

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA**  
**STUDY SESSION**  
**January 24, 2007**  
**District Board Room**  
**3401 CSM Drive, San Mateo**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

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

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

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

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

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

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**MINUTES**

07-1-2      [Minutes of the Regular Meeting of the Board of Trustees of January 10, 2007](#)

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

**NEW BUSINESS**

07-1-2A      [Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel](#)

**Approval of Consent Agenda**

*All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff.*

07-1-6CA      [Approval of Nonresident Tuition Fee, 2007-08](#)

**Other Recommendations**

07-1-102B      [Hearing of the Public on the Initial Studies and Proposed Mitigated Negative Declarations for Proposed Facility Improvement Projects at Cañada College, College of San Mateo, and Skyline College; Certify the Three Initial Studies; and Adopt the Three Mitigated Negative Declarations for Proposed Projects](#)

07-1-103B [Authorization to Execute Contract with David Gates & Associates for Cañada College Gateway/Circulation/Parking Project](#)

## **STUDY SESSION**

07-1-2C [Intra-District Articulation](#)

## **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment  
Employment: **Cañada College** – Project Director/Academic Coordinator, University Center and Academic Support Services Division; **College of San Mateo** – Vice President, Instruction, Office of Vice President of Instruction; Instructional Aide II, Language Arts Division; Biology Instructor, Science, Math and Technology Division; Biology Instructor, Science, Math and Technology Division; **District** – Project Manager II, Construction Planning; Project Coordinator II, Construction Planning; Staff Assistant, Construction Planning; Utility Engineer, Facilities, Planning, Operations; Maintenance Engineer, Facilities, Planning, Operations
  - B. Public Employee Performance Evaluation: Chancellor; Executive Vice Chancellor; General Manager of KCSM; President of Skyline College
  - C. Public Employee Discipline, Dismissal, Release

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

UNADOPTED MINUTES  
January 10, 2007  
San Mateo, California

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

**Board Members Present:** President Hausman (via telephone), Vice President-Clerk Holober, Trustees Mandelkern, Miljanich and Schwarz, and Student Trustee Young

**Others Present:** Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline Vice President of Student Services Adrian, CSM President Claire, Cañada Interim President Mohr, and District Academic Senate President Kapp

**Pledge of Allegiance**

President Hausman requested that Vice President-Clerk Holober lead the Board in the Pledge of Allegiance and chair the remainder of tonight's meeting. President Hausman remained in attendance via telephone.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the minutes of the Regular Meeting of the Board of December 18, 2006. The motion carried, all members voting "Aye."

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

None

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline Vice President Adrian, CSM President Claire, Cañada President Mohr, Executive Vice Chancellor Keller, and District Academic Senate President Kapp. Chancellor Galatolo noted that there would not be a student report because classes are still in recess.

Chancellor Galatolo wished everyone in attendance a Happy New Year. He reported that in response to the Board's request to pursue providing educational access to students on the coastside, the District has secured 5,700 square feet of lease space on the coastside, providing for five classrooms initially. John Bayless, Superintendent of the Cabrillo Unified School District, has been assured that there will not be competition with their adult education classes, and he is pleased that the District will be offering access to students.

Chancellor Galatolo reported that January 9 was the last day for public comment on the Mitigated Negative Declarations for Capital Improvement Program (CIP) projects. No comments were received and the process is complete. Chancellor Galatolo alerted the Board that they will be holding a brief open hearing at the January 24 Study Session.

Vice President Adrian said that she is representing President Morrow, who is attending an accreditation meeting. Expanding upon the written executive report, she said the Board will receive invitations for the

ribbon cutting for the opening of the Student and Community Center on February 14. She also thanked the Board for helping to make this project possible.

President Claire thanked the Board for their confidence in him and said it is his pleasure to serve as President. There is no written report for this meeting.

President Claire announced that there will be a ribbon cutting ceremony for the opening of the Planetarium on February 23 at 2:30 p.m.; invitations will be sent. Professors Janatpour and Stanford will host Planetarium shows for guests at the opening.

President Claire introduced Grace Sonner, whom he will recommend for the position of Interim Vice President of Instruction, and welcomed her back to the District. President Claire said that at the next Board meeting, he will also be recommending Jennifer Hughes for the position of Vice President, Student Services.

President Claire announced that Academic Advisor Jane McAteer has learned that the Peninsula Health Care District is awarding a grant in the amount of \$290,000 over the next two years for the College of San Mateo nursing program.

President Mohr congratulated President Claire on his appointment and commented that his skills are outstanding. Adding to his written report, President Mohr said that the Frisbee Lawn has taken on a “majestic vista.” He circulated a photograph showing the lawn and the Library and Student Resource Center.

Executive Vice Chancellor Keller spoke about the Governor’s proposed budget. In general, the budget would add approximately \$377 million more for community colleges. \$127 million of this is covered by increases in local property taxes that the State will use to lessen the burden on the State’s general apportionment. The budget allows for \$52 million for career technical education, of which \$20 million has already been received as a result of a lawsuit. There was a student fee decrease that was effective in January and no increases are proposed for the next fiscal year. A 4.04% COLA is proposed. The budget includes \$19.5 million in categorical funds for counseling programs, nursing programs and other ongoing programs.

District Academic Senate President Kapp reported that the science labs at Skyline have opened and they are very spacious. There will be a ribbon cutting ceremony in February. He commented on the positive additions of several new buildings and new administrators.

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

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

None

#### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-1-1A)**

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the actions in Board Report No. 07-1-1A. The motion carried, all members voting “Aye.”

## **APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- 07-1-1CA Approval of 2007-08 Budget and Planning Calendar
- 07-1-2CA Approval of Child Development Services with the City of Pacifica
- 07-1-3CA Approval to Extend Electricity Agreement with Constellation NewEnergy, Inc.
- 07-1-4CA Approval of Trustees' Fund for Program Improvement Projects for College of San Mateo
- 07-1-5CA Approval of Payment to the South Bay Regional Public Safety Training Consortium for the 2005-06 Peace Officers Training Academy, College of San Mateo

Trustee Schwarz asked that Board Report No. 07-1-2CA be set aside for further discussion. Trustee Mandelkern said that he also would like further discussion on this item. Following this request, it was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the Consent Agenda as amended. The motion carried, all members voting "Aye."

## **APPROVAL OF CHILD DEVELOPMENT SERVICES WITH THE CITY OF PACIFICA (07-1-2CA)**

Trustee Schwarz asked why the City of Pacifica was chosen to work with Cañada College and whether this program is in addition to existing child care programs. Chief Financial Officer Kathy Blackwood answered that it is meant to absorb excess capacity by filling open slots. Trustee Mandelkern inquired why the dollars do not go directly to the Colleges; CFO Blackwood responded that the Colleges were asked first but that all of the child care slots are filled and they are unable to absorb more. After the Colleges, the City of Redwood City was approached and then the City of Pacifica. Trustee Miljanich added that in order to preserve the program, the District passes the money from the State to whoever provides the care. Chancellor Galatolo said that the District could turn the money back to the State, but would rather keep the program going; in addition to filling a need in the community, this would allow the District to expand the child care program at the Colleges at a future date. Trustee Mandelkern asked about the specifics of the Children's Center at Skyline. CFO Blackwood said that the contract currently covers only the school year and that it is at capacity during that time. Trustee Mandelkern asked about the possibility of changing the contract at Skyline College in order to keep child care at the College rather than passing it to Redwood City and Pacifica. Chancellor Galatolo asked Vice President Adrian to look into this. After discussion, it was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the child development services with the City of Pacifica. The motion carried, all members voting "Aye."

## **NOMINATIONS FOR BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE TRUSTEES, 2007 (07-1-1B)**

Vice President-Clerk Holober asked if anyone on the Board would like to put his/her name forward; there were no positive responses. President Hausman said she has seen many names of candidates submitting applications. Vice President-Clerk Holober noted that the Board will have time to study the candidates further before voting.

## **RECEIPT AND ACCEPTANCE OF THE 2005-06 KCSM AUDIT REPORT (07-1-100B)**

Terri Montgomery from the firm Vavrinek, Trine & Co., LLP presented the report. Regarding the KCSM-FM report, she noted that it is important to see the phrase "present fairly," and this phrase appears

on page 1, paragraph 4. Page 2 shows the cash balance and total assets as of June 30, 2006, and page 3 shows revenues and expenditures. Auditor Montgomery said the rest of the report has fairly standard wording. In response to Auditor Montgomery's call for questions, Vice President-Clerk Holoher asked her to describe indirect support from the District. Auditor Montgomery explained that it is a requirement that any indirect support, such as payroll support, be given a value. Vice President-Clerk Holoher asked if this would include anyone working for the station; Auditor Montgomery said she is not sure of the answer.

Auditor Montgomery said that KCSM-TV is typically subsidized by the District to a greater extent than is KCSM-FM. Trustee Mandelkern asked if the "other income" from San Mateo County Community College District under "Direct Income" on page 3 is in addition to the "Transfer from district." Auditor Montgomery answered yes; the total cash transfer from the District is actually \$3.4 million. Trustee Mandelkern asked if any money has been put in reserve to cover the potential FCC fine; Auditor Montgomery answered no. Trustee Mandelkern suggested that, given the size of the District's subsidy to KCSM-TV, a Study Session be devoted to this topic. All Board members agreed, and Chancellor Galatolo suggested that a review of both KCSM-TV and KCSM-FM be included.

After discussion, it was moved by Trustee Miljanich and seconded by Trustee Schwarz to accept the 2005-06 KCSM Audit Report. The motion carried, all members voting "Aye."

#### **AUTHORIZATION TO ADJUST BOARD MEMBER COMPENSATION IN COMPLIANCE WITH LEGISLATION (07-1-101B)**

Trustee Miljanich moved and Trustee Schwarz seconded to authorize the adjustment of Board member compensation. The motion carried, four members voting "Aye" and Trustee Mandelkern voting "Nay."

#### **INFORMATION REPORTS**

##### **ACCEPTANCE OF GIFTS BY THE DISTRICT (07-1-1C)**

The Board received the report which covered the period late June 2006 through mid-December 2006.

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

Trustee Mandelkern said that he received a letter from the Dance and Fitness Center thanking the College of San Mateo for the use of their gym and staff support. Trustee Mandelkern also publicly complimented Director of Bookstore Operations Tom Bauer on his help in providing textbooks to a student serving in Iraq.

Trustee Hausman thanked everyone for their patience with her slow recovery, and thanked Vice President-Clerk Holoher for chairing the meeting.

#### **COMMUNICATIONS**

None

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

The Board recessed to Closed Session at 7:08 p.m.

The Board reconvened to Open Session at 8:51 p.m.

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

Vice President-Clerk Holoher reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

**ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:52 p.m.

The next meeting of the Board will be a Study Session on January 24, 2007 in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the January 24, 2007 meeting.

Richard Holober  
Vice President-Clerk

**BOARD REPORT NO. 07-1-2A**

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

**APPROVAL OF PERSONNEL ACTIONS**

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

**A. Reassignment**

**College of San Mateo**

1. Jennifer Hughes Vice President of Student Services Student Services

Promoted from Dean of Counseling, Advising & Matriculation at Skyline College to Vice President of Student Services at the College of San Mateo, effective February 1, 2007, replacing Patricia Griffin who retired.

2. John Saenz Instructional Aide II Language Arts

Reassignment from 48% of full-time Instructional Aide II to 92% of full-time Instructional Aide II, effective January 16, 2007, replacing Tanisha Shafer who resigned.

**District**

1. Deborah Carrington Human Resources Manager Human Resources

Reassignment from District Budget Officer to Human Resources Manager, effective January 16, 2007. The change in staff allocation was Board approved on December 18, 2006.

**B. Changes in Staff Allocation**

**Skyline College**

1. Recommend reclassification of three "College Safety Assistant" positions (2C0110, 2C0111, 2C0142) in Security, from Grade 20, of the Classified Salary Schedule 60, to Grade 27, "College Security Officer," of the Classified Salary Schedule 60.

This reclassification is the result of increased scope and level of responsibility. It is also recommended that the incumbents, Thomasito Reyes, Steven Cornejo and Sundareth Tan be placed at the new salary and title, effective July 1, 2006.

2. Recommend an increase in staff allocation to add one full-time, twelve (12) month per year, Instructional Aide I position in the Counseling and Assessment Office, effective January 1, 2007.





**BOARD REPORT NO. 07-1-6CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor- Superintendent

PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

**APPROVAL OF NONRESIDENT TUITION FEE, 2007-08**

Education Code Section 76140 requires community college districts to establish the nonresident tuition fee for the forthcoming fiscal year no later than February 1<sup>st</sup> and also prescribes the basis for determining the fee. San Mateo County Community College District's fee for the 2006-07 fiscal year was \$175 per semester unit (Board Report No. 06-1-4CA). For 2007-08, the Administration recommends a fee of \$184 per semester unit, based on the "basis between the District and Statewide average" method prescribed by the Education Code.

Additionally, Education Code Section 76141(a) allows a district to levy a capital outlay recovery fee on students who are residents as well as citizens of a foreign country. The maximum fee is determined by dividing the amount actually expended for capital outlay in the prior year by the total FTES (full-time equivalent students). The maximum 2007-08 District capital outlay fee is calculated at \$157 per semester unit. District Administration recommends that a \$8.00 fee be imposed for 2007-08. The recommended base fee of \$184 plus the recommended capital outlay fee of \$8.00 are in line with the 2006-07 5.92% State COLA.

For comparison purposes, the tentative 2007-08 rates for other local community college districts are shown below:

<u>District</u>	<u>TBA Non-Resident Tuition Fee Per Unit</u>	<u>TBA Additional Capital Outlay Charge</u>
Chabot- Las Positas CCD	170	2
Foothill-DeAnza CCD	161	11
San Jose / Evergreen CCD	183	0
West Valley-Mission CCD	173	5

**RECOMMENDATION**

It is recommended that the Board set the 2007-08 nonresident student tuition fee at \$184 per semester unit. It is recommended further that the Board levy a capital outlay recovery fee of \$8 per semester unit and that no exemptions be made for foreign students or for students enrolled in six units or less, bringing the total nonresident fee to \$192 per semester unit for 2007-08.

**BOARD REPORT NO. 07-1-102B**

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

**HEARING OF THE PUBLIC ON THE INITIAL STUDIES AND PROPOSED MITIGATED  
NEGATIVE DECLARATIONS FOR PROPOSED FACILITY IMPROVEMENT PROJECTS AT  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE;  
CERTIFY THE THREE INITIAL STUDIES; AND ADOPT THE THREE  
MITIGATED NEGATIVE DECLARATIONS FOR PROPOSED PROJECTS**

As the “lead agency” for the Facility Improvement Projects that are planned as part of the Capital Improvement Program (CIP) on all three campuses (proposed projects), the San Mateo County Community College District is required to complete the environmental review process specified in the California Environmental Quality Act (CEQA). The most basic steps of the environmental review process are:

- 1) Determine if the activity is a “project” subject to CEQA;
- 2) Determine if the “project” is exempt from CEQA;
- 3) If not exempt, perform an Initial Study to identify the environmental impacts of the project and determine whether the identified impacts are “significant.” Based on its findings of “significance,” the lead agency prepares one of the following environmental review documents:
  - a. Negative Declaration if it finds no “significant” impacts.
  - b. Mitigated Negative Declaration if it finds “significant” impacts but revises the project to avoid or mitigate those significant impacts to a less than significant level.
  - c. Environmental Impact Report (EIR) if it finds “significant” impacts.

The District engaged Jones & Stokes to provide technical assistance and to complete three initial studies, one for each College, to evaluate the potential environmental impacts of the proposed facility improvements and to prepare the necessary CEQA documentation. Based on the technical evaluation, Jones & Stokes and the District determined that, while there are potentially significant impacts of the proposed projects, these impacts can be avoided or mitigated to a less-than-significant level by environmental commitments/mitigation measures implemented as part of the proposed project. These mitigation measures are outlined in the three Initial Studies/Proposed Mitigated Negative Declarations that the District circulated during a 20-day public review period required by CEQA.

Specifically, notice about the availability of the Initial Studies/Proposed Mitigated Negative Declarations was posted at all three Colleges, the District Office, and the County Clerk’s Office; advertised in a newspaper of general circulation in the County; and mailed to each local city where the campus is located and to the County of San Mateo. In addition, the Initial Studies were posted on line at:

BOARD REPORT NO. 07-1-102B

[http://www.smccd.edu/accounts/christensen/Skyline\\_IS-MND.pdf](http://www.smccd.edu/accounts/christensen/Skyline_IS-MND.pdf)

[http://www.smccd.edu/accounts/christensen/CSM\\_IS-MND.pdf](http://www.smccd.edu/accounts/christensen/CSM_IS-MND.pdf)

[http://www.smccd.edu/accounts/christensen/Canada\\_IS-MND.pdf](http://www.smccd.edu/accounts/christensen/Canada_IS-MND.pdf)

The documents were distributed to the members of the Board of Trustees during the 20-day review period. The public review period ended on January 9; no comments from the public were received during the public review period.

Tonight, following a presentation by Kate Giberson of Jones & Stokes, the Board will hold a public hearing to receive comments on this matter. After considering those comments, it is recommended that the Board adopt the following recommendations.

### **RECOMMENDATIONS**

It is recommended that:

- 1) The Board of Trustees certifies the three Initial Studies and adopts the three Mitigated Negative Declarations for the proposed Facility Improvement Projects at all three Colleges based on the following findings:
  - a. The three Initial Studies/Mitigated Negative Declarations are complete, correct and adequate and prepared in accordance with the California Environmental Quality Act and applicable State and County guidelines.
  - b. Based on the three Initial Studies, comments received hereto, and testimony presented and considered at the public hearing, there is no substantial evidence that the proposed projects will have a significant effect on the environment.
  - c. The three Initial Studies/Mitigated Negative Declarations reflect the independent judgment of the Board of Trustees.
  - d. The mitigation measures identified in the three Initial Studies/Mitigated Negative Declarations and incorporated into the Mitigation Monitoring Programs attached to the Mitigated Negative Declarations in conformance with California Public Resources Code section 21081.6 are adopted by the District.
  
- 2) The Board of Trustees makes the following findings with regard to wildlife resources:
  - a. The three Initial Studies/Mitigated Negative Declarations, which were conducted by the Lead Agency with technical assistance from Jones & Stokes, evaluated the potential for proposed projects to cause an adverse effect – either individually or cumulatively – on wildlife resources. For this purpose, wildlife is defined as “all wild animals, birds, plants, fish, amphibians, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability” (Section 711.2, Fish and Game Code).
  - b. There is no evidence that the proposed projects would result in any adverse effect on wildlife resources.

**BOARD REPORT NO. 07-1-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Linda da Silva, Executive Director, Construction Planning Department, 358-6726

**AUTHORIZATION TO EXECUTE CONTRACT WITH DAVID GATES & ASSOCIATES FOR CAÑADA COLLEGE GATEWAYS/CIRCULATION/PARKING PROJECT**

In August 2006, the Board of Trustees approved the 2006 Facilities Master Plan (Board Report No. 06-08-101B). This Facilities Master Plan was the outcome of many months of planning, participation by all constituent groups, Trustee feedback, physical assessment and analysis of existing campus facilities, and incorporation of educational programmatic needs. The 2006 Facilities Master Plan is the basis for the improvements planned in the District's Capital Improvement Program, Phase 2.

The Gateways/Circulation/Parking Project at Cañada College is the project anticipated to include the extensive site improvements indicated on the 2006 Cañada College Facilities Master Plan. The scope will include landmark entries, vehicular and pedestrian circulation improvements, parking lot improvements, accessibility improvements, landscaping in areas not already touched in previous projects, a small concession structure in the central quadrangle, exterior lighting improvements and wayfinding signage.

On December 21, 2006, District Staff issued a Request for Proposal to four landscape architectural firms for design services. The RFP provided information about the intent of the project, as well as detailed reference documents related to previous exterior improvements and planning efforts. On January 11, 2007, three firms participated in an interview with a selection panel that included Cañada College administration and faculty, and District Office staff. The criteria used to consider which firm should be selected to design this high-visibility, high-impact project included:

1. Demonstrated ability to lead constituent groups through programming activities. Those constituents include faculty, staff, students, administrators, and other members of the community.
2. The ability to begin work within 30 days of contract award.
3. Experience of personnel proposed for the project(s).
4. Results of reference checks from previous clients and other information sources.
5. Assessment of the approach the firm plans to utilize in developing the design solution and construction documents, obtaining approval from authorities having jurisdiction (including but not limited to Division of the State Architect, Woodside Fire Department), providing bid assistance and construction administration activities.
6. An evaluation of the architectural firm's proposed fee.
7. Commitment to a collaborative working style that demonstrates sensitive, respectful and effective interaction with people who are diverse in their interests, cultures, language groups, and abilities.
8. The firm's ability to execute the District's standard Professional Services Agreement.
9. Previous successful experience designing a whole/holistic campus environment.

10. Respect for the previous programming and design work that has been developed and exterior improvements that have been put in place.
11. Level of interest and excitement in this project.
12. Understanding of the impact of this project on the Canada College experience.
13. A design vision for the improvements that resonated with the selection panel.

Each of the firms interviewed was qualified to provide design services on this project. Each team brought a unique perspective and approach to the table. One firm – David Gates & Associates – impressed the panel as the team whose approach, perspectives, energy and vision was the best fit and would bring the most value to this initiative.

The design effort is anticipated to begin in February. David Gates & Associates will work closely with a Cañada College end-user group of representatives for programming and design guidance. Several outreach sessions are planned over the coming months, during the various phases of design, to solicit feedback from the Cañada College community, the surrounding community, and the Board of Trustees.

The District now seeks Board authorization to execute a contract with David Gates & Associates for this significant and exciting project whose impact will continue to improve the experience, functionality and safety of Cañada College's students, faculty, staff and visitors.

## **RECOMMENDATION**

It is recommended that the Board of Trustees authorize execution of a contract with David Gates & Associates for design services for the Cañada College Gateways/Circulation/Parking Project, in amount not to exceed \$800,000.

**Study Session: Intra-District Articulation**

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