

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA**  
**STUDY SESSION**  
**February 14, 2007**  
**District Board Room**  
**3401 CSM Drive, San Mateo**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

07-2-1      [Minutes of the Study Session of the Board of Trustees of January 24, 2007](#)

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

**NEW BUSINESS**

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

**Approval of Consent Agenda**

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

07-2-1CA      [Authorization for Chancellor to Sign Certificates of Fee Exemption](#)

07-2-2CA      [Approval of the following Contracts: Chancellor, Executive Vice Chancellor, General Manager of KCSM and President of Skyline College](#)

**STUDY SESSION**

07-2-1C      [Counseling and Student Services](#)

## **RECESS TO CLOSED SESSION**

### 1. Closed Session Personnel Items

#### A. Public Employment

1. Employment: **District** – Project Manager II, Construction Planning; Project Coordinator II, Construction Planning; Project Manager II, Construction Planning; Project Manager II, Construction Planning; Project Coordinator II, Construction Planning; Custodian, Facilities, Planning, Operations; Staff Assistant, Administrative Services

#### B. Public Employee Discipline, Dismissal, Release

1. Resignation: **Skyline College** – Supervisor of College Security, Vice President, Student Services Office  
2. Post-Retirement: **Cañada College** – Instructor, Business & Workforce Development Division

## **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**UNADOPTED MINUTES  
January 24, 2007  
San Mateo, California**

The meeting was called to order at 6:00 p.m.

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

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline President Morrow, CSM President Claire, Cañada Interim President Mohr, and District Academic Senate President Kapp

Pledge of Allegiance

**DISCUSSION OF THE ORDER OF THE AGENDA**

As a courtesy to the public and the presenter, it was requested that item number 07-1-102B, Hearing of the Public on the Initial Studies and Proposed Mitigated Negative Declarations for Proposed Facility Improvement Projects at Cañada College, College of San Mateo, and Skyline College; Certify the Three Initial Studies; and Adopt the Three Mitigated Negative Declarations for Proposed Projects, be placed as the first item on the agenda.

**HEARING OF THE PUBLIC ON THE INITIAL STUDIES AND PROPOSED MITIGATED NEGATIVE DECLARATIONS FOR PROPOSED FACILITY IMPROVEMENT PROJECTS AT CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE; CERTIFY THE THREE INITIAL STUDIES; AND ADOPT THE THREE MITIGATED NEGATIVE DECLARATIONS FOR PROPOSED PROJECTS (07-1-102B)**

President Hausman introduced Kate Giberson from Jones & Stokes, who was the project manager for the Initial Studies, and announced that Ms. Giberson and Director of Community/Government Relations Barbara Christensen would be available to answer questions. Ms. Giberson said that separate studies were conducted for each of the three campuses to determine whether proposed projects could potentially have a significant impact on the environment. The studies examined projects such as construction of new buildings and parking lots, renovation of existing buildings and parking lots, building demolition, traffic circulation improvements, and enhancement of landscaping and signage. The initial studies identified several potentially significant impacts on the environment; however, it was determined that all of these impacts can be avoided or reduced to a less-than-significant level with implementation of mitigation measures. The mitigation measures are included in the report, and include such things as: covering trucks which are carrying soil or sand; watering active construction sites; covering exposed stockpiles of dirt and other construction materials; protecting people from exposure to lead and asbestos; limiting hours of construction to minimize the effects of noise; and implementing traffic control.

Trustee Mandelkern expressed concern that the District is not required to comply with the City of San Mateo's Heritage Tree Ordinance. Although the number of newly planted trees will be greater than that of removed trees, Trustee Mandelkern pointed out that trees take a long time to grow to maturity. Executive Director of Facilities Planning and Operations José Nuñez said that the District's goal is to preserve and protect trees and the District does abide by local ordinances even though it is not bound by them.

President Hausman opened the Public Hearing and asked if there were questions or comments from the audience. Hearing none, President Hausman closed the Public Hearing.

It was moved by Trustee Holober and seconded by Trustee Mandelkern to certify the three Initial Studies and adopt the three Mitigated Negative Declarations for proposed projects. The motion carried, all members voting "Aye."

## **MINUTES**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of the Board of Trustees of January 10, 2007. The motion carried, all members voting "Aye."

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

None

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-1-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the actions in Board Report No. 07-1-2A. The motion carried, all members voting "Aye."

#### **Approval of Consent Agenda**

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

Trustee Mandelkern asked that Board Report No. 07-1-6CA be set aside for further discussion.

### **APPROVAL OF NONRESIDENT TUITION FEE, 2007-08 (07-1-6CA)**

Trustee Mandelkern expressed concern that with the nonresident tuition increase, the District will be charging higher fees than surrounding districts and may not be competitive. Executive Vice Chancellor Keller said that the fees area based on actual cost rather than consideration of market share. The District prefers to make steady, predictable incremental increases. Implementation of the increase is always two years in arrears, and other districts often increase their fees upon seeing our District's figures. Executive Vice Chancellor Keller said that if nonresidents were a larger sector of the student population, marketing strategies would be considered. He added that this topic was addressed during discussions on resource allocation. Chancellor Galatolo said that three or four years ago, his goal was to carefully look at ways to increase the international student population. However, because of budget changes, the focus is now primarily local. He pointed out that curriculum needs to be changed for foreign students, to include remedial instruction. Vice President-Clerk Holober asked if the District is breaking even on the cost of serving nonresident students. Executive Vice Chancellor Keller replied that the District is always behind because of the way the calculation is done. He also said that capital outlay is enormous and that the capital outlay fee charged to students covers only a small fraction of the cost.

After discussion, it was moved by Trustee Mandelkern and seconded by Vice President-Clerk Holober to approve the nonresident tuition fee for 2007-08. The motion carried, all members voting "Aye."

#### **Other Recommendations**

### **AUTHORIZATION TO EXECUTE CONTRACT WITH DAVID GATES & ASSOCIATES FOR CAÑADA COLLEGE GATEWAY/CIRCULATION/PARKING PROJECT (07-1-103B)**

Trustee Mandelkern noted that the report did not contain a comparison of economics with the other bidders. Chancellor Galatolo asked if the Board would prefer to defer action on this item until later in the meeting when they would be provided the comparison.

Executive Director of Construction Planning and Facilities Transition Linda da Silva said that David Gates & Associates was within the expected range with other bidders. She believes this firm was in the middle in terms of price, but offered the best value in terms of quality. Executive Director da Silva said that while there is a total project budget, the scope of work is still unknown. Trustee Schwarz asked how the contract amount not to exceed \$800,000 was determined if the scope of the work is unknown. Executive Director da Silva responded that a

prescribed process is used; during all three design phases, cost estimates are received and refined. Vice President-Clerk Holober asked whether outreach had been made to new and underrepresented businesses, in accordance with a Board goal adopted earlier. Executive Director da Silva responded that during the prequalification process, more extensive outreach was done than ever before. She will provide data to the Board on responding firms.

After discussion, Trustee Schwarz said she was satisfied with the information provided. The Board agreed that the item would not be deferred. It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to authorize execution of the contract with David Gates & Associates. The motion carried, all members voting "Aye."

## **STUDY SESSION**

### **INTRA-DISTRICT ARTICULATION (07-1-2C)**

Chancellor Galatolo said that tonight's presentation on articulation is the first of a two-part session; the second session will be on counseling. Chancellor Galatolo introduced Vice Chancellor Jing Luan who provided an outline of the slide show to be presented. He announced that Skyline Vice President Regina Stroud is ill and her portion will be presented by Cañada Vice President Marilyn McBride, with help from CSM President Claire. Vice Chancellor Luan said that there are three types of articulation; the one of primary emphasis for this presentation is intra-district articulation, or course reciprocity, which can be very complex. Rules and Regulations Section 6.26, Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges or Other Colleges or Universities Outside the District, was adopted by the Board in July, 2002. Vice Chancellor Luan said he believes that Board-approved policy takes precedence over decisions at the College or District level.

Vice Chancellor Luan asked District Academic Senate President Kapp to continue the presentation by addressing Definitions and Processes. President Kapp began by introducing Patty Dilko, Cañada College Academic Senate President and Carla Campillo, Skyline College Academic Senate President. President Kapp said that some courses are not commonly numbered among the Colleges. He explained that as individual Colleges, courses were developed independently of one another. Similarly, some of the Colleges have different prerequisites for the same course. There is work being done to align courses that are numbered similarly; this has already been done in Math and English and discipline dialogues are currently ongoing in History. Maintaining academic quality is of paramount importance.

College of San Mateo Dean Marsha Ramezane presented a WebSmart demonstration. Using WebSmart, students are currently able to get an overall view of the Colleges, apply for admission and financial aid, register for classes, add and drop classes, pay fees by credit card or e-check, keep track of their financial standing, review transcripts, update their profiles, buy books, and develop a comprehensive educational plan. Dean Ramezane noted that changes are made to WebSmart as student needs are identified.

Cañada Vice President Marilyn McBride addressed challenges faced by students who are cross-enrolled in courses. The challenges include differences among the Colleges in graduation requirements, prerequisite requirements for courses with the same name and number, residency requirements, the number of units required for a major, and English and Ethnic Studies requirements. Vice President McBride pointed out that the number of courses with the same name and number which have different prerequisites is small. Regarding differing requirements for a major, she noted that the requirements are largely equivalent, but this is not transparent and is confusing for students. Regarding differing graduation requirements, she said that Skyline and Cañada are closely aligned; again, these differences are confusing for students.

Vice President McBride said that there are improvements in place to address the challenges. The Board of Trustees approved District Rules and Regulations Section 6.26 to address transfer of credits and graduation requirements. Degree Audit allows students to see progress toward fulfilling requirements. The District Curriculum Committee will work with Vice Chancellor Luan to facilitate conversations among the Colleges regarding degree requirements and curriculum. The Enrollment Services Council assures that processes are

consistent and congruent for students. Vice Chancellor Luan will assume the chairmanship of the Council in February.

College of San Mateo Interim Vice President of Instruction Grace Sonner spoke about short-term and long-term recommendations. Short-term recommendations include completion of the work of the Degree Audit Committee which has been working for eight years, and increasing communication among faculty at the Colleges regarding curriculum. Long-term recommendations include review of issues related to intra-district articulation and development of a model that minimizes the impact on students while respecting academic freedom and College autonomy, and enhancement of user-friendly technology and a knowledge based information system.

Copies of the slide presentation were distributed by Vice Chancellor Luan and are attached to the official minutes of record.

Vice Chancellor Luan asked if there were any questions from the Board and/or the audience.

Trustee Miljanich asked if assistance is available for students who don't have a computer at home. Dean Ramezane responded that all of the campuses have computer labs and people are available to guide students. President Kapp added that technology is not meant to replace counselors, but to supplement.

Trustee Miljanich asked what the impact is for students who come to college without knowing their major. Dean Ramezane said that students go through a matriculation process which includes placement tests, orientation process, meeting with a counselor, and followup counseling.

Trustee Miljanich asked if, in the development of course requirements and prerequisites, consideration is given to what other colleges (e.g., UC's) are doing. Vice President McBride said this factor is considered in curriculum development. The Curriculum Committees on the campuses ask faculty where a course will fit to meet requirements. She noted, however, that the universities decide whether to accept courses from each individual College and the District does not have control. President Kapp said that there is dialogue between the Colleges and UC's.

Trustee Miljanich asked if there are students who take courses over a long period of time without receiving a degree or fulfilling requirements. Vice President McBride said there are such students. The Colleges are beginning to actively contact students with 45 or more units to advise them what they need to fulfill requirements or receive a degree.

Trustee Miljanich said that most of the comments she hears from constituents are positive, but intra-district articulation is confusing and frustrating to students and families and is a common topic of conversation.

Student Trustee Young asked for a further explanation of Degree Audit. Dean Ramezane explained that a counselor will show students which courses they have completed, what they still need, etc. In response to Student Trustee Young's question regarding when Degree Audit will be available to students, Dean Ramezane said that the program must be piloted first.

Student Trustee Young asked if Advanced Placement credits are considered when deciding whether prerequisites have been met. Dean Ramezane said that the credits do meet requirements. President Kapp added that four year schools may or may not accept them. Vice Chancellor Luan said this issue is being addressed.

Vice President-Clerk Holober asked if there is a concerted effort to make courses transferable among the colleges. Dean Ramezane answered yes.

Vice President-Clerk Holober stated his belief that counseling is essential so that students understand such pitfalls as differing prerequisites. He asked if counseling was proactive or whether it was up to students to seek counseling. Cañada Vice President Phyllis Lucas-Woods responded that counseling is very much a part of the matriculation process.

Vice President-Clerk Holober expressed the view that there should not be differences among the Colleges in the requirements for a course or for a major, and he asked if there are general standards for community colleges regarding this issue. President Kapp said he believes there should be differences and that students can choose courses by reading course outlines. Vice President McBride said that the Curriculum Committees put forth their best efforts to design courses that are best for their students. The way courses and prerequisites are designed takes on individual differences, but can still serve students well. She added that even when courses are the same, the instructor brings his or her own style to each course. Vice Chancellor Luan said it is his goal to reduce differences as best he can within the guidelines.

Trustee Mandelkern agreed with Vice Chancellor Luan that when the Board approves a policy, it must be followed.

Trustee Mandelkern said that the figure of 5% of students concurrently cross-enrolled does not take into account those students who move from campus to campus each semester, and asked if the number of those students is known. Vice Chancellor Luan responded that data is not at hand but he will bring the answer to the Board. Trustee Mandelkern said he hears often about students who go from one College to another within the District and the differences in courses and prerequisites are very difficult for them and their families to understand. He said that because this is an issue of tremendous interest to the community, it is very important to the Board. He would like to see a policy that any course with the same name articulate within the District. He said that if courses are not the same, he would like to see them numbered and/or named differently in order to make a clear distinction. Vice Chancellor Luan agreed with this suggestion.

Trustee Mandelkern stated that articulation of courses in a sequence is very important. For example, if a student meets the prerequisite of Calculus I, that student should be able to take Calculus II at any of the Colleges without a break in content. Vice President McBride agreed.

Trustee Mandelkern said there is a need to get resolution of the issues as soon as possible. Because there is a great impact on students and on the image of the District, he would like to see the process expedited. President Kapp said he believes the process has come a long way, particularly with the hiring of Vice Chancellor Luan and with improvements in technology. Trustee Mandelkern said he believes much of the issue is a matter of philosophy, specifically recognizing the need to articulate across the District. Trustee Mandelkern said he would like to have another Board study session on external articulation.

Trustee Schwarz said it was shocking that it has taken eight years to study these issues and she would like to see quicker movement. Trustee Schwarz said she does not understand why, as a District, the Colleges can't be unified. She embraces the Colleges' differences, but believes the lack of uniformity in these academic aspects is unfair to students.

Trustee Schwarz commented that most students are "tech savvy" and WebSmart is a wonderful tool for them.

Trustee Schwarz asked if the fact that students can take courses at the other campuses is promoted. Interim Vice President Sonner said that in the past, students would be shown classes at the other campuses when a class was already filled at their campus of attendance.

Trustee Miljanich asked what other districts are doing to resolve the issue of articulation. Cañada Academic Senate President Patty Dilko said there is a project called "Impact" which is working on articulation and the CSU's are participating.

Trustee Miljanich asked who keeps track of the articulation requirements of the four year schools. Dean Ramezane answered that there is a statewide database which identifies articulation with the UC's and CSU's. Vice President McBride said that when new courses are developed, there is an attempt to get them articulated, but it must be done one by one. Vice President McBride added that in order to avoid confusion for students, she fully supports Trustee Mandelkern's suggestion to number courses differently if they do not have the same content.

Chancellor Galatolo thanked the team for the Study Session presentation. He said he believes the District should build courses “backwards,” i.e., students should determine which courses are offered through a supply and demand model. Trustee Mandelkern said he believes the District can do more to be responsive to student demand for courses by examining registration cycles. Chancellor Galatolo said there is no research to show how many students try to register for a class after it is closed.

Chancellor Galatolo said he believes Board policy should recognize student achievement regardless of the College at which the student attends a class. He would like to see the requirement that students must take a certain number of units at one College before that College can confer a degree eliminated because it is an unnecessary barrier to achievement. The only question should be whether a student has met the academic qualifications to fulfill degree requirements. President Hausman said that most institutions have a residency requirement; Trustee Mandelkern agreed, saying that it provides a sense of bonding with an institution. Skyline

President Morrow added that Title V plays a role in residency requirements and this is a topic for the Academic Senate. Vice Chancellor Luan said he will look at Title V in relation to residency requirements. President Kapp pointed out that students do not have to obtain a degree in order to transfer.

President Hausman thanked the presenters and said the discussion was interesting. She believes that WebSmart is a good tool, but that there are students who are not language or computer proficient; therefore, it is very important to have counselors and to provide personal contact for students.

## **COMMUNICATIONS**

President Hausman announced that she received a letter asking for a Board volunteer to serve as a Nominating Representative for the San Mateo County School Boards Association. Vice President-Clerk Holober agreed to be the representative.

## **RECESS TO CLOSED SESSION**

The Board recessed to Closed Session 8:46 p.m. The Board reconvened to Open Session at 9:50 p.m.

## **CLOSED SESSION ACTIONS TAKEN**

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

## **ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting “Aye.” The meeting was adjourned at 9:52 p.m.

The next meeting of the Board will be a Study Session on February 14, 2007 in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the February 14, 2007 meeting.

Richard Holober  
Vice President-Clerk

**BOARD REPORT 07-2-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations  
(650) 358-6767

**APPROVAL OF PERSONNEL ITEMS**

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

**A. Reassignment**

**College of San Mateo**

- |               |                       |                                       |
|---------------|-----------------------|---------------------------------------|
| 1. Helia Ying | Accounting Technician | Office of Vice President, Instruction |
|---------------|-----------------------|---------------------------------------|
- Reassignment from Payroll Clerk I, effective February 21, 2007, replacing Nancy Witte who was reassigned.

**B. Changes in Staff Allocation**

**Districtwide Reclassification of Payroll Clerks**

1. Recommend reclassification of Payroll Clerk I positions (2C0077, 3C0069, 4C0122) from Grade 22 of the Classified Salary Schedule to a new classification titled Campus Certificated Payroll Clerk at Grade 24.

This reclassification is the result of increased scope and level of responsibility relating to the payroll conversion and was agreed upon with CSEA. It is also recommended that the incumbents Ellen Lee, Helia Ying, and Kathleen McEachron be placed at the new salary, effective January 1, 2007.

2. Recommend reclassification of Payroll Clerk II positions (1C0037 and 1C0039) from Grade 24 of the Classified Salary Schedule to Grade 26.

The reclassification is the result of increased scope and level of responsibility relating to the payroll conversion and was agreed upon with CSEA. It is also recommended that the incumbents Yadira Arias and Sharon Himebrook be placed at the new salary, effective January 1, 2007.

**Cañada College**

1. Recommend creation of a new classified supervisory classification, "Director of Fund Development," at Grade 192S of the Classified/Professional Supervisory Salary Schedule 40, effective February 15, 2007.

Also recommend an increase in staff allocation to add one full-time, 12 month per year Director of Fund Development position in the Office of the President, effective February 15, 2007.

**College of San Mateo**

1. Recommend approval of the addition of one 48% of full-time, 12 month per year Office Assistant II position at Range 18 of the Classified Salary Schedule in the Office of the President (Coastside Center), effective February 15, 2007.
2. Recommend reclassification of one Staff Assistant position (4C0146) in Student Activities from Grade 21 of the Classified Salary Schedule to Accounting Technician at Grade 24.

This reclassification is the result of increased scope and level of responsibility, and was agreed upon with CSEA. It is also recommended that the incumbent, Barbara Flores, be placed at the new salary and title, effective May 1, 2006.

**District Office**

1. Recommend approval of the addition of two (2) 100% of full-time, 12 month per year Project Coordinator II positions at Range 38 of the Classified Salary Schedule in the Construction Planning Department, effective February 5, 2007.
2. Recommend approval of the addition of two (2) 100% of full-time, 12 month per year Project Manager II positions at Range 220S of the Classified Professional/Supervisory Schedule in the Construction Planning Department, effective February 5, 2007.
3. Recommend a change in staff allocation to delete one 100% of full-time, 12 month per year Payroll Specialist position at Range 31 of the Classified Salary Schedule and to add one Payroll Clerk II position at Range 26 (pending the reclassification of this position classification requested above).

**C. Leave of Absence**

**College of San Mateo**

1. **Patricia Tollefson** Instructor Language Arts & Social Science

Recommend approval of a personal business leave of absence, effective January 16, 2007 through May 25, 2007.

2. **Violeta Grigorescu** Laboratory Technician Math/Science Division

Recommend approval of a personal business leave of absence, effective February 1, 2007 though June 30, 2007.

**D. Short-Term, Non-Continuing Positions**

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Humanities & Social Science	1	02/15/07	6/30/07	Instructional Aide II: Assists theater arts instructional program with auditions, rehearsals, and performances.
CSM	President's Office	1	2/15/07	6/30/07	Staff Assistant: Word processing for CSM Accreditation document

San Mateo County Community College District

February 14, 2007

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

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**AUTHORIZATION FOR CHANCELLOR TO SIGN  
CERTIFICATES OF FEE EXEMPTION**

State law (AB 3158, Chapter 1706, Statutes of 1990, effective January 1, 1991) requires that the Department of Fish and Game (DFG) collect filing fees to defray the cost of managing and protecting fish and wildlife trust resources (Fish and Game Code Section 711.4). The fees are normally collected when a lead agency files a “Notice of Determination” (NOD), after adopting a Mitigated Negative Declaration or Environmental Impact Report. The amount of the fee is \$2,200 per NOD. A project is exempt from the fee requirement if the CEQA lead agency issues a Certificate of Fee Exemption finding the project is de minimis in its effect on fish and wildlife. A Certificate of Fee Exemption may only be issued when the lead agency determines there is no potential for an adverse impact.

At its meeting on January 24, 2007, the Board certified three Initial Studies and adopted three Mitigated Negative Declarations for the Facility Improvement Projects at Cañada College, College of San Mateo and Skyline College. Initial Studies for each of these projects determined that the facility improvements planned had no potential for adverse impact – either individually or collectively – on wildlife resources or the habitat upon which the wildlife depends.

**RECOMMENDATION**

It is recommended that the Board authorize the Chancellor to sign the attached “Certificates of Fee Exemption” and file the three Notices of Determination with the San Mateo County Clerk.

**California Department of Fish and Game**  
**Certificate of Fee Exemption**  
**De Minimis Impact Finding**

**Project Title:** Facility Improvements at Cañada College

**Project Location (including County):** Cañada College is located within Redwood City and the City of Woodside in San Mateo County, California. The physical address is 4200 Farm Hill Boulevard, Redwood City, CA 94061. The 131-acre campus includes a campus core developed with classrooms and operations buildings, paved parking lots, pedestrian walkways, and athletic facilities. The campus also includes undeveloped land, including some densely wooded slope areas bordering the campus core on the east and west.

**Name and Address of Project Proponent:** San Mateo County Community College District, Construction Planning Department, 3401 CSM Drive, San Mateo, CA 94402

**Project Description:** The facility improvements include enhancement of the campus entries (landscaping, new signage), traffic circulation improvements (including a possible change of some or all of the campus loop roadway from one-way to two-way), renovation of existing buildings and parking lots, and construction of a new facilities maintenance center. The proposed improvements would occur within the developed or disturbed areas of campus and within existing paved roadways and parking lots. The proposed improvements are based on recommendations from the District's *2006 Facilities Master Plan* and are part of the District's 2006 Capital Improvement Program (CIP). The purpose of the proposed improvements is to update and modernize existing facilities and programs, not to provide additional capacity or to support increased enrollment.

**Findings of Exemption:**

- 1. An Initial Study has been conducted by the San Mateo County Community College District to evaluate the potential for adverse environmental impacts.**
- 2. A Mitigated Negative Declaration has been prepared by the San Mateo County Community College District.**
- 3. The lead agency has no evidence before it, including the information in the Initial Study, the Mitigated Negative Declaration and public comments, to indicate that the proposed project could have any potential for an adverse effect on fish and wildlife resources or the habitat upon which the fish and wildlife depends.**

**Certification:**

I hereby certify that the lead agency has made the above findings and that based upon the record, the project will not individually or cumulatively have an adverse effect on fish or wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

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Ron Galatolo, Chancellor

San Mateo County Community College District  
Lead Agency Name

February 15, 2007  
Date

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**California Department of Fish and Game**  
**Certificate of Fee Exemption**  
**De Minimis Impact Finding**

**Project Title:** Facility Improvements at College of San Mateo

**Project Location (including County):** College of San Mateo is located in the City of San Mateo, San Mateo County, California. The physical address is 1700 West Hillsdale Boulevard, San Mateo, CA 94402. The 153-acre campus includes a campus core developed with classrooms and operations buildings, paved parking lots, pedestrian walkways, athletic facilities, and faculty housing. The campus is surrounded by residential development to the north, west and east and by an office complex to the north.

**Name and Address of Project Proponent:** San Mateo County Community College District, Construction Planning Department, 3401 CSM Drive, San Mateo, CA 94402

**Project Description:** The facility improvements include enhancement of the campus entrance (landscaping, new signage), pedestrian corridors, and plazas; internal traffic circulation improvements; renovation of existing buildings; demolition of obsolete buildings; construction of new and/or replacement buildings; and renovation and construction of new parking lots. The proposed improvements would occur within the developed or disturbed areas of campus and within existing paved roadways and parking lots. The proposed improvements are based on recommendations from the District's *2006 Facilities Master Plan* and are part of the District's 2006 Capital Improvement Plan (CIP). The purpose of the proposed improvements is to update and modernize existing facilities and programs, not to provide additional capacity or to support increased enrollment.

**Findings of Exemption:**

- 1. An Initial Study has been conducted by the San Mateo County Community College District to evaluate the potential for adverse environmental impacts.**
- 2. A Mitigated Negative Declaration has been prepared by the San Mateo County Community College District.**
- 3. The lead agency has no evidence before it, including the information in the Initial Study, the Mitigated Negative Declaration and public comments, to indicate that the proposed project could have any potential for an adverse effect on fish and wildlife resources or the habitat upon which the fish and wildlife depends.**

**Certification:**

I hereby certify that the lead agency has made the above findings and that based upon the record, the project will not individually or cumulatively have an adverse effect on fish or wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

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Ron Galatolo, Chancellor

San Mateo County Community College District  
Lead Agency Name

February 15, 2007  
Date

**California Department of Fish and Game**  
**Certificate of Fee Exemption**  
**De Minimis Impact Finding**

**Project Title:** Facility Improvements at Skyline College

**Project Location (including County):** Skyline College is located in the City of San Bruno, San Mateo County, California. The physical address is 3300 College Drive, San Bruno, CA 94066. The 111-acre campus includes a campus core developed with classrooms and operations buildings, athletic fields, paved parking lots, and pedestrian walkways. The campus is surrounded by residential land uses to the north and east, undeveloped land to the west and south, and a county jail to the south.

**Name and Address of Project Proponent:** San Mateo County Community College District, Construction Planning Department, 3401 CSM Drive, San Mateo, CA 94402

**Project Description:** The facility improvements include enhancement of the campus entries (landscaping, new signage) and pedestrian corridors, traffic circulation improvements, renovation of parking lots, building renovation, building demolition, and construction of new buildings and parking lots. The proposed improvements would occur within the developed or disturbed areas of campus and within existing paved roadways and parking lots. All proposed improvements are within campus boundaries on property owned by the District, including the property and buildings previously occupied by Loma Chica School and Pacific Heights Middle School north of the campus loop road. The proposed improvements are based on recommendations from the District's *2006 Facilities Master Plan* and are part of the District's 2006 Capital Improvement Plan (CIP). The purpose of the proposed improvements is to update and modernize existing facilities and programs, not to provide additional capacity or to support increased enrollment.

**Findings of Exemption:**

- 1. An Initial Study has been conducted by the San Mateo County Community College District to evaluate the potential for adverse environmental impacts.**
- 2. A Mitigated Negative Declaration has been prepared by the San Mateo County Community College District.**
- 3. The lead agency has no evidence before it, including the information in the Initial Study, the Mitigated Negative Declaration and public comments, to indicate that the proposed project could have any potential for an adverse effect on fish and wildlife resources or the habitat upon which the fish and wildlife depends.**

**Certification:**

I hereby certify that the lead agency has made the above findings and that based upon the record, the project will not individually or cumulatively have an adverse effect on fish or wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

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Ron Galatolo, Chancellor

San Mateo County Community College District  
Lead Agency Name

February 15, 2007  
Date

San Mateo County Community College District

February 14, 2007

**BOARD REPORT NO. 07-2-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor – Human Resources & Employee Relations,  
358-6767

**RECOMMENDATION FOR EMPLOYMENT CONTRACT RENEWALS**

In conjunction with the annual performance evaluation process, the Board of Trustees reviews all employment contracts and, as an outcome of that process, generally extends those contracts for an additional year. At this time, there are four employment contracts that are a few years overdue and, accordingly, require multi-year extensions as noted in staff's recommendation below.

**RECOMMENDATION**

It is recommended that the employment contracts for Chancellor-Superintendent, Executive Vice Chancellor, President of Skyline College and General Manager of KCSM be renewed as specified below:

<b>Position</b>	<b>Contract Duration</b>
Chancellor	July 1, 2006 through June 30, 2010
Executive Vice Chancellor	July 1, 2006 through June 30, 2009
President of Skyline College	December 1, 2006 through November 30, 2009
General Manager of KCSM	July 1, 2006 through June 30, 2009

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

February 14, 2007

**Study Session: Counseling and Student Services**

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