount Program. This program provides a list of discount opportunities available to students, faculty, staff and administrators at on-campus AS-sponsored events, club events, local merchants, national chains and on the Internet, and includes movie theaters, restaurants, museums, art galleries, travel agencies and cultural centers.

The AS continues supporting the CSM Ambassadors Program, which coordinates and provides tours of the campus for individuals and groups interested in attending College of San Mateo.

## **Events and Activities**

### **July 2006**

During the month of July, the ASCSM Student Senate held its first meeting. The group used the meeting as an opportunity to begin making plans for the semester and academic year. In order to greet new and returning students to CSM, the Senate discussed having a Welcome Week event during the first full week of classes.

### **August 2006**

Throughout the first week of classes, the Student Senate and the Student Activities Office sponsored the **Welcome and Information Booth** in the Plaza between Buildings 1 and 5. Student volunteers and staff provided information regarding class locations, the enrollment process, and general guidance on a wide range of questions that new and returning students had. The College, as part of its Welcome Mat program, has adopted this model as campus-wide endeavor.

### **September 2006**

ASCSM sponsored the third-annual **Welcome & Informational Fair** which showcased the many student services available at CSM. The fair allowed students a chance to ask questions and get information about services and programs that they might not have been aware were available. Many student services departments participated, including counseling, transfer and career services, student employment, EOPS, health services, psychological services and the student activities, which promoted involvement in student government and student clubs. The Library, in an effort to promote the new services and materials available to students, also participated.

In celebration of **Constitution Week**, the Student Senate and the Student Activities Office established a display in the Student Center (Building 5) that highlighted the U.S. Constitution's ratification process.

On Friday, September 15<sup>th</sup>, Latinos Unidos, an ASCSM Club, sponsored a Central American Independence Day Celebration and a **Mexican Independence Day Celebration**. The events included Aztec Dancers performing traditional dances, information about the struggle for independence in Central American countries and the sale of traditional food, which served as a fundraiser for the club.



**SKYLINE COLLEGE**  
**EXECUTIVE REPORT FOR THE BOARD OF TRUSTEES**  
**SEPTEMBER 26, 2006**

**Farewell to two Skyline students:** Skyline is sad to report that there are two students who recently passed away. Boris Albinder passed away on September 16. He was a Student Assistant this year in Biology and a Business major. Chia-Ben Huang passed away on September 12. He was a continuing student who was taking coursework in preparation for transfer. Our thoughts are with Boris' and Chia-Ben's families, friends and those who knew them well here at Skyline.

**APPRECIATION**

**Skyline welcomes back new students with a Pancake Breakfast:** This fall's welcome pancake breakfast on Wednesday, August 16, which was sponsored by the Associated Students of Skyline College (ASSC), was a big hit with students. More than 600 people enjoyed fresh, hot pancakes with warm butter and syrup, along with a reminder to visit a counselor.



*Students Ashley Delrosario and Jon Baltero enjoy pancakes.*

**PROGRAM NEWS**


**National Surgical Technologist Week:** This week is National Surgical Technologist (ST) Week. Students of Skyline's ST Program have provided a display on one of the bulletin boards in the cafeteria to explain the profession and how to join it. Surgical technologists work in hospitals and clinics and a few work as private "scrubs" for surgeons as part of specialized surgical teams. With successful work experience, they may advance to first assistants and assist in complex procedures such as liver transplants. With additional education, they may become surgical nurses or surgical technology instructors. Some surgical technologists assume management positions in hospital central supply departments or in business firms such as sterile supply services and operating room equipment distributors. Students and faculty are invited to view the display and call the number listed for more information.

**SLOAC workshop focuses on assessment:** On September 25, Michael Moynihan, Skyline Associate Professor of Sociology and a member of the Academic Senate Research Committee, led a workshop that focused on how the college evaluates whether students are meeting expected outcomes and how to hone instructors' ability to be sophisticated users of assessment so as to examine learning in a holistic way. Moynihan addressed these questions by discussing various non-traditional means of assessment in his classes. Among the issues he also considered were appropriate sequencing, sampling, and the establishment of baselines. Following his presentation, a hands-on workshop was held and participants refined their

assessments plans with some of his ideas in mind and were also able to get feedback on their draft plans.

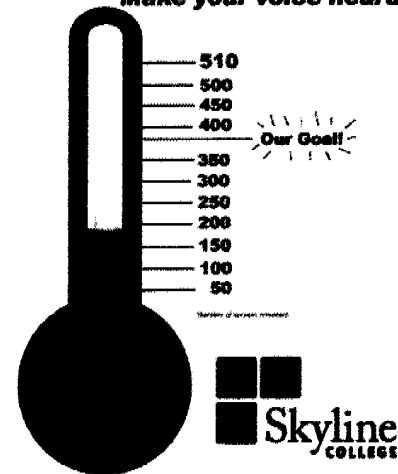
### **Employee Voice Survey—Make your voice heard!**

Employee survey forms were mailed out to all Skyline

 employees three weeks ago. There is a large thermometer to track the college's program which is posted in the President's Office window so employees can keep

track on how the survey is coming along. All employees are encouraged to add their voice to the mix so that the college has the fullest, richest possible picture of Skyline as possible from employees' point of view. Skyline wishes to thank employees for helping the college to gather important information that will be of tremendous value not only in the accreditation self-study process, but in many other ways as well.

### **Employee Voice Survey** *Make your voice heard!*



**Fulbright Scholar in the Language Arts Division:** Robin A. De Los Reyes, an English faculty of the Ateneo de Zamboanga University, Zamboanga City, Philippines is at Skyline this year on a Fulbright Foreign Language Teaching Assistantship (FLTA) grant. One of the main objectives of the FLTA program is to provide teachers of foreign countries the opportunity to spend a year in the United States. He is assigned to Skyline College to work with faculty and students in the Kababayan Program. His responsibilities in this school include, but are not limited to, the following: teaching, tutoring in the Learning Center, assisting in the classroom, serving as a resource person in language sharing groups, organizing and participating in extracurricular activities, and most importantly, acting as a cultural representative of his country. Skyline wishes to thank Language Arts Instructor Liza Erpelo for initiating the proposal to the Fulbright Scholar program.

**College Committee website:** Skyline has added a link to the front page of its website to make the college's committee information a bit more readily accessible for students as well as other members of the college. Individual websites for many of the committees can also be accessed from this link, which is <http://www.skylinecollege.edu/committees/index.html> Also available at this site under "Shared Governance and College Committees" is the college's Philosophy of Shared Governance, and a Compendium of Committees, which lists the name, charge and current membership of all of the college's standing committees.

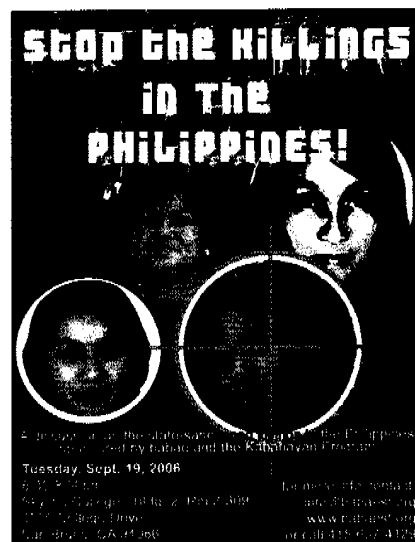
**College Council Annual Report:** Skyline has published its first ever Annual Report on the work of the College Council. It is available on the College Council website, which is <http://www.smccd.edu/accounts/skycouncil/home.html>. The report includes an alphabetical list by topic of all of the issues addressed by the Council last year. There is a synopsis of the work for each date that the Council discussed the topic, as well as a description of plans for this year where appropriate.

**Skyline to participate in The First Year Experience:** Skyline is one of only two California community colleges selected to participate in the national Foundations of Excellence in the First Year Experience project for 2006-2007. The project encourages college-wide



engagement in a comprehensive and critical self-study that acknowledges both institutional strengths and opportunities for improvement related to the new student experience. Participating colleges develop an integrated plan that focuses on optimizing the students' first year in college in order to increase their success, enhance retention and create a value of life-long learning. Skyline will focus on dimensions established by the Foundations of Excellence, which are philosophy, improvements, roles and purposes, learning culture, assisting students with transitions, student culture and how we accommodate all students, campus diversity, and overall organization of the campus governance. Members of the campus community, faculty, staff and students are asked to join one of the eight dimension committees to give feedback which will help to create a more useful and user-friendly campus to Skyline's first year students. More information will be provided during an informational lunch on Friday, September 29.

**Skyline's Kababayan Program presents political documentary and discussion:** Skyline's Kababayan program coordinated by Language Arts instructor Liza Erpelo showed a film entitled "Stop the Political Killings in the Philippines" on September 19. The documentary concerned the recent abduction and murder of Alyce Claver, wife of a well-respected doctor and an advocate for the rights of the indigenous community. Following the film, a discussion was held on political killings occurring in the Philippines. The program was co-sponsored by *babae*, which translates to "woman" in Tagalog, a regional organization that serves to address the rights and welfare of multi-generational Filipino women in the United States.



### SKYLINE SHINES

**Skyline students win Peninsula Community Foundation scholarships:** Three students at Skyline College, have won scholarships from Peninsula Community Foundation. **Frank Longhitano**, of Daly City, and **Corey Kreidler**, of Half Moon Bay, were recognized through the Kumin Scholars Program. The Kumin Scholarship supports current community college students who wish to transfer to a four-year institution. This scholarship recognizes and honors the family and work responsibilities of many community college students. The scholarship amount is up to \$2,000 for Community College students and up to \$4,000 when students transfer to a four-year institution for up to 3 years at the community college level and up to 3 years of funding at the four-year institution level. Frank plans to transfer to San Francisco State in 2007. Corey, who was a student and tutor in Skyline's MESA program, has transferred to Cal Poly. **Jessica Gonzalez**, of South San Francisco, earned a Peninsula Regent Charitable Foundation Educational Grant for \$2,000. The grants are given to Peninsula Regent employees and their dependents pursue their educational goals. The selection committee seeks applicants with academic promise, perseverance, involvement outside the classroom and personal characteristics such as honesty and good judgment. She plans to transfer to a 4-year university in 2008. Since 1964, Peninsula Community Foundation has built community investment through strategic and inspired philanthropy. The Foundation has awarded scholarships to local students for more than 30 years and works to

meet community needs in the areas of children and families, education, health and human services, the environment, the arts and strengthening nonprofits.

**MESA student receives scholarship:** Juan Quant, a student and tutor in Skyline's MESA (Mathematics Engineering Science Achievement) program, has received a prestigious scholarship. Juan was selected as Skyline's latest National Science Foundation's Computer Science, Engineering, and Mathematics Scholarship (CSEMS) recipient and was awarded \$9,000. Juan has transferred to San Jose State as a mechanical engineering major.



**Skyline wins state economic development grant:** Skyline College's Center for International Trade Development (CITD) has been awarded a state grant for an Industry Driven Regional Collaborative, entitled "Bay Area International Logistics Capacity Building Opportunity (BAILCBO)." The grant will provide about \$300,000 per year for two years. This is an exciting opportunity for Skyline College to further impact the economic and academic development of the community. The grant will allow the college to achieve a few significant things:

- Form a consortium with the Logistics Industry Association and the entire Bay Area community to provide capacity building in international logistics (freight forwarding and the relevant "feeder" services).
- Develop new curriculum in International Logistics.
- Faculty Development.
- Internship Opportunities for students.

The grant is for two years and will allow for the training of a total of about 200 participants across the Bay Area, as well as Faculty Training. Thanks to Richard Soyombo, Director of the CITD, for his leadership for this project, as well as Business Professor Hui Pate, Dean of Business Margery Meadows and Vice President of Instruction Regina Stanback Stroud.

**Rosemary Bell's reflections on Paris:** Congratulations to Skyline College's Rosemary Bell, Associate Professor of History and Women in Transition at Skyline, who has just returned from her sabbatical leave and has had her article entitled "Off the Beaten Path – Life in the 12th Arrondissement" published. For a fascinating look at Paris through her eyes, check out her article on the *France On Your Own, The Independent Travelers Newsletter*, website:

[http://www.franceonyourown.com/News\\_10\\_3\\_01.htm](http://www.franceonyourown.com/News_10_3_01.htm)



*Shops in former wine warehouses in Bercy in the easternmost section in Paris' 12<sup>th</sup> arrondissement.*

**Hermanos Project garners additional funds:** The Hermanos Project, another of Skyline's President's Innovation Fund proposals, has recently been awarded additional funds by the Peninsula Community Foundation, which has generously pledged \$10,000 to match the \$10,000 awarded by the President's Innovation Fund. The Hermanos Project is designed to reach out to 30 Latino males in their senior year of high school. South San Francisco High School will be partnering with Skyline to implement the program. The program will include an educational component (i.e. teaching a

College Success course at the high school campus focused on self-esteem, skill building and bonding exercises); a mentoring component, which will involve community members as role models and ongoing support for the student, and a family component, which will involve the student and his family in a variety of cultural events and campus activities (e.g. Noche de la Familia). An Hermanos Club will also be established at the high school to provide a variety of social activities. Special thanks to Manny Santamaria of the Peninsula Foundation, Sandy Irber, and members of the Hermanos Team (Kenny Gonzalez, Pablo Gonzalez, Luis Escobar, Jacquie Escobar and Félix Pérez) for their collaborative efforts to support the project. This new funding will be especially helpful in supporting the family and mentoring components of the Project.

## EVENTS

**“Americano as Apple Pie,” Wednesday, September 27, 2006:** Skyline College will celebrate Hispanic/Latino Heritage Month, with a showing of the film “Americano as Apple Pie: The Influence of Latino Culture in America.” After the film, a panel of Latinos will talk about their experience of growing up in America. Questions will be entertained after the panel. Panelists will include Skyline faculty members Félix Pérez, Pablo Gonzalez, Jacqueline Escobar, Lucia Lachmayr, Alma Cervantes, Raymond Hernandez and Hilda Fernandez. The film and discussion will be held on Wednesday, September 27 from 12-2 p.m. in the Skyline College Main Theatre.

**“Diverse-ability: Culture and Community,” Wednesday, October 18, 2006:** In honor of National Disability Awareness Month, Skyline College’s Museum of Tolerance Alumni and Disabled Students Program and Services will sponsor the screenings of the 2001 Academy Award Nominee “Sound and Fury” on October 18 at 12:30 p.m., and “Sound and Fury: Six Years Later” at 2:30 p.m. These powerful films provide a look inside the world of deaf culture and outline the fierce debate over a controversial medical technology called the cochlear implant.

“Sound and Fury” explores one family’s struggle as they examine their definitions of personal identity, disability, culture and community. Admission is free. Closed captioning provided, and ASL interpreters will be on site. Light refreshments will be provided. Funding for the program is provided by the President’s Innovation Fund. The film festival will be held in the Skyline College Main Theatre.



*Heather Artinian, a child profiled in the documentaries, "Sound and Fury" and "Sound and Fury: Six Years Later," to be shown at Skyline College on October 18.*

**Ribbon cutting ceremonies:** Skyline College will be celebrating the opening of its modernized and new buildings in the coming months. Two of those buildings are already in service, and planning is underway for those occasions:

- **PE/Athletics and Dance building (Building 3):** the Ribbon Cutting will coincide with the Opening Game of Women’s Basketball on **Wednesday, November 8<sup>th</sup>**,

allowing us to celebrate both a modernized building and the new Women's Basketball team.

- **Automotive facility (Buildings 9 and 10 and part of Building 8): Thursday, December 7<sup>th</sup>**, to coincide with Automotive's annual winter luncheon.

The college will celebrate the openings of the new Student Center (Building 6), part of our new science complex (Building 7A) and the modernized Language Arts and Business building (Building 8) on **Wednesday, February 14**.



# COLLEGE OF SAN MATEO

## Office of the President

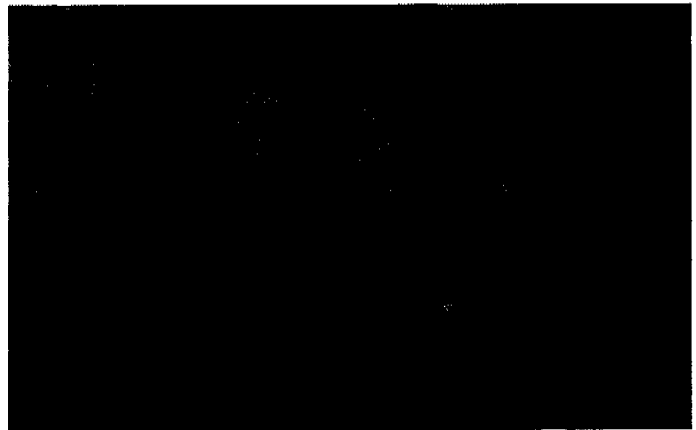
### Executive Report to the Board of Trustees

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SEPTEMBER 26, 2006

#### ***CSM CELEBRATES NEW SCIENCE BUILDING***

In what was a milestone event, the college celebrated the grand opening of the new Science Building on Sept. 6 with several hundred faculty, staff, students, trustees and members of the community in attendance. The event included the official ribbon cutting, open house, self guided tours of the classrooms and labs, guided tours of the Astronomy Observatory and refreshments. It was an exciting day in the history of the college.



#### ***STUDENT SERVICES PUBLISHES "KEY ACCOMPLISHMENTS"***

CSM's Student Services Office recently published its annual *Key Accomplishments*, which highlights some of the most significant achievements of the student services unit over the past year. This summary report reflects the outstanding work that is conducted by each department on behalf of our students. An online copy of *Key Accomplishments* is available at [www.collegeofsanmateoedu/studentservices](http://www.collegeofsanmateoedu/studentservices).

#### ***PRESIDENT'S LECTURE SERIES RETURNS FOR 4TH SEASON***



The President's Lecture Series: Diverse Voices in Writing for 2006-07 kicked off its 4th year with poet and author **Gary Soto**. Soto was a 1995 finalist for the Los Angeles Times Award and the National Book Award. His book, "Living Up the Street," received a Before Columbus Foundations' American Book Award; he also received the Hispanic Heritage Foundation's Literacy Award.

On Oct. 19, the series continues with **Daphne Muse**, an award-winning and widely-published writer, poet, social commentator and professor. Her most recent book is the children's publication, "The Entrance Place of Wonders – Poems of the Harlem Renaissance."

Finally, on Nov. 15, the college welcomes **Alejandro Murguía**, founder-editor of *Tin-Tan* a legendary Chicano-Latino arts and literature magazine that established an international perspective for Latino writing.

All three presentations begin at 11:10am in the College Theatre; receptions and book signing will follow each event in 1-115. The series is made possible from a generous grant from the Lane Family Foundation; it is coordinated by **Susan Estes**, dean of language arts.

## ***ACCREDITATION UPDATE***

The college has made substantial progress in the development of the accreditation self study and is on schedule according to the accreditation timeline. Dozens of faculty, staff, students and administrators have been devoting countless hours to the process. In mid spring, 18 co-chairs of the standards presented progress reports to the editors of the steering committee. First drafts of the standards were submitted in May and reviewed over the summer by the co-editors. The co-editors met with co-chairs in September to provide feedback to assist the standard committees with the writing and editing of the final drafts which are due in December. Additional details about CSM's accreditation planning and progress can be found in the second issue of the college's accreditation newsletter.

## ***GRANT NEWS***

CSM's electronics department has been awarded a two-year Economic and Workforce Development grant from the State Chancellor's office to launch an instrumentation/calibration program. The amount of the award is \$584,704; \$831,563 in matching funds will be provided by the college district.

CSM is the recipient of a Business and Workforce Performance grant in the amount of \$244,995. The grant establishes the Insurance Instructor Training Initiative to meet the growing need for entry level positions in the insurance industry. This project will support the training of 30 community college instructors capable of delivering the full range of California Insurance Career Program curricula.

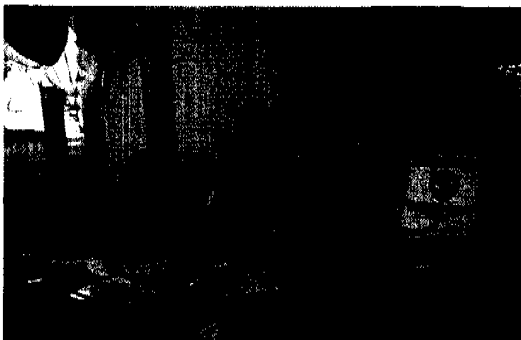
## ***EVENTS AROUND CAMPUS***

▶ The Transfer Center sponsored its annual Transfer Day event which included representatives from UC, CSU and private colleges and universities in California and out-of-state. Students received information about transfer admissions requirements, application procedures, programs, tuition and fees and student services. *Photo at right: Transfer Center coordinator Mike Mitchell and members of the CSM Transfer Club.*



▶ Throughout the semester, CSM student artwork will be on display in the Theatre Lobby. Each week a different theme will be featured including drawing and composition, life drawing, oil painting and silkscreen, color and digital sketchbook, watercolor and Chinese brush painting.

▶ On Sept. 25, the Health Center offered complete eye exams for \$20 and frames and lenses at cost. The service was available to students, faculty and staff. The Center is also offering expanded services throughout the semester which include: physical exams, prescription medications and laboratory tests.



▶ CSM's Financial Aid Office has opened an outreach center in the Student Center. The new location will increase students' access to financial aid information. The photo at left shows Financial Aid staff on the day they officially opened their new center.

▶ On Sept. 27, *CSM Connects*, the college's volunteer community service program will host a Scholarship Barbecue.

▶ During the week of September 22, students in CSM's Political Science 200 classes held a voter registration drive to encourage more students to vote in the upcoming election. In addition, they also invited political parties on campus during the drive.

▶ Recently, CSM's Diversity In Action Group (DIAG) sponsored a performance by **Maria E. Ramirez**, "Chicana Her-Story," a multimedia presentation of oral history, teatro, music rap and storytelling through the characters of pre-Columbian indigenous women. In addition, DIAG will be sponsoring a film series during the fall semester. In honor of Hispanic Heritage Month, on Sept. 29, the series will feature *A Day Without a Mexican*. Films to be shown in October are *Brokeback Mountain*, *Capote* and *TransAmerica*.

▶ The floristry program hosted **Dr. Jim DelPrince**, a guest speaker that visited under the AIFD Artists in Residence program. Dr. DelPrince, an associate professor of floral design at Mississippi State University, has served as a fellow with the Smithsonian Institute and is a published author.

▶ The Career Development Center held an Open House to celebrate its new home in a portable building adjacent to the Administration Building. The Center houses the following student services programs: Career Assessment, CSM Connects, Cooperative Education and Student Employment.

### ***KUDOS***

\* **Daniel Zoughbie**, a former CSM student and now graduate of UC Berkeley, was named a recipient of a Marshall Scholarship earlier in the year and will begin studies at the University of Oxford in England this fall. He was among the 43 selected for the award among 1,000 applicants in the United States. The scholarship is named for General George C. Marshall, army chief of staff in World War II, U.S. President Harry Truman's secretary of state and the author of the Marshall Plan for European recovery. Only available to U.S. citizens with a degree from a U.S. college or university and a 3.7 grade point average, the scholarship was founded by an Act of (Great Britain's) Parliament in 1953 and commemorates the humane ideals of the European Recovery Programme (Marshall Plan). Daniel's father, **Anton Zoughbie**, is an adjunct faculty member with CSM's social science division.

\*Two CSM faculty members had books published this summer. **Gregory H. Davis**, emeritus professor of political science and humanities, is the author of "Means Without End: A Critical Survey of the Ideological Genealogy of Technology Without Limits, From Apollonian Techne to Postmodern Technoculture," published by University Press of America. **Dean W. Manders**, adjunct professor of sociology, wrote a book in San Francisco State University's philosophy series, "The Hegemony of Common Sense: Wisdom and Mystification in Everyday Life," published by Peter Lang.

\***Richard Lohmann**, professor of photography, wrote an article, "The Surface of Things – Reflections on Recent Digital Paper Offerings," which appeared on *Luminous-Landscape*, a digital imaging website. In addition, Lohmann also recently received a grant from the Peninsula Community Foundation for a photography project that he will undertake in winter 2007.



### ***NOTABLE***

\*CSM's football team is ranked 12<sup>th</sup> in the nation among all community college teams, according to an early September JC Grid-Wire poll. In addition, the Bulldogs are ranked 4<sup>th</sup> in the state by the California Community Colleges Football Coaches Association.

# KEY ACCOMPLISHMENTS

## Student Services 2005-2006

Patricia Griffin  
Vice-President,  
Student Services

Sharon Bartels  
Health Services

Elaine Burns  
Career Services

Gerald Frassetto  
International Student Program

Beverly Madden  
CSM Connects

Mario Medina  
ASCSCM President

Claudia Menjivar  
Financial Aid

Mike Mitchell  
Transfer Center

Steve Morehouse  
School Relations

Eileen O'Brien  
Student Employment and  
Cooperative Education Services

Nancy Pendergast  
Scholarships

Louise Piper  
Child Development Center

Marsha Ramezane  
Counseling

Chris Rico  
Assessment

Steve Robison  
Student Activities

Danita Scott-Taylor  
DSPS, EOPS, CARE, CalWORKS  
Multicultural Center

John Sewart  
Articulation/Research

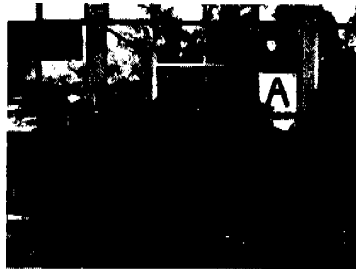
Tim Stringari  
Human Services

Henry Villareal  
Admissions & Records

Arlene Wiltberger  
Psychological Services

Each year, Student Services' managers, faculty, and staff produce annual year-end reports. These reports highlight the many goals accomplished during the academic year. An online copy of *Key Accomplishments* can be found on the staff page at: [collegeofsanmateo.edu/student-services](http://collegeofsanmateo.edu/student-services)

### MULTICULTURAL CENTER



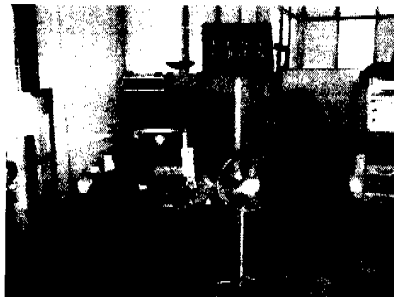
The Multicultural Center supported nearly 400 basic skill level, ESL and non-traditional students by offering an intensive counseling experience, opportunities for cross-cultural development, and workshops to enhance students' transfer success. In 2005-06, MCC students earned 35 degrees, 25 certificates, received 16 scholarships and 20 students transferred to four-year colleges and universities. [collegeofsanmateo.edu/multicultural](http://collegeofsanmateo.edu/multicultural)

### STUDENT EMPLOYMENT

Employment-related services were provided to more than 2,100 students and faculty and 1,400 local employers in 2005-06. Services included CSM Job Links, a web-based job posting program, which links more than 480 new job seekers and 1,400 new employer job listings. Successful events included a part-time job fair, accounting/tax fair, career/volunteer fair, and bio-tech, graphics design, and human services internship programs. [collegeofsanmateo.edu/studentjobs](http://collegeofsanmateo.edu/studentjobs)



### COOPERATIVE EDUCATION



Cooperative Work Experience (COOP) provides an opportunity for students to earn academic units while learning on the job. In 2005-06, COOP grew by 44% with a total of 530 students participating in work-based learning assignments. Students can earn two - eight units of credit; units are transferable to the CSU system, apply toward the associate degree, and can be taken multiple times. [collegeofsanmateo.edu/coop](http://collegeofsanmateo.edu/coop)

### CAREER SERVICES

In 2005-06, more than 1000 students took advantage of the comprehensive services offered through the Career Services Center. These services included more than 50 workshops and 300 hours of individual counseling, in addition to career assessment and computerized career, transfer and job information.

[collegeofsanmateo.edu/career](http://collegeofsanmateo.edu/career)





## DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)



In 2005-06, Disabled Students Programs and Services provided specialized classes, academic accommodations, and personal support to 680 students. Several projects were completed, among them offering two "Making Connections" workshops for high school and community agencies staff, hosting nearly 100 students in the annual new student orientation, and launching a DSPS Honors Day for program participants. In collaboration with CAMINAR, Transition to College has enhanced services for CSM transition age youth. [collegeofsanmateo.edu/dsps](http://collegeofsanmateo.edu/dsps)

## CSM CONNECTS

In 2005-06, a permanent new class offering was approved as CRER 152, Service-Learning and Leadership Practicum – CSM Connects. A recipient of the Youth Service America/State Farm Good Neighbor service-learning grant, CSM Connects sponsored the first "CSM for Service" event showcasing the CSM college community's service contribution of 15,393 hours by 508 individuals to 314 community organizations. [collegeofsanmateo.edu/csmconnects](http://collegeofsanmateo.edu/csmconnects)



## FINANCIAL AID



The Financial Aid Office awarded a total of \$4,188,201 to 6,203 students during the 2005-06 academic year, an increase of \$316,819 compared to 2004-05. The staff originated and developed the idea for a satellite center for online financial aid outreach, which opened in summer 2006; the center is located in Building 5. [collegeofsanmateo.edu/finaid](http://collegeofsanmateo.edu/finaid)

## CHILD DEVELOPMENT CENTER

In 2005-06, the Mary Meta Lazarus Child Development Center and the San Mateo County Office of Education's Early Childhood Language Development Institute co-sponsored a series of trainings for teachers and parents that focused on bilingual and multilingual language development and on the importance of maintaining home language and culture. In addition, 10 child development center staff and 15 families developed strategies for establishing teacher-parent relationships based on mutual respect, equality, and trust. [collegeofsanmateo.edu/childcenter](http://collegeofsanmateo.edu/childcenter)



## ADMISSIONS AND RECORDS



Admissions and Records staff continues to use available technology to enhance and streamline many of its services. More than 95 percent of students registered for classes using WebSMART and nearly 69 percent of admission applications were submitted using CCCApply in 2005-06. By using WebSMART, CSM faculty can now submit their grades online. [collegeofsanmateo.edu/admissions](http://collegeofsanmateo.edu/admissions)

## INTERNATIONAL STUDENT PROGRAM

The International Student Program continued its role as an important college resource in promoting international, cross-cultural, and diversity issues. The ISP provided services to 115 international students enrolled in 2005-06. Staff provided opportunities for the CSM community to exchange information and ideas: e.g., salad bowl luncheon, speakers, and brown bag chat room discussions. [collegeofsanmateo.edu/international](http://collegeofsanmateo.edu/international)



## COUNSELING, ADVISING & MATRICULATION

In 2005-06, counseling services were greatly enhanced as a result of the use of technology. SARS Grid and WebXtender enable students to see a counselor and receive services with continuity and follow-through from one appointment to the next. Five CRER short courses covering college planning, graduation and transfer were developed; and CRER courses were offered in various off-campus locations and formats. [collegeofsanmateo.edu/counseling](http://collegeofsanmateo.edu/counseling)



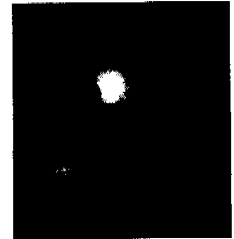
## ASSESSMENT



In 2005-06, Assessment Services administered nearly 11,000 English and mathematics placement tests. Beginning in summer 2006, assessment staff, in collaboration with faculty in the divisions of counseling and math/science, will review and process math prerequisite equivalency requirements for students. [collegeofsanmateo.edu/testing](http://collegeofsanmateo.edu/testing)

## PSYCHOLOGICAL SERVICES

In 2005-06, staff provided personal counseling and/or crisis intervention services to more than 315 students, faculty and staff, contributed significantly to the Diversity in Action Group (DIAG) which produced the *Campus Conversations on Diversity* discussion series, and presented three workshops for faculty and staff on responding to disruptive behavior on campus. [collegeofsanmateo.edu/psychservices](http://collegeofsanmateo.edu/psychservices)



## STUDENT ACTIVITIES



In 2005-06, the Associated Students leadership made their views known on a variety of college and district committees and in elected representatives' offices in both Sacramento and Washington, D.C. ASCSM made substantial financial contributions to scholarships, the child development center, the athletics program, CSM Connects, and a number of social, cultural and recreational programs and services throughout the year. As a special highlight, the Associated Students and the college community raised more than \$10,000 for hurricane Katrina and Rita victims. [collegeofsanmateo/studentactivities](http://collegeofsanmateo/studentactivities)

## HEALTH SERVICES

Due to the passage of AB 982, in 2005-06 the health center was able to provide additional medical services for students, expand hours, purchase needed health education information and upgrade computers for a more efficient workplace. Staff also provided physicals and immunizations for employment, transfer or enrollment into allied health classes and athletics, serving nearly 4,000 students. [collegeofsanmateo.edu/healthcenter](http://collegeofsanmateo.edu/healthcenter)



## CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CaWORKs)



The CaWORKs program supports cash aide recipients as they train to increase employment opportunities that will lead to self-sufficiency. In 2005-06, CaWORKs offered numerous programs to 29 participants, including the CARE/CaWORKs retreat, parenting and personal development workshops, and participated in collaborative projects with student employment, the child development center, and CARE. [collegeofsanmateo.edu/calworks](http://collegeofsanmateo.edu/calworks)

## **ARTICULATION**

The articulation office created in 2005-06 an online repository of CSM course outlines for use by other colleges and universities and students. In addition, the office assisted in the creation of a central webpage to house all 21 CSM student services units. In addition, website information was made available to students and staff regarding transfer opportunities, transfer admission agreements, transfer requirements, and articulation agreements. [collegeofsanmateo.edu/articulation](http://collegeofsanmateo.edu/articulation)

## **SCHOLARSHIPS**

CSM continues to honor students with scholarships for returning, transferring and incoming students. Students also benefit from outside scholarships administered through community organizations, clubs, hospitals, government agencies and private companies. In 2006, \$157,230 in scholarships was awarded for the 2006-07 year to 144 CSM students and 21 incoming high school students. [collegeofsanmateo.edu/scholarships](http://collegeofsanmateo.edu/scholarships)

## **RESEARCH**

The research office in 2005-06 developed a template for identifying and gathering Student Learning Outcomes in student services. Staff, faculty, and student surveys were developed and administered for the forthcoming accreditation site visit in 2007. In addition, CSM student feedback regarding 20 student services units was collected via online surveys. All of these efforts contributed to CSM's quest to cultivate a "culture of evidence" to be used in support of increasing student success. [collegeofsanmateo.edu/research](http://collegeofsanmateo.edu/research)

## **HIGH SCHOOL RELATIONS**

More than 1,500 high school students in 2005-06 took the opportunity to get an early start on higher education by enrolling in College of San Mateo's concurrent enrollment program. During summer 2004, concurrently enrolled students accounted for eleven percent of the College's enrollment. The Priority Enrollment Program (PEP), designed to encourage San Mateo County graduating high school seniors to enroll at CSM, attracted more than 525 participants during spring 2006. [collegeofsanmateo.edu/highschool](http://collegeofsanmateo.edu/highschool)

## **EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS/CARE)**

EOPS/CARE served 536 students in 2005-06. Staff reached nearly 2,592 individuals through outreach and recruitment activities, and hosted the sixth EOPS Preview Day, the seventh Summer College Readiness Program (SCRIP), and the first annual EOPS/CARE Retreat. EOPS students continue to achieve; last year they earned 34 degrees, 28 certificates, 21 transferred, 44 were named to the Dean's List and 49 received scholarships. [collegeofsanmateo.edu/care](http://collegeofsanmateo.edu/care)

## **TRANSFER CENTER**

In 2005-06, nearly 6,000 students visited the transfer center and participated in a wide range of activities and services including orientations, classroom presentations, workshops on guaranteed transfer contracts and UC Partnership Programs, high school fairs, evening/adult college fairs, major program information days, college/university tours, and one-on-one counseling appointments with university representatives. The annual fall transfer day had more than 35 colleges and universities and 600 CSM students in attendance. [collegeofsanmateo.edu/transfer](http://collegeofsanmateo.edu/transfer)

**CALENDAR OF EVENTS**  
For the SMCCCD Board Meeting of September 26, 2006

| <b><u>Day / Date</u></b>               | <b><u>Event</u></b>  | <b><u>Location /Time</u></b>                |
|--|--|---|
| Wednesdays                             | <b>Farmers' Market</b>   | Lot 16<br>10 a.m. – 2 p.m.                  |
| Saturdays                              | <b>Farmers' Market</b>   | Lot 1<br>9 a.m. – 1 p.m.                    |
| 2 <sup>nd</sup> Friday<br>of the month | <b>Planetarium Show</b><br>For info call 650.574.6272  | Bldg 13<br>7:30 p.m.                        |
| Friday<br>September 29                 | <b>"A Day Without a Mexican"</b><br>DIAG Film Series<br>A celebration of Hispanic Heritage Month<br>For info contact Rudy Ramirez at 574.6372  | Theatre<br>1:15 p.m. – 3:30 p.m.            |
| Wednesday<br>October 11                | <b>"Coming Out: GLBT Partners"</b><br>A celebration of National Coming out Day<br>DIAG speaker series<br>Dr. Amity P. Buxton, the executive director<br>of the Straight Spouses Network will speak<br>on the experiences and consequential issues<br>that arise after a married spouse comes out<br>as being gay, lesbian, bisexual or transgender.<br>For info contact Martin Bednarek at<br>574.6526 or Henry Villareal at 574.6590.<br>The event is co-sponsored by CSM's<br>Gay Straight Alliance. | Bldg 5<br>Gallery Room<br>11 a.m. – 12 p.m. |
| Friday<br>October 13                   | <b>"Brokeback Mountain"</b><br>DIAG Film Series<br>For info contact Martin Bednarek at<br>574.6526 or Henry Villareal at 574.6590.<br>This event is co-sponsored by CSM's<br>Gay Straight Alliance.  | Theatre<br>1:15 p.m. – 3:30 p.m.            |

- Monday  
October 16
- A Movie: "The Beauty Academy of Kabul"**  
One Book, One Community Campaign event  
Funny culture-clash documentary about a group of American hairdressers opening Afghanistan's first post-Taliban beauty school. One of the founders of the school will introduce the film.  
For info contact David Gibbs at 574.6174.
- Choral Room  
5 p.m. – 7 p.m.
- Thursday  
October 19
- "The Relations and perceptions Between the Islamic World and the West"**  
Lecture by Barbara Petzen  
Barbara is the Outreach Coordinator at Harvard University's Center for Middle Eastern Studies.  
Event will be recurring at the San Mateo Performing Arts Center with Barbara Petzen and Khaled Hosseini.  
For info contact Lorrita Ford at 574.6569 or David Gibbs at 574.6174.
- Theatre  
10 a.m. – 11 a.m.
- Thursday  
October 19
- CSM President's Lecture Series:  
Diverse Voices in Writing – Daphne Muse**  
An award-winning and widely published writer, poet, social commentator and professor.  
Her fourth and most recent children's book is "The Entrance Place of Wonders – Poems of the Harlem Renaissance".  
Daphne Muse has taught at UC Berkeley and at Mills College where she serves as director of the Women's Leadership Institute.  
Lecture will be followed by a book signing reception  
In Building 1, Room 115.  
The series are made possible by a grant made from the Lane Family Charitable Trust.  
For info call 574.6314.
- Theatre  
11:10 a.m. 12 p.m.
- Friday  
October 20
- A Movie: "Capote"**  
DIAG Film Series  
For info contact Martin Bednarek at 574.6526 or Henry Villareal at 574.6590.
- Theatre  
1:15 p.m. – 3:30 p.m.

# CSM Student Success Story

## Karina Orocio

*Karina Orocio's goals have been fueled and guided by the hard-working example of her immigrant parents, who proudly supported the College of San Mateo graduate as a student leader while at CSM and as a speaker at the school's graduation ceremony last spring.*

And with pride, her parents, friends and many supporters at CSM shared Orocio's joy when she was awarded a \$20,000 scholarship to attend Santa Cruz this fall, applauding the 22-year-old on her road to becoming an immigration and civil rights attorney.

"My father is my hero, my pillar; he's my inspiration. He never gives up, never gets tired, never says he can't do it anymore," said Orocio, the inheritor of those traits; while attending classes and participating in various student government activities at CSM, she also worked two jobs. "He's always willing to help, and I can always talk to him. He's strict with the family values but is a feminist. He's always telling me to do what I want and not to depend on anyone else."

Orocio's father, who was a farm worker, brought his family to the United States from Mexico in 1995 after gaining legal status. Karina, her mother and three other siblings saw him work 18-hour days to support them and his family back in Mexico, including his parents and 17 siblings.

Orocio also spoke highly of her mother ("the strong queen of the house") and shares both her parents' determination. For example, when Karina arrived in the United States as a fifth grader, she didn't speak English but didn't let that hold her back as she

struggled to learn the language while studying various subjects in school. She sought and received tutoring from a boys/girls club and special teachers in middle and high schools, succeeding in her quest to go to college.

"I grew up in a violent neighborhood in Redwood City," said Orocio. "Only five of about 30 of us went on to college. The others joined gangs or had children to raise. My parents wouldn't let me stray from my goal."

Orocio's route to CSM, and her ultimate decision to be a political science/Latin American Studies major, was a bit circuitous after graduating from Woodside High School. She began her studies at San Jose State University, where she was majoring in civil engineering, but transferred in the spring of 2003 to CSM to study architecture.

"Coming to CSM completely changed my life," said Orocio. "Professor Jesus Moya inspired me. It was because of him and his (Ethnic Studies) class that I changed my major and became interested in immigration law and volunteering at the East Palo Alto Community Legal Center."

*(continued on back page)*

**Your Goals = Our Mission**



**COLLEGE of  
SAN MATEO**

*(continued from front page)*

She also became actively involved in student government because, she said, she wanted "to represent the Latino community" and to ensure that "student opinions are considered."

The bilingual Orocio said that after becoming an immigration and civil rights attorney, she plans to either work for or establish a non-profit organization that assists low-income families—which is not surprising considering the work she'd done at CSM.

Orocio participated in a number of outreach activities on campus as a member of the Latinos Unidos student group. She also worked on a Hurricanes Katrina & Rita fundraising effort that raised more than \$10,000, and laid the groundwork for a special English and math tutoring project that would include a "home-work hour."

Orocio was part of last year's successful Raza Day, which brought about 200 high school students to CSM to "open their minds" about attending college and inspire them to continue their education.

CSM Program Coordinator Lorena del Mundo, who Orocio said became "like a sister to me," and Assistant Professor Rudy Ramirez are advisors to the group. Del Mundo is part of the College's Extended Opportunities Programs & Services, a program that Orocio participated in and, she said, contributed to her success.

During her time at CSM, the alumna impressed staff, faculty and administrators as genuine, hard-working, trustworthy, respected and a powerful, effective communicator.

"Karina is a natural leader and someone whom her peers often turned to for guidance and advice. She inspired not only her fellow students, but also the staff who had the unique opportunity to associate with her," said CSM Student Activities' Fauzi Hamedeh, who worked with Orocio during her terms as senator and then as vice president leading the long and sometimes arduous student government business meetings. "She has a fun-loving personality that oftentimes hides the seriousness with which she approaches everything she undertakes."

Heidi Eggert, assistant professor in CSM's Physical Education/Athletics Division, said that Karina has great drive and, when faced with challenges, "has a gift of knowing how to make it work." Orocio dances and collaborated with Eggert on a variety of projects.

Orocio's achievements peaked at the community college when she was selected to represent the students as a speaker at this year's graduation ceremony. At first, she felt trepidation and nervousness.

"But after talking to a couple of people, one told me 'the moment you think about doubting yourself, you will kill your accomplishments,'" Orocio said. "It was then I knew I needed to speak—I owed it to many people. It was my way to thank and acknowledge all those who came before me, those who believed in me and those who struggle like me."

"I am eager to see her life unfold," said her former English Professor Kathleen Steele. "Her future will exemplify integrity. It will certainly include constant moral reflection and action as she helps others help themselves."

For more information about Ms. Orocio, please contact CSM's Public Relations & Marketing Office at (650) 574-6442.

For more information about CSM and its many programs and services, visit [collegeofsanmateo.edu](http://collegeofsanmateo.edu).

# Inside Cañada

Featuring the people, programs, and activities that shape Cañada College

A Monthly Report for the San Mateo County Community College District Board of Trustees

September 26, 2006

## Student Kevin Coughlin Works Toward a Degree to Help Others

Vietnam Veteran is working towards a master's degree to become a chaplain in order to help other veterans.

Page 2

## Golden Mouse Award

Alejo Vasquez wins the prestigious Golden Mouse Award for his Website.

Page 4



## A New Vision for Theater Arts at Cañada

Dean of Humanities Katie Townsend-Merino is working to connect high school students and community theater veterans with the county's only community college drama program.

Page 3

## Meeting with Students



Interim President Tom Mohr is now meeting with students twice a month to solicit ideas.

Page 2

## Sequoia Hospital-SFSU Nursing Program to Host Information Session

The extremely popular University Center program will host an information session for prospective students.

Page 2

## Art & Multimedia Faculty Begin Exhibit

Painting and digital photographs highlight the exhibit which runs through Oct. 7

Page 4

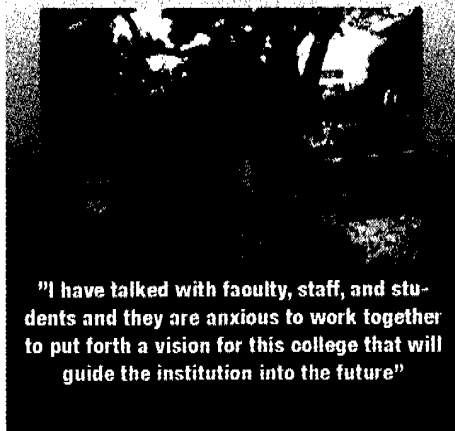


## Moving Cañada Into the Future

Interim President Tom Mohr has met with faculty, staff and students about the need to develop a strategic plan for the college. The campus is now ready to move forward.

Interim President Tom Mohr has made the rounds on campus this fall, asking faculty, staff, and students about the need for a strategic plan for the college.

"There is clear consensus - we need to move forward with a strategic planning process," Mohr said. "I'm sure there will be a wide variety of opinions regarding which direction the college should head in the future. But that's the essence of the strategic planning process, coming together as a community and determining the best course for the institution."



"I have talked with faculty, staff, and students and they are anxious to work together to put forth a vision for this college that will guide the institution into the future"

Mohr held an all campus meeting on Tuesday, Sept. 19 and discussed the process in detail. He also distributed a campus wide e-mail explaining how the campus will move forward with the strategic planning process.

"I'm very encouraged by the response," he said. "The majority of people I've spoken with have asked how they can be involved."

Mohr said it is important for the campus to make decisions using accurate data. "To be able to assess where we are and where we want to be in the future we need accurate measurables," he said.

Pending approval by the board, Mohr said the college will hire Rick Voorhees of Voorhees Group Inc., to lead the process. Voorhees is familiar with the district, having led the Skyline College Educational Planning process last year. Voorhees was one of five consulting organizations responding to the college's request for proposal and was identified as the clear favorite by a committee of faculty and staff at the college.

Voorhees will work with the Planning and Budget Committee, but the committee will be expanded to include faculty and support staff from each of the divisions and any other grouping within the College which is not part of a division. All meetings will be open to the entire community.

Mohr said the strategic planning process will include:

- **Internal Assessment.** The gathering of data to determine the current status and performance of all programs.
- **External Assessment.** Assessment of the external market and the potential of new programs which meet the educational needs of the community and the developing workforce.

It will also include the development of beliefs, mission and vision statements and strategic goals and action plans. "This process will provide the college with a plan to meet the future educational and workforce needs of the community," Mohr said.





## Interim President Tom Mohr Begins Meeting with Students

*Meetings are designed to solicit input from a broad range of students.*

Interim President Tom Mohr began a series of informal meeting with students that he hopes will lead to some new ideas for making the campus more student-friendly.

Mohr will meet with students on the second and fourth Wednesday of each month. The meetings will be held in the Student Center and are open to all students.

"My goal with these meetings is to reach out to all students on our campus," he said. "While I routinely talk to student government leaders, the majority of community college students don't have time to be actively involved. With these regular meetings I'm hoping to broaden student participation in major decisions at the school."

Mohr said the one hour meetings will have no formal agenda and are designed to give students a chance to drop in for five minutes or stay for the entire hour.

This is the first time in recent years that the Cañada College president has held regular, open meetings with the entire student body.

Kevin Chappell, President of the Associated Students of Cañada College, said he hopes students will take advantage of the opportunity to meet with the president twice a month.

"It's really difficult for community college students to be involved in school outside of their academics because of work and family commitments," Chappell said. "I think Tom has recognized that with these meetings. It's a great opportunity for busy students to offer ideas to the president of the college."

Mohr said meeting with students informally should help generate ideas that may not be considered by students leaders and school administrators.



## Kevin Coughlin: Not Your Typical College Student

*The Vietnam veteran is studying to become a chaplain so that he can help fellow veterans.*

Upon first glance it's clear that 58-year-old Kevin Coughlin is not your typical college student. The father of two adult children and grandfather of five is a Vietnam War veteran who came back to school to pursue a degree in psychology following more than 35 years of working in Silicon Valley's high-tech industry.

Kevin is attending Cañada College to fulfill his requirements to transfer to the University of Santa Clara for a degree in Psychology specializing in Gerontology. At the same time, he's pursuing a master's degree at the Fuller Theological Seminary in Menlo Park. Not your traditional academic path.

And unlike many of his fellow students who hope to earn their degree and begin new careers, Kevin will use his education to become a chaplain and work with the Veteran's Administration to help others. He served both as a volunteer for the last 4 years, and by taking a residency in Clinical Pastoral Education ([www.acpe.edu](http://www.acpe.edu)) 2003-04 at the VA hospital in Palo Alto-Menlo Park, but quickly learned that he could not meet his goal of becoming a chaplain without furthering his education.

"In addition to normal hospital chaplaincy, it was very gratifying working with the minority of veterans who have Post-Traumatic Stress Disorder (PTSD – which was codified for the DSM primarily due to the efforts of our local VA hospital), drug addiction, alcoholism, or are homeless," Kevin said. "As a former Marine Corps veteran I felt obliged to help them by sharing the abundance which I have been so freely given. We Marines have a motto – 'we don't leave our wounded on the battlefield.' There is an incredible sense of fulfillment to be able to combine what I learn academically in psychology, theology, spirituality, and philosophy – with what I have learned practically in my last 19 years of recovery in the local 12-step community – to help people better their own lives."

Kevin hopes to graduate in the next few years.



## Cañada College to Host Information Session for Nursing Students October 17

*Students Can Learn About the Sequoia Hospital-SFSU Baccalaureate Nursing Program*

Students interested in earning a baccalaureate degree in nursing can attend a general information session to be held Tuesday, Oct. 17 from 4 to 6 p.m. in Building 3, Room 148.

Students can learn how to earn their bachelor's degree in five semesters from San Francisco State University through the Cañada College University Center. Cañada College is the only community college in the Bay Area hosting a university bachelor's degree program in nursing.

Representatives from SFSU's School of Nursing will be available to answer questions about admission requirements, application deadlines, and tuition and fees. Cañada College representatives will discuss the range of lower division courses available at Cañada and how to prepare to enter the program. Graduates are prepared for staff nurse positions in maternity, pediatrics, medical-surgical nursing, gerontology, psychiatric/mental health, community health, and home care nursing.

The Sequoia Hospital-SFSU Baccalaureate in Nursing at Cañada College is made possible through a partnership between Sequoia Hospital, Sequoia Healthcare District, SFSU, and Cañada College. Sequoia Healthcare District is underwriting the operational and faculty costs to sustain the program with \$1million in annual funding. This covers the \$25,000 cost per student for up to 40 enrollees each year.

The program is the most successful at the University Center and annually draws hundreds of applicants for 40 spots. Graduates go on to become nurses in San Mateo County and, specifically, at Sequoia Hospital.

For more information, contact Ileana Gadea at 650-306-3141 or e-mail [gadeai@smccd.edu](mailto:gadeai@smccd.edu).

# New Library & Student Resource Center is Beginning to Take Shape

## Faculty Art & Multimedia Exhibit



Six Cañada College art and multimedia faculty members will display their latest works in the Main Theater Gallery from Sept. 12 through Oct. 7 as part of the Art and Multimedia Faculty Exhibit at the college. The exhibit is free and open to the public on weekdays from 8 a.m. to 6 p.m.

Exhibits include acrylic and oil paintings, color digital photography, black and white digital photography, and collages. Here is a summary of the artists and the works they'll have on display:

**Bill Morales:** Bill is showing oil paintings of the nude, focusing on color and light.

**Jerry DeCamp:** Jerry teaches black and white photography and is exhibiting two oil paintings of landscape and one ballpoint pen drawing.

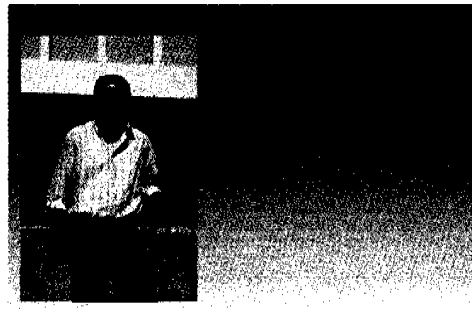
**Ginny Bowen:** Ginny's latest acrylic and oil paintings depict the intricate patterns of fan coral as a meditation on the world's threatened coral reefs due to global warming and pollution.

**Jeannie Mecorney:** Jeannie is showing two large color digital photographs. The two images were shot with a low resolution camera and manipulated in Photoshop to allow for a higher resolution print without pixilation.

**Dani Castillo:** Dani is showing three sets of digital black and white photos

**Catie O'Leary:** Catie is showing collages made with antique engravings.

## Alejo Vasquez wins state award for Website



Alejo Vasquez, instructional aide in the Learning Center and alternative media specialist with Disabled Students Programs and Services, was honored by the California School Employees Association Public Relations Committee on Aug. 10 with a Golden Mouse Award for his efforts building CSEA Chapter 33 Web site.

The CSEA Chapter 33 Web site was judged to be the best community college site in the state. Awards were also given to sites built for K-12, regions and county offices of education. More than 23 entries were submitted. Alejo and other CSEA Chapter 33 representatives attended a special breakfast ceremony in Sacramento to receive the award.

"Honestly, it's been a group effort," Alejo said. "Charles Jones, Ulysses Guadamuz, Martyns Kanu and other people were involved in building and updating the site."

Alejo designed the original Web site as a template fully intending to build a second site to enter the statewide competition. "I didn't think the site was good enough to enter the competition," he said. Alejo said he got busy with work and didn't update the site for about six months. When he took a week's vacation this summer, Chapter 33 officers submitted the site in the contest and it won.

## Building 9 begins to transform campus



The new library and student resource center is beginning to take shape and transform the look and feel of campus.

Construction of Building 9 should be finished late this winter followed by a testing of the building's systems in spring 2007. Employees are expected to move into the building in June and a ribbon-cutting ceremony will be held at next year's Opening Day festivities.

The building will house a state-of-the-art library that will be open to the public, student learning center, admissions and records, financial aid, and the academic counseling center.

The building has resulted in a number of landscaping projects including development of an amphitheater at the top of the Frisbee lawn. A new sculpture will be installed on the plaza between Buildings 13, 9, 17 and 3 and the fountain adjacent to Building 17 is also being renovated. That work includes new paving, benches, irrigation, landscaping, lighting, and the fountain itself will receive a face-lift.

The entire project is creating a new focal point for campus. The main entry for students and visitors will be through Building 9 and the renovated quad between the new building, Building 13 and the Main Theater.



*"This goes well beyond producing plays. We want to make the college a destination for young people that want to be involved in theater."*

*— Katie Townsend-Merino*

*Katie Townsend-Merino, Dean of Humanities, is creating a new direction for Theater Arts that will connect local high schools and community theater to the Cañada program, making it a destination for the area's young people who want to be involved in theater arts.*

With renewed support from the Cañada College administration, the school's Theater Arts Department has a new vision that will connect the program to local high schools and the Bay Area's large theater community.

When Associate Professor Linda Hoy retired from the college last spring there were questions as to whether the only Theater Arts Department in the San Mateo County Community College District would continue. A series of meetings between Cañada College Interim President Tom Mohr and Katie Townsend-Merino, the newly hired dean of Humanities, resulted in a vision for not only continuing the program but building something that would engage both young actors and professionals.

"The program is important for not only our college but also the district," said Mohr. "It's the only community college acting program in the county. I felt it was important to continue the program and to partner with the entire community. I also felt that we

needed a blueprint for how it would move forward."

Townsend-Merino hired adjunct faculty member Kathleen Woods to teach classes. Woods, a veteran of high school, community college, and community theater, also agreed to develop a comprehensive theater arts program for the college. She has taught at San Jose State University, Evergreen College, West Valley College, San Jose City College and, for the past nine years, has taught at Saratoga High School. She has also worked with the Bay Area Playwrights Festival and TheatreWorks.

Woods' plan includes producing a one weekend, small production this fall that will be the culminating project for the college's Dynamics of Acting class. She is also planning a "Competition of the Arts" for spring, 2007. Area high schools, community colleges and undergraduates at four-year institutions will be invited to compete in monologue, interpretive speech, scenes and more. Next summer, Cañada will provide an intensive theater arts opportunity culminating in a larger scale, large cast production. High school and college students will be able to earn academic credits in both acting and technical theater as part of the program. The month-

long program will begin as soon as area high schools begin summer recess.

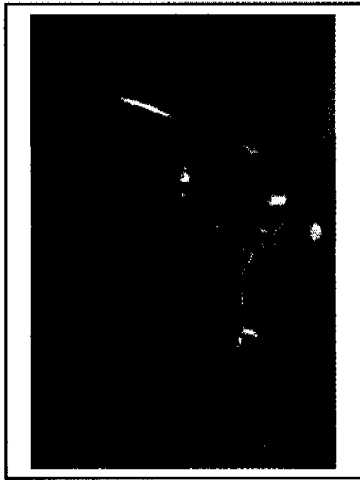
The annual fundraiser for the Theater Arts Department will be held Thursday, Oct. 19 from 5:30 to 7:30 p.m. at the Redwood City Women's Club. Cost is \$20 per person.



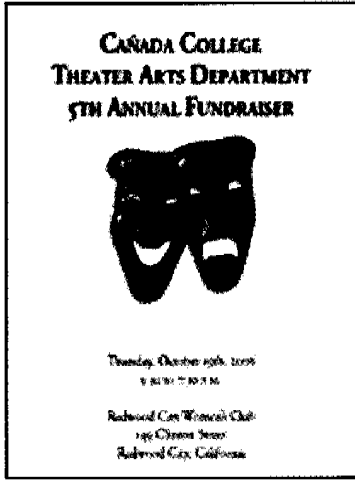
**Kathleen Woods will lead an effort to engage high school students in the Cañada College Theater Arts Department. This will include competitions and an intensive summer program.**



# Happenings at Cañada College



**Arts & Olive Festival  
October 1**



**Theater Arts Fundraiser  
October 19**



**Artistry in Fashion  
October 21**

## September 27 through October 31, 2006

| <b>Date</b>       | <b>Start Time</b>                        | <b>Event</b>  |
|-------------------|--|---|
| 9/26 through 10/6 |  | Faculty Art Exhibition in Theater Foyer   |
| 9/27              | 12:00 p.m.<br>6:30 p.m.                  | President Meets with the Students – Cafeteria<br>Women's Volleyball vs. West Valley College (home)  |
| 9/28              | 12:30 p.m.                               | The Learning Center/Library/MESA/TRIO presents Workshop on "Understanding Your Textbooks – Learning Center"   |
| 9/29              | 4:00 p.m.<br>4:00 p.m.                   | Women's Soccer vs. Foothill College (away)<br>Men's Soccer vs. Foothill College (home)  |
| 10/1              | 10:00 a.m.<br>to 6:00 p.m.               | Ninth Annual "Arts & Olive Festival" - Cañada Campus  |
| 10/3              | 12:30 p.m.<br><br>4:00 p.m.<br>4:00 p.m. | The Learning Center/Library/MESA/TRIO presents Workshop on "Strengths Quest – Part II" - Learning Center<br>Women's Soccer vs. City College of San Francisco (home)<br>Men's Soccer vs. Mission College |
| 10/4              | 1:15 p.m.<br><br>6:30 p.m.               | Cañada College English/Lit Film Series presents "Motorcycle Diaries" – Building 3, Room 148<br>Women's Volleyball vs. Gavilan College (home)  |



# Happenings at Cañada College

| <b>Date</b> | <b>Start Time</b>                                 | <b>Event</b>  |
|-------------|---|---|
| 10/5        | 12:00 p.m.<br>12:30 p.m.                          | Women's Golf vs. West Hills College (away)<br>The Learning Center/Library/MESA/TRIO presents Workshop on "The Writing Process" – Learning Center  |
|             | 9:45 a.m. &<br>12:30 p.m.                         | "Side by Side" - A Play about Living with Depression –<br>Main Theater  |
| 10/6        | 4:00 p.m.<br>4:00 p.m.                            | Women's Soccer vs. Las Positas College (home)<br>Men's Soccer vs. DeAnza (away)   |
| 10/9        | 8:00 a.m. – noon                                  | Vision Screening – Cafeteria  |
| 10/10       | 12:00 p.m.<br>12:30 p.m.                          | Women's Golf vs. Modesto Junior College (away)<br>The Learning Center/Library/MESA/TRIO presents Workshop on "Research Techniques" – Learning Center  |
|             | 2:00 p.m.<br>4:00 p.m.                            | Women's Soccer vs. Skyline College (away)<br>Men's Soccer vs. Las Positas College (away)  |
| 10/11       | 12:00 p.m.<br>6:30 p.m.                           | President Meets with Students – Cafeteria<br>Women's Volleyball vs. San Jose City College (away)  |
| 10/12       | 12:00 p.m.<br>7:00 p.m.                           | The Learning Center/Library/MESA/TRIO presents Workshop on "CSU Transfer Applications" Learning Center<br>Cañada College English/Lit Film Series presents "On the Waterfront" –<br>Building 3, Room 148   |
| 10/13       | 4:00 p.m.<br>4:00 p.m.<br>6:00 p.m.<br>6:30 p.m.  | Women's Soccer vs. Cabrillo College, (away)<br>Men's Soccer vs. Hartnell College (home)<br>Project Read's Trivia Bee – Main Theater<br>Women's Volleyball vs. Ohlone College (home)   |
| 10/17       | 12:30 p.m.<br>4:00 p.m.<br>4:00 p.m.<br>4:00 p.m. | The Learning Center/Library/MESA/TRIO presents Workshop on "Delivering An Oral Presentation" - Learning Center<br>Women's Soccer vs. West Valley (away)<br>Men's Soccer vs. Evergreen College (home)<br>BSN General Information Session by Sequoia Hospital/SFSU/Cañada College<br>– Building 3, Room 148 |
| 10/18       | 1:15 p.m.   | Cañada College English/Lit Film Series presents "The Four Hundred Blows" –<br>Building 3, Room 148  |



# Happenings at Cañada College

| <u>Date</u> | <u>Start Time</u> | <u>Event</u>  |
|-------------|-------------------|---|
| 10/19       | 12:30 p.m.        | The Learning Center/Library/MESA/TRIO presents Workshop on "UC/Private University Transfer Applications" - Learning Center                            |
|             | 5:30 p.m.         | Theater Arts Department 5 <sup>th</sup> Annual Fundraiser Sponsored by Capital Mortgage Lending and The Spectrum Magazine – Redwood City Women's Club |
| 10/20       | 2:00 p.m.         | Men's Soccer vs. Skyline College (away)   |
|             | 4:00 p.m.         | Women's Soccer vs. Mission College (away)   |
|             | 6:30 p.m.         | Women's Volleyball vs. Cabrillo College (away)  |
| 10/21       | 10:00 a.m.        | Artistry in Fashion presented by Cañada College Fashion Design Department   |
| 10/23       | 12:00 p.m.        | Women's Golf Conference Match (away)  |
| 10/24       | 12:30 p.m.        | The Learning Center/Library/MESA/TRIO presents Workshop on "Quoting Paraphrasing & Avoiding Plagiarism" - Learning Center                             |
|             | 4:00 p.m.         | Women's Soccer vs. Chabot (home)  |
|             | 4:00 p.m.         | Men's Soccer vs. West Valley (away)   |
| 10/25       | 9:00 a.m.         | Transfer Day – Student Center   |
|             | 12:00 p.m.        | President Meets with Students – Cafeteria   |
|             | 7:00 p.m.         | Women's Volleyball vs. West Valley College (away)   |
| 10/26       | 6:30 p.m.         | College Night in partnership with Sequoia Union High School District – Gymnasium  |
| 10/31       | 12:30 p.m.        | The Learning Center/Library/MESA/TRIO presents Workshop on "Resume Writing & Interview Preparation" – Learning Center                                 |
|             | 1:00 p.m.         | Men's Soccer vs. City College of San Francisco (away)   |
|             | 4:00 p.m.         | Women's Soccer vs. Hartnell College (home)  |