

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA  
STUDY SESSION  
July 12, 2006  
3401 CSM Drive, San Mateo**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements 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 tape recorded; tapes are kept for one month.*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

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

**NEW BUSINESS**

06-7-1A      Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

06-7-100B      Contract award to School Chef for Districtwide food services

**STUDY SESSION**

**INFORMATION REPORT**

06-7-1C      Report from Construction Program Goals Subcommittee

**RECESS TO CLOSED SESSION**

1.    Closed Session Personnel Items
  - A.    Public Employment  
      Employment: Cañada College – Instructor, Humanities Division; **College of San Mateo** – Office Assistant II, Child Development Center/Student Services Division
  - B.    Public Employee Discipline, Dismissal, Release
  
2.    Conference with labor negotiator  
      Agency negotiator: Harry Joel  
      Employee organization: AFT

**CLOSED SESSION ACTIONS TAKEN**

**ADJOURNMENT**



**B. Lateral Transfer**

College of San Mateo

- a. Andreas Wolf**                      Dean of Physical Education                      Office of the Vice President  
of Instruction

Lateral transfer from Dean of Physical Education at Skyline College, effective July 1, 2006, replacing Gary Dilley who retired.

District

- a. Norma Vasquez**                      Custodian                      Facilities Planning and  
Operations

Lateral transfer from Custodian at Cañada College to Custodian at the College of San Mateo, effective June 12, 2006.

**C. Leave of Absence**

District

- a. Kevan Peterson**                      Multimedia Technician                      Information Technology  
Services Division

Recommend approval of an extension to personal business leave of absence, effective July 1, 2006 to September 29, 2006.

**D. Changes in Staff Allocation**

Cañada College

1. Recommend approval of the change in staff allocation to increase one (1) Lead College Security Officer (3C0164 – last incumbent Peter Katsumis) in the Security/Student Services Division, from 31% of full-time, twelve (12) months per year to 41% of full-time, twelve (12) months per year, effective July 1, 2006. The increase is based on increased duties and responsibilities.

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

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

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Start</i>	<i>Date End</i>	<i>Services to be performed</i>
1. Cañada	Science & Technology/MESA	1	08/01/2006	06/30/2007	Office Assistant II: to assist with duties to meet the requirements for MESA reports using Microsoft Office on an as-needed basis.
2. Cañada	Business & Workforce Development	1	08/16/2006	06/30/2007	Instructional Aide II: to help the Computer Business Office Technology Department/Information Technology Program students on an intermittent basis.
3. Cañada	DSPS/Academic Support Services	1	08/16/2006	05/31/2007	Instructional Aide I: to assist Adaptive P.E. program students on an as-needed basis.
4. CSM	KCSM/4531	3	07/01/2006	06/30/2007	TV Broadcast Engineer I: to help operate, maintain and repair television & cable transmission systems and equipment; maintain operating & maintenance logs; oversee technical quality of video & audio signals within FCC specifications; operate audio/video recording, playback & editing equipment, studio & control room equipment; and perform a variety of other related duties as assigned. Correction to the number of positions, approved on June 28, 2006.
5. CSM	KCSM/4531	22	07/01/2006	06/30/2007	FM Announcer: to help select music, maintain music library and computer database, create lists of music scheduled for play. Also, hosts radio programs, produces promotional announcements and operates specialized station equipment. Correction to the number of positions, approved on June 28, 2006.

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

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Date</i>		<i>Services to be performed</i>
			<i>Start</i>	<i>End</i>	
6. CSM	PE/Athletics	1	09/01/2006	06/30/2007	Office Assistant I: to assist the athletic director with public relations, press releases, statistics and event production on an as-needed basis.
7. CSM	KCSM/4531	2	07/01/2006	06/30/2007	TV Project Leader: to help with directing and coordinating contracts, technical requirements, compliance with Federal Communications Commission regulations, studio scheduling and other strategic planning and logistics for special station projects and productions. Correction to the number of positions, approved on June 28, 2006.

**BOARD REPORT NO. 06-7-100B**

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

**CONTRACT AWARD TO SCHOOL CHEF FOR DISTRICTWIDE FOOD SERVICES**

In May of 2002, the Board authorized the execution of a three-year contract with Fresh and Natural, Inc. (F&N) for districtwide food services (Board Report No. 02-5-107B) and a one-year contract extension on May 18, 2005 (Board Report No. 05-5-7CA). While, food service sales have grown five-fold under F&N's four-years from an average of \$170,000 annually to an average of \$900,000, District Auxiliary Services Advisory Committee (DASAC) has repeatedly heard mixed reviews about the quality and variety of food offered, customer service issues, pricing, and catering capabilities. Accordingly, at the February 2006 DASAC meeting, the committee members voted in favor of releasing a Request for Proposal for food service operations, choosing to not renew the Fresh and Natural contract for its final year.

DASAC established a subcommittee that consisted of students, administration and student services coordinators. During the April DASAC meeting, the colleges helped refine the RFP and clarified their expectations of what future food service would look like. Further, DASAC requested that the General Services Department execute a contract extension with F&N for the summer 2006.

DASAC established the following criteria for its evaluation of potential vendors:

- Has a reputation as a professional organization with exceptional customer service;
- Has community college experience and offers healthy food, vegetarian, and organic options;
- Has the ability to serve a wide variety of quality food at reasonable prices with seasonally updated menus and an emphasis on convenience for students and staff;
- Has the ability to expand the foodservice operations at all three colleges, particularly in catering;
- Is willing to explore continual improvement in the food service operation;
- Is willing to become an integral part of each college's local community, and
- Is willing to donate to student and staff events, as well as offer annual student scholarships.

The District sent the Districtwide Food Service Operations RFP to twenty vendors on April 26, 2006. The General Services Department conducted a special outreach to the local community through the District's Community Relations Department and a promotional email released by the San Mateo Chamber of Commerce. Three of the twenty potential vendors submitted proposals to the District, including the incumbent vendor Fresh and Natural of Milpitas, School Chef of San Jose and a local operator of House of Bagels of San Mateo. Similar to the RFP in 2002, most of the national vendors, such as Compass, Aramark, Sodexo, and local corporate vendors such as Guckenheimer and Bon Appetit did not reply to the RFP.

The responsive vendors participated in a pre-submittal interview in early June 2006. After the interviews, the subcommittee voted to focus on two vendors—Fresh and Natural and School Chef. While the subcommittee was impressed with the drive and entrepreneurship of House of Bagels, the consensus was that the scope of the project was beyond their background and experience. Both remaining vendors sponsored site visits attended by the subcommittee. In the interviews, F&N spoke of a "fresh start" training program and pledged to put professionally trained management in place. However, the subcommittee was underwhelmed on the site visit and felt that the training program was insufficient to change F&N's daily operations.

School Chef will expand the tradition established in the 2002 foodservice contract of collaborating with the District and the campuses, the District's communities, and the students. The subcommittee acknowledged that in the written RFP, the interview, the site visits, and in reference checking, School Chef rose to the top.

School Chef listened well to the RFP requirements and responded with a creative, exciting, and fiscally positive proposal. The District anticipates further increases in food service revenues (perhaps 15-20%), based on improved variety and quality of food offerings, a heightened level of professional service from operator/chefs with demonstrated culinary skills and creativity and a changing, varied menu. Further, the subcommittee feels that School Chef has the ability to deliver that variety, the price point and an extensive catering menu selection. School Chef is willing to hire students and agreed to meet regularly with the College Auxiliary Services Advisory Committee (CASAC) and DASAC committees each semester to review operations for continual improvement. Finally, School Chef proposes to engage a single professional chef to operate all three cafeterias, providing continuity and meeting economies of scale in production. The subcommittee believes that School Chef, which has been in business for forty-five years, is the best fit for all three colleges.

The chart below summarizes School Chef's involvement in the District's community:

<b>Organization</b>	<b>Co-sponsorship, " in-kind" contributions</b>	<b>Annual Student Scholarships</b>
<b>CSM</b>	a. Scholarship/Awards banquet--\$4,500	\$2,000
	b. Student events--\$2,400	
	c. Faculty/staff events--\$1,200	
<b>Skyline</b>	a. Scholarship/Awards banquet--\$4,500	\$2,000
	b. Student events--\$2,000	
	c. Faculty/staff events--\$2,000	
<b>Cañada</b>	a. Scholarship/Awards banquet--\$3,500	\$2,000
	b. Student events--\$1,600	
	c. Faculty/staff events--\$1,600	
<b>District Office</b>	Banquet, luncheon or barbeque--\$1,500	

In conclusion, School Chef's financial package reflects the positive nature of a true partnership with the District and the colleges. School Chef will remit to the District 7% of net sales as rent and as an offset to utility costs; CSM's Associated Students will continue to receive 9% of the International Cafeteria sales. In addition, if the annual sales increase beyond the four-year average of \$890,000, School Chef will provide an additional 3% to the District's Cafeteria Fund. Accordingly, in a unanimous vote on June 16, 2006, the subcommittee voted to offer a three-year contract with two one-year renewals to School Chef.

With revenue received from this contract, the District will continue to improve and upgrade cafeteria equipment and the ambiance of the dining halls.

## **RECOMMENDATION**

The District recommends that the Board of Trustees award the District's food service contract to School Chef for an initial period of three years, commencing August 14, 2006, with an option for two one-year extensions.

**BOARD REPORT NO. 06-7-1C**

**Report from Construction Program Goals Subcommittee**

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