

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
REGULAR MEETING AGENDA
January 23, 2008, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA**

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) 358-6753.*
 - *Regular Board meetings are taped; tapes are kept for one month.*
-

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

08-1-2 [Minutes of the Study Session of the Board of Trustees of January 9, 2008](#)

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

08-1-3C [Report on Sustainable San Mateo County](#)

08-1-4C [Concurrent Enrollment Update](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 08-1-3A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

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

- 08-1-1CA [Declaration of Surplus Property](#)
- 08-1-2CA [Approval of Contract Renewal with Descalso Lithograph, Inc., 2008 – KCSM](#)
- 08-1-3CA [Authorization and Utilization of Contra Costa Community College District Contract for District-Wide Moving Services](#)
- 08-1-4CA [Approval of Nonresident Tuition Fee, 2008-09](#)
- 08-1-5CA [Ratification of Second Quarter District Warrants, 2007-2008](#)
- 08-1-6CA [Approval of 2008-09 Budget and Planning Calendar](#)

Other Recommendations

- 08-1-100B [Contract Award for Cañada College Facilities Maintenance Center](#)
- 08-1-101B [Authorization to Adjust Board Member Compensation in Compliance with Legislation](#)
- 08-1-102B [Appointment of New Members to Bond Oversight Committee](#)
- 08-1-103B [Revision of District Rules and Regulations, Section 8.31, Disposal of District Personal Property](#)
- 08-1-104B [Approval of Agreement with Sutro Tower, Inc. for Tower Upgrades for the Digital Television Transition – KCSM](#)

INFORMATION REPORTS

- 08-1-5C [Acceptance of Gifts by the District](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

A. Public Employment

1. Employment: **Cañada College** – Administrative Secretary, Instruction Office; Laboratory Technician, Science & Technology; College Recruiter, Counseling; Philosophy Instructor, Humanities/Social Sciences; **College of San Mateo** – Dean of Business & Technology, Business & Technology; Dean of Creative Arts & Social Science, Creative Arts & Social Science; Coordinator of Student Activities, Student Services; **District Office** – Administrative Analyst, Construction Planning; **Skyline College** – Administrative Secretary; Student Services; Division Assistant, Counseling Services

B. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
January 9, 2008
San Mateo, CA**

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

Board Members Present: President Holober, Vice President-Clerk Schwarz, Trustees Hausman, Mandelkern and Miljanich, and Student Trustee Young

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, and District Academic Senate President Dilko

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES (08-1-1)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the minutes of the Regular Meeting of the Board of December 12, 2007. The motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Chancellor Galatolo distributed copies of the District publication titled "FIND YOUR FUTURE HERE." This guide is designed to advise potential students of more than 150 career opportunities, salary ranges and level of demand for jobs in San Mateo County and the surrounding region. The guide will be mailed to approximately 11,000 residents who are 18-30 years of age and have not yet received a college degree. Chancellor Galatolo commended all who were involved in the production of this very powerful and user-friendly document.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-1-1A)

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the actions in Board Report No. 08-1-1A. The motion carried, all members voting "Aye."

APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (08-1-2A)

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve the revision as presented in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

Study Session

SKYLINE COLLEGE CIP2 DESIGN-BUILD PROJECT REPORT (08-1-1C)

Rick Bennett, Executive Director, Construction Planning, provided a brief overview of the history of the design-build project, as described in the report. Skyline College President Vicki Morrow then presented a report on the proposal from Hensel Phelps Construction Company.

President's Morrow's visual "fly-through" showed what the campus would look like with the proposed changes and additions. President Morrow then described the components of the proposal in detail.

The proposal includes additional parking, to be located where Pacific Heights is currently situated. The loop road going around the campus will be reshaped to go around the new parking.

The first new building, Building 4N, will house the Multicultural Center, Administration, Cosmetology and Wellness. Since the building is set on a slope, excavation will be required. On either side of the building will be walkways for foot traffic, leading into the Library Square. Cosmetology and the Multicultural Center will be on the Floor 2, or the main level, of the building. The Wellness Center will be on the first, or lower, level and will provide areas for fitness training, yoga, Pilates and spinning, along with the sports medicine area and classrooms. From the parking lot, there is a ramp leading down to this level. The third level houses Administration along with faculty offices and resources for Cosmetology, and has external access via a large staircase. President Morrow provided views of Building 4N and the walkways from several different directions.

The second new building, Building 11N, will house the Automotive program. It includes ten service bays, a transmission storage area, general storage area, bench lab and classroom. It is designed to have high windows covered with a translucent material. It is a square building and some concern has been raised about circulation; this will be considered in the redesign process.

President Morrow next discussed the sitework (gateway entries, quads, landscaping) included in the proposal. The design attempts to solve the disabled access problem by connecting the two levels of the campus with a sloping path along the theatre. The design of the central quad includes amphitheater seats which are also stairs; this is already a very popular gathering place for students and the design supports this use. There is a beautiful water feature, but it is very expensive and may not be included in the redesign. New plantings are also included. In the second quad, it is recommended that the two proposed round seating areas surrounded by ivy be removed to visually open up the space; more seating areas would be located in this location.

At the Skyline Blvd. Loop Road entrance, the proposal includes different plantings, two pillars to mark the entrance, and a low wall naming the College.

President Morrow said several methods have been utilized to solicit College feedback on the proposal. There was an open forum on December 14, with Hensel Phelps present. On the following Monday, posters showing design graphics were placed in the Student Center. Feedback forms and a drop box for completed forms are provided and will remain in place until February 1. Responses to date on the two new buildings and the landscaping have been generally positive. There were expressions of concern about the loss of view from the library study area and the proximity of parking to Cosmetology. One-half of the 26 responses were from students. There will be an additional open forum during the second week of spring semester classes, during which further input will be solicited and the gap between the budget and scope will be addressed.

President Morrow said that in order to address the gap between the scope and the cost, a process similar to that used near the end of the proposal process will be implemented. Working with Hensel Phelps, a series of scenarios are being developed that will suggest various options and tradeoffs. Some examples are relocation of buildings off of slopes; reductions in square footage of the two new buildings; repurposing of existing college space for some functions, e.g., part of the second floor of the Student Center; and simplification of landscape and hardscape. The different scenarios will be published ahead of time to allow people to define priorities. At the end of next week a College-wide message will be published and will include an updated briefing document summarizing the history and describing what the project includes, the timeline, and the various scenarios developed to close the gap. The message will be published in *Skyline Shines*. The date of the open forum and a reminder that web-based input is still being accepted will be included.

Linda da Silva, Executive Director, Construction Planning & Facilities Transition, said the proposal submitted by Hensel Phelps is very complex, with no fewer than 41 line items with a price attached to each. The District is currently working on evaluation for responsiveness of the eight stated criteria.

Trustee Mandelkern expressed concern about the large number of stairs. Recognizing that the design is ADA compliant, he said it still might be difficult for disabled students and asked if it could be smoothed out instead of having so many stairs. President Morrow said the area is too steep to do so. She added that the existing stairs are a high traffic area and the stairs are also a natural place for people to sit down.

President Holoher asked if the contractor is aware of the figure the District needs to have as a final cost. Executive Director da Silva said they do know what the target is as it was stated in the RFP. The cost of the Hensel Phelps proposal is considerably higher than the target, and work with the contractor and the architect to close the gap will continue. A request to approve a contract award for the Skyline CIP2 design-build project will come to the Board in February 2008.

AGENDA FOR ANNUAL BOARD RETREAT (08-1-2C)

Chancellor Galatolo distributed a proposed agenda for the annual Board retreat, to be held on February 9, 2008 from 9:00 a.m. to 3:30 p.m. at the College Vista Clubhouse. Chancellor Galatolo briefly described the items on the proposed agenda, a copy of which is attached to the official minutes of record.

Trustee Mandelkern suggested the addition of the following three items:

1. Follow-up on common course numbering and articulation. Chancellor Galatolo said this will be a topic at an upcoming study session.
2. Progress on concurrent enrollment. Chancellor Galatolo said this is on the agenda for the January 23 Board meeting as an information report. It was agreed that if further discussion is needed after that meeting, it may be added to the retreat agenda.
3. Status of the relationship between the District and AFT and trust building between the parties. After discussion, it was agreed that it is appropriate to discuss this item in a closed session. If further discussion is needed, the Board will then consider placing the item on the retreat agenda.

President Holoher suggested adding discussion of the State budget and its impact for next year. Vice President Schwarz agreed, saying this discussion could help determine some of the Board goals for next year. After further discussion, it was agreed that the budget discussion will replace "Accreditation Reports" and "Facilities Update" on the proposed agenda. The discussion of the budget will be placed third on the agenda, after "Student Feedback" and "Study Session Agendas."

ADJOURNMENT

President Holoher announced that there is no closed session scheduled for tonight. It was moved by Trustee Miljanich and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 7:16 p.m.

The next meeting of the Board will be a Regular Meeting at 6:00 p.m. on January 23, 2008 in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the January 23, 2008 meeting.

Karen Schwarz
Vice President-Clerk

San Mateo County Community College District

January 23, 2008

BOARD REPORT NO. 08-1-3C

REPORT ON SUSTAINABLE SAN MATEO COUNTY

There is no printed report for this agenda item.

BOARD REPORT NO. 08-1-4C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Jing Luan, Vice Chancellor, Ed Services & Planning 358-6880

CONCURRENT ENROLLMENT UPDATE

The purpose of this information report is to provide the Board of Trustees an overview of concurrent enrollment in general and at SMCCCD in particular, to update the Board on the CSM pilot project initiated in summer 2007 and to highlight potential strategies to continue expanding concurrent enrollment by developing new approaches with the faculty and staff.

The presentation will reference a special report, "High School to College Success – Enhancing High School and College Partnership in San Mateo County," commonly known as the concurrent enrollment whitepaper, which is attached to this report.



Enhancing “High School-to-College” Success

Enhancing High School and College Partnerships in San Mateo County

[This document addresses the need, rationale and benefits for enhancing concurrent enrollment as well as guiding principles and strategic approaches to dealing with program expansion. It emphasizes the importance of a student-centered and faculty-driven approach to concurrent enrollment. The document also addresses specific questions related to legal issues, student success and faculty and student services concerns.]

September, 2007
Revised January, 2008

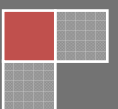


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SMCCCD CONCURRENT ENROLLMENT Whitepaper

Former SMCCCD Academic Senate President Nick Kapp first suggested and participated in drafting the original version of the whitepaper with Jing Luan, Vice Chancellor for Educational Services & Planning in January 2007. The first draft was shared with AFT President Ernie Rodriguez in March 2007 and later versions of the draft were reviewed at the Chancellor's Council and shared with SMCCCD Academic Senate President Patty Dilko, CSM Faculty Senate President Jeremy Ball, Cañada Faculty Senate President Martin Partlan and Skyline Faculty Senate President Carla Campillo. Portions of the white paper were presented at the SMCCCD Concurrent Enrollment Roundtable in May 2007. One version of the white paper was shared with The William and Flora Hewlett Foundation. Vice Chancellor for Human Resources Harry Joel and Director of Community and Government Relations Barbara Christensen should be specially thanked for their time and energy in reviewing and editing the drafts. Counselor Steve Morehouse should be thanked for his critique and edits of the document. Thanks also go to Skyline President Vicki Morrow, Cañada President Tom Mohr, and CSM President Mike Claire for their valuable input. The white paper would not have been possible without the vision and support from Chancellor Ron Galatolo and many faculty and staff who have taught concurrent enrollment, managed concurrent enrollment, provided counseling, and researched the subject.

Enhancing “High School-to-College” Success

- Enhancing High School and College Partnerships in San Mateo County

For most Americans, the transition from high school to college today is as chancy and vexing as crossing a bridge over a river where builders on one bank have ignored what those on the other are doing. Only the fortunate will be able to make it across.

- CHESTER E. FINN JR.

INTRODUCTION

The State economy, taxpayers, community colleges, high schools and students in particular will benefit if concurrent enrollment programs are expanded. These programs help meet the educational needs of high school students; enhance partnerships between high school and college faculties; make the transition from high school to college seamless; and reduce the financial obligations of students and parents by potentially eliminating a semester or more university tuition. In addition, concurrent enrollment programs expose many non-college bound students to higher education.

Our research shows the following about concurrent enrollment student success rates:

Table 1: Success and retention rates of concurrent enrollment students (fall 2006)

	Success	Retention
College courses taught on high school campuses	80.6%	92.1%
Concurrent enrollment students on college campuses	74.6%	88.9%
Middle College students	75.5%	87.7%
<i>All District Students</i>	69.1%	84.2%

Success rate is defined by grades of A, B, C, and CR (credit).

Retention rate is defined by all grades except Ws.

All district students include concurrent enrollment students as well.

As early as 2001, 19 states had adopted statutes on concurrent enrollment and 14 more had state board policies in place encouraging concurrent enrollment (Boswell 2001). Research has shown substantial success in learning outcomes of concurrent enrollment beyond the economic benefits to parents and society. In a study published by researchers from the National Research Center for Career & Technical Education and the Community College Research Center at Columbia University, concurrent enrollment students, particularly students of color, in the state of Florida and City of New York were found to have benefited from taking college courses while in high school. Specifically, the study found

that concurrent enrollment students were more likely than their peers to graduate from high school, to enroll in college, to persist to a second semester while in college, and to pursue a bachelor's degree (Karp, Calcagno, Hughes, Jeong, Bailey, 2007).

All types of concurrent enrollment are trending upward. Research and position papers have demonstrated that other states are steaming ahead in supporting concurrent enrollment (Kirst 2006, Boswell 2001, and Chapman 2001). Parents have come to embrace concurrent enrollment.

Yet, certain issues remain. Some of the issues expressed are concerns about faculty availability and qualifications, teaching minors vs. adults, as well as concerns about union issues and financing. Some of these notions may gradually dissipate when concurrent enrollment continues to be refined and is proven to be a successful educational strategy. As concurrent enrollment is poised for more growth in our district, these issues must be addressed and resolved through a genuine belief in partnerships and trust.

This document will examine the concurrent enrollment practices in this county, identify opportunities and challenges, and provide guidelines and goals in enhancing the bridge between high schools and our community colleges: Cañada, College of San Mateo, and Skyline.

Three Types of Concurrent Enrollment

When a high school student takes a college course, s/he is considered a concurrent enrollment student or dual enrollment student. There are three types of concurrent enrollment in our district: Students taking courses on a college campus, high school students taking college classes on a high school campus, and Middle College students who study primarily on a college campus for all their courses. For more information, please also consult the Q&A at the end of this document.

THE NEED FOR BUILDING BRIDGES

In 1983, the publication of a landmark article called *A Nation At Risk* touched off a national debate on how best to pull America out of complacency with mediocrity in education and how to increase Math and English completion rates in high schools. Since then, change in the policies, practices, and pedagogy of American high schools and colleges have escalated dramatically, but problems still exist. High school dropout rates remain high, large numbers of students leave high school unprepared for college, and various societal forces and subcultures compete for students' attention.

In 2007, an article commissioned by the Educational Testing Services called "Perfect Storm – Three Forces Change Our Nation's Future" effectively summarized the issues K-12 and postsecondary education professionals currently face. Our economy is going global, leaving the government less able to protect and support its own workforce and masses. America is the only developed nation that has a growing population and is becoming increasingly diverse. Students of color, particularly African American and Latino youths, are increasingly lagging behind Whites and Asians in academic readiness measured by various means. These three forces, not necessarily negative, jointly exert pressure on our educational system. The convergence of these three forces meant divergent skill distributions among U.S. population groups, a fast changing economy submitting to global influences and a nation in search of common grounds among diverse cultures and values.

Locally speaking, in San Mateo County, the shift in demographics and competitiveness is clear over time. While the overall population growth has stagnated at less than 1% a year, dramatic changes among ethnicities have occurred. At 47% in 2006, Whites are no longer the majority. Latinos are projected to become the majority in less than 20 years, which is just one generation from now. At the same time, high school age students attending our colleges are increasingly underprepared. At SMCCCD, more than 70% or 7 in 10 incoming high school graduates are placed in remedial math courses and over 60% in basic skill English classes and many are placed in both.

To search for a remedy, policy makers and scholars have increasingly begun to look at the disconnected education pipeline. Katherine Boswell, Executive Director of the Office of Community College Research and Leadership, stated succinctly: "America has the most disconnected education pipeline in the world" and we are now beginning to see the consequences. Again, directly quoting Boswell, "An oft-cited example of this disconnect is the high-stakes standards and tests that states have increasingly mandated for secondary students to demonstrate certain skills mastery before being allowed to graduate from high school. These standards and tests however, bear little or no relationship to college admittance tests (typically the SAT or ACT). And the college admittance tests in turn, have little or no relationship to tests that determine the placement of students in college-level general education courses." High school faculty and counselors teach and inform students in ways very different than the students will actually experience once they step on a college campus (Finn, 2006).

The disconnect between secondary and postsecondary systems causes many issues, including preventing students from using their senior year to fully prepare for college level work. Instead, many

high school seniors take easy classes, cut corners, or work long hours at after-school jobs. Tedrow called the high school senior year teenagers' wasteland (Tedrow, 2007), which was based on research conducted by McCarthy and Kuh in 2005. As a solution, Tedrow stated "At the very least, senior year should include dual-enrollment courses that result in community college credit." In the book *Minding the Gap – Why Integrating High School with College Makes Sense and How to Do It* (Harvard Education Press), Anthony Carnevale (2007) discussed why grade 12 is not the right end point for anyone anymore.

The most significant disconnect is the lack of a meaningful relationship between what the high school curriculum emphasis is and what the college teachers will expect. The greatest manifestation of this disconnect is the unacceptable number of students who cannot take college level classes. Kirst in 2006 wrote in the Chronicle and called this disconnect a chasm and listed several strategies to immediately and effectively rectify the situation (Kirst, 2006):¹

1. Stimulate high schools and colleges to align their courses and assessments to improve college readiness
2. Provide incentives in state budgets for increasing the proportion of students who complete high school and enroll in college
3. Create data systems to track student progress across educational levels and institutions.
4. Publicly report on student progress and success from high school to postsecondary education.

Conklin and Sanford (2007) promoted the idea of a college-ready nation. They commented on the refocus of the mission of the nation's high schools to increasing college readiness and advocated for setting a bold public goal for integrating various aspects of high school and college/university as a way to realize the new mission. A high school diploma is no longer the ticket to guaranteed success in life. It's commonly known that a college degree would boost an individual's lifelong earnings. Conversely, having a college degree would also reduce one's chances of unemployment. The unemployment rate in 2006 showed that a person with only a high school diploma was twice as likely to be unemployed as someone with a college degree (U.S. Bureau of Labor Statistics). Students of color and student from low income families are more likely to end their education at the high school level and are more likely to be unemployed. Therefore, high school students must be encouraged to progress to college with the right support, tools, and a bridge that leads them from high school to college. To this end, Tell and Cohen (2007) argued that "the Academic Standards for college and work must be embedded in the high school curriculum".

¹ In an op-ed piece for Palo Alto Weekly, Kirst opined that unless postsecondary education and high schools work more closely together, many of the high school students' college dreams will evaporate (Kirst, 2005).

San Mateo County high schools and the three community colleges have long recognized the need for building bridges between high schools and college. SMCCCD currently offers a number of college classes at selected local high schools. In fall 2006, there were 28 sections offered at the high schools. Even with a relatively small number of sections (28), the subject areas were broad (Table 5). No matter where the classes are offered and by which college faculty, the success rates are all higher than the overall success rates in our district (Table 3). Recently, the Sequoia, San Mateo, and Jefferson Union High School Districts have all expressed interest in expanding the effort to make the blending of high school and college academic life of students seamless and transition from high school to college easier.

As an additional impetus, in a 2005 San Mateo County Civil Grand Jury report SMCCCD was asked to increase the academic opportunities to high school students through vocational education and Middle College programs. The Grand Jury further recommended that SMCCCD colleges “offer college-level academic courses on a high school campus.” As a result, the Board of Trustees’ goals for 2007 Goals state that “In response to direction from the Board, Chancellor, the San Mateo County Grand Jury and growing national trends, the District will encourage the Colleges to form task forces with their feeder high schools to address high school-college curriculum articulation and devise strategies for offering college classes on high school sites.”

CONCURRENT ENROLLMENT LANDSCAPE

Figure 1 below shows that in SMCCCD in fall 2006, 50% (560 of 1,120²) of all concurrent enrollment students were high school students taking classes on high school campuses.

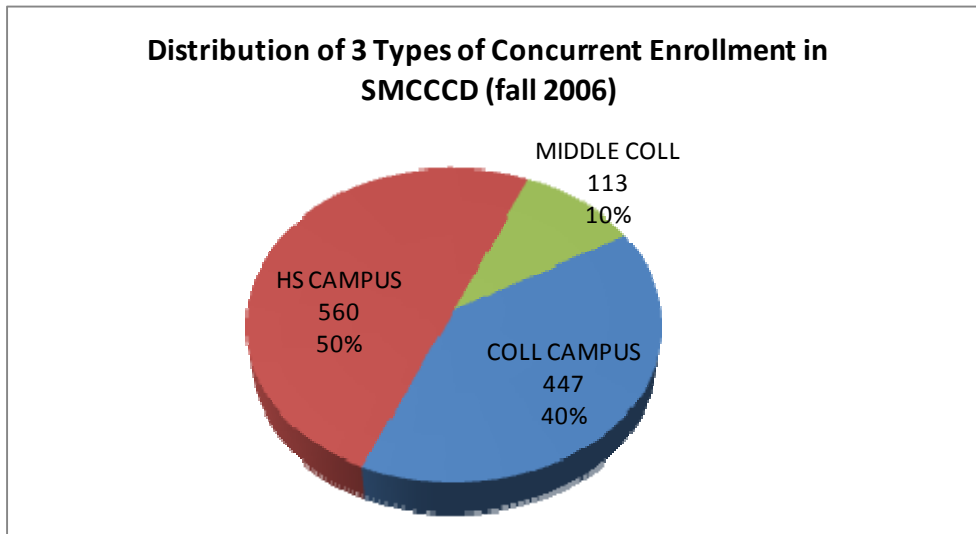
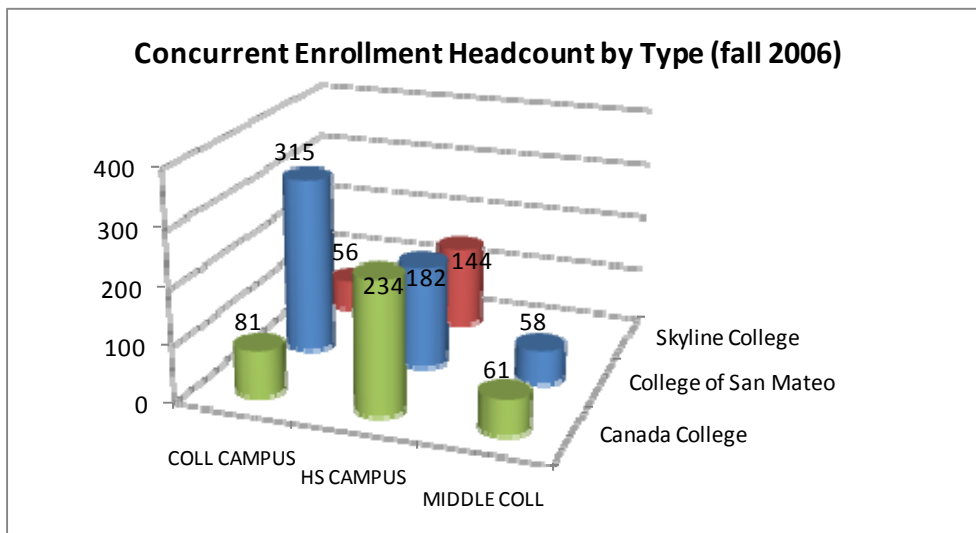


Figure 2 below shows that the distribution of college courses taught on high school campuses (HS Campus) varies by the 3 colleges in SMCCCD, with Cañada College leading in the total number of concurrent enrollment students at high schools.



² The count is from querying Banner tables in spring 2007. Banner tables are dynamic with changes happening, even after a semester has ended. This is due to the fact that concurrent enrollments involve multiple entities, parents, high school counselors, and applications sometimes are input manually. The official count of fall 2006 concurrent enrollment was 1,278 reported as of Jan 15, 2007.

Figure 3 below illustrates the five year trend in student headcount (fall semesters only) for all three types of concurrent enrollment. Due to the expansion of course offerings (sections) in fall 2006, the number of students rose by a large margin in fall 2006.

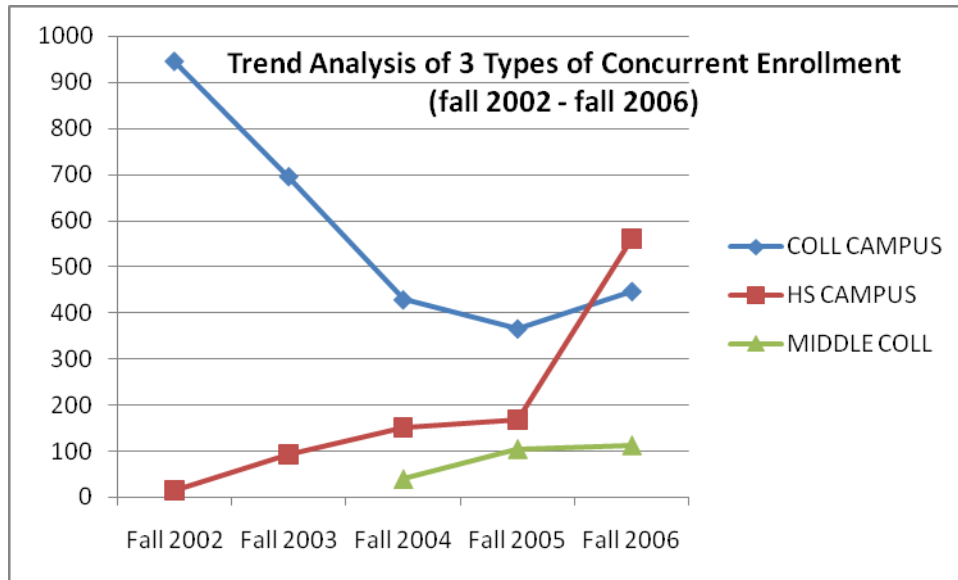


Table 2: Average units of concurrent enrollment students (fall 2006)

	HeadCnt	Units Taken	Avg Units
College courses taught on high school campuses	560	1,891.5	3.4
Concurrent enrollment students on college campuses	448	1,735.0	3.9
Middle College students	112	1,306.5	11.7
All District Students*	27,005	173,964	6.4

*Including concurrently enrolled students.

Table 3 indicates the success rates of College Campus (high school concurrent enrollment students on college campuses) and HS Campus (concurrent enrollment students in college courses taught on high school campuses) courses using combined data from fall 2002 to fall 2006.

Table 3: Success and retention rates of concurrent enrollment students (fall 2006)

	Success Rate	Retention Rate
College courses taught on high school campuses	80.6%	92.1%
Concurrent enrollment students on college campuses	74.6%	88.9%
Middle College students	75.5%	87.7%
All District Students	69.1%	84.2%

Success rate is defined by grades of A, B, C, and CR (credit).

Retention rate is defined by all grades except Ws.

All district students include concurrent enrollment students as well.

Table 4: Historical success and retention rates of concurrently enrolled students and all district students

		Success	Retention
Fall 2002	College courses taught on high school campuses	75.5	85.5
	Concurrent enrollment students on college campuses	92.9	92.9
	All District Students	69.8	81.5
Spring 2003	College courses taught on high school campuses	77.3	87.4
	Concurrent enrollment students on college campuses	87.5	95.2
	All District Students	70.9	81.9
Fall 2003	College courses taught on high school campuses	66.3	78.1
	Concurrent enrollment students on college campuses	93.5	94.6
	All District Students	67.9	80.1
Spring 2004	College courses taught on high school campuses	70.1	82.9
	Concurrent enrollment students on college campuses	94.2	96.1
	All District Students	68.7	81.7
Fall 2004	College courses taught on high school campuses	80.3	91.5
	Concurrent enrollment students on college campuses	82.0	91.3
	Middle College Students	58.8	88.7
	All District Students	70.1	85.0
Spring 2005	College courses taught on high school campuses	75.4	88.9
	Concurrent enrollment students on college campuses	86.9	95.6
	Middle College Students	71.9	91.0
	All District Students	70.5	84.1
Fall 2005	College courses taught on high school campuses	71.9	81.1
	Concurrent enrollment students on college campuses	89.7	94.3
	Middle College Students	60.2	80.7
	All District Students	64.4	77.6
Spring 2006	College courses taught on high school campuses	86.0	93.3
	Concurrent enrollment students on college campuses	83.7	87.9
	Middle College Students	79.5	91.1
	All District Students	68.4	82.6

Success rate is defined by grades of A, B, C, and CR (credit).

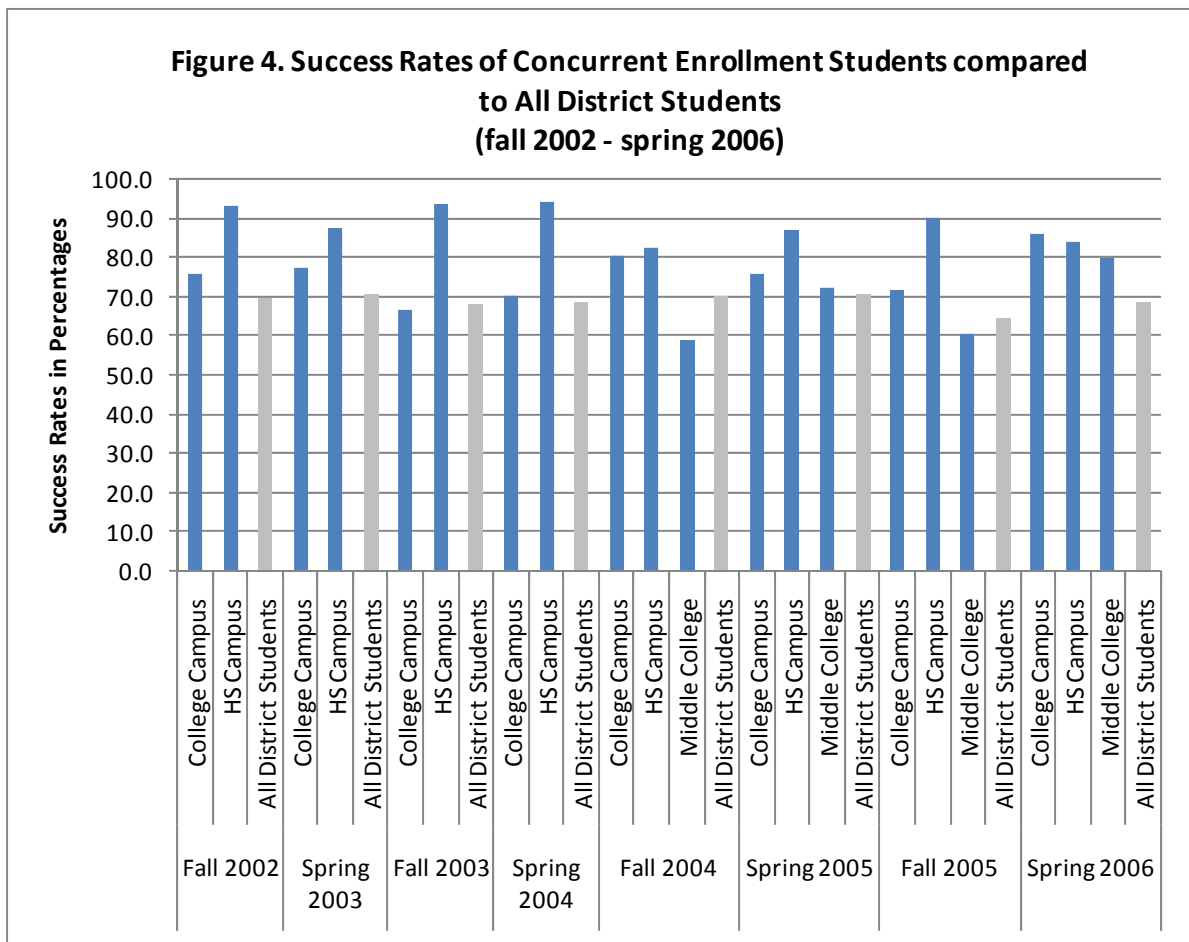
Retention rate is defined by all grades except Ws.

All district students include concurrent enrollment students as well.

In Table 4, success and retention rates for all four groups of students are shown (Middle College data available starting fall 2004). Without first considering Middle College students, in all instances, except fall 2003, All District Students' success rate was lower than the concurrently enrolled students either on a college campus or on high school campus. This information is visually displayed in Figure 4. Keep in mind, concurrent enrollment students are also included in the All District Students, which may have raised the success and retention rates of all district students slightly. Middle College students'

success rate was lower in the first two years after the program started in the district, but has remained higher than that of the All District Student since then³.

Figure 4 shows historical success rates of concurrent enrollment compared to that of All District Students dating back to fall 2002. Data came from Table 4. By removing the retention rates to show only the success rates, it helps the reader to see the differences historically over a span of 5 years that success rates of concurrent enrollment have been generally higher than that of All District Students. In earlier years, success rate of students enrolled in college classes on high school campuses were higher than those enrolled on college campuses. But in recent years, the rate for both these types of concurrent enrollment has been appearing to be similar.



³ Data for spring 2007 is available by contacting the Office of Vice Chancellor, Educational Services & Planning. Phone 650.358.6880.

Table 5 below indicates the course enrollments in the college courses offered on high school campuses in our county as of fall 2006.

		Enrollment*	Percent
ART	Ceramics	90	15%
MATH	Analytical Geometry/Calculus I	66	11%
CHIN	Elementary Chinese I	57	10%
CRER	College Success	56	9%
ANTH	Cultural Anthropology	29	5%
ART	Sculpture	26	4%
CRER	Life and Career Planning	26	4%
ESOL	English Comp-Nonnative Speaker	26	4%
GEOG	Cultural Geography	25	4%
MUS.	Advanced Chorus	23	4%
MUS.	Choir	24	4%
MUS.	Music of the Americas	27	4%
TAGA	Elementary Tagalog I	23	4%
CIT	PC Maint/Systems Upgrades, I	17	3%
ENGL	Basic Writing Skills	16	3%
CRER	Hermanos Seminar	13	2%
EDUC	Introduction to Education	14	2%
ENGL	ENGL Prep-HS Exit Exam	14	2%
GRA	Adobe Illustrator I	18	2%
GRA	Adobe Photoshop I	13	2%
ENGL	Writing Development	10	1%
PLSC	American Politics	10	1%

*End of Term enrollment.

** All data provided by ITS.

GUIDING PRINCIPLES

It is important as we expand our concurrent enrollment program that we clearly state our fundamental beliefs in the name of Guiding Principles. We believe that four guiding principles reflect our core values. They are Being Student-Centered, Deference to Curriculum and Faculty, Being Responsive to Community Needs, and Evidence-Based Decision Making. Each of them is described below.

Being Student-Centered

Students are the reason educators choose the teaching profession. Nothing can replace the pride and joy of seeing students succeed. To be student-centered is to ask questions on every action we take, “Will this action serve the learning needs of the students we serve? “

Deference to Curriculum & Faculty

Curriculum belongs to faculty in both systems. Faculty senates are consulted in all aspects of curriculum development. Curriculum and the teaching process is within the purview of the faculty.

Being Responsive to Community Needs

A key element of our college and district mission statements is to respond to the needs of the communities we serve. Our communities expect a closer working relationship between the colleges and San Mateo County high schools, and an expansion of concurrent enrollment opportunities for high school students. As a community supported organization, we have an obligation to fulfill this need.

Evidence-Based Decision Making

In developing concurrent enrollment with our feeder schools, we will use the best data and evidence to ensure that the partnership is student- centered and that the partnership provides measurable outcome benefits for both high schools and colleges. Assessment of the work of the partnership will be continuous using various means and research methods available.

RECOMMENDED RESPONSIBILITIES

Curriculum is the responsibility of the faculty. Resource development and allocation are the responsibility of the SMCCCD.

The three colleges will initiate contact with the high schools to form partnerships and plan for course delivery.

Recommended College Responsibilities

- It is recommended that each of the three colleges form taskforces with their feeder high schools.
- It is recommended that the taskforce carryout the following duties:
 - o Identify a taskforce leader or concurrent enrollment coordinator/liaison for the purpose of fostering a collaborative partnerships of both systems, communicating concerns and decisions and coordinating concurrent enrollment processes
 - o Address high school-college curriculum articulation issues by developing course crosswalk and communicating to high schools the offering of college credit courses per Ed Code 48800(a) and Title 5 55002(a).
 - o Examine curriculum offerings in both systems and develop course offering proposals
 - o Work with the District Curriculum Committee and District Faculty Senate in new course approval (as needed), articulation proposals, and program review
 - o Comply with existing laws governing concurrent enrollment practices
 - o Ensure the quality of the courses offered
 - o Determine resource needs
 - o Work with college and high school authority in planning for meetings, reviewing marketing materials, and communicating with parents
 - o Encourage faculty to participate in teaching concurrent enrollment courses
 - o Draft operational and performance reports

Recommended District Responsibilities

- It is recommended that the Vice Chancellor of Educational Services and Planning co-chair a taskforce with faculty formed by members from the district to provide the following:
 - o Work with the Educational Services Council to review and recommend plans for concurrent enrollment regarding resource allocations
 - o Review, provide legal counsel and recommend for approval any contracts and MOUs (Memorandum of Understandings) between the high schools and the district
 - o Work with the District Research Council, Cal-PASS, and the County Office of the Superintendent and high schools and districts in collecting, analyzing and reporting educational outcome data
 - o Report to the Chancellor's Cabinet and update the shared governance entities in the district on an ongoing basis

Q & A

The following questions and answers are grouped by the types of questions. They are:

- Legal questions
- Faculty related questions
- Student services questions
- Student success questions

Legal Questions

What are the laws governing concurrent enrollment?

Myers in 2002 provided a brief review of the legislative history of concurrent enrollment in California. Myers wrote “The formal work of the legislature was enumerated primarily in SB 292 signed into law in July, 1996, and subsequent changes to the State Educational Code Sections 76000-76002 and 48800-48802. The Senate bill and the Code changed the way community colleges handle high school students in the following ways:

- Permitted community colleges to obtain apportionment for special part-time students,
- Permitted students to count coursework for both college and high school credit,
- Permitted community colleges to waive enrollment fees for this special part-time population.

A key provision of the changes in the Code related to the determination that the student must have “the ability to benefit from the advanced standing work”. The Code also provided the appropriate definitions of terms and processes. The State Chancellor’s Office provided a written advisory (October 28, 1998, from Ralph Black, Vice Chancellor and General Counsel; Admission of Minors to Community Colleges; “Provisions to Admission & Attendance of K-12 Students”) to community colleges to both interpret legislative language and intent necessary to implement these regulatory changes.”

SB338, Scott (Chapter 786, Statutes of 2003) establishes that the ability of a pupil to benefit from “advanced scholastic or vocational work” as the only basis for concurrent enrollment. Title 5, 55002(a) establishes that college courses taken by high school students are for college credit and must be properly approved by high school principals. 48800(a) states the determination of whether a pupil is prepared to undertake degree-applicable credit coursework rests with the high school district. Minors are allowed to take noncredit courses and the determination of their eligibility rests with the college. SB338, Scott (Chapter 786, Statutes of 2003) further states that a class held at a high school is fully open

to the public, is so advertised and is held during hours in which the campus is not specifically closed to the public. SB338 also amends Ed Code 76002.

Title 5, 58056 clarifies the concept of authorized supervision of an academic employee for accounting purposes, which may serve as the notion of Teacher of Record under the section of Immediate Supervision and Control.

For further legal questions of SB338, please consult Questions & Answers Related to Implementation of Senate Bill 338 provided by the State Chancellor's Office in 2003.

Does SB 338 prohibit holding a college course on a high school campus during the hours the high school operates classes? (Original Q&A in State Chancellor's Office Legal Advisory 05-01, Question 8.)

No. The law has long provided that a course which is claimed for state apportionment by the community college district must be open to the general public. SB 338 merely emphasized this point by amending Education Code section 76002 so that it now provides that if a course is held on a high school campus, "the class may not be held during the time the campus is closed to the general public, as defined by the governing board of the school district." Thus, the issue is when the high school campus is specifically closed to the general public, rather than whether or not high school classes are offered during the same time period. However, it must be emphasized that this restriction only applies if state apportionment is to be claimed for the class. If the class is conducted as contract education and paid for by the K-12 school district, then it may be housed at the high school campus and be held at any time of day, regardless of whether or not the campus is open to the general public.

Can pupils receive credit at both the K-12 and the college level? (Original Q&A in State Chancellor's Office Legal Advisory 05-01, Question 27.)

Yes. The Chancellor's Office has issued several legal opinions holding that this is permissible (e.g., Legal Opinion M 98-17, available at <http://www.cccco.edu/divisions/legal/opinions/opinions.htm>). However, an outdated regulation adopted many years ago by the state Board of Education has never been changed to conform to current law. This may lead some K-12 districts to conclude that they cannot grant high school credit for coursework completed at a community college.

Can a district restrict admission or enrollment based on high school GPA? (Original Q&A in State Chancellor's Office Legal Advisory 05-01, Question 14.)

No. Section 76002(b) authorizes restricting admission or enrollment on three grounds. One of the bases is the use of assessment instruments, methods or procedures used in accordance with the regulations

implementing the Matriculation Act of 1986. California Code of Regulations, title 5, section 55521 prohibits placement based only on a single measure. Thus, a college could evaluate a pupil's high school GPA as part of its assessment, but some other assessment instrument, method or procedure would also have to be used. This might include an appropriate assessment test, which is on the list of instruments approved by the Chancellor's Office.

It is also important to note that once a K-12 pupil has been admitted, the ability to limit enrollment in particular courses or programs based on use of assessment procedures must be carried out consistent with the regulations adopted by the Board of Governors concerning the establishment of prerequisites. In other words, after admission, an assessment involving the use of multiple measures can only be used to restrict enrollment in a particular course or program if the assessment is tied to a properly established prerequisite.

Are there any implications for our district related to the case a few years ago involving mismanagement of concurrent enrollment in southern California and caused the legislature to put a cap on concurrent enrollment?

First, the cap only applies to summer courses and PE courses. The legislature through SB338 (Scott) tightened up the requirement of concurrent enrollment and only allows no more than 5% of a grade level at high school can be enrolled in summer sessions to be enrolled in college. It further restricted concurrent enrollment in college PE classes to be no more than 10% of the total enrollment of these classes. We have been and continue to be compliant with these provisions and we will continue to obey the law.

Is this program part of an effort to increase the student enrollment in the SMCCCD?

Yes, but it is not the primary reason for expanding concurrent enrollment. As stated earlier, concurrent enrollment may allow students to shave off time spent in college so that s/he can join the workforce sooner; it may reduce remedial work, so the state does not have to pay twice; it may give high school students an early exposure to college experience and the course rigor, so they may seriously think about going to college and not to dropout; it may help the parents by because they will pay less for their children's college tuition, in some cases in the tens of thousands of dollars; and it may allow much better articulation between faculty of the two systems. Taking all of the above into account, the state and taxpayers stand to gain by allowing the educational partners to earn their fair share because of these indirect savings to the state and society.

Student Success Questions

What data do you have to show concurrent enrollment helps with student success?

Please consult the figures and tables on page 5 in the Concurrent Enrollment Landscape section of this document.

I'm a high school teacher and I teach an AP class, and my students are going straight to four year colleges. Why should my class also be a community college class?

Community college credit courses are an alternative to the AP courses with equally outstanding quality and rigor. Our records show that a number of former AP students indeed attended our three colleges. We have also developed degree audit policies that if an AP class is articulated with a community college course, we will directly credit the students with their college course without credit by exam. All this will also reduce cost to the students as well as stress and testing anxieties.

Some students may not be academically or emotionally ready for college level work. What happens to these students?

Ed Code 48800 (a) contains specific requirements for high schools to determine if a pupil is ready for taking college courses. There are more specific requirements for summer sessions. The principal may only recommend a student if that pupil meets all of the following criteria, which are specific to summer session only:

1. The pupil demonstrates adequate preparation in the discipline to be studied.
2. The pupil exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

Further, a community college district may restrict admission based on the criteria of subsection (b) of Education Code section 76002 in some classes. Section 76002(b) clearly authorizes districts to restrict either "admission" or "enrollment" based on age, grade level, or results of an assessment. The law allows a district to admit pupils and then impose such limitations on a course by course basis. (Consult Q&A in State Chancellor's Office Legal Advisory 05-01, Question 13.)

In addition, should a pupil be deemed in need of academic remedial work, once admitted to college, the law allows the pupil to take non degree applicable courses in either summer or regular sessions. (Consult Q&A in State Chancellor's Office Legal Advisory 05-01, Question 18.)

There is no specific law addressing the emotional readiness of pupils, except that the pupils must obtain parental/guardian consent to attend college courses. There are various counseling services available for pupils provided by professional college counselors.

Why would students and their parents be interested in concurrent enrollment?

Katherine Boswell in 2001 listed the following:

- Reducing college tuition costs for students and their families
- Accelerating student progress towards a degree in order to free up space on campus to meet the projected growth of new students coming to college
- Providing greater academic challenge to high school students to help overcome "senioritis"
- Removing the artificial barriers that get in the way of students moving seamlessly between systems by encouraging greater collaboration between high school and college faculty
- Increasing student aspirations to go to college
- Providing greater academic opportunities for students at small rural schools
- Building closer ties between colleges and their communities

In 2007, Brian Chapman stated the following:

“Concurrent enrollment programs enable students to earn college-level credit while enrolled in high school. These collaborations have served to make college less financially burdensome for the student participants and their parents. Students who otherwise might not have even begun a college education because of financial concerns or a variety of other factors have achieved this heretofore unreachable goal. Concurrent enrollment also brings substantial benefits to the participating educational institutions.”

Faculty Questions

I am an adjunct faculty. Would I be eligible to teach college courses in high schools?

The usual assignment practices will be followed. We will follow the provisions of the collective bargaining agreements with the high school and the colleges.

Will high school faculty be allowed to teach college courses?

The determination of high school faculty qualifications to teach a college class must be in compliance with the regulations from the State Chancellor’s Office entitled “Minimum Qualifications for Faculty and Administrators in California Community Colleges”

(http://www.cccco.edu/divisions/esed/aa_ir/psmq/min_qual/min%20quals%20revJan122006.pdf)

and other relevant district policies.

Are there examples of contracting the teaching to high school faculty while allowing them to remain on high school payroll?

There are examples where high school faculty have been reviewed and approved to teach college for credit courses on their high school campuses by the faculty senates. For example, in the Maricopa Community College District in Arizona, the law allows such an arrangement, provided that the high school teachers meet the qualifications. Feather River College also had a similar arrangement.

Who will evaluate and supervise faculty?

No matter which system a faculty member belongs to, if s/he is teaching a college course, the evaluation will be conducted by his or her peers from the community college and the first person in line to perform the evaluation and supervised by the appropriate dean.

Student Services Questions

How do you handle high school students' transcripts if they have taken college courses while in high school?

In general, the high school transcripts of the student will show two lines. One line to indicate that it is a high school class with the appropriate grades and units and the other line will show it as a college course.

Since the law requires concurrent enrollment classes on high school campuses to be open to the public, how do you advertise and deal with adults who may enroll in classes filled with minors?

In instances when the decision for opening a course is made so late that it cannot even be listed in the last addendum to the schedule of classes, Title 5, 58104 still requires that the course be "reasonably well publicized" to the general public.

Adults who desire to come to a high school classroom will be first informed of the location of the course and then perhaps verbally by the admissions and registration professional. There has never been a case when an adult attempted to enroll into a high school class and adults typically do not enroll into a high school class. Should an adult attempt to enroll into a high school class, we will counsel them to locate an appropriate class offered elsewhere. Further, SB338 48800.5, in conjunction with Ed Code 76002(b) as interpreted by the state Chancellor's Office also allows a community college district to impose age or

grade level restrictions on pupils. Further clarification may be necessary for its application to adults and method of notifying the denial.

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Web resources:

<http://www.bls.gov/emp/emptab7.htm>

http://mercurynews.greatschools.net/cgi-bin/cs_compare/ca/?level=h&area=m&zip=94402&miles=20&lat=37.546272&lon=-122.329933&sortby=distance&tab=over&begin=0

County Data:

<http://quickfacts.census.gov/qfd/states/06/06081.html>

BOARD REPORT 08-1-3A

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Skyline	Student Services/Cal WORKS	1	1/24/2008	6/30/2008	Career Resources/Counseling Aide: Job developer duties; seek and identify potential job opportunities both on and off campus for CalWORKS students.
Skyline	Student Services/Financial Aid	1	1/24/2008	6/30/2008	Office Assistant II: Clerical assistance, receptionist, phones, appointments, processes applications.
Skyline	Student Services/Counseling	1	1/24/2008	6/30/2008	Office Assistant II: Special clerical projects, including imaging student records.
Skyline	Business Services	1	1/24/2008	6/30/2008	Office Assistant II: Filing, data entry, correspondence, distribution of paychecks, and other clerical duties.

BOARD REPORT NO. 08-1-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jan Roecks, Director of General Services, 650-358-6879 &
Bob Domenici, Senior Buyer, 650-358-6728

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

- Desk, CPUs and televisions from the College of San Mateo
- Monitors, printers and volleyball equipment from Skyline College
- Outdated lab equipment, projector, micrometer, oven, television, microscope, table and telescope from Canada College

A complete listing of this equipment follows the board report. As always, the General Services Department is committed to handling this surplus in an efficient manner. The Department anticipates that local area educational institutions, non-profits, or agencies will be able to use the District's surplus equipment at the least cost to the District and the Colleges. The District is committed to handling electronic waste in a responsible manner and if we cannot sell or donate our old computers, a responsible recycler connected to the California Electronic Waste program will be contracted to recycle our 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.

Surplus items

Quantity	Campus	Item Description	Total Value\$	Disposition Plan
1	CSM	Wooden Desk	\$50	To be donated or sold
31	CSM	CPUs	\$0	To be recycled
7	CSM	Television	\$0	To be recycled
3	SKY	Monitor	\$0	To be recycled
2	SKY	Printer	\$0	To be recycled
Misc.	SKY	Volleyball Equipment	\$200	To be donated or sold
Misc.	CAN	Lab Equipment	\$200	To be donated or sold
1	CAN	Nikon Projector	\$0	To be recycled
1	CAN	Micrometer	\$0	To be recycled
1	CAN	Oven	\$0	To be recycled
1	CAN	Television	\$0	To be recycled
1	CAN	Microscope	\$0	To be recycled
1	CAN	Granite Table	\$100	To be donated or sold
1	CAN	Telescope	\$75	To be donated or sold

BOARD REPORT NO. 08-1-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James Ball, KCSM Business Operations Manager, 524-6936

**APPROVAL OF SERVICE AGREEMENT WITH DESCALSO LITHOGRAPH, INC. FOR
PRINTING SERVICES, 2008 - KCSM**

The contract for printing *On Air*, KCSM's monthly program guide, has recently expired. On November 27, 2007, a notice advertising the formal bid process for a new contract was published in the local newspaper, and the bid was mailed to nine interested printers. A total of five completed bid packets were returned. The bid is based on a 48-page book, including self-cover, with approximately four color photos on cover, front and back, and 30-35 black-and-white photos, at an estimated 30,000 copies per month for 12 months. The bid also specified the guide to be printed on 50 lb. opaque, 40% post-consumer recycled paper using soy-based inks. Bid prices were to include all costs of pre-press preparation, packaging, and delivery of specified quantities to KCSM and to a mailing service. The price offered by Descalso Lithograph is \$865 higher than the station's current contracted monthly cost. This increase is attributable mainly to the inclusion of prepress services to the agreement which were previously contracted through a third-party provider. This nets the cost difference to an additional \$115 monthly than our previous agreement, while also switching to using environmentally friendly recycled paper and soy-based ink. Descalso Lithograph's previous services to the District have included the KCSM program guide and College class schedules.

The term of the contract is for one year from the date of the award, renewable for two consecutive years upon satisfactory performance of the contractor and mutual agreement of the District and the contractor. Prices are firm for 12-month periods with written notice of price increases to be provided to the District 30 days prior to the end of each 12-month period.

The following is a summary of price quotes (monthly amount) of the bids meeting the general conditions and specifications of the bid:

Descalso Lithograph, Inc., San Rafael	\$ 7,115.00
Alonzo Printing, Hayward	\$ 7,560.00
Dakota Press, San Leandro	\$ 7,897.00
Somerset Printing, Burlingame	\$ 8,275.00
Folger Graphics, Hayward	\$10,500.00

RECOMMENDATION

It is recommended that the Board award a one-year contract to print *On Air*, the KCSM monthly TV and FM program guide, commencing with the March 2007 issue, to Descalso Lithograph, Inc for the period February 1, 2008 through January 31, 2009 for an amount not to exceed \$85,380 (\$7,115 per month) for 30,000 copies, plus or minus adjustments as allowed in the bid, and applicable sales tax.

BOARD REPORT NO. 08-1-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jan Roecks, Director of General Services, 650-358-6879 &
Bob Domenici, Senior Buyer, 650-358-6728

**AUTHORIZATION AND UTILIZATION OF CONTRA COSTA COMMUNITY COLLEGE
DISTRICT CONTRACT FOR DISTRICT-WIDE MOVING SERVICES**

In June, 2005 the Board of Trustees authorized the use of a piggyback clause in Contra Costa Community College District public bid for moving services. Contra Costa has renewed the contract for the 2007-08 fiscal year awarding pre-qualification contracts to three moving firms, Cor-O-Van Moving and Storage, Metropolitan Van and Storage, Inc. and Crown Worldwide Moving and Storage. The District plans on using these contracts for planned moves associated with the CIP program in the coming years.

Over the past year the District has worked primarily with Cor-O-Van, who has demonstrated a good service record. However, the District has discovered opportunities for increased savings and better pricing by introducing competition on a job-by-job basis. Competition forces these firms to look more closely at the number of quoted man hours, as well as the number of vans and moving trucks used. Accordingly, the District is interested in piggybacking on the Contra Costa contract awarded to the three firms listed above.

This contract renewal is valid from July 1, 2007 through June 30, 2008. Bond funding is the primary budget source for these services.

RECOMMENDATION

It is recommended that the Board of Trustees approve use of the piggyback clause in the contract from Contra Costa County Community College District with Cor-O-Van Moving and Storage, Metropolitan Van and Storage, Inc., and Crown Worldwide Moving and Storage for moving services through June 30, 2008, recognizing that these firms will quote on a project-by-project basis. The District anticipates spending between \$160,000 and \$300,000 through June 30, 2008, based on potential move projects and historical expenses for these services.

BOARD REPORT NO. 08-1-4CA

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, 2008-09

Education Code Section 76140 requires community college districts to establish the nonresident tuition fee for the forthcoming fiscal year no later than February 1 and also prescribes the basis for determining the fee. San Mateo County Community College District’s fee for the 2007-08 fiscal year was \$184 per semester unit (Board Report No. 07-1-6CA). For 2008-09, the Administration recommends a fee of \$191 per semester unit, based on the “contiguous district” 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 2008-09 District capital outlay fee is calculated at \$81 per semester unit. District Administration recommends that a \$9.00 fee be imposed for 2008-09. The recommended base fee of \$191 plus the recommended capital outlay fee of \$9.00 results in a total increase of 3.80% which is less than the 2007-08 4.53% State COLA.

For comparison purposes, the tentative 2008-09 rates for other local community college districts are shown below:

<u>District</u>	<u>Est. Nonresident Tuition Fee Per Unit</u>	<u>Est. Additional Capital Outlay Charge</u>
Cabrillo	181	6
Chabot-Las Positas CCD	180	5
Foothill-DeAnza CCD	173	12
San Jose/Evergreen CCD	191	0
West Valley-Mission CCD	181	6

RECOMMENDATION

It is recommended that the Board set the 2008-09 nonresident student tuition fee at \$191 per semester unit. It is recommended further that the Board levy a capital outlay recovery fee of \$9 per semester unit and that no exemptions be made for foreign students enrolled in six units or less, bringing the total nonresident fee to \$200 per semester unit for 2008-09.

BOARD REPORT NO. 08-1-5CA

TO: Member of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

RATIFICATION OF SECOND QUARTER DISTRICT WARRANTS, 2007-2008

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of October, November, and December 2007 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 October 1, 2007 through December 31, 2007 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Accounts Payable</u>		
000478	10/24/07	Intermountain Electric Company	21,616.66	Skyline Construction Project
000479	10/24/07	Kwan Henmi Architecture / Planning Inc.	28,105.00	Skyline Architectural Services
389212	10/01/07	Sch Proj/Util Rate Reduc.	27,486.14	Utilities
389222	10/01/07	Calif State Teachers Retirement System	52,379.60	STRS Contribution For October 2007
389223	10/01/07	CalPERS	444,415.16	PERS Contribution For October 2007
389240	10/01/07	Hartford Life & Accident Insurance Co.	33,959.40	Life Insurance Premium - September 2007
389245	10/01/07	Maas-Rowe Carillons, Inc	10,827.50	Skyline Equipment Purchase
389457	10/04/07	Bunton Clifford Associates, Inc.	14,421.00	Cañada Architectural Services
389458	10/04/07	Bunton Clifford Associates, Inc.	18,305.61	Cañada Architectural Services
389463	10/04/07	David L. Gates & Associates	116,350.63	Cañada Construction Project
389465	10/04/07	DES Architects	17,826.16	Skyline Architectural Services
389503	10/04/07	Associated Std -Cañada	34,356.00	Cañada Student Fees July - September 2007
389504	10/04/07	Associated Std-CSM	60,087.50	CSM Student Fees July - September 2007
389505	10/04/07	Associated Std-Skyline	48,506.77	Skyline Student Fees July - September 2007
389508	10/04/07	C S E A	13,284.55	Union Fees
389539	10/04/07	Public Empl Ret Sys	937,892.87	Health Insurance Premiums For October 2007
389545	10/04/07	SMCCCD Bookstore	13,245.00	CalWorks & EOPS Programs Book Purchase
390024	10/10/07	Alcal-Arcade Contracting, Inc.	18,457.50	CSM & Skyline Construction Project
390065	10/10/07	Constellation NewEnergy Inc.	30,215.68	Utilities
390066	10/10/07	Constellation NewEnergy Inc.	49,131.86	Utilities
390067	10/10/07	Constellation NewEnergy Inc.	33,442.63	Utilities
390078	10/10/07	DES Architects	30,107.55	CSM Architectural Services
390092	10/10/07	Keenan & Associates	15,861.00	Cañada Builder's Risk Insurance Fee
390117	10/10/07	Statewide Educational Wrap-Up Program (SEV	451,875.00	Skyline Worker's Comp Insurance Fee
390119	10/10/07	Steinberg Architects	25,821.30	Skyline Architectural Services
390135	10/10/07	All American Sports Corp	15,063.78	CSM PE Equipment Purchase
390144	10/10/07	Board of Governors	17,237.22	Skyline FMC Drawings Fee
390152	10/10/07	Casey Printing ,Inc.	44,803.92	Skyline Schedules Printing Services
390160	10/10/07	CIS, Inc	10,625.00	Skyline DSA Inspection Services
390178	10/10/07	Midwest Library Service	27,052.83	Cañada Library Book Purchase
390188	10/10/07	S.M.C.S.I.G.	148,723.29	Dental Premium For October 2007
390189	10/10/07	S.M.C.S.I.G.	20,437.13	Vision Premium For October 2007
390190	10/10/07	San Bruno Mun Util	14,299.11	Utilities
390197	10/10/07	SMCCCD Bookstore	18,431.81	EOPS Program Book Purchase
390206	10/10/07	Wells Fargo Bank	404,672.62	District Procurement Card Payment
390211	10/15/07	AirWave Wireless, Inc.	17,301.50	License Upgrade Fee
390213	10/15/07	American Asphalt	14,750.00	Skyline Construction Project
390221	10/15/07	DES Architects	57,367.70	CSM Architectural Services
390235	10/15/07	Steinberg Architects	77,002.42	CSM Architectural Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
390242	10/15/07	American Litho	12,118.23	Skyline College Student Handbook
390262	10/15/07	S.B.R.P.S.T.C.	91,510.50	South Bay Regional Public Safety Training Consort Program
390575	10/18/07	Dell Computers	15,957.12	Computer Purchase For CSM
390616	10/18/07	Coast Community College District	20,000.00	Membership Dues
390619	10/18/07	Ebsco Subscription	25,070.31	Skyline Library Subscription Services
390647	10/18/07	Vavrinek, Trine, Day & Co.	20,000.00	Districtwide Audit Services
390663	10/22/07	Calif Water Service Co	10,164.42	Utilities
390678	10/22/07	Kleinfelder	13,129.36	Districtwide Professional Services
390685	10/22/07	Pac Gas & Elec Co	16,664.55	Utilities
390690	10/22/07	Pac Gas & Elec Co	14,704.46	Utilities
390739	10/22/07	SMCCCD Revolving Account	18,570.43	Replenish Flex America Clearing Account
390879	10/24/07	B.T. Mancini Co. Inc.	49,455.00	CSM Construction Project
390881	10/24/07	Beverly Prior Architects	65,554.80	CSM Architectural Services
390883	10/24/07	Cupertino Electric Inc	24,545.90	Cañada Bookstore Construction Project
390897	10/24/07	Krueger International	50,442.14	Furniture Purchase For Half Moon Bay Coast side Site
390899	10/24/07	Noll & Tam	21,720.00	Cañada Professional Services
390909	10/24/07	Strata Information Group	49,033.00	ITS Consulting Service
390910	10/24/07	TRC Lowney	11,520.00	Cañada FMC Geotechnical Services
390916	10/24/07	John Plane Construction	29,623.40	Skyline Construction Project
390922	10/24/07	Enco Systems Inc.	13,745.25	Equipment Purchase For KCSM
390924	10/24/07	John Plane Construction	266,610.44	Skyline Construction Project
390947	10/24/07	U.S. Postal Services	10,000.00	Postal Services
390951	10/25/07	Ad Age Broadcast Network	31,921.00	Cañada Media Campaign
390954	10/25/07	B.T. Mancini Co. Inc.	62,748.00	CSM Construction Project
390959	10/25/07	Constellation NewEnergy Inc.	28,025.77	Utilities
390960	10/25/07	Constellation NewEnergy Inc.	38,850.70	Utilities
390961	10/25/07	Constellation NewEnergy Inc.	34,053.14	Utilities
390965	10/25/07	DES Architects	27,873.92	CSM Architectural Services
390967	10/25/07	DJont Operations	11,000.00	Judicial Careers Training Program
390968	10/25/07	eCollege.com	22,000.00	Annual Gateway License Fees
390971	10/25/07	Hensel Phelps Construction Co.	32,936.00	Skyline Construction Project
390986	10/25/07	Steinberg Architects	23,604.80	CSM Architectural Services
391001	10/29/07	B & H Photo Video	12,379.13	Cañada Equipment Purchase
391004	10/29/07	Board of Governors	11,100.00	Subscription Agreement Fee
391008	10/29/07	eCollege.com	18,247.00	Online Courses Technology Service Fee
391019	10/29/07	Pac Gas & Elec Co	10,526.73	Utilities
391021	10/29/07	Pac Gas & Elec Co	11,718.94	Utilities
391022	10/29/07	Pac Gas & Elec Co	13,533.22	Utilities
391033	10/29/07	AIG Valic	36,154.28	Tax Shelter Annuities
391043	10/29/07	C S E A	13,230.91	Union Fees
391046	10/29/07	Capital Guardian Trust Co.	45,758.66	Tax Shelter Annuities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
OCTOBER 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
391062	10/29/07	Fidelity Service Company	39,309.68	Tax Shelter Annuities
391077	10/29/07	Hartford Retirement Plans Service Center	44,881.15	Tax Shelter Annuities
391114	10/29/07	Oppenheimer Investor Services, Inc.	19,167.00	Tax Shelter Annuities
391128	10/29/07	SMC College Ed. Housing Corp.	42,760.00	College Vista Rent For October 2007
391139	10/29/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
391153	10/29/07	Vanguard Fiduciary Trust Company	37,283.00	Tax Shelter Annuities
391173	10/30/07	Education Housing Partners, LLC.	437,276.00	Consulting Services For Cañada Housing
391187	10/30/07	S.B.R.P.S.T.C.	12,386.10	South Bay Regional Public Safety Training Consort Program
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
80415	10/01/07	US Treasury - Union Bank	1,432,783.59	Payroll Federal Tax
80498	10/01/07	US Treasury - Union Bank	258,479.80	Payroll State Tax
19215	10/19/07	U Treasury - Union Bank	66,471.37	Payroll Federal Tax
JE233513	10/01/07	State Teacher Retirement System	607,037.97	STRS Retirement
JE233733	10/31/07	State Teacher Retirement System	634,978.73	STRS Retirement
<u>SMCCCD Bookstores</u>				
102427	10/10/07	Apple Computer Inc.	22,507.10	Purchase in Inventory
102433	10/10/07	Budgetext	11,579.74	Purchase in Inventory
102434	10/10/07	Cengage Learning	20,110.96	Purchase in Inventory
102452	10/10/07	McGraw-Hill Companies	34,544.27	Purchase in Inventory
102454	10/10/07	Nebraska Book Company	22,744.81	Purchase in Inventory
102459	10/10/07	Pearson Education Inc.	147,997.87	Purchase in Inventory
102547	10/19/07	Apple Computer Inc.	89,108.95	Purchase in Inventory
102618	10/24/07	SMCCCollege District	197,719.10	Salaries & Benefits For September 2007
EFT#45696	10/31/07	Board Of Equalization	69,732.00	Sales Tax For September 2007
		Subtotal	<u>9,038,001.10</u>	83%
		Warrant Issued ≤ \$10,000	<u>1,850,232.20</u>	17%
		Total Non-Salary Warrant Issued	<u><u>10,888,233.30</u></u>	100%
District Accounts Payable	389200-391249, DD000451-DD000501		7,136,300.12	
District Payroll	21299-22405, DD21223-DD22532		8,880,646.06	
SMCCCD Bookstores	102423-102619, EFT#45401,EFT45696		747,587.69	
	Total Warrant Including Salaries - October 2007		<u><u>16,764,533.87</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Accounts Payable</u>		
000525	11/07/07	Bayview Environmental Services	70,205.53	Skyline Hazardous Materials Abatement Project
000526	11/07/07	Bunton Clifford Associates, Inc.	15,939.00	Cañada Architectural Services
000527	11/07/07	Casey Printing ,Inc.	76,784.81	CSM Schedules Printing Services
000530	11/07/07	Computerland	56,637.00	Districtwide Software Purchase
000532	11/07/07	Goodman Marketing Partners Inc.	32,958.35	KCSM Direct Mailing Services
000533	11/07/07	GRD Energy Inc.	12,615.00	Districtwide Consulting Services
000537	11/07/07	Public Broadcasting Service	66,601.46	KCSM Member Services Assessment
000539	11/07/07	Sandis Humber Jones, Civil Engineers	31,487.50	Districtwide Engineering Services
000541	11/07/07	Sch Proj/Util Rate Reduc.	31,571.11	Utilities
391292	11/01/07	Calif State Teachers Retirement Sys.	65,649.72	STRS Contribution - November 2007
391293	11/01/07	CalPERS	438,280.83	PERS Contribution - November 2007
391297	11/01/07	Hartford Life & Accident Insurance Co.	34,047.10	Life Insurance Premium - October 2007
391300	11/01/07	Midwest Library Service	49,473.91	Cañada Library Books Purchase
391322	11/05/07	Concept Development Associates, Inc.	25,547.00	Districtwide Emergency Chairs Purchase
391325	11/05/07	Downtown Ford	19,919.70	Facilities Vehicle Purchase
391334	11/05/07	American Federation of Teachers	59,232.17	Union Fees
391337	11/05/07	Chevron	586,846.98	Districtwide Energy Saving Project
391338	11/05/07	Comm College League/Calif	26,606.00	League Dues
391339	11/05/07	Comm College League/Calif	15,245.00	Commission of Athletic Dues
391345	11/05/07	Enterprise Recovery System, Inc	41,383.77	AR Collection Fees
391346	11/05/07	Enterprise Recovery System, Inc	13,988.50	AR Collection Fees for September 2007
391354	11/05/07	Public Empl Ret Sys	945,008.65	Health Insurance Premiums - November 2007
391358	11/05/07	Chevron	65,205.22	Districtwide Energy Saving Project
391366	11/05/07	Wells Fargo Bank	316,724.16	District Procurement Card Payment
391400	11/07/07	Big D Pacific Builders	120,854.00	Cañada Construction Project
391412	11/07/07	David L. Gates & Associates	189,611.25	Cañada Construction Project
391415	11/07/07	DES Architects	38,583.80	CSM Architectural Services
391419	11/07/07	Digi - Gear	12,732.20	KCSM Software Purchase
391435	11/07/07	Maas-Rowe Carillons, Inc	12,927.50	Skyline Equipment Purchase
391450	11/07/07	Sequoia Union High School District	27,000.00	Tech Prep Consortium Grant Funds
391479	11/07/07	Big D Pacific Builders	13,428.00	Cañada Construction Project
391487	11/07/07	Hunter Power Solutions	10,600.00	Skyline Equipment Installation
391534	11/08/07	S.M.C.S.I.G.	148,795.76	Dental Premium - November 2007
391535	11/08/07	S.M.C.S.I.G.	20,264.46	Vision Premium - November 2007
391536	11/08/07	Swinerton Management & Consulting	90,511.00	Program Management Services
391650	11/14/07	SMCCCD Revolving Account	21,309.21	Replenish Flex America Clearing Account
391679	11/19/07	Chouinard & Myhre, Inc.	25,364.53	Hardware & Software Maintenance Fees
391683	11/19/07	DES Architects	10,871.26	Skyline Architectural Services
391702	11/19/07	JV Pro	12,199.30	CSM Furniture Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
391705	11/19/07	Krueger International	10,929.49	Furniture Purchase Districtwide
391706	11/19/07	Krueger International	18,666.45	Furniture Purchase Districtwide
391707	11/19/07	Krueger International	11,190.11	Furniture Purchase Districtwide
391719	11/19/07	Pac Gas & Elec Co	20,161.18	Utilities
391723	11/19/07	Pac Gas & Elec Co	10,190.56	Utilities
391757	11/19/07	John Plane Construction	37,235.02	Skyline Construction Project
391763	11/19/07	CIS, Inc	12,707.00	Skyline DSA Inspection Services
391765	11/19/07	County of San Mateo	31,312.38	CSM Sewer Tax
391776	11/19/07	Enco Systems Inc.	15,909.75	KCSM Equipment Purchase
391783	11/19/07	John Plane Construction	335,115.10	Skyline Construction Project
391797	11/19/07	Robert A. Bothman	321,625.17	Skyline Construction Project
391798	11/19/07	Robert A. Bothman	176,269.00	Skyline Construction Project
391802	11/19/07	Seabury and Smith, Inc.	14,510.00	Student Malpractice Insurance Premiums
391808	11/19/07	Division of the State Architect	41,020.00	Cañada DSA Fees
391815	11/19/07	U.S. Postal Services	49,223.20	Postal Services
391848	11/26/07	Beverly Prior Architects	41,512.00	CSM Architectural Services
391852	11/26/07	DES Architects	28,939.93	CSM Architectural Services
391853	11/26/07	DES Architects	52,894.77	CSM Architectural Services
391864	11/26/07	Inpro Corporation	22,889.59	CSM Equipment Purchase & Installation
391867	11/26/07	Krueger International	15,738.27	Cañada Furniture Purchase
391874	11/26/07	Pac Gas & Elec Co	11,653.23	Utilities
391876	11/26/07	Pac Gas & Elec Co	11,003.68	Utilities
391889	11/26/07	Rodan Builders, Inc.	29,255.00	Cañada Construction Project
391891	11/26/07	S.B.R.P.S.T.C.	30,503.50	South Bay Regional Public Safety Training Consort Program
391897	11/26/07	Strata Information Group	49,033.00	ITS Consulting Service
391927	11/26/07	Swinerton Management & Consulting	110,994.00	Program Management Services
391968	11/29/07	Big D Pacific Builders	348,381.00	Cañada Construction Project
391988	11/29/07	Pac Gas & Elec Co	10,617.53	Utilities
391989	11/29/07	Parsons Commercial Technology Group Inc	105,832.50	Districtwide CIP Professional Services
391995	11/29/07	Wide Angle Communications, LLC	55,000.00	Districtwide Professional Services
391999	11/29/07	AIG Valic	36,154.28	Tax Shelter Annuities
392001	11/29/07	American Federation of Teachers	52,920.57	Union Fees
392010	11/29/07	C S E A	13,153.57	Union Fees
392012	11/29/07	Calif State Teachers Retirement System	51,605.34	STRS Contribution For November 2007
392013	11/29/07	CalPERS	440,267.47	PERS Contribution For November 2007
392015	11/29/07	Capital Guardian Trust Co.	43,458.66	Tax Shelter Annuities
392016	11/29/07	Big D Pacific Builders	38,709.00	Cañada Construction Project
392022	11/29/07	Division of the State Architect	24,334.44	CSM DSA Fees
392025	11/29/07	Fidelity Service Company	36,809.68	Tax Shelter Annuities
392038	11/29/07	Hartford Retirement Plans Service Center	49,881.15	Tax Shelter Annuities
392064	11/29/07	Oppenheimer Investor Services, Inc.	19,917.00	Tax Shelter Annuities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOVEMBER 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
392078	11/29/07	SMC College Ed. Housing Corp.	41,872.00	College Vista Rent For November 2007
392082	11/29/07	Division of the State Architect	32,350.00	CSM DSA Fees
392096	11/29/07	Vanguard Fiduciary Trust Company	37,850.20	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
224	11/01/07	US Treasury - Union Bank	1,486,369.58	Payroll Federal Tax
487	11/01/07	US Treasury - Union Bank	270,882.51	Payroll State Tax
65683	11/21/07	US Treasury - Union Bank	65,631.95	Payroll Federal Tax
JE235152	11/30/07	State Teacher Retirement System	595,129.72	STRS Retirement
<u>SMCCCD Bookstores</u>				
102621	11/05/07	Apple Computer Inc.	59,896.59	Purchase Of Inventory
102622	11/05/07	ATI	11,200.00	Purchase Of Inventory
102635	11/05/07	Elsevier Publishing Co.	22,317.44	Purchase Of Inventory
102653	11/05/07	Nebraska Book Co.	33,331.98	Purchase Of Inventory
102663	11/05/07	PPI	12,775.42	Purchase Of Inventory
102677	11/26/07	SMCC College District	151,576.65	Purchase Of Inventory
102715	11/27/07	Nebraska Book Co.	22,225.58	Purchase Of Inventory
EFT 96069	11/23/07	Board Of Equalization	12,270.32	Sales Tax For October 2007
Subtotal			9,546,214.25	89%
Warrant Issued ≤ \$10,000			1,157,773.96	11%
Total Non-Salary Warrant Issued			10,703,988.21	100%
District Accounts Payable	391250-392100, DD000509-DD000580		7,869,088.22	
District Payroll	22406-23458, DD22533-DD23852		7,700,180.96	
SMCCCD Bookstores	102620-102741, EFT#96069		412,657.87	
Total Warrant Including Salaries - November 2007			15,981,927.05	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DECEMBER 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Accounts Payable</u>		
000599	12/5/07	Bunton Clifford Associates, Inc.	58,786.10	Districtwide Architectural Services
000602	12/5/07	Computerland	25,767.92	Cañada Software License Purchase
000607	12/5/07	GRD Energy Inc.	22,385.00	Districtwide Consulting Services
000611	12/5/07	Northern Distributing/Clean Source	21,371.02	Facilities Janitorial Supplies Purchase
000612	12/5/07	Oracle USA, Inc.	24,547.95	Districtwide Software License & Support
000647	12/5/07	Sch Proj/Util Rate Reduc.	59,034.64	Utilities
392121	12/3/07	B & H Photo Video	10,395.95	KCSM Equipment Purchase
392129	12/3/07	Constellation NewEnergy Inc.	25,400.37	Utilities
392130	12/3/07	Constellation NewEnergy Inc.	34,210.84	Utilities
392141	12/3/07	Oliver Worldclass Labs, Inc.	10,009.12	Software Purchase & Installation
392144	12/3/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
392153	12/3/07	Ender and Associates, Inc.	10,648.00	KCSM Equipment Purchase
392164	12/3/07	U.S. Postal Services	60,000.00	Postal Services
392219	12/5/07	Bay View Painting Company	26,060.00	CSM Painting Service
392221	12/5/07	Beverly Prior Architects	173,025.00	CSM Architectural Services
392225	12/5/07	Comp View, Inc.	40,683.60	Districtwide Equipment Purchase
392227	12/5/07	Constellation NewEnergy Inc.	22,493.40	Utilities
392236	12/5/07	Flowers Electric and Service Company Inc.	12,658.00	Skyline Electrical Services
392239	12/5/07	Hensel Phelps Construction Co.	36,385.00	Skyline Construction Project
392240	12/5/07	Hensel Phelps Construction Co.	16,846.00	Skyline Construction Project
392245	12/5/07	Lloyd F. McKinney Associates, Inc.	11,788.07	Skyline Hardware Purchase & Installation
392266	12/5/07	Toyota Material Handling	48,271.08	Facilities Equipment Purchase
392277	12/5/07	Carrubba, Francesco	31,000.00	CSM Coast side Construction Services Reimbursement
392279	12/5/07	Consortium for Open Learning	16,336.00	Telecourse License Fees
392280	12/5/07	EBSCO	13,651.23	CSM Library Subscription Services
392282	12/5/07	Employment Development Department	12,260.33	LEC Unemployment Fees
392296	12/5/07	Public Empl Ret Sys	926,748.85	Health Insurance Premiums For December 2007
392304	12/5/07	U.S. Postal Services	30,000.00	Postal Services
392305	12/5/07	U.S. Postal Services	30,000.00	Postal Services
392307	12/5/07	Wells Fargo Bank	313,975.07	District Procurement Card Payment
392327	12/10/07	County of San Mateo	20,688.15	County Counsel Services
392340	12/10/07	John Plane Construction	21,743.19	Cañada Bookstore Construction Project
392367	12/10/07	Sport Imports Incorporated	14,301.43	Skyline Equipment Purchase
392368	12/10/07	Keenan & Associates	33,215.00	Districtwide Construction Liability Insurance
392369	12/10/07	Steinberg Architects	16,327.98	Skyline Architectural Services
392418	12/10/07	S.M.C.S.I.G.	20,299.78	Vision Premium For December 2007
392419	12/10/07	S.M.C.S.I.G.	149,554.32	Dental Premium For December 2007
392425	12/10/07	SMCCCD Revolving Account	24,316.32	Replenish Flex America Clearing Account
392429	12/10/07	Vavrinek, Trine, Day & Co.	18,000.00	Districtwide Audit Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DECEMBER 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
392960	12/13/07	Robbins Sport Floors California Inc.	13,800.00	Skyline Gym Floor Repair Services
392997	12/13/07	Division of the State Architect	10,600.00	Cañada DSA Fees
393002	12/13/07	Hartford Life & Accident Insurance Co.	33,992.11	Life Insurance Premium For November 2007
393027	12/13/07	Swinerton Management & Consulting	15,090.76	Program Management Services
393034	12/17/07	Alcal-Arcade Contracting, Inc.	106,525.70	CSM & Skyline Construction Project
393048	12/17/07	DES Architects	51,333.12	CSM Architectural Services
393049	12/17/07	DES Architects	28,589.40	CSM Architectural Services
393059	12/17/07	Intermountain Electric Company	27,312.50	Skyline FMC Construction Project
393060	12/17/07	Laerdal Medical Corporation	14,179.72	CSM Equipment Purchase
393075	12/17/07	Strata Information Group	49,033.00	ITS Consulting Service
393078	12/17/07	YAMAS Controls, Inc.	50,283.40	CSM Construction Project
393080	12/17/07	Transbay Fire Protection, Inc.	141,049.69	CSM Construction Project
393089	12/17/07	Bertrand, Fox and Elliot	10,706.79	Districtwide Legal Services
393090	12/17/07	John Plane Construction	81,472.07	Skyline Construction Project
393092	12/17/07	CIS, Inc	11,050.00	Skyline DSA Inspection Services
393112	12/17/07	John Plane Construction	733,248.65	Skyline Construction Project
393143	12/17/07	Swinerton Management & Consulting	125,984.00	Program Management Services
393289	12/20/07	Big D Pacific Builders	370,674.00	Cañada Construction Project
393291	12/20/07	Bunton Clifford Associates, Inc.	22,905.03	Cañada Architectural Services
393292	12/20/07	Bunton Clifford Associates, Inc.	11,562.49	Cañada Architectural Services
393301	12/20/07	Crown Worldwide Moving & Storage	13,202.55	Skyline FMC Moving Services
393302	12/20/07	David L. Gates & Associates	50,205.61	Cañada Construction Project
393311	12/20/07	Intermountain Electric Company	18,971.24	Skyline FMC Construction Project
393316	12/20/07	Pac Gas & Elec Co	25,752.03	Utilities
393328	12/20/07	Robert A. Bothman	356,965.62	Districtwide Construction Project
393329	12/20/07	Robert A. Bothman	160,230.25	Districtwide Construction Project
393330	12/20/07	San Mateo Co Office Ed/Supt Sch	15,000.00	NSF-ATE Award Chemistry Program
393339	12/20/07	AIG Valic	36,804.28	Tax Shelter Annuities
393341	12/20/07	American Federation of Teachers	49,377.47	Union Fees
393350	12/20/07	C S E A	13,398.84	Union Fees
393352	12/20/07	Calif State Teachers Retirement System	41,250.12	STRS Contribution For December 2007
393353	12/20/07	CalPERS	442,855.09	PERS Contribution For December 2007
393355	12/20/07	Capital Guardian Trust Co.	40,483.66	Tax Shelter Annuities
393358	12/20/07	Big D Pacific Builders	41,186.00	Cañada Construction Project
393369	12/20/07	Fidelity Service Company	33,009.68	Tax Shelter Annuities
393383	12/20/07	Gruber & Pereira Associates	10,000.00	Judicial Studies Partnership Development Program
393389	12/20/07	Hartford Retirement Plans Service Center	49,381.15	Tax Shelter Annuities
393397	12/20/07	Life Insurance of the Southwest	11,500.00	Tax Shelter Annuities
393423	12/20/07	Oppenheimer Investor Services, Inc.	19,417.00	Tax Shelter Annuities
393438	12/20/07	S.B.R.P.S.T.C.	30,503.50	South Bay Regional Public Safety Training Consort Program
393443	12/20/07	SMC College Ed. Housing Corp.	44,031.00	College Vista Rent For December 2007

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
DECEMBER 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
393450	12/20/07	SMCCCD Revolving Account	20,000.00	Replenish Flex America Clearing Account
393461	12/20/07	TIAA	13,175.00	Tax Shelter Annuities
393469	12/20/07	Vanguard Fiduciary Trust Company	34,069.20	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
94389	12/03/07	US Treasury - Union Bank	1,365,958.53	Payroll Federal Tax
94484	12/03/07	US Treasury - Union Bank	249,232.70	Payroll State Tax
53965	12/19/07	US Treasury - Union Bank	52,420.22	Payroll Federal Tax
17336	12/24/07	US Treasury - Union Bank	1,303,987.08	Payroll Federal Tax
17458	12/24/07	US Treasury - Union Bank	239,431.39	Payroll State Tax
JE236387	12/31/07	State Teacher Retirement System	577,717.50	STRS Retirement
<u>SMCCCD Bookstores</u>				
102745	12/12/07	Apple Computer Inc.	14,899.00	Purchase Of Inventory
102768	12/12/07	John Wiley & Sons Inc.	11,089.02	Purchase Of Inventory
102785	12/12/07	SMCC College District	145,801.23	Salary & Benefits For November 2007
102811	12/19/07	MBS Textbook Exchange	13,322.82	Purchase Of Inventory
		Subtotal	<u>9,914,799.92</u>	84%
		Warrant Issued ≤ \$10,000	<u>1,830,178.38</u>	16%
		Total Non-Salary Warrant Issued	<u><u>11,744,978.30</u></u>	100%
District Accounts Payable		392101-393475, DD000587-DD001105	7,695,249.70	
District Payroll		23459-24477, DD23853-DD25181	9,016,146.51	
SMCCCD Bookstores		102742-102831, EFT#35930	<u>257,740.48</u>	
		Total Warrant Including Salaries - December 2007	<u><u>16,969,136.69</u></u>	

BOARD REPORT NO. 08-1-6CA

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

APPROVAL OF 2008-09 BUDGET AND PLANNING CALENDAR

The budget development process for 2008-09 requires formulation of a budget calendar. Included in the 2008-09 calendar is consultation with the Committee for Budget and Finance, which is a subcommittee of the District Shared Governance Council in matters relating to finance.

The calendar provides timelines for planning, discussions and decisions by the Board, and concludes with adoption of the Final Budget for 2008-09 on September 10, 2008.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 2008-09 Budget and Planning Calendar.

Budget and Planning Calendar, 2008-09

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
September	Campuses Finalize Spring 2008 Schedule of Classes		
November – December		Review of Budget and Planning Calendar, discussion of budget strategies and resource allocation, and budget development process	
January 10	Governor's Budget Proposal		
January	Chancellor's Council review/revise draft of Budget and Planning Calendar and budget development process; discussion of Governor's Budget; District revenue/expenditure implications.	Review of Governor's Budget and discussion of District revenue and expenditure implications (inform DSGC at its next meeting). Finalize resource allocation recommendation.	Approval of 2008-09 Budget and Planning Calendar, review of Governor's Budget, review of State and District revenue and expenditure implications, and discussion of program and operational priorities.
January/ February	Chancellor's Council discussions of budget strategies and allocations. Approve resource allocation.	Continuing discussion of State budget and District revenue/expenditure options.	Board policy discussions/decision regarding budget adjustments which impact existing positions.
February	Legislative Analyst's Office Review of Governor's Proposed Budget		
February	Campuses Finalize Summer Session 2008 Schedule of Classes	Review of preliminary District revenue assumptions and expenditure plans.	Review of preliminary District revenue assumptions and expenditure plans.
February/ March	Discussion of budget priorities at Colleges and with Chancellor's Cabinet.	Review of 2007-08 Mid-Year Budget Report	Review of 2007-08 Mid-Year Budget Report
March	Campuses Finalize Fall 2008 Schedule of Classes	Review of Board budget priorities and Districtwide allocations (inform DSGC at its next meeting).	Review/approval of 2008-09 budget priorities and Districtwide allocations.
April			Budget update with Board; review budget assumptions for Tentative budget.
May 9	Site Tentative Budgets completed. Work resumes developing final budget after tentative budget is loaded.		
Mid-May	Governor's May Revise		
May	Review of Governor's May Revise	Review of Governor's May Revise (inform DSGC at its next meeting).	Governor's May Revise; budget priorities, goals and objectives.
June	District Office completes budget input and prepares Tentative Budget document	Review of 2008-09 Tentative Budget	
June 25			Adoption of 2008-09 Tentative Budget and 2008-09 Gann Limit.
June-August	Final adjustments to budget are made.		
July	Enactment of 2008-09 State Budget		

<u>Date</u>	<u>Campus & District Review/Action</u>	<u>Committee for Budget and Finance Consultation</u>	<u>Board Review/Action</u>
August	Legislative Trailer Bills		
August	2007-08 books are closed. District Office completes budget input and prepares Final Budget document.		
Sept.10			Public Hearing/Adoption of 2008-09 Final Budget.

BOARD REPORT NO. 08-1-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: José D. Nunez, Vice Chancellor, Facilities Planning, Maintenance & Operations, 358-6836

**CONTRACT AWARD FOR
CAÑADA COLLEGE FACILITIES MAINTENANCE CENTER**

The Cañada College Facilities Maintenance Center consists of a new Facilities Maintenance Center (FMC). The new FMC will include shop areas, such as a wood shop, electrical shop, and automotive shop, and will be served by a new and upsized electrical service. A carport for vehicle storage, including a fueling station as well as car wash, will be constructed as part of the Facilities Maintenance Center. It is the goal of this project to build the FMC as LEED Silver Certified.

On November 2 and November 13, 2007 the District published legal Notice inviting pre-qualified general contractors to bid on this project. The project team conducted an aggressive contractor outreach campaign via email and phone to encourage maximum bid participation. Twenty pre-qualified firms, including six general contractors, attended one of two Mandatory Pre-bid Conferences held on November 15 and November 29, 2007. On December 19, 2007, a total of four of these firms submitted bids as follows:

General Contractor	Bid
John Plane Construction, Inc.	\$7,322,700
Rodan Builders, Inc.	\$7,460,200
Gonsalves & Stronck Construction Company, Inc.	\$7,839,590
Big-D Pacific Builders, LP	\$8,084,617

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

This project will be funded by local, State, and Measure A general obligation bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for the Cañada College Facilities Maintenance Center to John Plane Construction, Inc. in an amount not to exceed \$7,322,700.

BOARD REPORT NO. 08-1-101B

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

**AUTHORIZATION TO ADJUST BOARD MEMBER COMPENSATION
IN COMPLIANCE WITH LEGISLATION**

SB 214, which was adopted by the Legislature and signed by the Governor in October 2001, allows the Board to adopt a 5% increase in compensation on an annual basis. Any increase that is approved by the Board is effective as of the date approved by the Board and may not be retroactive.

At the Board meeting of January 23, 2002, the Board approved an amendment to District Rules and Regulations Section 1.30, Compensation of Board members, and authorization to adjust Board member compensation in compliance with new legislation (Board Report No. 02-1-109B).

On January 10, 2007, the Board approved implementation of the 5% annual compensation increase for the year 2007 (Board Report No. 07-1-101B).

RECOMMENDATION

It is recommended that the Board implement the 5% annual compensation increase for all Board members for the year 2008, effective January 23, 2008.

BOARD REPORT NO. 08-1-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Barbara Christensen,
Director of Community/Government Relations, 574-6510

APPOINTMENT OF NEW MEMBERS TO BOND OVERSIGHT COMMITTEE

The Bond Oversight Committee currently has two vacancies.

The District would like fill these vacancies with the appointment of Linda Asbury, the Executive Director of the San Mateo Chamber of Commerce (to replace Gene Klein, the Chamber's former President), and Gita Dev (to replace Coleman Campbell). Ms. Asbury has served as the local Chamber's executive for the past five years and is an excellent representative of the business community. Ms. Dev is principal and founder of Dev Architects; is a member of the Sierra Club Loma Prieta Chapter's Sustainable Land Use Committee; and, has received numerous awards for excellence in design that incorporates energy efficiency and other green building design elements.

RECOMMENDATION

It is recommended that the Board appoint to the Bond Oversight Committee, Linda Asbury and Gita Dev, effective immediately.

BOARD REPORT NO. 08-1-103B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Jan Roecks, Director of General Services, 358-6879

**REVISION OF DISTRICT RULES AND REGULATIONS, SECTION 8.31,
DISPOSAL OF DISTRICT PERSONAL PROPERTY**

Attached are the proposed revisions to District Rules and Regulations, Section 8.31, Disposal of District Personal Property. The policy was last revised in 1994.

New building construction and building renovation activity on all three campuses has significantly increased the number of items considered surplus property. The revisions are needed in order to dispose of District property considered surplus property in a more effective and timely manner and to reflect the current dollar amounts in the Education Code.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed changes to District Rules and Regulations, Section 8.31, Disposal of District Personal Property as shown in the attached.

8.31 Disposal of District Personal Property

1. The ~~Board delegates to the~~ Chancellor-Superintendent or designee ~~the responsibility to shall~~ identify ~~to the Board~~ any District property which is to be disposed of for the purpose of replacement or because it is unsatisfactory, unsuitable, or no longer required for District/College use. Such property shall be considered surplus property.
1. ~~In accordance with the applicable provisions of the Education Code, the Board, by unanimous vote of those members present, shall determine if the surplus property, whether one or more items, exceeds the value of \$2,500.~~ Whenever possible, the value of surplus property shall be determined in an objective manner through the use of independent sources (such as published value guides or industry advisors). Recommendations concerning the value of surplus property shall be done by persons who do not have a conflict of interest with any subsequent sale or other disposal of that property.
2. All surplus District personal property valued in excess of ~~\$2,500~~ \$5,000 shall be offered for sale through a public bid process or public auction only after appropriate public notice in accordance with applicable provisions of the Education Code. If no qualified bid is received for such surplus property, it may be sold at private sale without advertising.
3. The Chancellor-Superintendent or designee is authorized to sell any surplus District personal property whose value does not exceed ~~\$2,500~~ \$5,000 by private sale without advertising.
4. If the surplus property is of insufficient value (as determined in Section 8.31 [2] above) to defray the costs of arranging a sale, the Chancellor-Superintendent or designee may donate the property to a public, charitable, civic, or nonprofit organization or may otherwise dispose of the property in accordance with existing regulations.
5. No Trustee or anyone acting on his/her behalf shall be eligible to purchase or bid on material or equipment that is declared surplus.
6. District employees or anyone acting on their behalf who are involved in determining the personal property to be declared as surplus, establishing the property's value, or enhancing the property's value through repairs or alterations, are not eligible to participate in bidding on or purchasing such property.
7. Prior to obtaining the services of someone who is not a District employee to assist in the disposal of personal property (identifying items as surplus or valuing or selling such items), an agreement must be secured from that person not to participate in bidding on or purchasing such property, either in person or through an agent.
8. A summary report on the disposal of all surplus property ~~having a value of \$2,500 or less,~~ whether by sale or other means, shall be presented to the Board for ratification semi-annually.

~~(Rev. 5/94)~~(Rev. 01/08)

BOARD REPORT NO. 08-1-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790
Marilyn Lawrence, General Manager, KCSM, 524-6905

APPROVAL OF AGREEMENT WITH SUTRO TOWER, INC. FOR TOWER UPGRADES FOR THE DIGITAL TELEVISION TRANSITION – KCSM

The antennas, transmission line and combiners that are used by multiple broadcasters must be updated to the final Digital Television Configuration. The total cost for this project is approximately \$13 million, and will be shared by the 11 broadcasters that use the tower. KCSM's portion of this project cost is \$1,258,865. KCSM requests board approval of this capital expenditure. A payment of \$1,000,000 will be made immediately to initiate the necessary improvements to Sutro Tower's infrastructure. At the conclusion of the project, which is expected in 2010, the remainder of the payment would be made. This project will be funded by bond dollars.

KCSM currently broadcasts from Sutro Tower and has the responsibility for our broadcast transmitter, mask filter and appropriate air conditioning. Sutro Tower, Inc. is responsible for the RF combiners, antennas and transmission line on the tower, as well as the maintenance of the tower itself. These upgrades will allow KCSM to not only have a main antenna, but a back up antenna and systems allowing KCSM to broadcast in case of a failure of the antenna and during maintenance work on the tower.

RECOMMENDATION

It is recommended that the Board agree to pay Sutro Tower, Inc. \$1,000,000 to make the improvements necessary to complete the DTV Conversion Project.

BOARD REPORT NO. 08-1-5C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$250 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. Following are gifts that have been offered for use in various departments at the Colleges from late June 2007 through mid-December 2007. Donor information is also included.

GIFTS

DONOR

SKYLINE COLLEGE

Automobile: 2000 Ford Crown Victoria
To be used for security patrol
Value: \$2,000.00

Colma Police Department
1199 El Camino Real
Colma, CA 94014