

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION
January 14, 2015, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

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 should 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 3401CSM 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 recorded; recordings are kept for one month.*
- *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

15-1-1 [Approval of the Minutes of the Board Meeting of Meeting of December 10, 2014](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

15-1-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

STUDY SESSION

15-1-1C [Draft Facilities Master Plan Update](#)

15-1-2C [Presentation on Lease-Leaseback Delivery Method for Capital Projects](#)

15-1-3C [Discussion of Agenda Items for Board of Trustees Retreat](#)

RECESS TO CLOSED SESSION

Conference with Labor Negotiator
Agency Negotiator: Eugene Whitlock
Employee Organization: AFT

RECONVENE TO OPEN SESSION

ANNOUNCEMENT OF CLOSED SESSION ACTIONS TAKEN

INFORMATION ITEM

15-1-4C [Discussion of Board of Trustees Annual Rotation of Officers](#)

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
December 10, 2014, San Mateo, CA**

The meeting was called to order at 6:15 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Tom Mohr, Student Trustee Rupinder Bajwa

Others Present: Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo Vice President of Instruction Jennifer Hughes, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said Trustees Holober and Mandelkern were delayed due to traffic; therefore, actions that require a vote will be postponed until their arrival. Trustees Holober and Mandelkern arrived soon thereafter and participated in all action items.

President Schwarz said Chancellor Galatolo has received the "Certificate of the Chief Elections Officer for the Statewide General Election held on Tuesday, November 4, 2014." The record of votes on Measure H submitted by the San Mateo County Community College District is attached to the Certification. Measure H was approved by the voters, with 66.22% of voters voting in favor of issuing bonds. Pursuant to requirements laid out in the California Constitution, if it appears from the certificate of election results that 55 percent of the votes cast on the proposition of issuing bonds are in favor of issuing bonds, the governing board shall cause an entry of that fact to be made upon its minutes. Staff will send a certification to the San Mateo County Board of Supervisors, signed by the President of the Board of Trustees, verifying that this entry of the voting results on Measure H has been made upon the minutes.

President Schwarz said it has come to her attention that the family of former Student Trustee Patiane Gladstone, who passed away recently, does not have sufficient financial resources to pay for her to be cremated. As Board President, she recommended that the Board direct staff to allocate up to \$2,500 for cremation services in compensation for Patty's active and dedicated service to both Skyline College and the District Board of Trustees. Trustee Holober asked that staff seek a legal opinion on whether District funds may be used for this purpose. The Board agreed unanimously to approve an allocation of up to \$2,500 if the legal opinion states it is permissible.

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the minutes of the regular meeting of November 24, 2014. The motion carried, all members voting "Aye."

ORGANIZATION OF THE BOARD OF TRUSTEES

President Schwarz announced that tonight is the annual organizational meeting of the Board to elect officers for the coming year, as required by the Education Code.

President Schwarz called for nominations for President. It was moved by Trustee Mandelkern and seconded by Trustee Holober to elect Vice President Miljanich to serve as President. There were no other nominations. The motion carried, all members voting "Aye."

President Miljanich called for nominations for Vice President-Clerk. It was moved by Trustee Holober and seconded by Trustee Schwarz to elect Trustee Mandelkern to serve as Vice President-Clerk. There were no other nominations. The motion carried, all members voting "Aye."

It was moved by Vice President Mandelkern and seconded by Trustee Holober to reaffirm the appointment of Chancellor Galatolo as Secretary for the Board. The motion carried, all members voting "Aye."

President Miljanich called for nominations for the position of Representative of the Board to the County Committee on School District Organization. It was moved by Vice President Mandelkern and seconded by Trustee Schwarz to reappoint Trustee Mohr to serve as Board Representative. There were no other nominations. The motion carried, all members voting "Aye."

President Miljanich called for nominations for two Board members to serve as Representatives of the Board to the San Mateo County Community Colleges Foundation for two-year terms. It was moved by Vice President Mandelkern and seconded by Trustee Holober to reappoint President Miljanich and Trustee Schwarz to serve as Board Representatives. There were no other nominations. The motion carried, all members voting "Aye."

The Board discussed its procedure for electing officers. There was agreement that the Board historically, and with few exceptions, has used a rotation system and no consideration has been given to County election results. Trustee Schwarz said the Board has been agreeable and the system has worked well. The Board agreed that this topic merits further discussion and will be on a future meeting agenda. They agreed that the discussion will also include the role of the Board President.

President Miljanich thanked Trustee Schwarz and presented an award to her. She noted that Trustee Schwarz assumed the presidency when Trustee Helen Hausman retired and the Board needed her to step in. She thanked Trustee Schwarz for participating in and representing the Board at many events.

Trustee Mohr said Trustee Schwarz has been a superb president and her leadership has meant a great deal to him personally as a new Trustee. He said Trustee Schwarz has a great perspective and sense of history and manifests wisdom at a very high level.

Vice President Mandelkern thanked Trustee Schwarz for serving as President. He said the unfortunate circumstances that caused then-President Helen Hausman to retire called for Trustee Schwarz to step in as President. He said Trustee Schwarz handled difficult situations with grace, diplomacy and wisdom. He said the Board is better off now due in large part to Trustee Schwarz's leadership.

Trustee Holober said Trustee Schwarz served the District well as President. He said the Board has had some positive accomplishments during her tenure, including passage of the bond measure last month. Trustee Holober thanked Trustee Schwarz for her willingness to listen to all Board members. He said she was fair in considering different perspectives and working toward resolution openly and fairly.

Student Trustee Bajwa said he is grateful to have had Trustee Schwarz serve as President. He thanked her for her support and for allowing him to be part of Board discussions.

Trustee Schwarz said Trustee Hausman is greatly missed. She said it has been her pleasure to serve as President. She said the District is great only because of what Board members, administrators, the Chancellor and others at the District and Colleges put into it. She said she is fortunate to be able to attend events and knows that other Board members do as much as they are able. Trustee Schwarz thanked Board members for their support.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo congratulated the new officers of the Board. He thanked Trustee Schwarz for her leadership and guidance as President and said he looks forward to working with President Miljanich. Regarding the storm that is predicted for tonight and tomorrow, Chancellor Galatolo said he recommends remaining open at this time. He said final exams are coming up and to prematurely close the campuses would be difficult for teaching and learning. He said staff will follow the situation carefully. He commended Vice Chancellor José Nuñez and his staff for their preparations, including cleaning of the storm drains at all locations.

Skyline College President Stanback Stroud said some events scheduled for tomorrow, including the strategic planning session, have been canceled due to concerns about the storm. At the request of Dolores Huerta, her lecture has been canceled and will be rescheduled. President Stanback Stroud said the City of San Bruno held its Centennial Gala at Skyline College on December 6. She said the venue was beautifully decorated and included a tent with a

dance floor and bandstand. Congresswoman Jackie Speier, San Bruno Mayor Jim Ruane and Trustee Mohr attended the event.

College of San Mateo Vice President Hughes said some events scheduled for tomorrow have been canceled. She said the CSM Cares Committee, which focuses on reaching out to students, faculty and staff to create awareness of mental health needs of students, sponsored an event last week focused on suicide prevention. She commended the Peer Educators who are part of CSM Cares. She thanked Trustee Mohr for stopping in at the event.

Cañada College President Buckley said the second annual Tropical Hawaiian Fest luncheon was held today, with more than 100 people in attendance. President Buckley thanked the Facilities team who worked diligently to prepare for the storm.

District Academic Senate President Bennett said the Senate has approved a recommendation to dissolve the local minimum qualifications in Psychology and Reading in favor of using the minimum qualifications for faculty established for all California Community Colleges.

Javier Santos, President of the Associated Students of Cañada College (ASCC), and Evelyn Valenzuela, Vice President of ASCC, presented the student report. They discussed initiatives and campaigns undertaken this semester, which include:

- Transportation Initiative – working with SamTrans to begin selling discounted/subsidized tokens beginning in 2015.
- Resolution by the Student Senate to include “Associated Students of Cañada College” on transcripts of ASCC officers who are in office for one year and complete training and benchmarks.
- Club Initiative – to ensure that club leaders and advisors learn club materials and bylaws.
- New Steps to Sustainability – includes dispersal of reusable water bottles.
- iCAN Campaign in partnership with President Buckley – held iCAN day to talk with students about their goals and pledges to themselves.
- Blogging Initiative – created blogs for ASCC executive board members.

President Santos and Vice President Valenzuela discussed ASCC events for this semester, which included the Redwood City 4th of July Parade, creation of a bookmark listing all ASCC events for the year, HalloweenTown, and International Education Week. New this year are Open Mic events which give students an opportunity to have their voices heard. ASCC also sponsored events such as Career Fair and Transfer Success Tours. Student leaders attended a Leadership Retreat in Santa Cruz; the Democracy Commitment National Conference; the National Conference on Student Leadership; and the California Community College Student Affairs Association (CCCSAA) Student Leadership Conference.

President Santos thanked the Board, President Buckley, administrators, faculty and staff to the opportunity to serve students and their College.

Trustee Mohr said President Santos and Vice President Valenzuela presented an excellent report. He said he is particularly impressed with the open mic initiative. President Miljanich said she too is impressed with the new initiatives and with the graphics of the presentation. Trustee Holober complimented ASCC on the transportation initiative. Student Trustee Bajwa acknowledged the exceptional work of ASCC and Student Life and Leadership Manager Misha Maggi. He said the open mic initiative has spurred the other campuses to look at similar events.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Angelica Tam and Andrew Lidwell, students at Skyline College, addressed the Board regarding the circumstances surrounding the departure of former employee Alan Ceccarelli. They told the Board that they also represent other current and former Skyline College students who believe that Mr. Ceccarelli’s departure merits further investigation. They described Mr. Ceccarelli’s contributions as a teacher and theatre manager and said he is now having difficulty securing employment. They asked that the Board consider their perspective and their request to examine the situation further. Ms. Tam presented a letter signed by students which outlines their concerns. President Miljanich said the Board appreciates hearing the students’ comments and concerns. She asked that staff forward the letter to all Board members.

NEW BUSINESS**APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (14-12-1A)**

It was moved by Vice President Mandelkern and seconded by Trustee Holober to approve the actions in Board Report No. 14-12-1A. The motion carried, all members voting "Aye."

HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493 INITIAL CONTRACT PROPOSAL TO THE DISTRICT (14-12-2A)

It was moved by Trustee Schwarz and seconded by Vice President Mandelkern to hold a hearing of the public. The motion carried, all members voting "Aye." President Miljanich declared the public hearing open and invited comments and questions from the members of the public. Hearing none, she declared the public hearing closed.

RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 (14-12-3A)

It was moved by Trustee Schwarz and seconded by Trustee Holober to ratify the renewed agreement as detailed in the report. The motion carried, all members voting "Aye."

RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO, LOCAL 829, COUNCIL 57 (14-12-4A)

It was moved by Trustee Holober and seconded by Trustee Schwarz to ratify the renewed agreement as detailed in the report. The motion carried, all members voting "Aye."

Other Recommendations**APPROVAL OF STUDENT EQUITY PLANS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (14-12-1B)**

It was moved by Trustee Holober and seconded by Vice President Mandelkern to approve the Plans as presented. The motion carried, all members voting "Aye." Trustee Mohr said the Plans contain outstanding data that can provide guidance to the District and to the strategic planning process.

President Miljanich said San Mateo County maintains a website with data concerning many different areas, such as gaps in services, needs, etc. She suggested that the District might consider providing some of its data to be included on the website.

ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2016-17 (14-12-2B)

It was moved by Vice President Mandelkern and seconded by Trustee Mohr to adopt the calendar as presented. The motion carried, all members voting "Aye." Vice President Mandelkern thanked staff for including the dates of commencement at the three Colleges.

ACCEPTANCE OF BAY AREA WORKFORCE FUNDING COLLABORATIVE GRANT FOR CAÑADA COLLEGE (14-12-100B)

It was moved by Trustee Schwarz and seconded by Trustee Holober to accept the funding as detailed in the report. The motion carried, all members voting "Aye."

ACCEPTANCE OF CTE ENHANCEMENT SUBGRANT FUNDS FOR CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (14-12-101B)

It was moved by Trustee Mohr and seconded by Trustee Holober to accept the funds as detailed in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

REPORT AND DISCUSSION ON MULTIFAMILY OVERLAY AT CAÑADA COLLEGE (14-12-1C)

Barbara Christensen, Director of Community/Government Relations, said the District has been in discussion with the Town of Woodside for three or four years regarding their need to identify some area in Woodside where they could potentially, at some future date, have a multifamily development. Identifying such an area is a requirement in order to have their Housing Element, which must be updated in 2015, certified by the State.

Ms. Christensen said the original recommendation by Woodside planning staff was to do a multifamily overlay over the entire campus. However, concern was expressed by neighbors, particularly regarding the west side of campus which has land that is rather pristine and untouched. She said the Planning Commission determined at its meeting last week that it was not necessary to include the entire campus in order to meet the requirements for certification. Ms. Christensen distributed an updated map showing that the overlay would essentially be on areas of the campus that are already developed. She said the Planning Commission also indicated that the multifamily overlay zoning would be in effect only as long as the College District owns Cañada College and only if the District wanted to build additional affordable housing on the campus. Ms. Christensen said she attended the Planning Commission meeting and informed them that the District has no desire to build housing. She informed them that the District Board of Trustees would be discussing this but understands that the Town of Woodside is not obligated to consult with the District. She said the Planning Director clearly stated that this is not an initiative of or request from the District or College, but is strictly a Town of Woodside issue.

Ms. Christensen said the multifamily overlay in no way obligates the District to construct housing or to sell land to have housing built. She said it is simply a method of meeting the State requirements for the Town of Woodside.

Vice President Mandelkern said it is important to have this issue discussed in open session and become part of the record because misinformation can be circulated and there is a potential in the future for people to view this as a historical precedent. He said it is important to have on record the background information and what this means for the District, as well as to state the views and intentions of the Board. He said Ms. Christensen did an excellent job providing background information.

Vice President Mandelkern said he understands the Town of Woodside's obligation to update its Housing Element and understands that the Town of Woodside is not required to consult with the District. He said is pleased to hear that Ms. Christensen and the Town of Woodside Planning Director were clear in their statements that this is not a District or College initiative. He said the District has a high degree of concern about affordable housing in the County. He said the process the District utilized for the College Vista and Cañada Vista projects provided positive contributions and demonstrates what can be done if the intent to provide affordable housing is serious.

Vice President Mandelkern said there might be some advantage for the District to show other uses for the designated area on the campus in the Facilities Master Plan. Ms. Christensen said the Facilities Master Plan shows other uses by the College on all designated areas.

President Buckley said he spoke with Dick Dodge, President of the Woodhill Estates Homeowners Association, who was confused about the multifamily overlay zoning after receiving a letter from the Town of Woodside. Ms. Christensen said the letter clearly stated that this is not an initiative of the District or College. She said she and President Buckley will meet with Mr. Dodge to clarify the issue.

Chancellor Galatolo said he feels comfortable after viewing the map distributed by Ms. Christensen because every bit of buildable space designated for the overlay is being used for College purposes.

Ms. Christensen said staff at the Town of Woodside were easy to work with. She noted that the Town of Woodside got credit for 24 units of affordable housing when Cañada Vista was constructed and they are grateful for that.

President Miljanich said the report was helpful. She agreed that the issue could be confusing to members of the general public and said she is pleased that Ms. Christensen and President Buckley will meet with Mr. Dodge.

Trustee Schwarz thanked Ms. Christensen for attending the Planning Commission meeting and presenting clarification to the Board.

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2014-15 (14-12-2C)

The Board accepted the report.

REPORT ON MEASURE G PARCEL TAX OVERSIGHT COMMITTEE 2013-14 ANNUAL REPORT TO THE COMMUNITY (14-12-3C)

Executive Vice Chancellor Blackwood said there will be one additional report on Measure G because the Colleges are continuing to spend the funds this year. She said the final report will focus on new and innovative programs and what the Colleges are doing to institutionalize the programs and make them sustainable. Chancellor Galatolo commended the Colleges for how they have spent the Measure G funds and for honoring the commitment made to voters regarding how the money would be spent.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Bajwa said he attended a meeting of the Student Senate Council of the Student Senate of California Community Colleges. He said a representative of the Faculty Association of California Community Colleges informed students about the Advocacy & Policy Conference which will be held in Sacramento on March 1-2. Student Trustee Bajwa said it appears that there will not be a March in March event in 2015 and he, along with students from each of the three Colleges, will attend this conference instead. He said students would appreciate having Board members attend as well. Student Trustee Bajwa said the District Student Council is working on a Districtwide event to take place in February. He said he will provide information to the Board as it becomes available.

Trustee Mohr said he attended the CSEA holiday luncheon; he said it was a reminder of the good working relationship the District enjoys with classified staff. He attended the Cañada College Bookstore luncheon and said it was a warm and receptive environment. Trustee Mohr attended a meeting of the EOPS advisory body at Cañada College, of which he is a member, and was struck by the remarkable impact the program has on the young people it serves. He is also a member of the Education Committee of the Blue Ribbon Commission and was proud to have Project Change Coordinator Katie Bliss, along with College of San Mateo Deans James Carranza and Jennifer Taylor, attend a meeting to explain what they are doing to assist youth coming out of incarceration. Trustee Mohr attended Strategic Planning forums at Cañada College and College of San Mateo; he said he is confident the process will result in a set of guiding goals that will help set and understand priorities. Trustee Mohr said the San Bruno Centennial Gala was a wonderful; he said he was impressed not only with the elegance of the setup, but also with the manifestation of the connection that Skyline College has made with the residents of the San Bruno community. Trustee Mohr said he attended a diversity training at Skyline College conducted by noted filmmaker Lee Mun Wah. He said it was the best diversity training he has participated in.

Vice President Mandelkern said Trustee Mohr's mention of diversity training reminds him of his past visit to the Museum of Tolerance. He said employees who participate in this training establish long-lasting bonds and he believes it is a very worthwhile program. Vice President Mandelkern again thanked Trustee Schwarz for her leadership during her presidency. He congratulated President Miljanich and said he looks forward to an exciting year ahead. He thanked his colleagues for the trust they placed in him by appointing him Vice President for the coming year. Vice President Mandelkern complimented Skyline College and President Stanback Stroud on the very positive front page article in the *San Mateo Daily Journal* on the College's sustainability program. Vice President Mandelkern said he attended the ribbon cutting ceremony for the solar panel at Cañada College. He noted that this will provide 50 percent of the electric power and save approximately \$600,000 per year in PG&E costs, all with no use of taxpayer money. He attended the CSEA holiday luncheon; he said the event provides a good opportunity to get together with CSEA members who contribute much to the District throughout the year. Vice President Mandelkern attended the San Mateo County Labor Council holiday luncheon; he said Labor Council Executive Secretary/Treasurer Shelley Kessler reported that she was pleased with all aspects of her wedding reception which was held at College of San Mateo's College Center. He attended the Skyline College Automotive Luncheon and said the Automotive program epitomizes all of the things the District does well as a community college district. Vice President Mandelkern wished everyone a joyful holiday season and New Year.

Trustee Holober congratulated President Miljanich and Vice President Mandelkern on their election. He said he is looking forward to a great year. He said the passage of the Measure H will allow the District to provide even more state-of-the-art facilities for its students. Trustee Holober wished everyone a happy holiday season.

Trustee Schwarz congratulated President Miljanich and Vice President Mandelkern on their election. She said she and a guest from the Sequoia Union High School District attended the San Mateo County Community Colleges Foundation's Jeffersonian Luncheon and enjoyed an interesting discussion on the role of teachers in the age of the Internet. Trustee Schwarz attended the CSEA holiday luncheon and said it was a fun event. She attended the solar panel ribbon cutting at Cañada College and noted that the District is a leader in this area. She attended the Cañada College Bookstore holiday luncheon and said it was a warm and wonderful afternoon. Trustee Schwarz said Karen Powell has received a well-deserved promotion to Executive Director of Facilities Planning & Operations. She said Joi Blake, Vice President of Student Services, is leaving Skyline College and will become the President at College of Alameda. Trustee Schwarz said the San Mateo County School Boards Association raised the topic of providing information about mental health issues to all students. She asked if information from the CSM Cares Program might be available to share. Vice President Hughes said she will forward information to Trustee Schwarz.

President Miljanich congratulated Vice President Mandelkern and thanked her colleagues for their support. She wished everyone safe and happy holidays.

COMMUNICATIONS

Vice President Mandelkern said he received a telephone call today from a member of the public who expressed concerns about the accessibility of KCSM-FM station management to listen to his concerns and suggestions about new revenue sources and podcasting. Vice President Mandelkern also received a voice message from *Daily Journal* reporter Angela Swartz regarding the granting of baccalaureate degrees by community colleges. Other trustees received calls from Ms. Swartz as well and Trustee Mohr said he spoke with her.

Trustee Schwarz said she received a letter from a former student at College of San Mateo regarding the positive experience he had as a student in classes taught by Professor Lee Ryan Miller. She asked that staff prepare a letter of acknowledgement.

MEETING OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

The meeting was called to order at 8:14 p.m. by President Schwarz.

Present: President Karen Schwarz, Vice President Ron Galatolo, Secretary Patricia Miljanich, Treasurer Kathy Blackwood, Director Richard Holober, Director Dave Mandelkern, Director Tom Mohr

Approval of Minutes of the December 11, 2013 meeting

It was moved by Secretary Miljanich and seconded by Director Holober to approve the minutes as presented. The motion carried, all members voting "Aye."

Naming of Officers for 2014

President Schwarz said that in accordance with the bylaws of the Financing Corporation, the officers for 2015 will be:

President – Board of Trustees President Patricia Miljanich
 Vice President – District Chancellor Ron Galatolo
 Secretary – Board of Trustees Vice President-Clerk Dave Mandelkern
 Treasurer – District Executive Vice Chancellor Kathy Blackwood

It was moved by Director Holober and seconded by Director Mohr to approve the new officers. The motion carried, all members voting "Aye."

President Miljanich announced that the next scheduled meeting of the Financing Corporation will be held on December 15, 2015.

It was moved by Director Holober and seconded by Director Schwarz to adjourn the meeting. The meeting was adjourned at 8:16 p.m.

RECESS TO CLOSED SESSION OF BOARD OF TRUSTEES

President Miljanich announced that during Closed Session, the Board will consider one student discipline matter.

The Board recessed to Closed Session at 8:25 p.m. and reconvened to Open Session at 9:28 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich reported that at the Closed Session just concluded, the Board acted to expel a student.

ADJOURNMENT

It was moved by Trustee Mohr and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:30 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the January 14, 2015 meeting.

Dave Mandelkern
Vice President-Clerk

BOARD REPORT 15-1-1A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6883

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT

Cañada College

David Hamilton Interim Dean, Business, Design & Workforce Instruction Office

New interim administrative employment, effective January 2, 2015.

Skyline College

Christine Roumbanis Dean of Business, Education & Professional Programs Instruction Office

New administrative employment, effective January 1, 2015.

William Minnich Interim Dean, Enrollment Services Enrollment Services

New interim administrative employment, effective January 5, 2015.

Carsbia Anderson Interim Vice President, Student Services Student Services

New interim administrative employment, effective January 12, 2015.

B. PUBLIC EMPLOYMENT

Cañada College

Marcella Grant Assistant Project Director Science/Technology

New full-time, 12-month classified employment, effective January 5, 2015.

Julian Taylor Tutor Coordinator/Basic Skills Specialist Athletics/Kinesiology & Dance/
Library/Learning Resources

New full-time, 12-month classified employment, effective January 20, 2015.

Leticia Ontiveros Division Assistant Counseling Services

New full-time, 12-month classified employment, effective January 20, 2015.

Katie Osborne Women's Soccer Coach/Kinesiology Instructor Athletics/Kinesiology & Dance/
Library/Learning Resources

New Contract I status academic employment, effective January 20, 2015.

District Office

Lucia Sunga Custodian Facilities

New full-time, 12-month classified employment, effective December 22, 2014.

Francisco Magana Custodian Facilities

New full-time, 12-month classified employment, effective December 22, 2014.

Jonathan Bissell Director of Community, Continuing and Corporate Education Auxiliary Services

New full-time, 12-month classified supervisory exempt employment, effective January 5, 2015.

Kyoki (Prusela) Phillips Alumni Relations Manager Foundation

New full-time, 12-month classified professional employment, effective February 2, 2015.

Skyline College

Gretel Barreto Admissions and Records Assistant II Enrollment Services

New full-time, 12-month classified employment, effective January 2, 2015.

Claudia Acevedo Financial Aid Assistant Enrollment/Financial Aid

New full-time, 12-month classified employment, effective January 12, 2015.

C. REASSIGNMENT

Cañada College

Adolfo Leiva Director of SparkPoint Counseling Services

Reassigned through the hiring process from a full-time, 12-month Program Services Coordinator position at Skyline College into this full-time, 12-month classified supervisory exempt position, effective January 1, 2015.

College of San Mateo

Valerie Young Division Assistant Language Arts

Reassigned through the hiring process from a part-time, 11-month Instructional Aide II position in the Language Arts Division into this full-time, 12-month position (4C0361), effective January 12, 2015.

D. TRANSFER**Cañada College**

Tracy Huang Planning and Research Analyst Planning, Research & Institutional Effectiveness

Transferred from a full-time, 10-month Planning and Research Analyst position (3CC018) in the Science & Technology Division into this full-time, 12-month position (3C0191), effective January 5, 2015.

Ozlem Yankin Instructional Aide II Athletics/Kinesiology & Dance/
Library/Learning Center

Transferred from a 48%, 11-month Instructional Aide II position (3C0150) in the Learning Center into this full-time, 11-month Instructional Aide II position (3C0174), effective December 30, 2014.

Frank Austin Instructional Aide II Athletics/Kinesiology & Dance/
Library/Learning Center

Transferred from a full-time, 11-month Instructional Aide II position (3C0174) in the Learning Center into this 48%, 11-month Instructional Aide II position (3C0150), effective December 30, 2014.

Skyline College

Nadia Tariq Division Assistant Science/Math/Technology

Transferred from a full-time, 12-month Division Assistant position (2C0201) in the Counseling Services Division into this full-time, 12-month position (2C0204), effective January 2, 2015.

E. CHANGES IN STAFF ALLOCATION**Cañada College**

1. Recommend a change in staff allocation to add one full-time, 12-month Retention Specialist position (Grade 24 of Salary Schedule 60) in the Athletics, Kinesiology, & Dance/Library/ Learning Resources Division, effective January 15, 2015.

College of San Mateo

1. Recommend a change in staff allocation to add two full-time, 12-month Program Services Coordinator – Degree Audit positions (Grade 27 of Salary Schedule 60) in the Counseling, Advising and Matriculation Division, effective January 15, 2015.
2. Recommend a change in staff allocation to add one 48%, 12-month Office Assistant II position (Grade 18 of Salary Schedule 60) in the Counseling, Advising and Matriculation Division, effective January 15, 2015.
3. Recommend creation of a new classification titled “Cosmetology Program Assistant” at Grade 27 of the Classified Salary Schedule (60). Also recommend a change in staff allocation to add one full-time, 12-month Cosmetology Program Assistant position in the Business and Technology Division, effective January 15, 2015.

Skyline College

1. Recommend a change in staff allocation to add one full-time, 12-month Office Assistant II position (Grade 18 of Salary Schedule 60) in the Counseling Services Division, effective January 15, 2015.

2. Recommend a change in salary level placement for the position of Director of the Center for International Trade Development from Grade AG of the Administrative Salary Schedule (20) to Grade 190E of the Academic/Classified Salary Schedule (40), effective January 15, 2015.
3. Recommend a change in staff allocation for the position of Program Services Coordinator (2CC011) for the Workability III Program from full-time, 10 months per year to 80% of full-time, 12 months per year, effective January 15, 2015.

District Office

1. Recommend a change in staff allocation to add one full-time, 12-month Executive Assistant position (Grade 180S of Salary Schedule 40) in the Foundation, effective January 15, 2015.
2. Recommend a reclassification of one Buyer position (1C0403) at Grade 30 of Salary Schedule 60 to Senior Buyer at Grade 34 of the same salary schedule, effective July 1, 2014. In addition, recommend the reclassification of Nancy Witte into this new position, effective July 1, 2014.

F. LEAVE OF ABSENCE

None

G. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

College of San Mateo

Lily Lau	Director of Community Education	General Services
-----------------	---------------------------------	------------------

Retired effective December 30, 2014 with 8 years of service. Not eligible for District retiree benefits.

2. Resignation

Skyline College

Joi Blake	Vice President, Student Services	Student Services
------------------	----------------------------------	------------------

Resigning effective January 5, 2015.

John Mosby	Dean of Enrollment Services	Enrollment Services
-------------------	-----------------------------	---------------------

Resigning effective January 16, 2015.

H. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

I. 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>
District	Educational Services & Planning	1	1/15/2015	6/30/2015	Office Assistant II: Assist with clerical support, such as processing shipments, planning visits, updating recruitment materials, and data entry staff.
Cañada	Business & Workforce/Upward Bound	2	01/22/2015	06/04/2015	Instructional Aide II: Provide Math and English tutoring/academic support to TRIO Upward Bound participants. Duties include facilitating workshops, record keeping and reporting, and monitoring student grades and progress on tutored subjects.
Cañada	Humanities & Social Sciences	1	01/15/2015	06/30/2015	Retention Specialist: Work with current College for Working Adults (CWA) students to promote academic success and retention, and outreach to prospective CWA students.
Cañada	Science & Technology	1	01/15/2015	06/30/2015	Program Services Coordinator: Responsible for STEM Speaker Series. Lead coordinator for program, who plans and executes Spring 2015 events. Arrange speakers, create outreach strategy, serve as a liaison with faculty and staff, and manage student assistants.
Cañada	Counseling/Assessment	1	01/15/2015	06/30/2015	Office Assistant II: Support the Assessment Coordinator with migration to Compass 5.0. Assist with day-to-day operations. Assist with Math Jam, Word Jam, Middle College, and all PEP assessments and general assessments.
CSM	Student Services/ EOPS-CARE	1	01/15/2015	06/30/2015	Office Assistant I: Assist program staff with responding to student and visitor inquiries regarding program eligibility and support services. Complete computer-related assignments, student compliance with appointments and progress reports. Maintain files.

CSM	Counseling/CalWORKS	1	01/15/2015	06/30/2015	Program Services Coordinator: Develop job skills training workshop for CalWorks students, facilitate workshops, assist with case management, MIS data entry, and update files for student records.
CSM	Business/Technology	4	01/15/2015	04/11/2015	Office Assistant I: Support VITA activities in the free tax services provided to low income residents in San Mateo County.
CSM	Office of the Vice President of Instruction	1	01/15/2015	06/30/2015	Staff Assistant: Provide information to college staff regarding division services, curriculum software, policies & procedures. Use database and spreadsheets; compose minutes and agendas; screen and answer calls.
CSM	Counseling/EOPS	1	01/15/2015	06/30/2015	Program Services Coordinator: Provide assistance with on-campus outreach, facilitate and schedule new and continuing student meetings/new student orientations, assist with case management and student intake, MIS data entry, and update files for student records.
Skyline	Language Arts/English Language Institute	1	01/15/2015	06/30/2015	Office Assistant II: Intake assistant in the English Language Institute department.

BOARD REPORT NO. 15-1-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

DRAFT FACILITES MASTER PLAN UPDATE

In July 2011 the Board of Trustees approved the 2011 Facilities Master Plan (FMP) developed by HMC Architects in collaboration with faculty and staff. The 2011 FMP had been developed in anticipation of a successful 2011 General Obligation Bond to support the third phase of the Capital Improvement Program (CIP). Measure H was eventually supported by our local voters in 2014, resulting in the need to update the 2011 document to reflect work accomplished since Board approval, and changes in facilities needs and priorities.

The Board of Trustees directed staff to proceed with an update to the 2011 FMP, and HMC Architects was re-engaged to support the effort. HMC reviewed previously completed Facilities Master Plans, physical assessments and analysis, and site visits. HMC and staff met with College constituents on all three campuses to incorporate educational programmatic needs and resultant changing facilities needs articulated by College constituents. HMC identified issues that require creative solutions, developed options, reviewed the options with our College constituents, and identified the final solutions that resulted in the current draft amendment.

This amendment serves to articulate which projects listed in the 2011 document have been completed, which remain to be completed, and to document changes to the 2011 project list. The final approved 2015 San Mateo County Community College Facilities Master Plan will inform decision making relative to implementation of the third phase of the Capital Improvement Program. The draft document is attached to this report.

2015 Facilities Master Plan Amendment to the 2011 Facilities Master Plan



Chancellor
Ron Galatolo

Presidents

Dr. Lawrence G. Buckley, Cañada College
Michael E. Claire, College of San Mateo
Dr. Regina Stanback Stroud, Skyline College

Board of Trustees

Patricia Miljanich, President
Dave Mandelkern, Vice President-Clerk
Richard Holober
Thomas Mohr
Karen Schwarz
Rupinder Bajwa, Student Trustee

San Mateo County Community College District
2015 Facilities Master Plan Amendment
to the 2011 Facilities Master Plan



College of San Mateo



Table of Contents //

Introduction

Letter from the Chancellor	1.1
Introduction	1.2
Purpose	
Master Planning Process	
Master Planning Overview	
Document Organization	
Facilities Master Plan Guiding Principles	1.3
Districtwide Projects	1.4
Districtwide Projects Completed Since 2011	
Districtwide Master Plan Projects	

Cañada College

Mission, Vision, and Values	2.3
-----------------------------	-----

Existing Conditions

Existing Campus Plan	2.4
Projects Completed Since 2011	

Recommendations

2015 Facilities Master Plan Amendment	2.6
Facilities Planning Priorities	
Facilities Master Plan Projects	

College of San Mateo

Mission/Diversity Statements	3.3
------------------------------	-----

Existing Conditions

Existing Campus Plan	3.4
Projects Completed Since 2011	

Recommendations

2015 Facilities Master Plan Amendment	3.6
Facilities Planning Priorities	
Facilities Master Plan Projects	

Skyline College

Mission, Vision, Values, and College Goals	4.3
--	-----

Existing Conditions

Existing Campus Plan	4.4
Projects Completed Since 2011	

Recommendations

2015 Facilities Master Plan Amendment	4.6
Facilities Planning Priorities	
Facilities Master Plan Projects	

Letter from the Chancellor //



For nearly a century, College of San Mateo, Cañada College, and Skyline College have welcomed and proudly served more than 2 million students who come to us from all walks of life. Our primary mission is to provide our local community a first-rate postsecondary learning experience for all who can benefit from public higher education. For more than a decade, our dedicated Board of Trustees, faculty and staff have been actively engaged in transforming our three aging community colleges into modern, seismically safe and state-of-the-art learning environments that welcome, stimulate, and inspire our very diverse student population. With the recent passage of our third general obligation bond measure, we will continue this active restoration and construction campaign for the benefit of our deserving students.

The facility improvements we have completed to date were guided by earlier Facilities Master Plans that were thoughtfully prepared in a fully collaborative process. The two previous bond measures, generously supported by local residents, allowed our team to construct new buildings, modernize existing structures as well as complete extensive infrastructure and landscape enhancements. Through these advances, we have been able to effectively respond to and serve the changing educational needs of our student body.

The 2015 Facilities Master Plan update outlined in this document is intended to complete the dream that started in 2001. The envisioned projects for this coming phase include new construction in addition to remodeling several existing structures – focused on achieving sustainable and energy efficient outcomes. In keeping with the District's commitment to sustainable design, all construction activity will contain a variety of energy efficient building materials and internal systems that will ensure an eco-friendly result. Additionally, all projects undertaken will address health and safety issues, such as removing hazardous materials, upgrading fire alarm and fire sprinkler systems, improving Americans with Disabilities Act compliance, and installing security cameras and Automated External Defibrillators in key locations.

Our Colleges, through our vast array of postsecondary learners, have always exerted a powerful and positive impact on the economic and social well-being of San Mateo County. This Master Plan update strives to continue that legacy through its contemporary structures, advanced instructional equipment, and talented human capital that exist at our three award-winning, nationally-recognized Colleges.

A handwritten signature in black ink, appearing to read 'R. Galatolo'. The signature is fluid and cursive, with a long horizontal line extending to the right.

Ron Galatolo
Chancellor
San Mateo County Community College District
January 2015

Introduction //

Purpose

The 2015 Facilities Master Plan Amendment to the 2011 Facilities Master Plan for the San Mateo County Community College District has been developed to serve as a guide for future development at each of the three Colleges in the District:

Cañada College
College of San Mateo
Skyline College

It provides a graphic and narrative description of the District's strategy to support educational program needs and strategic vision, address the long-range forecast for enrollment, and position the District to maximize funding opportunities. The 2011 Facilities Master Plan served as the foundation for this 2015 Amendment, which is grounded in each of the College's Educational Plans. This plan provides a roadmap for future development, including recommendations for modernization/renovation and replacement of facilities as well as a number of site improvements for each campus. It is intended not as a literal depiction of the projects to be developed but as a point of reference in a dynamic process of adapting projects to meet changing program needs.

Master Planning Process

The planning process was a participatory one involving representatives from each of the Colleges. The planning process recognized the individuality of each of the Colleges, while working within the overall framework of the District's organizational structure. This ensured that the 2015 Facilities Master Plan Amendment addresses both College and Districtwide issues and serves as a Districtwide roadmap for future development.

Master Planning Overview

All three Colleges are in the process of being transformed through the construction of new facilities and the renovation of others funded by local bond revenue and the California Community College Capital Outlay Program. Recent projects have addressed many of the Colleges' needs identified in previous planning studies, but there are still unmet needs within the District.

Document Organization

The 2015 Facilities Master Plan Amendment describes a plan for site and facilities improvements that will support current and future needs at each of the three Colleges in the District. The document is divided into three sections; one for each College. Within each section, the following information is included:

Existing Conditions

The Existing Conditions section includes an analysis of each campus, as well as a list of projects completed since the 2011 Facilities Master Plan was published.

Recommendations

The Recommendations for each College in this 2015 Facilities Master Plan Amendment present an overall picture of the future developed campuses and include recommendations for modernization/renovation, new construction, and campus-wide site improvements. Master Plan projects are highlighted and accompanied by narratives describing the intent of each project.

While drawings in the plans appear specific, the forms are intended as conceptual sketches that highlight the potential location and purpose of the identified improvements without intending to dictate a specific design or location. The final design of each site and facility project will take place once projects are funded and detailed programming and design occurs with the designated user group.

Facilities Master Plan Guiding Principles //

Student-Focused

As a premier California community college district, San Mateo County Community College District is committed to serving students and maximizing opportunities for success. This focus on students is a principle of the Educational Master Plan for each College that serves as the foundation for the recommendations that are described in this 2015 Facilities Master Plan Amendment.

Quality Education

The recommendations in this report are focused on providing quality education to the San Mateo County communities served. The Educational Plans at each of the Colleges served as the basis for these recommendations and are translated into site and facility improvement projects for each of the three Colleges in the District.

Fiscal Responsibility

Facilities Master Plan recommendations will be planned for maximum economic benefit, including flexibility of use, a cost/benefit evaluation of function, and an overall awareness of available fiscal resources.

Safety and Security

All improvements will continue to ensure safety and security, which remains paramount for faculty, staff, and students. Improvements in lighting, security cameras, and secure spaces will give students, faculty, and staff the confidence to embrace their educational pursuits without distraction.

During the planning process, a number of guiding principles were identified and became an integral part of the 2015 Facilities Master Plan Amendment. These principles are summarized below and discussed in more detail throughout the document.

Technology

All improvements will aim to incorporate the best use of emerging technologies to enhance learning environments and promote student success.

Sustainability

The San Mateo County Community College District has demonstrated outstanding leadership in environmental stewardship and intends to further these programs by addressing Districtwide sustainability goals. This commitment to sustainability has resulted in substantial savings due to energy efficiency and reduced operational costs, thereby enhancing the District's ability to adequately fund its core educational mission. The 2015 Facilities Master Plan Amendment reinforces the District's intention to:

- Incorporate energy efficient practices, materials, and technologies.
- Raise public awareness about the importance of sustainability for the future.
- Develop campuses as learning environments that model sustainable practices.

The District will undertake a rigorous analysis of the cost effectiveness of emerging technologies and their contribution to overall fiscal responsibility prior to implementation.

Accessibility

An objective discussed throughout the planning process was providing improved accessibility. At each College, there was discussion about ways to increase access to the campus, to support services, and to all areas of instruction. While many of the recently completed projects have improved access, the 2015 Facilities Master Plan Amendment includes additional recommendations for continued improvement.

Campus Environments

Campuses are defined as much by their landscapes and open spaces, as their buildings. The District understands this and is committed to providing quality education within a healthy, sustainable, and beautiful environment. The 2015 Facilities Master Plan Amendment includes recommendations to continue the development of the College environments from the main gathering areas to the pedestrian pathways and landscaping to the parking lots.

Community Service

The District appreciates the financial support provided by San Mateo County voters and intends to offer services to the larger community through shared use of facilities including Theaters, Performing Arts, Cafeterias, Meeting Rooms, and Athletic Facilities, as well as by encouraging community organizations and other public agencies to use the facilities for meetings, fundraising, and social events.

Districtwide Projects //

Districtwide Projects Completed Since 2011

- Electronic Security System Upgrade
- Electrical Vehicle Charging Station Installation
- Parking Lot and Roadways Repair

Districtwide Master Plan Projects

- Electric Vehicle Charging Station Expansion
- Prop 39 Energy Projects
 - LED Lighting - Fixtures and Controls
 - HVAC Commissioning
 - Sustainable Energy Installations
- Tree Removal and Pruning, as needed
- Athletic Facility Lighting, as needed
- Pedestrian Access

1 Electric Vehicle Charging Station Ribbon Cutting

2 Electric Vehicle Charging Station





Cañada College

2015 Facilities Master Plan Amendment to the 2011 Facilities Master Plan

San Mateo County Community College District



Mission, Vision, and Values //

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, basic skills programs, and lifelong learning. The College cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.

Vision

Cañada College is committed to being a preeminent institution of learning, renowned for its quality of academic life, its diverse culture and practice of personal support and development, extraordinary student success, and its dynamic, innovative programs that prepare students for the university, the modern workplace, and the global community.

Values

- Transforming Lives
- High Academic Standards
- Diverse and Inclusive Environment
- Student Success in Achieving Educational Goals
- Community, Education, and Industry Partnerships
- Communication and Collaboration
- Engaging Student Life
- Accountability
- Sustainability
- Transparency

Existing Conditions

Existing Campus Plan //

Cañada College, constructed in 1968, is located on a hillside overlooking the Bay in the Redwood City/Woodside area. Recent building renovations and additions combined with significant landscaping, paving, and outdoor improvements have framed an internal campus Main Quad. These improvements provide a framework to support and grow student activities as needed to further enhance a true “campus feel.”

Although located in a beautiful hillside setting with wonderful views, some of the older buildings have limited connection to the campus core, limiting their ability to support an active, student-centered learning environment.

Projects Completed Since 2011

- Buildings 5/6 Modernization
- Campus Site Improvements and Access
- Emergency Annunciation Expansion
- Athletic Fields Replacement
- Solar Array Installation
- Exterior Signage Improvements
- Electrical System Upgrade
- Loop Road Improvement
- Facilities Maintenance Center
- Tennis Courts Repairs
- Buildings 5/6/8/9 Water Intrusion

- 1 Landscaping improvements in Main Quad
- 2 Landscaping improvements in Lower Quad





EXISTING CAMPUS PLAN

- PROPERTY LINE
- EXISTING FACILITIES
- TEMPORARY FACILITIES



Recommendations

2015 Facilities Master Plan Amendment //

The 2015 Facilities Master Plan Amendment for Cañada College is based on the College's Educational Master Plan. It addresses the current and projected needs for the College and serves as a guide for future development. The recommendations included in this 2015 Facilities Master Plan Amendment address the Districtwide guiding principles that are summarized in the introduction. The College's Educational Master Plan and these guiding principles were integral in developing Facilities Planning Priorities that are specific to Cañada College and summarized below.

Facilities Planning Priorities

- Increase the number of large classrooms in order to support current program demand and improve utilization of facilities.
- Address the program needs for Science, Technology, Engineering, and Math (STEM), Allied Health, and Workforce Development-related programs and provide for the projected expansions of these programs.
- Modernize/renovate existing facilities to better support Performing and Creative Arts.
- Increase the College's ability to support transfer programs in Kinesiology, Personal and Professional Fitness Training, and Dance.
- Develop the campus environment to support student success.
 - Create spaces, both indoor and outdoor, to facilitate informal interaction between students, faculty, and staff.
 - Place student support services in easily identifiable and accessible locations.
- Incorporate site-relevant energy efficiency, sustainability, and renewable energy projects to:
 - Reduce operational costs.
 - Raise awareness in the community about sustainability.

Facilities Master Plan Projects

The projects recommended as part of this 2015 Facilities Master Plan Amendment for Cañada College are described on the following pages. These projects address the College's Facilities Planning Priorities, accommodate projected program growth, and define the vision for the future. The order of the projects described is based on the approximate location on campus and does not reflect a priority order.

New Construction

- Math/Science/Engineering Building - New
- Building 1, Kinesiology/Wellness - Demolition and Reconstruction

Modernization/Renovation of Existing Facilities

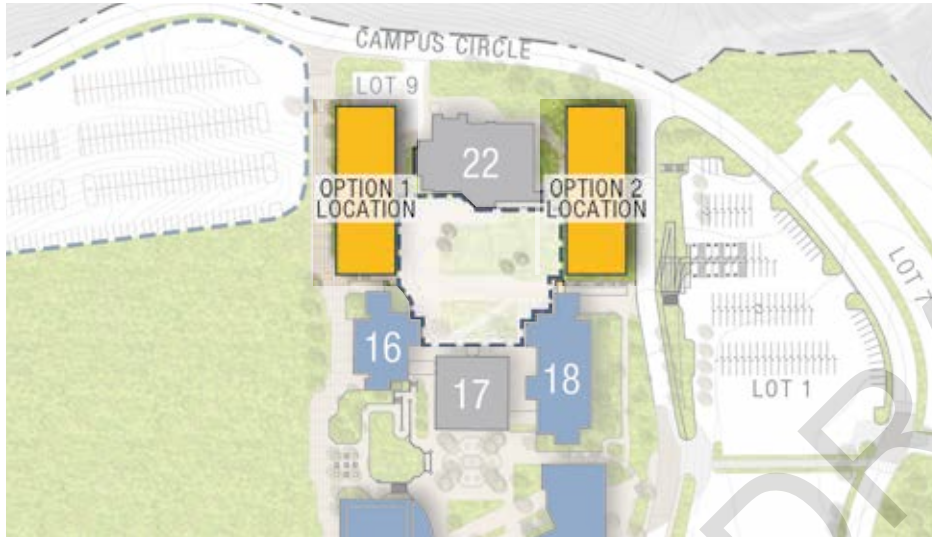
- Building 3, Performing Arts Center
- Building 9, Library/Student Resource Center
- Building 13, Multi-Disciplinary Instructional Center
- Buildings 16 and 18, Instructional Buildings

Proposed Site Development

- North Quad Development
- Parking Expansion

Demolition of Existing Facilities

- Removal of Portable Buildings 19, 20, and 21

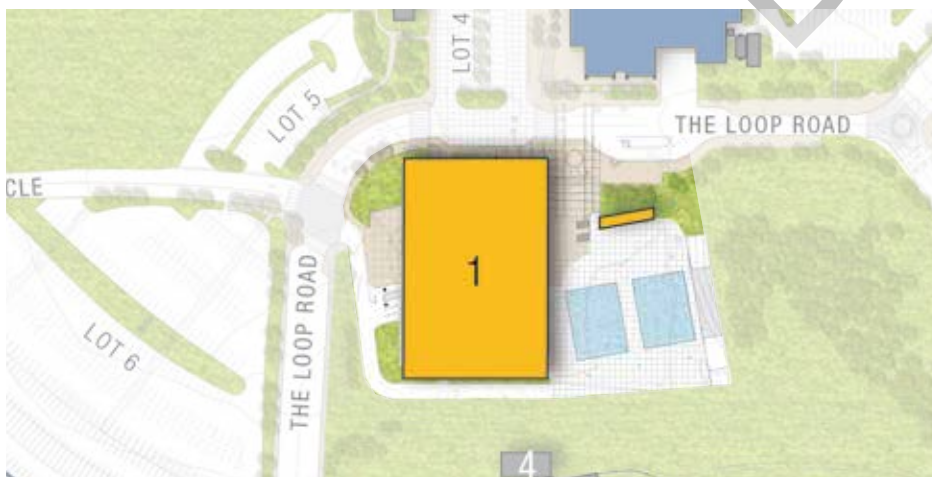


New Math/Science/Engineering Building

The new Math/Science/Engineering Building will address the growing demand for instructional programs in a number of areas including physical sciences, biological sciences, computer science, engineering, and radiology technology. Modern instructional space will enhance the capacity to serve these programs and provide much needed support space. In addition, this building will include large lecture halls, computer labs, and study rooms.

North Quad Development

The Quad will be designed to support the adjacent programs, to create additional spaces for student collaboration, and to tie pedestrian circulation to newly-developed campus thresholds.



New Building 1, Kinesiology/Wellness

The new Kinesiology/Wellness Building will address the demand for programs in fitness, dance, wellness, and aquatics for both instructional and community needs. The new facility will replace the existing 43-year-old Building 1, Gymnasium, with a modernized facility that supports a wide range of academic and athletic programs offered by the College. Programs contributing to the completion of certificate degrees and transfers in Kinesiology and Human Performance are expected to include:

- Personal Training
- Yoga Instructor Training
- Pilates Instructor Training
- Group Exercise Instructor Training
- Dance



Modernization/Renovation of Building 3, Performing Arts Center

The existing Building 3 will be modernized/renovated to support the College's Humanities, Social Science, Performing and Creative Arts programs. Existing spaces will be reconfigured to support evolving academic program needs, provide additional classroom space, address building code issues, and create improved teaching and learning environments. This project will further strengthen community partnerships founded upon a vibrant arts curriculum.

Modernization/Renovation of Building 9, Library/Student Resource Center

This project recommends the reconfiguration of the building to create an integrated library and learning resource center. A new west-side entrance will also be developed to improve access to academic and student support services.

Modernization/Renovation of Building 13, Multi-Disciplinary Instructional Center

Building 13 frames the campus core on the west side. This modernization/renovation project includes a reconfiguration of the building to address instructional needs. Recommendations for this building also include the transformation of a closed, inwardly-focused structure into an active, open facility that supports program needs and engages with the campus core.

Modernization/Renovation of Buildings 16 and 18, Instructional Buildings

Following the relocation of programs currently housed in Buildings 16 and 18, portions of these buildings will be modernized/renovated for different uses.



Parking Expansion

Two areas on the campus are identified for potential parking expansion, Lots 6 and 10. Pedestrian pathways will be developed to connect to the campus core.

College of San Mateo

College of San Mateo

**2015 Facilities Master Plan Amendment
to the 2011 Facilities Master Plan**

San Mateo County Community College District



Mission/Diversity Statements //

Mission Statement

College of San Mateo provides an exceptional educational opportunity to residents of San Mateo County and the Greater Bay Area. The College is an open-access, student-centered institution that serves the diverse educational, economic, social, and cultural needs of its students and the community. College of San Mateo fosters a culture of excellence and success that engages and challenges students through a comprehensive curriculum of basic skills, career and technical programs, and transfer preparation. It uses analysis of quantitative and qualitative data and information, collaborative integrated institutional planning, and assessment to inform decision-making and ensure continuous improvement. Its programs and services are structured, delivered, and evaluated to prepare students to be informed and engaged citizens in an increasingly global community. To achieve this mission, the College has adopted the following Institutional Priorities:

1. Improve Student Success
2. Promote Academic Excellence
3. Promote Relevant, High-Quality Programs and Services
4. Promote Integrated Planning, Fiscal Stability, and the Efficient Use of Resources
5. Enhance Institutional Dialog

Diversity Statement

College of San Mateo maintains a policy of inclusiveness that recognizes, values, and reflects the diversity of the community it serves. As an academic institution, the College fosters a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. The College abides by the principle of equal opportunity for all without regard to gender, color, race, ethnicity, national origin, religion, age, economic background, sexual orientation, and physical, learning, and psychological differences.

Existing Conditions

Existing Campus Plan //

College of San Mateo, at the northern edge of Silicon Valley, occupies a 153-acre site in the San Mateo hills that provides a panoramic view of San Francisco Bay.

The recent addition of several major new buildings and the renovation and demolition of others, combined with significant landscaping and paving projects, have addressed program needs and enhanced the overall campus experience. The development of the strong north-south axis strengthens connections to both the Main Quad and some key campus facilities including the new Health and Wellness Center, the Fine Arts Complex, and parking.

While offering majestic views, the hillside setting has presented some challenges for development over the years. With buildings and parking lots located at a variety of levels, pedestrian access paths are often difficult to navigate, and campus wayfinding from some of the outlying areas into the campus core is challenging.

Projects Completed Since 2011

- Renovation of Building 34, Fire Science/Information Technology Services
- Landmark Entrance/Vehicular Circulation/Site Work
- Underground Site Utilities
- Campus-wide Site Improvements
- Exterior Building Repainting
- Hillsdale Lot Stormwater Management and Paving
- Emergency Annunciation Expansion
- Exterior Building Signage

1 Building 10, College Center

2 Building 5, Health and Wellness



EXISTING CAMPUS PLAN

- PROPERTY LINE
- EXISTING FACILITIES



Recommendations

2015 Facilities Master Plan Amendment //

The 2015 Facilities Master Plan Amendment for College of San Mateo is based on the College's Educational Master Plan. It addresses the current and projected educational needs for the College and serves as a guide for future development. The recommendations included in this 2015 Facilities Master Plan Amendment are based upon guiding principles summarized in the introduction to this document and the College Educational Plan.

Facilities Planning Priorities

- Modernize/renovate existing buildings to better support classroom instruction and student support services needs.
- Create clearly identifiable, ADA-compliant pedestrian pathways.
- Celebrate the experience of College life by developing interior and exterior spaces that reinforce the importance of and appreciation for education.
- Enhance the District's maintenance and recycling capabilities by providing support facilities.
- Incorporate renewable energy technologies to:
 - Reduce operational costs.
 - Provide leadership in the education of students.
 - Raise awareness in the community about the potential of renewable energy.
- Integrate sustainable design practices in future new construction and modernization/renovation projects to increase energy efficiency, reduce water usage, and improve the teaching and learning environment.

Facilities Master Plan Projects

The projects recommended as part of this 2015 Facilities Master Plan Amendment for College of San Mateo are described on the following pages. These projects address the College's Facilities Planning Priorities, accommodate projected program changes, and define a vision for the future. The order of the projects described is based on the approximate location on campus and does not reflect a priority order.

New Construction

- Building 5, Workforce/Allied Health Programs Expansion
- Building 8, Kinesiology/Wellness - Demolition and Reconstruction
- Building 19, Center for Innovation and Emerging Technologies - Demolition and Reconstruction

Modernization/Renovation of Existing Facilities

- Building 1, Public Safety/Multi-Disciplinary
- Building 3, Humanities/Arts
- Building 7, Facilities Maintenance Center
- Building 9, Library/Information Technology Services
- Building 17, Student Support Services
- Building 34, Fire Science/Facilities Management

Demolition of Existing Facilities

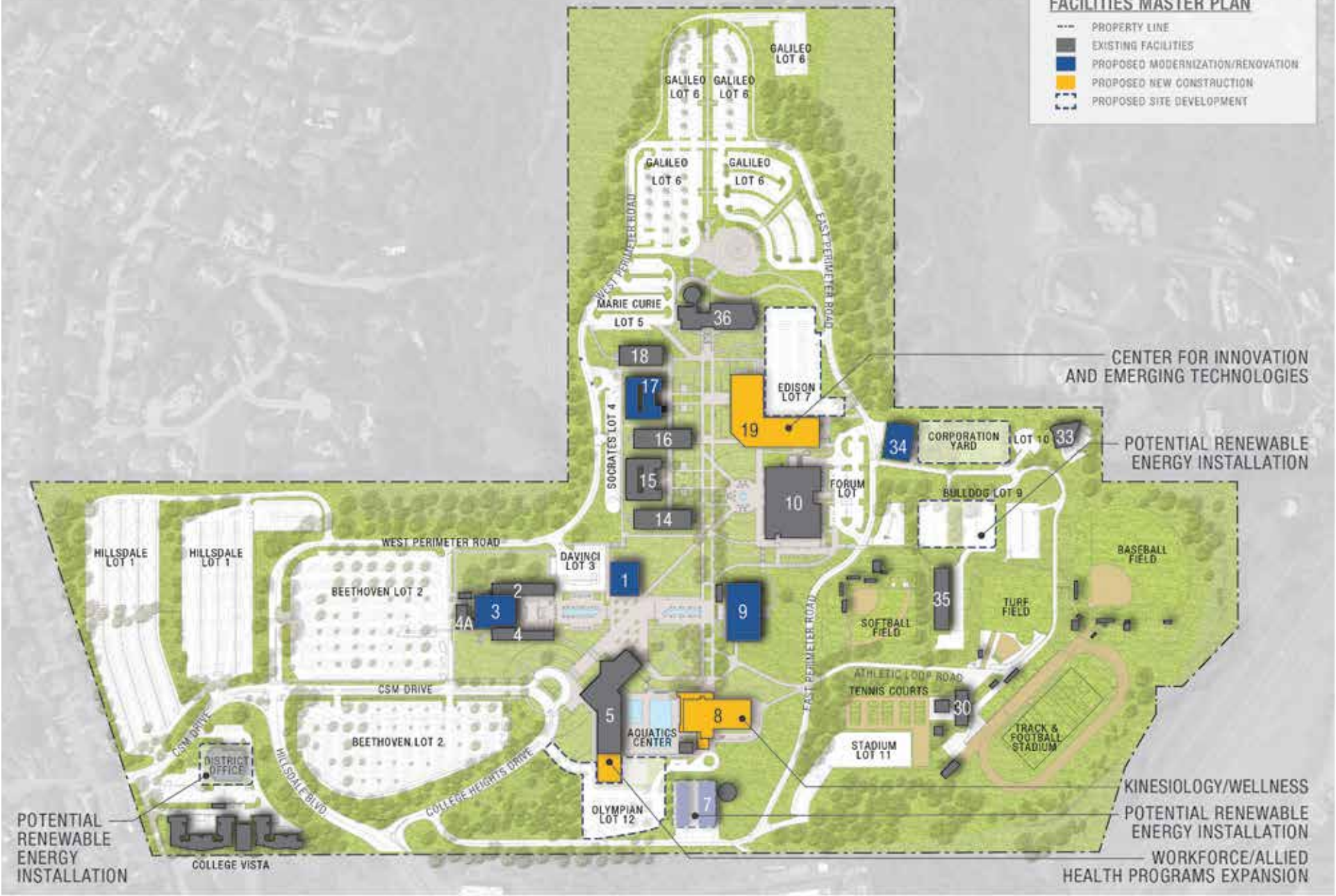
- Building 12, East Hall
- Building 20, Horticulture
- Building 20A, Greenhouse

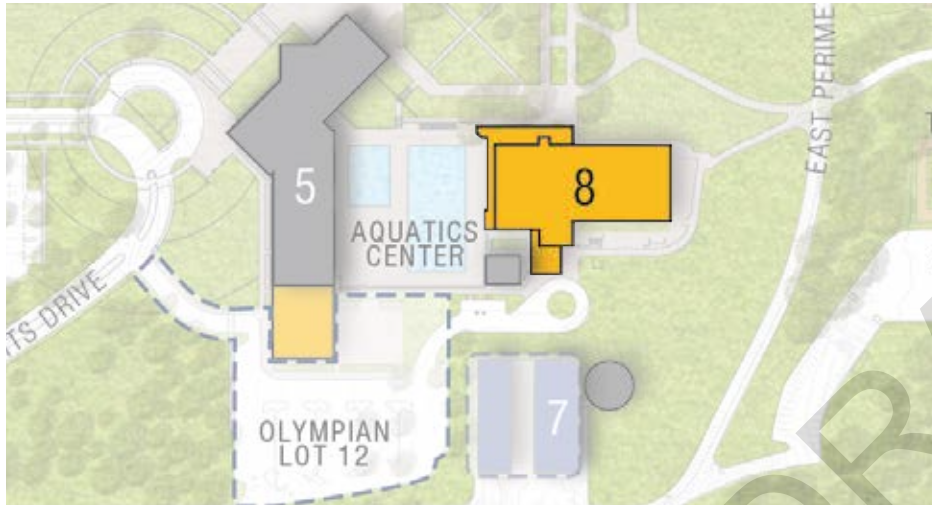
Proposed Site Development Projects

- Corporation Yard
- Parking Expansion
- Renewable Energy Installation

FACILITIES MASTER PLAN

-  PROPERTY LINE
-  EXISTING FACILITIES
-  PROPOSED MODERNIZATION/RENOVATION
-  PROPOSED NEW CONSTRUCTION
-  PROPOSED SITE DEVELOPMENT

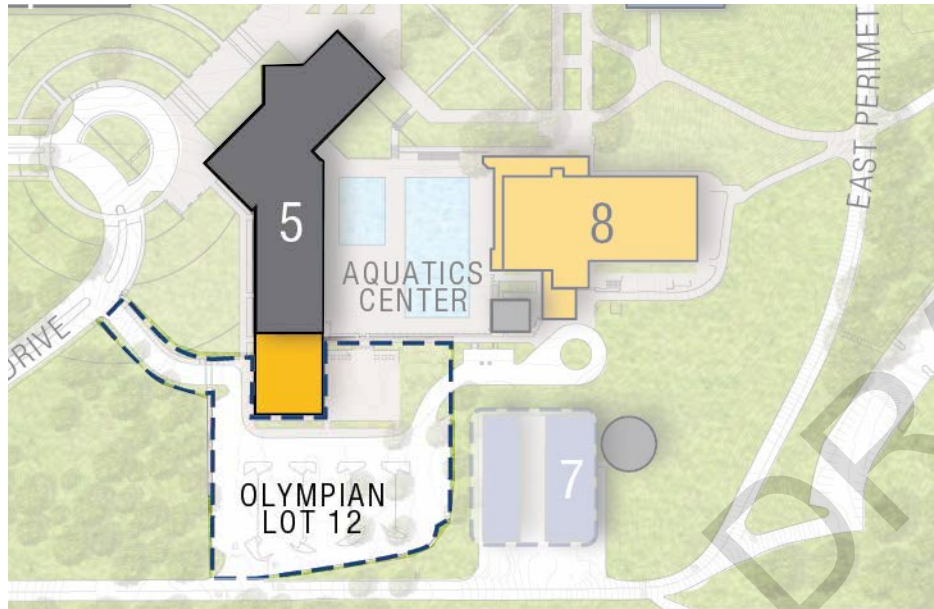




New Building 8, Kinesiology/Wellness

The new Kinesiology/Wellness Building responds to the demand for instructional and training programs in fitness, wellness, and aquatics. The new facility will replace the existing 51-year-old Building 8, Gymnasium, with a modernized facility that supports the academic programs offered by the College. Programs contributing to the completion of certificate degrees and transfers in Kinesiology and Human Performance are expected to include:

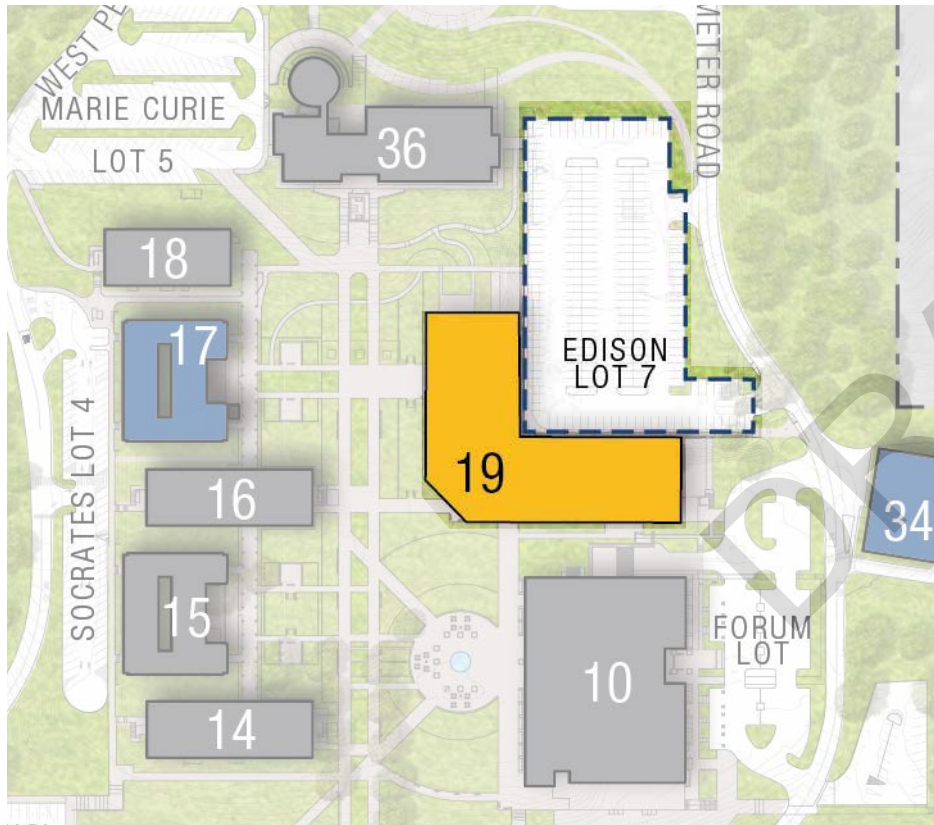
- Personal Training
- Yoga Instructor Training
- Pilates Instructor Training
- Group Exercise Instructor Training
- Dance



Expansion of Building 5, Workforce/Allied Health Programs

Building 5 houses a variety of allied health programs, including nursing, dental assisting, cosmetology, wellness, and aquatics for both instructional and community needs. This project includes the reconfiguration and expansion of Building 5 to address growing demand for programs located in the building and to support community education.

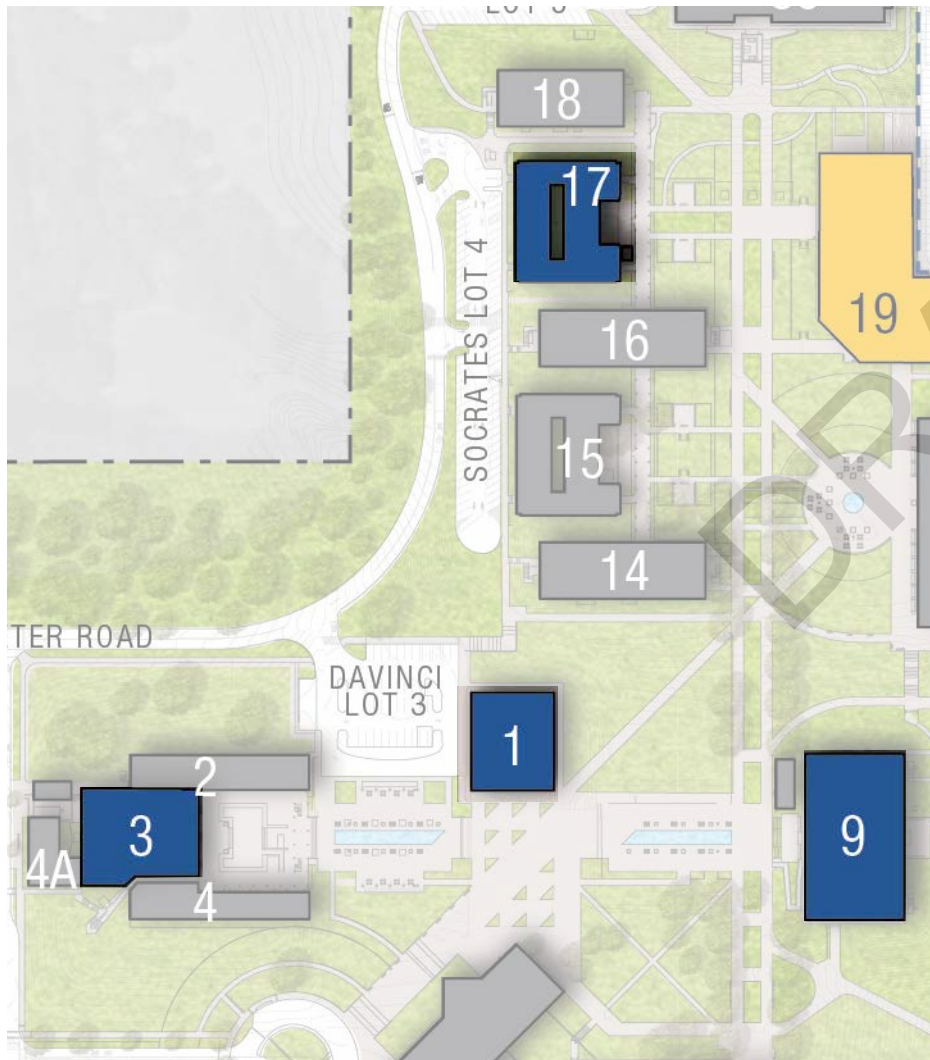
Sitework associated with this project may include reconfiguration of parking lots, access roads, and walkways, as needed.



New Building 19, Center for Innovation and Emerging Technologies

The new Building 19 will replace both the existing Building 12, East Hall, and Building 19, Emerging Technologies, and provide for the centralization of the growing engineering and emerging technology programs and the creation of a tech shop to support student and community innovation. The new building will support the mission of integrative learning wherein departments actively blend curricula and faculty to bring different disciplines together to work on projects.

Sitework associated with this project will include reconfiguration/expansion of parking lots, access roads, and walkways.



Modernization/Renovation of Building 1, Public Safety/Multi-Disciplinary

Building 1 will be modernized to address current building code deficiencies and to improve accessibility. The project will provide improved space for critical student support services, such as the Health Center, Psychological Services, and Department of Public Safety.

Modernization/Renovation of Building 3, Humanities/Arts

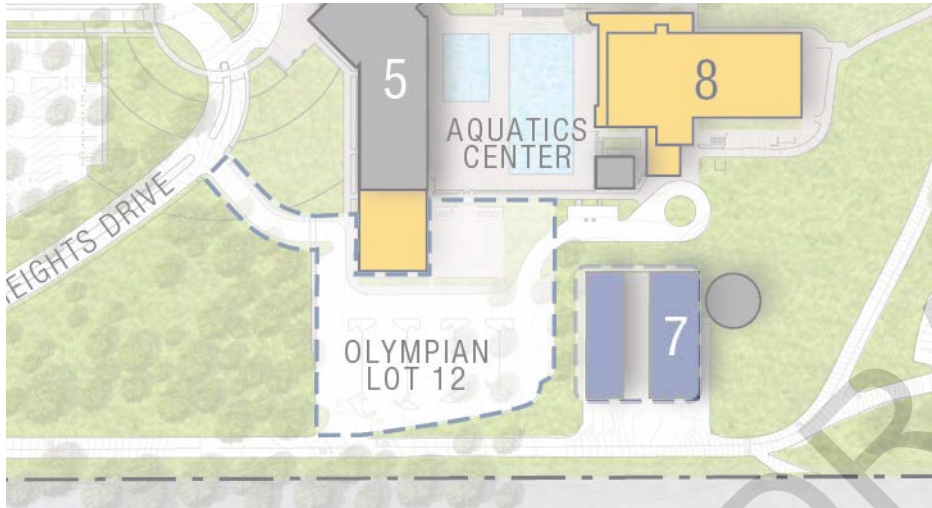
This project will complete the modernization/renovation of Building 3, which has undergone partial renovations over the past 40 years. A substantive remodel and reconfiguration of spaces will address program needs and bring the facility into the 21st century. Classroom modernizations/renovations will be included as part of this project, including introducing smart classroom technologies, enhancing safety and security, modernizing climate controls to improve indoor air quality, renovating restrooms, and addressing ADA accessibility issues.

Modernization/Renovation of Building 9, Library/Information Technology Services

The Library has been upgraded for seismic safety, but program needs have not yet been fully addressed. The modernization/renovation of this building will incorporate state-of-the-art technologies to address changes in the way students, faculty, and staff access information. The modernization/renovation of the building will include repurposing space for the consolidation of the Information Technology Services Department and modernized climate controls to improve indoor air quality.

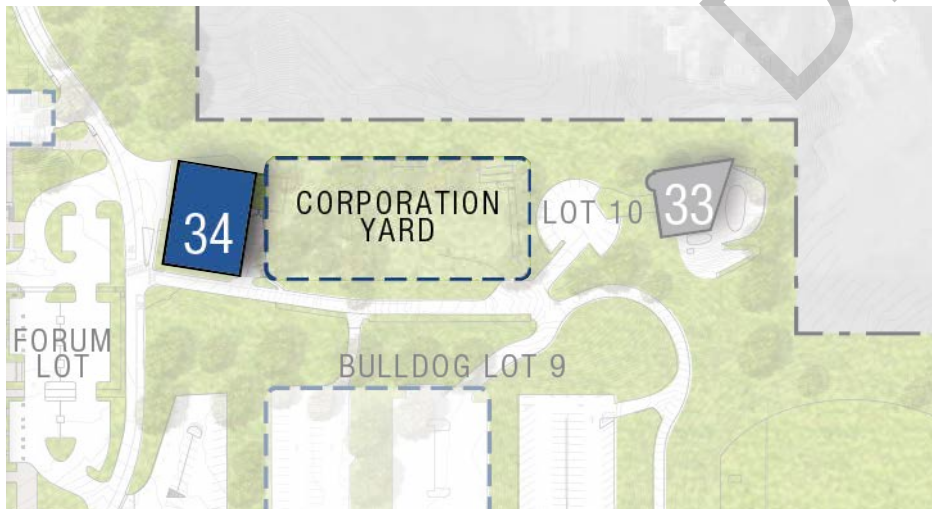
Modernization/Renovation of Building 17, Student Support Services

Building 17 will be modernized/renovated to provide additional space for student support services.



Modernization/Renovation of Building 7, Facilities Maintenance Center

The Facilities Maintenance Center is nearly 50 years old, is in great disrepair, and has outdated systems and equipment. This project includes the relocation of Facilities Management to Building 34, and the vacated space will be repurposed for shops and storage.



Modernization/Renovation of Building 34, Fire Science/Facilities Management

Following the relocation of Information Technology Services, portions of Building 34 will be reconfigured to house facilities management and planning functions relocated from Building 7.

Corporation Yard

Modernizations/renovations to the College's Corporation Yard will include the expansion of the existing yard and the addition of service vehicle protection and equipment, as well as improvements to paving, lighting, and fencing.



Skyline College

2015 Facilities Master Plan Amendment to the 2011 Facilities Master Plan

San Mateo County Community College District



THE FUTURE BELONGS TO THOSE WHO BELIEVE IN THE BEAUTY OF THEIR DREAMS
ELEANOR ROOSEVELT

4

4



Multicultural Center

Mission, Vision, Values, and College Goals //

Mission

To empower and transform a global community of learners.

Vision

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Values

Education is the foundation of our civilized democratic society. Thus:

Campus Climate: We value a campus-wide climate that reflects a ‘students first philosophy’ with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

Student Success: We value students’ success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career/technical education programs and certificates, Associate of Arts and Associate of Science degrees, basic skills development, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Participatory Governance: We value just, fair, inclusive, well understood, and transparent governance processes based upon open and honest communication.

Sustainability: We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability “To meet present needs without compromising the ability of future generations to meet their needs.”

College Goals

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs and services to lead the San Francisco Bay region in transferring students, awarding degrees and certificates and reflecting social and educational equity.
2. Enhance institutional effectiveness in planning and decision-making processes through cooperative leadership, effective communication and participatory governance.
3. Fulfill the College’s role as a leading academic and cultural center for the community.
4. Provide human, physical, technological and financial resources to ensure excellent educational programs and student services in order to support students in attaining their educational goals and improve institutional effectiveness.
5. Recruit, retain and support a world-class faculty, staff and administration that is committed to ongoing improvement through access to opportunities for professional growth and advancement.
6. Play a central role in the preparation of the region’s workforce and expand networks and partnerships with businesses, the community and non-profit organizations.
7. Establish and maintain fiscal stability and alignment of programs and services to the core Mission, Vision, and Values of the College.
8. Internationalize the educational experience by enriching the College with a diverse community of learners representing the collective resources of humanity and engaging in a vibrant dialogue that engenders an understanding of others.

Existing Conditions

Existing Campus Plan //

Skyline College opened in 1969 and is located just west of Skyline Boulevard in San Bruno. The hilly site offers a wonderful view of the Pacific Ocean and borders designated open space to the west. On the south, it is bordered by significant stands of trees. The campus buildings, however, focus primarily inward, toward the campus core. This dual focus — in toward the campus core and out toward access roads and parking — is challenging. Creation of a welcoming destination while providing adequate service entries is a key priority.

The recent addition of Building 4, Administration, Cosmetology, and Multicultural Center, and the adjacent traffic changes alleviate some of these challenges on the northern portion of campus.

Projects Completed Since 2011

- Site Security Cameras
- Electrical Infrastructure Upgrade
- Building 6 Public Area Enhancements
- Lot K and M Drainage and Sidewalk Improvements
- Emergency Annunciation Expansion
- Campus-wide Site Improvements
- Campus-wide Signage

1 Building 3, Gymnasium, Mural

2 Building 6, Student Services





Recommendations

2015 Facilities Master Plan Amendment //

The 2015 Facilities Master Plan Amendment for Skyline College is based on the College's Educational Master Plan. It addresses the current and projected needs for the College and serves as a guide for future development. The recommendations included in this 2015 Facilities Master Plan Amendment address the Districtwide guiding principles that are summarized in the introduction. The College's Educational Master Plan and these guiding principles were integral in developing Facilities Planning Priorities that are specific to Skyline College and summarized below.

Facilities Master Planning Priorities

- Reinforce the Skyline College presence as a quality institution of higher education focused on student success.
- Place student support services in easily identifiable and readily accessible locations.
- Modernize/renovate existing buildings to better support classroom instruction and student support services.
- Plan for new and updated facilities to consolidate growing campus programs including Performing Arts, Environmental Sciences, and Health and Wellness.
- Recognize opportunities to take advantage of the College's beautiful natural setting by creating sheltered exterior spaces to maximize the potential for enjoyment of the outdoors.
- Create a significant gateway entrance into the campus core along the College's southern edge.

- Enhance pedestrian pathways from parking lots and between existing buildings to improve pedestrian flow and increase the safety and security of users.
- Plan for potential on-campus faculty/staff housing.
- Integrate sustainable design practices, materials, and technologies in new construction and modernization/renovation projects in order to:
 - Reduce operational costs.
 - Provide leadership in promoting sustainable practices and responsible management of our community resources.
 - Create facilities that represent an example of sustainable practices.

Facilities Master Plan Projects

The projects recommended as part of this 2015 Facilities Master Plan Amendment for Skyline College are described on the following pages. These projects address the College's Facilities Planning Priorities, accommodate projected program growth, and define a vision for the future. The order of the projects described is based on the approximate location on campus and does not reflect a priority order.

New Construction

- Building 1, Social Science/Creative Arts Programs - Demolition and Reconstruction
- Environmental Sciences Building - New
- Energy Management Programs - New
- Boiler Plant - New

Future New Construction

- Kinesiology/Wellness Building

Modernization/Renovation of Existing Facilities

- Building 2, Workforce/Economic Development Prosperity Center
- Building 5, Library/Learning Resource Center
- Building 14, Early Childhood Education (Loma Chica)
- Utilities Plant (MPOE)

Demolition of Existing Facilities

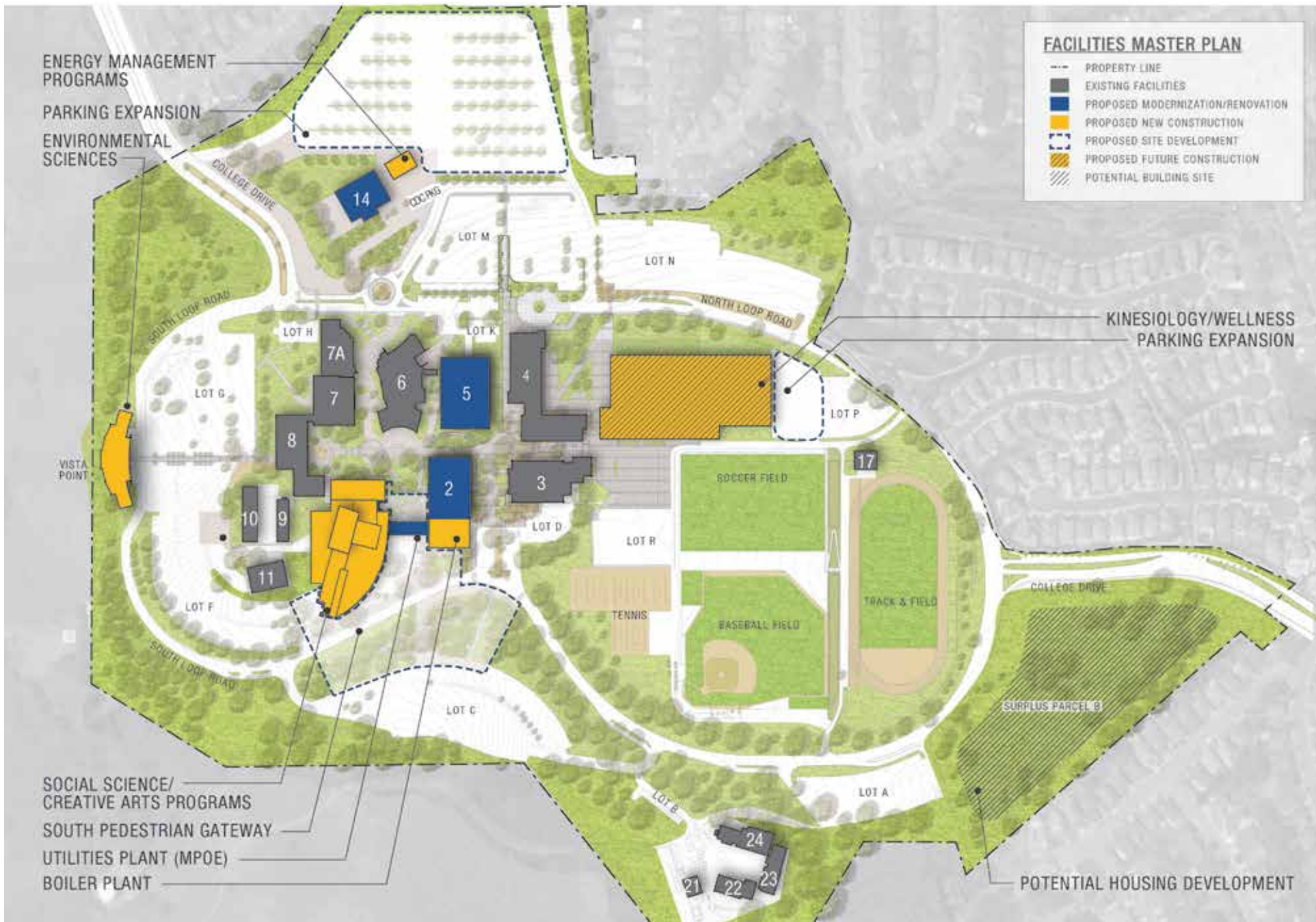
- Building 19, Pacific Heights
- Portable Buildings 3A through 3E

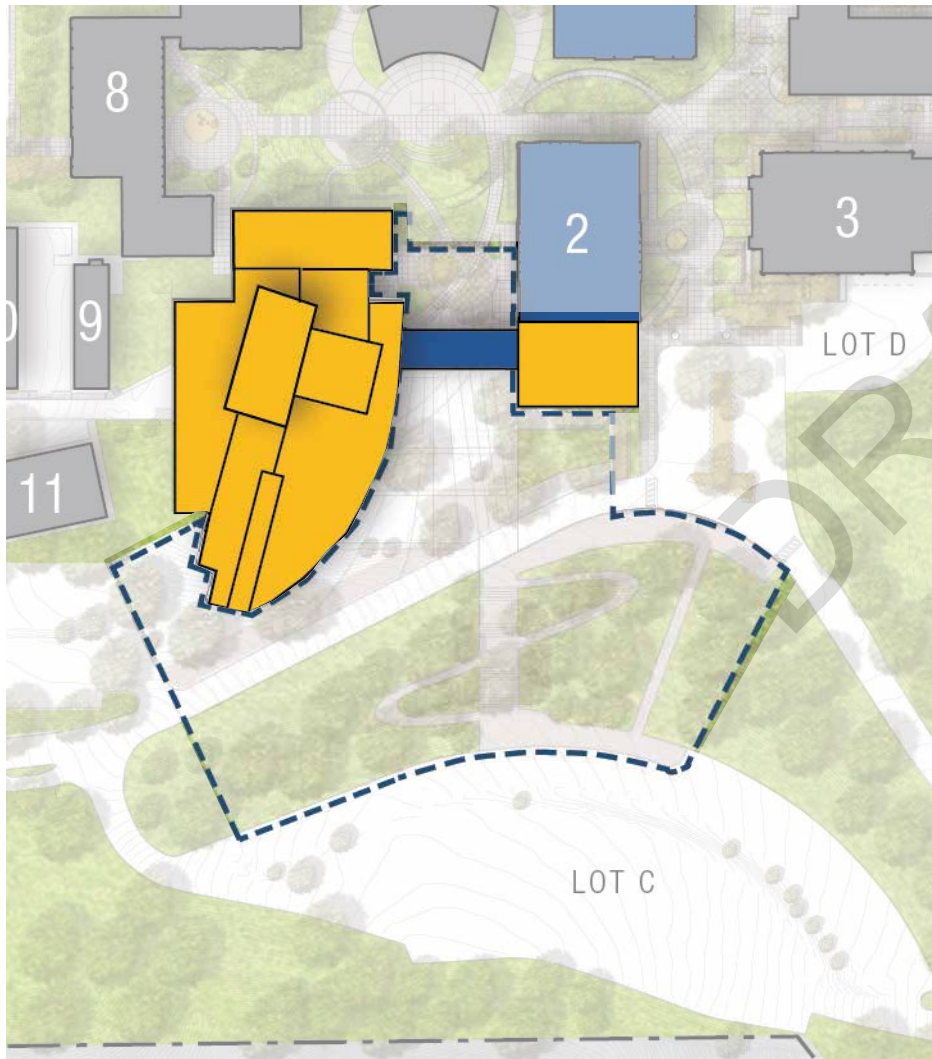
Proposed Site Development

- South Pedestrian Gateway
- Parking Expansion
- Renewable/Energy Efficiency Improvements

Potential Building Sites

- Housing Development





New Building 1, Social Science/Creative Arts Programs

This new building will replace all or significant portions of Building 1 in its current location to accommodate instructional and support needs. Laid out inefficiently for its current use, the outdated building does not meet current seismic and accessibility standards, and contains hazardous materials dating from the original construction. Significant portions of the building will be demolished and replaced with a new building for Social Science/Creative Arts Programs, such as administrative justice, paralegal studies, performing arts, music, 2D design, 3D design, sculpture, and ceramics.

New South Pedestrian Gateway

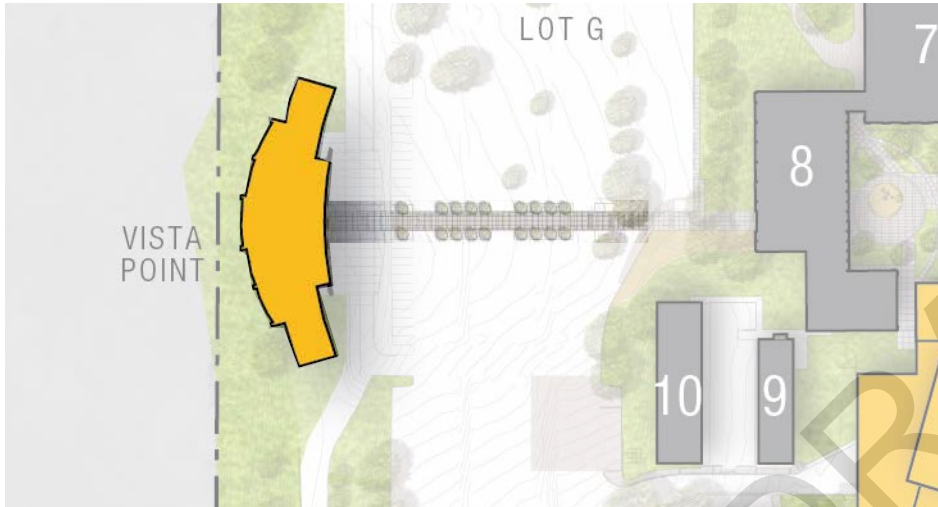
A new gateway will be designed in conjunction with the proposed new Building 1, Social Sciences and Creative Arts, to define a clear point of entry leading into the campus core from the south. The new entry will gracefully accommodate the grade changes between the perimeter road and the campus core and will be designed to accommodate those arriving in cars or on foot from Parking Lot C.

Modernized/Renovated Utilities/Infrastructure Plant (MPOE)

Housed within the existing Building 1 is the College's Main Point of Entry (MPOE) for telephone and data communications, the main campus electrical substation, central plant and supporting utilities, which are critical to campus operations. Demolition of existing Building 1, MPOE, and utilities will require careful logistical planning for this critical infrastructure. Utilities and Infrastructure Plant (MPOE) will be preserved and modernized as part of the reconstruction.

New Boiler Plant

The existing campus boiler plant is original and is now over 50 years old. The boiler plant has exceeded its useful life and will be replaced with an energy efficient installation in a new location.



New Environmental Science Building

With the increased awareness and growth of green technologies, the College has experienced increased demand in the environmental sciences. The programs are currently housed in scattered locations around the campus. This new building will serve as a model for sustainability and a home to the environmental sciences. This site is situated in proximity to areas ideally suited to promote study of environmental and conservation programs.



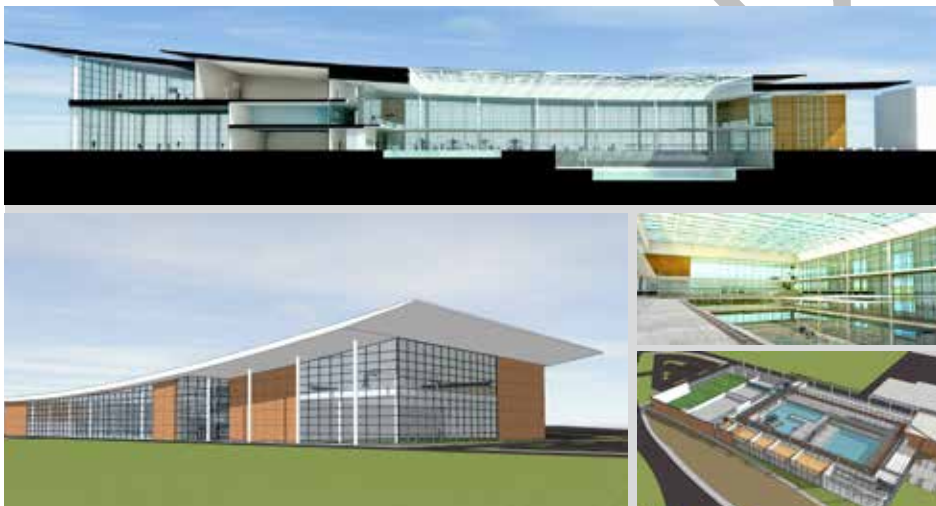


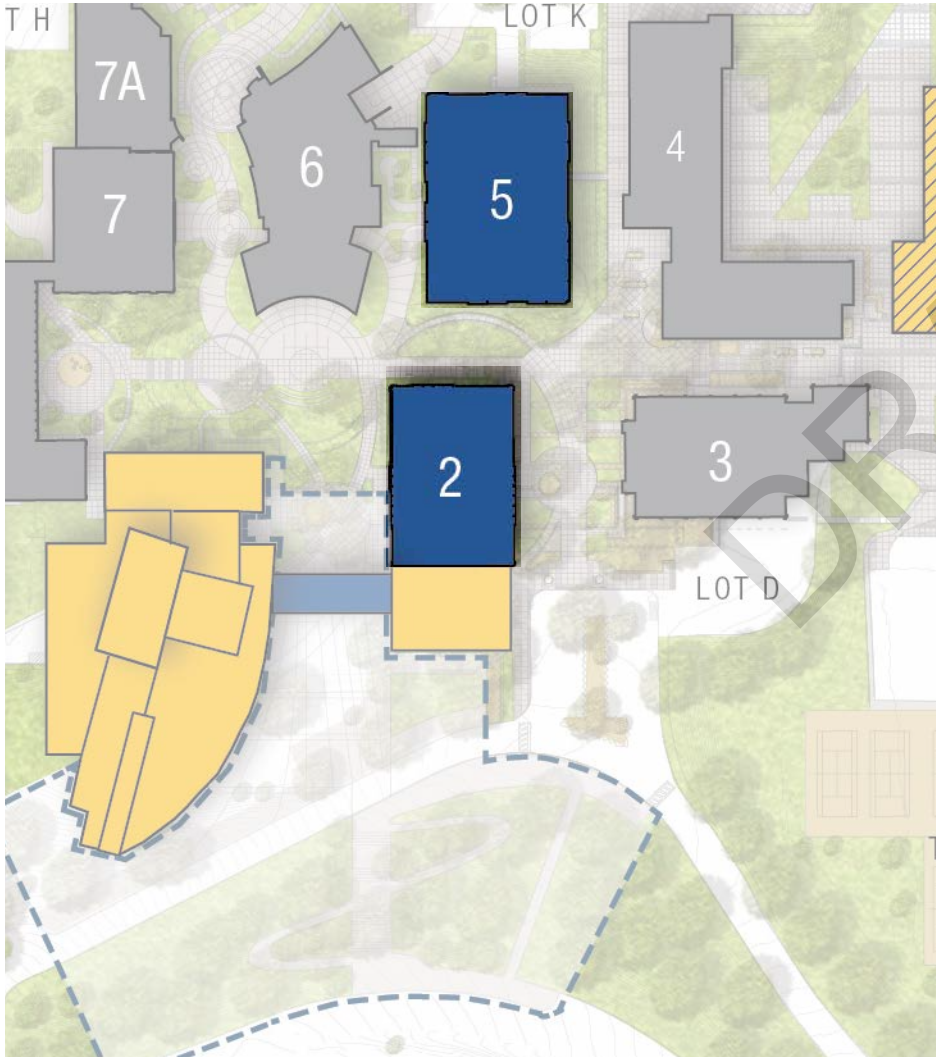
Future Kinesiology/Wellness Building

The new Kinesiology/Wellness Building will address the growing demand for programs in fitness, wellness, and aquatics for both instructional and community needs. The Wellness Center facilities will include Fitness Training, Spinning classes, Sports Medicine Training, an area for Yoga, Dance, and Pilates, a Multi-Purpose Gymnasium, an Aquatics Center, Indoor Soccer, and an Indoor Running Track.

The planned location of this building near the new Administration, Cosmetology, and Multicultural Building brings Cosmetology and Wellness programs together and will allow the programs to serve a broader audience of students and public patrons who might not be aware of the diverse offerings that Skyline College offers.

This project is not included in the current construction program.





Modernization/Renovation of Building 2, Workforce/Economic Development Prosperity Center

Building 2 currently houses student support services and instruction. The One Stop Student Services Center has outgrown the space. Pending state approval, this building will be modernized/renovated to provide additional and improved space for student support services and instruction.

Modernization/Renovation of Building 5, Library/Learning Resource Center

The existing Library and Learning Resource Center will be modernized/renovated to incorporate state-of-the-art technologies to address changes in the way students, faculty, and staff access information, collaborate with one another on group projects, and provide and receive tutoring. The exterior landscape around the Library will be reconfigured to create a welcoming entry and clear pedestrian pathways to Building 4, Administration, Cosmetology, and Multicultural Center, and the Main Quad.



Modernization/Renovation of Building 14, Early Childhood Education (Loma Chica)

This project includes the modernization/renovation of Building 14 to address building code requirements for accessibility and fire/life safety.

New Energy Management Programs

Energy Management programs to be housed adjacent to Building 14 include sustainable residential construction, solar photovoltaics design and installation, building science and performance, solar thermal technology, and energy summer camps.

Parking Expansion

Following the demolition of Building 19, Pacific Heights, this area will be converted to additional parking.



Potential Housing Development

Surplus Parcel B is identified as a site for a potential staff housing development.

BOARD REPORT NO. 15-1-2C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

LEASE-LEASEBACK DELIVERY METHOD FOR CAPITAL PROJECTS

The District has successfully delivered over \$900 million in capital improvement projects over the first two phases of the Capital Improvement Program (CIP). The District has served as a leader in successfully implementing Design Build, an alternative project delivery method to the traditional Design-Bid-Build delivery method. Lease-Leaseback (LLB) is another alternative delivery method that provides many of the advantages of the Design Build delivery method, and offers some additional benefits to the Owner. Staff has worked with Counsel and several sister Community College Districts who have successfully implemented LLB, and has compiled this informational report for the Board's consideration.

LLB is an authorized project delivery method for California Community Colleges pursuant Education Code Section 81335 *et. seq.* The statutory scheme for LLB provides the District with some flexibility in the Contractor selection process, which can be tailored to maximize the opportunity for a successful outcome. Implementation of the LLB delivery method involves direct engagement of the Design Team by the Owner, early engagement of a Contractor selected by the Owner for input during the design phase, and finally, engagement of the Contractor to construct the facility once the design is sufficiently complete to allow reliable pricing. The Owner's direct engagement of the Design Team enhances Owner control of the design throughout the process. Early engagement of the Contractor improves the design process by incorporating a builder's perspective early on, minimizing constructability challenges in the field and resultant change orders. Both design phase cost estimates and final Guaranteed Maximum Price (GMP) — the total cost to construct the facility — are intended to be more reliable thanks to a regular reconciliation process between the independent cost estimator and the Pre-Construction Services Contractor. In the event that the Owner and Contractor cannot agree upon a GMP upon completion of the design, the Owner retains the option to seek competitive bids. The LLB delivery method has been successfully implemented by K-12 districts around the state for a number of years, and several local community college districts have had success with LLB in recent years.

The LLB process involves several steps. Typically, the Owner first engages an architectural firm to develop the plans and specifications for the project. It is ideal for the Owner to select a Contractor early in the design phase to perform preconstruction services throughout the design process. This preconstruction input allows the Contractor to perform constructability reviews to identify any potential conflicts in the plans and / or challenges in constructing the project, and value engineering analysis to better manage the project budget. As the design nears completion, and based upon the joint involvement with the project and the Owner's objectives and budget, the Owner and the Pre-Construction Services Contractor negotiate a GMP to contract for construction. Best Practices include corroborating the proposed GMP pricing by an independent cost-estimator. Once the GMP is corroborated and accepted by the Owner, agreements are executed with the Contractor.

LLB allows for a qualified Contractor selection process based upon published criteria. Clear criteria provide a strong basis for an equitable Contractor selection process, which appeals to reputable Contractors.

The Owner may pre-qualify sub-Contractors in addition to the prime Contractor, and all trades must pay prevailing wage. The Owner can stipulate an open-book sub-Contractor bidding process, which allows the Owner to review actual sub-contract bids. If bids exceed estimates, the Owner has the latitude to require that individual sub-contracts be re-bid. The published Contractor selection criteria together with this open-book sub-Contractor selection create a transparent process.

LLB involves several contractual agreements not utilized in other delivery methods. These include:

- **Preconstruction Services Agreement:** Owner engages the Contractor to provide design phase input relative to constructability, value engineering and sub-contractor trade bid-packaging. Contractor selection is based upon Best Value criteria (including qualification and pricing criteria) developed by the Owner.
- **Construction Services Agreement:** Owner engages the Contractor to construct the project, and includes general conditions which define Owner requirements such as project completion schedule, work-hours, logistics, and the like.
- **Site Lease:** Owner leases the property to the Contractor for the construction phase.
- **Facilities Lease:** Contractor leases the facility back to the Owner. Contractor is paid for the construction through Facility Lease payments which equal the GMP. The Facility Lease duration can vary based upon the project financing arrangements. (Note: staff do not anticipate utilizing LLB as a financing mechanism, the Site and Facility Leases would terminate at or shortly following construction completion and the Owner would take possession of the site and facility).

Although these agreements are not currently in use by our District, staff have compiled templates from various local Community College Districts, met with them and gathered their feedback as to lessons learned, reviewed these with Counsel, and are prepared to incorporate the most successful language for our use. The project management activities based upon these agreements, are substantially similar to those staff have implemented over the first two phases of the CIP. Therefore, staff feel comfortable considering implementation of the LLB delivery method. Based on this due diligence and subsequent comfort level, staff intends to utilize Design Build and LLB as the primary project delivery methods for CIP3.

The San Francisco Bay Area Peninsula is currently considered one the most active construction markets in the country. In this highly competitive market, reputable Contractors are being very selective about which projects they choose to pursue. LLB, as a selection process that fosters collaboration between Owner, Contractor and Architect is very appealing to reputable Contractors. For these reasons, and because LLB incorporates private sector Best Practices and affords greater Owner control of the project, staff believes that the LLB delivery method bears consideration for delivery of key projects for the third phase of the CIP.

San Mateo County Community College District

January 14, 2015

BOARD REPORT NO. 15-1-3C

DISCUSSION OF AGENDA ITEMS FOR BOARD OF TRUSTEES RETREAT

There is no printed board report for this agenda item.

San Mateo County Community College District

January 14, 2015

BOARD REPORT NO. 15-1-4C

DISCUSSION OF BOARD OF TRUSTEES ANNUAL ROTATION OF OFFICERS

There is no printed board report for this agenda item.