

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDY SESSION AGENDA
June 13, 2007, 6:00 p.m.
District Board Room
3401 CSM Drive, San Mateo, CA**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

- 07-6-1 [Minutes of the Regular Meeting of the Board of Trustees of May 9, 2007](#)
- 07-6-2 [Minutes of the Special Meeting of the Board of Trustees of May 23, 2007](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

SWEARING IN OF STUDENT TRUSTEE

NEW BUSINESS

- 07-6-1A [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.

- 07-6-1CA [Approval of Skyline College Summer 2007 Sports Medicine Camp](#)
- 07-6-2CA [Approval of community Education Water Polo Club – Summer 2007](#)

Other Recommendations

- 07-6-1B [Approval of Community Services Classes, Fall 2007 – Cañada College, College of San Mateo, and Skyline College](#)
- 07-6-100B [Contract Award to Pacific Dining for Districtwide Food Services](#)
- 07-6-101B [Approval of Adjustment to the Payment to the South Bay Regional Public Safety Training Consortium for the 2006-07 Peace Officers Training Academy, College of San Mateo](#)
- 07-6-102B [Discussion of Cañada College Housing Proposal and Approval of Agreement with the City of Redwood City regarding CEQA Work](#)
- 07-6-103B [Approval of contract with Jones & Stokes Associates, Inc. to Prepare the Initial Study and Mitigated Negative Declaration for Cañada College Faculty/Staff Housing](#)

STUDY SESSION

- 07-4-1C [Accreditation Self Studies Presentation and Review](#)

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. **Employment:** **Cañada College** – College President, President’s Office; Theatre Arts Instructor, Humanities/Social Sciences; Counselor, Counseling; Math Instructor, Science & Technology; Anthropology Instructor, Science & Technology; Business/Accounting Instructor, Business & Workforce Development; MESA Program Coordinator, Science & Technology; **College of San Mateo** – Instructional Aide II, Language Arts; Shipping/Receiving Clerk, Business Services; Office Assistant II, Technology; English Instructor, Language Arts; **Skyline College** – Accounting Technician, Business Services; Dean of Counseling/Advising/ Matriculation, Counseling; Supervisor of College Security, Student Services; Physics Instructor, Math/Science/Technology; **District Office** –Staff Assistant, Chancellor’s Office; Staff Assistant, Facilities Planning & Operations; Project Engineer, Construction Planning
 - B. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Meeting of the Board of Trustees
San Mateo County Community College District
May 9, 2007, 6:00 p.m.
San Bruno, CA**

The meeting was called to order at 6:04 p.m.

Board Members Present: President Hausman, Vice President-Clerk Holober, Trustees 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 Districtwide Academic Senate President Kapp

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the minutes of the Regular Meeting of the Board of April 25, 2007. The motion carried, all members voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

PRESENTATION OF AWARD TO BRIAN HORWITZ (07-5-1C)

President Hausman presented a certificate of recognition and gift card to Brian Horwitz, Bookstore Operations Assistant at Cañada College. She reported that the wife of Sergeant Major Thomas Brown purchased a textbook from Cañada via Amazon.com to send to her husband who is serving in Iraq. Because UPS cannot deliver to Iraq, Mr. Horwitz spent his own time and money to take the book to the Post Office and mail it first class to Sergeant Major Brown.

INFORMATION REPORT ON THE CONNECTION BETWEEN CHANGING PROPERTY VALUES AND SCHOOL FINANCE (07-5-2C)

Mr. Terry Flinn, Deputy Assessor-County Clerk-Recorder, presented the report. He focused on Basic Aid school districts which are funded in large part through property taxes, and described the annual cycle of property tax assessment and tax roll. He discussed the roles of the various offices that are involved in the process, including the Assessor, Auditor-Controller, Tax Collector-Treasurer, the Assessment Appeals Board, and the State Board of Equalization. Mr. Flinn discussed taxation of real property, which is subject to the assessed value limitations of Proposition 13 and the decline in value provisions of Proposition 8, and personal property which is valued at its full cash value as of January 1 each year. Mr. Flinn noted that 46.6% of property taxes collected go to school districts. Mr. Flinn distributed a printed copy of his presentation which is attached to the official minutes of record.

Teaching and Learning Series – First year Experience (07-5-3C)

Vice Chancellor Jing Luan announced that tonight's presentation on Skyline College's First Year Experience concludes the first cycle of the Teaching and Learning Series. He asked President Morrow to introduce the topic. President Morrow said that the project is made possible in part through the President's Innovation Fund. She introduced the Leadership Group for the Foundations of Excellence in the First Year Experience project, who presented the report: Regina Stanback-Stroud, Vice President of Instruction; Lori Adrian, Vice President of Student Services; Rachel Bell, English Faculty; Cathy Hasson, Director of the Office of Planning, Research and Institutional Effectiveness; Lucia Lachmayr, English Faculty; and Jacqueline Escobar, Counselor. Vice President Stanback-Stroud said that Skyline College wanted to participate in the project in order to help meet its mission and vision to inspire a global and diverse community of learners. The project started with the Campus Change

Network initiative. The initial committee participated in training and then expanded to include faculty, staff, students, and representatives from the District and the Board of Trustees. The team decided to focus not only on retention, but on a comprehensive approach to student success. The Campus Change Network identified four major needs to prioritize: (1) begin an all-campus orientation; (2) develop a strategy to develop campus transportation; (3) create an outreach team; and (4) design a first semester experience. After competing to participate in the Foundations of Excellence First Year Experience project, Skyline was one of two California community colleges chosen to participate. The Campus Change Network and the First Year Experience project which followed are interconnected with the accreditation process, the educational master planning process and the student learning outcome assessment process.

Rachel Bell, Lucia Lachmayr and Jacqueline Escobar spoke about the First Year Experience and showed a video about the project. Skyline College was selected to participate in the spring of 2006. The project is implemented in four steps: (1) comprehensively evaluate how we are assisting first year students; (2) audit effective current practices that most affect new students; (3) assess the need for improvement for each area and decide on a plan of action; and (4) recommend improvements. The self study and improvement phases of the process are designed to be completed in one calendar year or less. The basis of the First Year Experience model is a set of nine dimensions of excellence: philosophy; organization; learning; campus culture; transitions; all students; diversity; roles and purposes; and improvement. Skyline's approach was to invite interested faculty, students, staff and administrators to join a group of their colleagues focused on examining one of the dimensions. Final reports on the dimensions are being created and will include action items.

Cathy Hasson said that the first step in self-assessment was to identify characteristics of first year students in order to target the effort to strengthen and develop program services and interventions. The First Year Experience cohort is made up of first time, continuing, transfer or returning students who have not completed an associate degree or higher and who have less than or equal to 24 units at Skyline College. Approximately 43% of the annual duplicated headcount fits into this cohort. Students in the cohort consistently perform at lower success and retention rates than do students college-wide, providing evidence which supports pursuing the First Year Experience project. To further obtain and examine evidence, the campus community was asked to participate in a student survey, faculty and staff survey and focus groups.

Lucia Lachmayr reported on preliminary findings. They include the need for a more diverse faculty, an early alert system for students who are at risk of dropping out, and revision of the Skyline website to make it more user-friendly.

Vice President Adrian discussed the next steps. The end of the self-study process of the First Year Experience is a comprehensive plan with actionable changes in programs, practices and policies to improve efficiency in facilitating student success. The plan will be ready for dissemination and campus-wide discussion in the fall. After the plan is finalized, it will go through the shared governance processes for approval and adoption. Action plans will be supported in terms of planning and budget processes.

Trustee Miljanich asked if there were any unexpected findings during the early stages of the project. Vice President Adrian said the early findings validated the need for improvement on the current paths. Vice President Stanback-Stroud added that a pleasant, though not surprising, finding was that faculty and staff were excited to be involved in the dimension meetings.

President Hausman asked about the criteria for participation in the project. Vice President Stanback-Stroud said that standards set by the Foundations of Excellence had to be met, including participating in development of those standards. Vice President Adrian added that the Foundations of Excellence was looking for commitment to the project and was impressed by President Morrow's deep commitment.

Trustee Schwarz said the project is exciting in the sense that it engages students and allows them to feel comfortable asking questions. She asked if the basic reason for participation was retention. Vice President Stanback-Stroud said that there were many reasons, all aimed toward the commitment to student success.

President Morrow said a major reason was the equity vision, pursuing success for all students across economic, cultural and other categories.

President Hausman thanked the group for their excellent report.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Executive Reports were presented by Chancellor Galatolo, Skyline President Morrow, CSM President Claire, Cañada President Mohr, and Districtwide Academic Senate President Kapp. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo reported that he, Trustee Schwarz, Cañada College Academic Senate President Patty Dilko, and Director of Community/Government Relations Barbara Christensen made a presentation at the May 8 Town of Woodside Council meeting regarding the annexation of land to Redwood City. The Council agreed conceptually to the annexation and this is the first step toward the development of new faculty and staff housing.

Chancellor Galatolo said the District is in the final stages of the mailing of a brochure marketing summer school. The mailing targeted high school students and will be mailed to 22,000 households.

Chancellor Galatolo pointed out that Trustee Miljanich was featured in the cover article of the April 2007 edition of *The Spectrum*, Redwood City's monthly magazine. The article described Trustee Miljanich's work for child advocacy.

President Morrow reported that twice as much scholarship money was awarded at this year's Student Recognition and Awards ceremony as in past years. Silvia Cervantes is the recipient of this year's Pister Scholarship. President Morrow also noted that the very successful Pilipino Cultural Night was planned and sponsored exclusively by students.

President Claire provided copies of the outline of courses for the Associate of Science Degree in Dental Hygiene; a copy is attached to the official minutes of record. There are 25 required courses. After the curriculum has been approved at the College, it will be brought to the Board of Trustees and then to the State Chancellor's office.

President Claire reported that Hugo Mora will attend University of California, Santa Cruz as the recipient of the Pister Scholarship. President Claire also noted that at least 100 people attended Raza Day on April 26, which was hosted by Latino Students. He also announced that priority registration for high school students has been held.

President Mohr showed two video clips. The first was from Channel 7 News and highlighted the effort to recruit women students into the video game program. The second was from Channel 5 News and described the Middle College, focusing on the cost savings for parents and students. President Mohr added that he recently spoke to students and parents at the Sequoia Union High School District and found that there is enthusiasm about the Middle College program.

President Kapp reported that faculty are preparing for the end of the academic year. He congratulated the Colleges on having students who received Pister Scholarships.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Winslow Rouse addressed the Board. He is a 66 year old certified nursing assistant and certified paralegal who enrolled in a phlebotomy class at Cañada College in the fall of 2006. He said that he scored 96% on the final exam but that the instructor, Deborah Lanza, said he failed to correctly identify a patient during the practicum and gave him a failing course grade because of this. He believes that Ms. Lanza showed a dislike for and intolerance of older students throughout the class. Mr. Rouse said that he has appealed to Dean Victoria O'Donnell, Vice President Marilyn McBride, Interim President Mohr, and Board President Hausman and that no action has been taken. He believes this is in violation of Cañada's policies and said he will file legal action if the issue is not addressed.

Dorothy Ku Ujieng addressed the Board. She is a 65 year old student pursuing a nursing career. She enrolled in a phlebotomy class at Cañada College in the fall of 2006. Ms. Ku Ujieng said that the instructor, Deborah Lanza, made clear her belief that older students should not pursue new careers. Ms. Ku Ujieng said that she maintained a 93% average on the written tests throughout the course and that Ms. Lanza failed her for “bogus” reasons. She believes there is a clear case of age discrimination and she has appealed to the Dean of Math and Science, the Vice President of Instruction, and the Chancellor. She said she is now appealing to the Board to investigate and to reverse the failing grade. She added that if she does not get a response, she will go to the courts and to the press.

Felix Huerta, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) Representative, said that while AFSCME normally has a good working relationship with the District, there are two issues to be resolved. One involves the procedure for filling vacancies on a permanent basis. The union has submitted a proposal to the District on this issue and hopes to have resolution. The second issue involves hiring practices, with a charge of unprofessional conduct by a supervisor in the Facilities Department. Mr. Huerta said he hopes this issue can be dealt with quickly.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-5-1A)

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the actions in Board Report No. 07-5-1A. The motion carried, all members voting “Aye.”

RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2007-08 ACADEMIC YEAR (07-5-2A)

It was moved by Student Trustee Young and seconded by Trustee Schwarz to approve the re-employment contract as described in the report. The motion carried, all members voting “Aye.”

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, LOCAL 829, COUNCIL 57 (AFSCME) (07-5-3A)

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve the Memorandum of Understanding as described in the report. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 07-5-1CA Approval of Trustees Fund for Program Improvement Projects for Cañada College
- 07-5-2CA Approval of Community Education Basketball League, Summer 2007
- 07-5-3CA Approval of Community Education Senior Fitness Program, Summer 2007
- 07-5-4CA Approval to Amend Agreement with SPURR for Purchase of Non-Core Gas

It was moved by Vice President Holober and seconded by Trustee Miljanich to approve the items on the Consent Agenda. The motion carried, all members voting “Aye.”

Other recommendations

INFORMATION AND POSSIBLE ACTION ON AB 1525 AND SB 823 – PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION (07-5-1B)

Vice President Holober explained that he has some involvement in the proposed legislation through the Consumer Federation of California. There are reports that students have had problems with misrepresentations from some private postsecondary and vocational education institutions regarding courses, transfer opportunities, job availability, etc. While there are many reputable schools, he said that there are those that prey on primarily unemployed, low-income students. These students obtain federal loans and leave school with considerable debt, often to find that they have not attained employable skills. The law currently governing these schools will expire at the end of June 2007. The two proposed bills are double joined, i.e., they both will either survive or fail. Assembly Bill 1525 extends the current legislation for six months. Senate Bill 823 is a more comprehensive reauthorization of the Maxine Waters Act. The bills are works in progress, with some issues still to be addressed. Vice President Holober said that proponents of the bills need support from higher education, particularly community colleges. He requested that the Board ask for support of the bills from the State Chancellor, the Community College League of California, the Academic Senate, and student organizations. After this discussion, it was moved by Trustee Schwarz and seconded by Trustee Miljanich to support AB 1525 and SB 823 and to support the effort to promote State recognition on the issue. The motion carried, all members voting "Aye." Chancellor Galatolo said he will direct staff to work with Vice President Holober on identifying the constituencies to contact.

CONTRACT AWARD FOR BEVERAGE POURING RIGHTS (07-5-100B)

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve the contract award for beverage pouring rights as described in the report. The motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NUMBERS 07-3 AND 07-4, CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (07-5-101B)

It was moved by Vice President Holober and seconded by Trustee Schwarz to adopt Resolutions 07-3 and 07-4. The motion carried, all members voting "Aye."

CONSIDERATION OF SERVICE AWARD FOR 2006-2007 STUDENT TRUSTEE (07-5-102B)

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve the service award for the student trustee as described in the report. Trustee Schwarz said she is delighted to make the motion because Student Trustee Young is a wonderful asset to the Board. President Hausman, Vice President Holober and Trustee Miljanich agreed and all congratulated Student Trustee Young on a job well done. After this discussion, the motion carried, all members voting "Aye."

CONTRACT AWARD FOR BUILDING 3 BLEACHER REPLACEMENT, SKYLINE COLLEGE (07-5-103B)

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the contract award for bleacher replacement as described in the report. The motion carried, all members voting "Aye."

CONTRACT AWARD FOR BUILDING 2 TELECOMMUNICATIONS CLASSROOM RENOVATION AT SKYLINE COLLEGE (07-5-104B)

It was moved by Student Trustee Young and seconded by Trustee Miljanich to approve the contract award for classroom renovation as described in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

DRAFT OF AMENDED AGREEMENT BETWEEN THE DISTRICT AND THE FOUNDATION (07-5-4C)

Chancellor Galatolo summarized items in the draft agreement. He said that under the amended agreement, employees working for the Foundation will be District employees and the Board will have the authority to hire and terminate Foundation staff. The Foundation will reimburse the District for the salaries of a portion of the Foundation staff. The draft outlines the services to be provided by the District to the Foundation, and specifies that the duration of the agreement is three years, after which time it will be reviewed. The Board of Trustees will

have greater involvement in the relationship between the District and the Foundation, and will have ultimate authority in resolving conflict. Chancellor Galatolo said the draft of the amended agreement is being presented in order to solicit comments from the Board with the purpose of bringing back a formalized agreement.

Vice President Holober said that it may need to be stated more clearly that issues dealing with employees of the District must all go through the same process, ending with the Board of Trustees. Chancellor Galatolo pointed out that item (1b) gives Foundation staff the same rights and privileges of classified employees as specified in the Education Code and states that the Board of Trustees has the authority to hire and terminate Foundation staff. Vice President Holober would like to make sure that the language references both the Education Code and the District Rules and Regulations with regard to treatment of all District employees. Chancellor Galatolo said this could be included.

Vice President Holober said that problems could occur in the area of policy issues vs. operational issues. The draft of the amended agreement states that the Foundation Board shall be responsible for setting Foundation policy and the District Chancellor shall be responsible for the operations of the Foundation. Chancellor Galatolo said that the Executive Director of the Foundation will have many people to report to and it could be an awkward relationship. He asked the Board to think about the language and noted the importance of being clear on the intent, so that the agreement will have the same impact in 20 years as it does now, when different people will occupy the positions. Chancellor Galatolo added that he can also work with County Counsel on the language.

President Hausman asked if Foundation Board members are satisfied with the draft. Chancellor Galatolo replied that the Foundation Board President is in accord, and added that the County Counsel is satisfied with the language as well.

Trustee Miljanich said it is important for the Foundation Board to feel they have some authority, and to seek a balance between the two Boards.

Chancellor Galatolo said that he received comments from Trustee Mandelkern, suggesting that the Foundation could provide a flat subsidy to the District. Chancellor Galatolo responded that he believes the District contribution should be based on development, and that outcomes should be measured against investments.

Trustee Schwarz suggested that the Foundation might not need District financing after three years and asked if there would be an option to not renew if that were the case. Chancellor Galatolo said that the intent is to generate enough resources to make the Foundation self-supporting. Trustee Schwarz would like to see language in the agreement guaranteeing that the Board of Trustees would still have a relationship and a role even if the financing is no longer needed. Chancellor Galatolo said that he believes there should be a preamble to the agreement stating intent. President Hausman suggested starting with the Foundation Mission Statement.

Chancellor Galatolo summarized by saying that the intent is for the Board of Trustees and the Foundation Board to work hand-in-hand. He reiterated that the agreement must be written so that it stands the test of time. He is seeking guidance from the Board of Trustees and will bring it back as many times as needed in order for the Board to feel comfortable with it.

STATEMENTS FROM BOARD MEMBERS

Trustee Schwarz attended the Scholarship Awards ceremony at College of San Mateo and the University Center reception for the second class of nurses. She also attended the Town of Woodside Council meeting and said the presentation by the District was impressive. Trustee Schwarz mentioned an article in *The Advocate* regarding faculty at Cañada College who are interested in a compressed calendar, and said she is impressed that they are considering what is best for students. Trustee Schwarz also noted recent articles in the *San Mateo County Times* and *The Spectrum* about Trustee Miljanich's work with Advocates for Children; Trustee Schwarz congratulated Trustee Miljanich on the work that she does. Trustee Schwarz asked for clarification on the status of work on the College of San Mateo softball field. Vice Chancellor Nuñez said that there are problems with the retaining wall and structural improvements need to be made; however, the field is in full use currently.

Student Trustee Young attended the State Student Senate General Assembly and participated in various workshops. She said that some colleges have "College Hour" and she would like to pursue this idea. Student Trustee Young thanked members of the Board for investing time and energy in her development as a trustee.

Vice President Holober asked if the Board is interested in learning more about California Senate Bill 840 which addresses unfunded liability in the area of health care. The Board expressed an interest in hearing about the bill at a future meeting, and Chancellor Galatolo said that staff will gather information.

Trustee Miljanich thanked her colleagues for their comments about her professional work and noted that she works in close partnership with the District in supporting the hopes and dreams of youth in difficult circumstances.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 8:55 p.m.

The Board reconvened to Open Session at 10:12 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 4-0 to approve the actions in Board Report No. 1-A and 1-B.

ADJOURNMENT

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:13 p.m.

The next meeting of the Board will be a Study Session on June 13, 2007 in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 13, 2007 meeting.

Richard Holober
Vice President-Clerk

**Minutes of the Meeting of the Board of Trustees
San Mateo County Community College District
May 23, 2007
San Mateo, California**

The meeting was called to order at 3:35 p.m.

Board Members Present: Vice President-Clerk Holober, Trustees Mandelkern, Miljanich and Schwarz

Others Present: Chancellor Galatolo, Vice Chancellor Joel

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 3:36 p.m.

1. Closed Session Personnel Items

A. PUBLIC EMPLOYEE APPOINTMENT
Title: President, Cañada College

The Board reconvened to Open Session at 5:23 pm.

CLOSED SESSION ACTIONS TAKEN

Vice President Holober reported that during the Closed Session just concluded, the Board voted 4-0 to select a new President of Cañada College. Once an offer is made and accepted, the name of the successful candidate will be announced.

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 5:25 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 13, 2007 meeting.

Richard Holober
Vice President-Clerk

BOARD REPORT 07-6-1A

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

A. Reassignment

College of San Mateo

1. **Susan Estes** Vice President of Instruction Instruction Office
Promoted from Dean of Language Arts Division, effective July 1, 2007, replacing Michael Claire who was reassigned.
2. **Maribeck Boosalis-Oler** Cosmetology Instructor Business/Creative Arts
Promoted from Cosmetology Aide, effective August 20, 2007, replacing Patricia Castro who retired.
3. **John Avakian** Director, Ed Net Multimedia Initiative Instruction Office
Recommend approval to continue reassignment as Director, Ed Net Multimedia Initiative, categorically funded from July 1, 2007 through June 30, 2008.
4. **Victor Krimsley** Interim Dean of Special Projects Instruction Office
Extension of temporary, 60% of full-time, interim assignment, effective July 1, 2007 through December 31, 2007.
5. **Katherine Becker** KCSM-Television Producer/Director II KCSM
Promoted from Client Services Manager (KCSM), effective June 1, 2007. The change in staff allocation was Board approved on April 25, 2007.
6. **Dennis Tordesillas** Administrative Assistant Student Services
Promoted from Division Assistant at Skyline College, effective July 1, 2007, replacing Phyllis Hechim who retired.

B. Changes in Staff Allocation

Cañada College

1. Recommend reclassification of one Office Assistant II position (3C0064) in the EOPS/CARE Program from Grade 18 of the Classified Salary Schedule 60 to Staff Assistant at Grade 21, effective July 1, 2007. This reclassification is the result of increased scope and level of responsibility and was agreed upon with CSEA.

BOARD REPORT 07-6-1A

2. Recommend a temporary increase in staff allocation to add one part-time (50%) 12-month per year Office Assistant II position in the Science & Technology Division (Grade 18 of the Classified Salary Schedule 60), effective June 14, 2007 through April 30, 2009. This position will be funded by the State Chancellor's Office Strengthening Career Technical Education Programs Grant, which expires on April 30, 2009.
3. Recommend a temporary increase in staff allocation to add one part-time (50%) 12-month per year Assistant Project Director position in the Science & Technology Division (Grade 26 of the Classified Salary Schedule 60), effective June 14, 2007 through April 30, 2010. This position will be funded by the National Science Foundation Grant, which expires on April 30, 2010.

College of San Mateo

1. Recommend approval of a temporary increase in staff allocation for four (4) 10-month positions at the College of San Mateo Child Development/Student Services Division for Summer Session 2007, effective June 18, 2007. The temporary increase will cover the six-week Summer Session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment Percentage</u>
Child Care Center Aide	Lori Pilster	100%
Child Care Center Aide	Karen Wiggins-Dowler	100%
Instructional Aide I	Yovanka Crossley	100%
Instructional Aide I	Maggie Lam	100%

2. Recommend approval of a temporary increase in staff allocation for one (1) 10-month position at the College of San Mateo Counseling Services/Student Services Division for the period June 6, 2007 through June 28, 2007 (17 working days):

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment Percentage</u>
Program Services Coordinator	Lorena del Mundo	100%

3. Recommend a decrease in staff allocation to reduce one Office Assistant II (Middle College) position (4C0265) from 80% of full-time, 12-months to 44% of full time, 10 months, effective June 14, 2007.
4. Recommend an increase in staff allocation to add one 83% of full-time, 10-month per year Instructional Aide I position in the Child Development Center (Grade 16 of the Classified Salary Schedule 60), effective August 15, 2007.
5. Recommend a change in staff allocation to delete one full-time, 12-month per year KCSM "Producer/Director" position (4C0125) at Grade 31 of the Classified Salary Schedule 60, effective June 1, 2007. Also recommend that the incumbent, Kaveh Nikpour, be placed into the "Television Producer/Director I" position, which was Board approved on April 25, 2007, effective June 1, 2007. The new position is also at Grade 31 of the Classified Salary Schedule 60.

District Office

1. Recommend reclassification of the Telecommunications Analyst position in Information Technology Services (ITS) from Grade 35 of the Classified Salary Schedule 60 to "Network Infrastructure Technician" also at Grade 35, effective November 1, 2006. This reclassification is the result of recent changes to the duties and responsibilities and was agreed upon with CSEA.

It is also recommended that the incumbent, Stan Leyva, be placed into the new classification, effective November 1, 2006.

BOARD REPORT 07-6-1A

2. Recommend a change in staff allocation to delete one full-time 12-month Systems Support Technician position (1C0324) in Information Technology Services (ITS) at Grade 30 of the Classified Salary Schedule 60 and add one full-time 12-month Network Infrastructure Technician at Grade 35.

It is also recommended that the incumbent, Darrell Lee, be placed into the new position, effective November 1, 2006.

C. Leave of Absence

Cañada College

1. **Rose Rodrigues** Financial Aid Technician Student Services

Recommend approval of a pregnancy disability leave of absence, effective May 25, 2007, pursuant to provisions of the Family and Medical Leave Act of the California Rights Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

Skyline College

1. **Natalia Chavez** Career Resources/Counseling Aide Counseling

Recommend approval of a pregnancy disability leave of absence, effective May 7, 2007, pursuant to provisions of the Family and Medical Leave Act of the California Rights Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

2. **Cinthia Saenz** Cosmetology Aide Business/Industry Relations

Recommend approval of a pregnancy disability leave of absence, effective May 9, 2007, pursuant to provisions of the Family and Medical Leave Act of the California Rights Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

D. 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>
Cañada	Bookstore	3	6/14/2007	6/30/2007	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening.
Cañada	Bookstore	3	7/1/2007	6/30/2008	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening.
Cañada	Enrollment Services/ Admissions & Records	1	7/1/2007	6/30/2008	Admissions & Records Assistant II: Application and registration processing.

Cañada	Student Services/Financial Aid	1	7/1/2007	6/30/2008	Financial Aid Assistant: Staff front service counter, provide intake, assist students with applications, conduct outreach events, monitor work flow of student employees, assist staff with research and projects as assigned.
Cañada	Science & Technology	1	8/22/2007	5/30/2008	Instructional Aide I: Assist instructor in phlebotomy class to observe students performing venipuncture and blood drawing.
CSM	Bookstore	10	6/14/2007	6/30/2007	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening.
CSM	Bookstore	10	7/1/2007	6/30/2008	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening.
CSM	Business/Creative Arts	1	7/1/2007	6/30/2008	Office Assistant II: Clerical support for occupational programs and Tech Prep grant, as well as support for unique and seasonal program activities within the division.
CSM	Business Services	2	7/1/2007	6/30/2008	Accounting Technician: Perform cashiering functions during peak registration periods and assistance with special projects.
CSM	KCSM	8	7/1/2007	6/30/2008	Staff Announcer/Producer (FM): Select music, maintain music library and computer database, host radio programs, produce promotional announcements, operate specialized station equipment.
CSM	KCSM	2	7/1/2007	6/30/2008	Broadcast Engineer I (TV): Operate, maintain, and repair television and cable transmission systems and equipment, maintain operating and maintenance logs, operate audio/video equipment.
CSM	KCSM	5	7/1/2007	6/30/2008	KCSM Production Operator (TV): Operate cameras, serve as audio mixer, operate teleprompters.
CSM	KCSM	1	7/1/2007	6/30/2008	KCSM Projects Leader (TV): Direct and coordinate contracts, studio scheduling, and other strategic planning and logistics for special station projects and productions.
CSM	KCSM	1	7/1/2007	6/30/2008	KCSM Video Shader (TV): Operate cameras to monitor color and level of consistency throughout various programs.

CSM	KCSM	1	7/1/2007	6/30/2008	KCSM Floor Director (TV): Set up, monitor and adjust camera angles, cues, lighting and sound performance quality, supervise scripts, placement and performance of on-air talent.
CSM	KCSM	1	7/1/2007	6/30/2008	Television Programmer: Daily programming of promotional spots, public service announcements, underwriting and other supporter announcements, data entry, and correspondence.
CSM	KCSM	1	7/1/2007	6/30/2008	KCSM Video Mixer (TV): Operate cameras to monitor color and level of consistency throughout various programs.
CSM	Language Arts/Reading and ESL	1	6/14/2007	6/30/2007	Instructional Aide II: Recording books for the ESL/Reading Center and the English Department.
CSM	Math/Science/Dental Assisting	2	8/22/2007	6/02/2008	Instructional Aide II: Instructional support during the lab portion of DENT 721 and DENT 722 and DENT 763.
CSM	Math/Science/Nursing	1	7/1/2007	6/30/2008	Office Assistant II: Clerical assistance for special projects as needed.
CSM	Physical Education/ Athletics	2	7/1/2007	6/30/2008	Equipment Manager: Facilitate (on event days) outside groups renting the College's physical education/athletic equipment and areas.
CSM	President's Office	1	7/1/2007	10/31/2007	Administrative Assistant: Assist with logistics of accreditation site visit.
CSM	President's Office	1	7/1/2007	10/31/2007	Promotions and Web Content Coordinator: Update and maintain CSM's web page for Accreditation information during the self-study review.
CSM	President's Office/Institutional Advancement	1	7/1/2007	6/30/2008	Office Assistant II: General clerical support.
CSM	President's Office/Institutional Advancement	1	7/1/2007	6/30/2008	Administrative Assistant:: Budget, clerical, research assistance, as well as program management and evaluation.
CSM	President's Office/Institutional Advancement	1	7/1/2007	6/30/2008	Program Services Coordinator: Conduct student focus groups; write report of focus group results, conduct other research and tasks related to program quality and fundraising.
CSM	President's Office/Public Relations	1	7/1/2007	6/30/2008	Clerical Assistant: Update and edit major CSM publications such as the schedules and catalogs.

CSM	President's Office/Public Relations	1	7/1/2007	6/30/2008	Promotions and Web Content Coordinator: Maintain existing website, develop new sites, provide input for overall strategic objectives.
CSM	Student Services/Admissions & Records	3	7/1/2007	6/30/2008	Admissions & Records Assistant II: Assist with processing admissions applications, registering students, data input, answering telephones, and assisting students.
CSM	Student Services/Articulation & Research	2	7/1/2007	6/30/2008	Office Assistant II: Seasonal clerical support for special projects as needed.
CSM	Student Services/Articulation & Research	1	7/1/2007	6/30/2008	Program Services Coordinator: Prepare ad hoc statistical reports and analysis of student services and instructional programs, including data management, MIS database queries, maintenance of on-line web-based information, and final reports.
CSM	Student Services/Child Development Center	2	7/1/2007	6/30/2008	Instructional Aide I: Supervise children and plan and implement curriculum.
CSM	Student Services/Counseling	2	7/1/2007	6/30/2008	Office Assistant II: Clerical assistance with special projects, activities, and events.
CSM	Student Services/Counseling (Assessment)	1	7/1/2007	6/30/2008	Office Assistant II: Clerical assistance with special projects, activities, and events.
CSM	Student Services/Counseling (Career Services)	1	7/1/2007	6/30/2008	Career Resources/Counseling Aide: Clerical assistance with special projects, activities, and events.
CSM	Student Services/Counseling	1	7/1/2007	6/30/2008	Program Services Coordinator: Assistance with special projects, activities, and events.
CSM	Student Services/EOPS	3	7/1/2007	6/30/2008	Career Resources/Counseling Aide: Provide support and assistance for outreach and recruitment activities; assist counselors with student follow-up and tracking.
CSM	Student Services/DSPS	2	7/1/2007	6/30/2008	Instructional Aide I: Monitor student participation and safe transfers of students on and off campus in weight-lifting, aquatics and/or back injury classes.
CSM	Student Services/Financial Aid	4	7/1/2007	6/30/2008	Office Assistant II: Assist students, answer telephones, process BOGW applications.

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CSM	Student Services/Financial Aid	1	7/1/2007	6/30/2008	Financial Aid Technician: Participate in special student recruitment events, interview applicants and make determinations of eligibility for grants, loans, and other programs.
CSM	Student Services/Health Center	1	7/1/2007	6/30/2008	Health Educator: Organize and deliver health education programs and proactive health care information to students on an as-needed basis.
CSM	Student Services/Health Center	1	7/1/2007	6/30/2008	College Physician: Provide consultation to Health Services Coordinator and provide physician services to students.
CSM	Student Services/Special Services	1	7/1/2007	6/30/2008	Office Assistant II: Assist with special projects throughout the year, including the Scholarship Program.
CSM	Student Services/Student Activities Office	1	7/1/2007	6/30/2008	Office Assistant I: Clerical support for cyclical events.
CSM	Student Services/Vice President's Office	1	7/1/2007	6/30/2008	Staff Assistant: Provide procedural information to students and callers, prepare correspondence, schedule appointments, data entry, and other special projects.
CSM	Student Services/Vice President's Office	1	7/1/2007	6/30/2008	Administrative Assistant: Assist with special projects as assigned.
CSM	Technology/Community Education	1	7/1/2007	6/30/2008	Office Assistant I: Prepare and distribute instructor materials, input registrations, answer phones, and other duties as assigned.
CSM	Technology/Community Education	3	7/1/2007	6/30/2008	Instructional Aide I: Assist seniors enrolled in the Senior Fitness class.
CSM	Technology/Fire Science	6	7/1/2007	6/30/2008	Instructional Aide II: Assist instructors during manipulative skills exercises, skills practice, and testing and other special assignments.
Skyline	Admissions & Records	10	7/1/2007	6/30/2008	Admissions & Records II: Assist with application processing, telephones, filing, imaging and other office duties as needed.
Skyline	Bookstore	10	6/14/2007	6/30/2007	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening.
Skyline	Bookstore	10	7/1/2007	6/30/2008	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening.

Skyline	Business Services/Cashier's Office	3	7/1/2007	6/30/2008	Accounting Technician: Collect fees, issue parking permits, and perform other cashiering functions.
Skyline	Business Services/Graphics Arts & Production	1	7/1/2007	6/30/2008	Office Assistant I: Completing numerous duplicating jobs.
Skyline	Business Division/CITD	1	7/1/2007	6/30/2008	Grant Analyst: Management of the IDRC grant.
Skyline	Business Division/CITD	1	6/1/2007	6/30/2008	Office Assistant I: Assist CITD Director with correspondence, telephones, filing, and other office duties.
Skyline	Business Division/Cosmetology	6	7/1/2007	6/30/2008	Cosmetology Aide: Supervision of students during practical application experiences in lab and in performing services for clients, assist faculty in classes where students must be closely supervised.
Skyline	PE/Athletics/Dance	1	8/22/2007	5/23/2008	Assistant Coach (Dance): Provide functions integral to the Dance Production program and choreography, including assistance with rehearsals, public relations, event management, student segment coordination, brochure publication, webpage updates, sponsor solicitation, filming, and high school outreach.
Skyline	PE/Athletics/Dance	1	1/15/2008	5/15/2008	Assistant Coach (Women's Badminton): Provide support for Intercollegiate Badminton Program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	4	8/15/2007	12/15/2007	Assistant Coach (Wrestling, Women's Volleyball, Men's and Women's Soccer): Provide support for Intercollegiate Wrestling, Volleyball, and Soccer Programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	1/15/2008	5/26/2008	Assistant Coach (Baseball): Provide support for Intercollegiate Baseball Program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.

Skyline	PE/Athletics/Dance	2	10/1/2007	3/14/2008	Assistant Coach (Men's & Women's Basketball): Provide support for Intercollegiate Basketball Programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	8/15/2007	5/19/2008	Athletic Trainer: Assess injuries and manage rehabilitation of student-athletes under director of head athletic trainer. Other duties include cleaning, sterilizing, and paperwork.
Skyline	Science/Math/ Technology/EMT	1	7/1/2007	6/30/2008	Instructional Aide II: Intermittent staffing during skills practice and testing. Oversees and schedules Instructional Aide I staff.
Skyline	Science/Math/ Technology/EMT	5	7/1/2007	6/30/2008	Instructional Aide I: Intermittent staffing during skills practice and testing.
Skyline	Science/Math/ Technology/Biology/ Chemistry	2	7/1/2007	6/30/2008	Laboratory Technician: Assist staff during increased preparation periods.
Skyline	Social Science/Creative Arts/Music	2	7/1/2007	6/30/2008	Accompanist: Play piano to assist with voice classes and choral groups to assist as-needed.
Skyline	Student Services/ Counseling	1	6/14/2007	6/30/2008	Program Services Coordinator: Provide oversight and coordination of the Hermanos Project, funded by the President's Innovation Fund.

BOARD REPORT NO. 07-6-1CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Joe Morello, Dean of Physical Education/Athletics
Skyline College, 738-4271

APPROVAL OF SKYLINE COLLEGE SUMMER 2007 SPORTS MEDICINE CAMP

As part of a continuing outreach to the local community, the Skyline College Division of Physical Education and Athletics requests support from the Board of Trustees to approve the proposed Summer Sports Medicine Camp.

Jo Silken, ATC, Head Athletic Trainer for Skyline College, along with Tom Abdenour, ATC, Head Athletic Trainer for the Golden State Warriors Basketball team, will conduct the camp. The Golden State Warriors will cosponsor the camp with Skyline College, funding all costs for promotion of the camp, duplicating of handouts, printing and mailing of fliers or brochures. There will be one scheduled session for participants in grades 9 – 12. The program will also be open for enrollment to youth sports coaches as space allows, giving priority to high school students. Program emphasis will be on the development of individual clinical skills for basic injury assessment, taping, wrapping and splinting, and exercises for injury prevention. Skyline College Sports Medicine Interns, along with other local Certified Athletic Trainers, may assist in teaching.

CAMP SESSION:

July 16 - 20, 2007 Monday through Friday, 9:30 AM to 3:30 PM

The fees for the camp will be \$100.00 per camper for the camp. These fees will cover the cost of supplies, salaries and insurance. Participant will bring a bag lunch. The program will be self-supporting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2007 Summer Sports Medicine Camp at Skyline College.

BOARD REPORT NO. 07-6-2CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Lily C. Lau, Director
Community Education, 574-6179

**APPROVAL OF COMMUNITY EDUCATION WATER POLO CLUB
SUMMER 2007**

The Division of Community Education requests the approval of a women's high school age water polo club to be offered in Summer 2007. The women's water polo club will be run in partnership with the College of San Mateo's Physical Education Department and the CSM water polo coach, Randy Wright.

The program will be offered for a six-week period from June 18 through July 26, Monday through Thursdays from 1:30 PM to 3:30 PM at the College of San Mateo pool. Instruction will cover the basic skills of water polo, skills practice, and team scrimmages. The registration fee for each participant is \$200. The fees will cover the cost of instructors, supplies, and insurance. The program will be self-supporting.

RECOMMENDATION

It is recommended that the Board approve the Community Education Women's High School Water Polo Club as detailed in the report.

BOARD REPORT NO. 07-6-1B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Lily C. Lau, Director
Community Education, 574-6179

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL 2007
CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for Fall/Winter 2007. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off site, Emeritus Institute, and on-line offerings.

New Programs

Cañada College

Basic Grooming for Your Pet

College of San Mateo

Basic Dog Training Class
Become a Voiceover Artist
Chinese for Travelers
Endurance Kickboxing
The Fundamentals of Game Design
Getting Started in Voice Acting
Let's Speak Japanese
Ultimate Neck & Shoulder Massage

Skyline College

None

Off Campus

Fused Glass Ornaments and Holiday Accents (South Linden Station, South San Francisco)
Jack London Square And The Oakland Waterfront (Oakland)
Little Hollywood And Visitacion Valley (San Francisco)
Presidio Heights (San Francisco)

Continuing Programs

Cañada College

Financial Strategies for Successful Retirement
Interior Decorating I
Interior Decorating II

College of San Mateo

Alternative Energy Systems
Astronomy - Skies of the Fall
The Art of Selling Art
Become a Copyeditor or Proofreader
Become a Loan Signing Specialist
Beginning Blues Harmonica
Beginning Fencing
Belly Dance Fundamentals (two sessions)
Book Club
Breaking the Cycle of Stress: Skills for Health and Peak Performance
California-World Wines
Cold Worked Chains
Couple's Shiatsu Massage
Digital Studio Portrait Photography (two sessions)
Drawing without Fear
Driver's Education (two sessions)
Easy to Learn Tai Chi
An Evening with Leonardo da Vinci
Fat Burning Weight Loss
Faux Finish
Fencing Club
Financial Strategies for Successful Retirement (two sessions)
Fun Part-Time Jobs
Get Organized: Paper Management
Getting More from Your Digital Camera (two sessions)
Getting Started in Digital Photography (two sessions)
Grid Intertie Photovoltaic System Installation
Home Electric Repairs Made Easy I (Basic)
Home Electric Repairs Made Easy II (Advanced)
Hot Salsa Dancing - Intermediate
Hot Salsa Dancing for Beginners
How to Become A Mystery Shopper
How to Buy & Sell on eBay, The Largest Online Marketplace in the World
How to Buy Income-Generating Properties
How to Play Piano By Ear
How to Start a Small Business
Importing as a Small Business
The In's and Out's of Your Home Construction Project
Instant Piano for Hopelessly Busy People
Italian for Travelers

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Japanese Home Cooking
Let's Make Sushi
Magic Flutes, Flute Choir
The Magic of Watercolor
Managing Small Rental Properties
Notary Public Workshop (two sessions)
Pet First Aid/CPR
Pique Assiette
Positive Posture
SAT Prep
Secrets of a Super Memory
Servsafe Food Handling Preparation and Exam (three sessions)
Soapmaking Made Simple
Spanish I
Spanish II
Successful Home Buying
Wire Worked Wreath Necklace

Skyline College

Financial Strategies for Successful Retirement

Off Campus

Beginning Glass Fusing (South Linden Station, South San Francisco)
Cypress Lawn Cemetery (Colma)
Flowers in Frosting (Kathy's Kreative Cakes, San Mateo)
Holy Cross Cemetery (Menlo Park)
How to Cut Out Cakes in Any Shape (Kathy's Kreative Cakes, San Mateo)
How to Frost and Fill Cakes and Cupcakes (Kathy's Kreative Cakes, San Mateo)
Pond and Waterfall Construction (Ripple Effect Water Gardens, Redwood City)
St. John's Cemetery (San Mateo)
Union Cemetery (Redwood City)
You Can Decorate Your Cake and Eat it too! (Kathy's Kreative Cakes, San Mateo, two sessions)

Emeritus

New

The American Presidency (I) - Creating an American Republic (Burlingame Recreation Center)
The American Presidency (II) - Practitioners of Presidential Power (Burlingame Recreation Center)

Continuing

Across the Fruited Plain - America Moves West (San Mateo Senior Center)
Art of Listening to Music (Peninsula Volunteers Little House, two sessions)
From Sea to Shining Sea - Realizing Manifest Destiny (San Mateo Senior Center)
Jazz From the Hill (The Peninsula Regent, two sessions)

Online Classes

New

Become a Veterinary Assistant I, II, III
Fiction & Romance Writing
Flash 8 & MX 2004
Instant Italian
Microsoft Visio 2003
Performing Payroll in QuickBooks 2007
QuickBooks 2007
Real Estate Investing & Real Estate Law

Continuing

101 Tips and Tricks for the iMac and Macintosh
A to Z Grant Writing
Accounting Fundamentals
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications & Fundamentals
Adobe FrameMaker 7.1
Advanced Grant Proposal Writing
Assisting Aging Parents
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Conversational French
Beginning Writer's Workshop
Building Wealth
Business and Marketing Writing
C#, C++, JSP, or Perl Programming
Computer Skills for the Workplace
The Craft of Magazine Writing
Creating a Sense of Place
Creating a Successful Business Plan
Creating Web Pages
Creating Your Own Nonprofit
The Creative Classroom
Crystal Reports 10
Customer Service Fundamentals
Database Development
Debt Elimination Techniques That Work
Design Projects for Adobe Illustrator CS & CS2
Designing Effective Websites
Discover Digital Photography
Drawing for the Absolute Beginner
Dreamweaver
Effective Business Writing
Effective Selling
Enhancing Language Development in Childhood

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Enjoying European Art Online
Fireworks MX 2004
FreeHand MX
Fundamentals of Supervision and Management
Fundamentals of Technical Writing
The Game Industry
GED Preparation, Language, Writing, Math
Genealogy Basics
Get Assertive!
Get Grants!
Get Paid to Travel
GMAT Preparation
Goodbye to Shy
Grammar & Writing for ESL
Grammar Refresher
GRE Preparation
Handling Medical Emergencies
High Powered Communication
Individual Excellence
Introduction to Business Analysis
Introduction to Journaling
Introduction to Natural Health and Healing
Introduction to Nonprofit Management
Introduction to the Internet
Java
Keyboarding
Keys to Effective Communication
The Keys to Effective Editing (US)
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Linux
LSAT Preparation
Luscious, Low-Fat, Lightning-Quick Meals
Luscious, Low-Fat, Lightning-Quick Meals
Making Movies with Windows XP
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastery of Business Applications & Fundamentals
Medical Terminology-A Word Association Approach
Merrill Ream Speed Reading
Microsoft Access 2003
Microsoft Excel 2003
Microsoft Excel in the Classroom
Microsoft FrontPage 2003
Microsoft PowerPoint 2003
Microsoft PowerPoint in the Classroom
Microsoft Project 2003
Microsoft Publisher 2003
Microsoft Word 2003
Microsoft Word in the Classroom
Music Made Easy

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Networking
Oracle
Outlook 2003
PC Security
PC Troubleshooting
Personal Finance
Photographing People with your Digital Camera
Photoshop CS2 for the Digital Photographer
Photoshop Elements 3.0, 4.0, & 5.0 for the Digital Photographer
Photoshop Elements for the Digital Photographer
Photoshop Elements Projects
Pleasures of Poetry
Professional Sales Skills & Sales Management
Project Management
QuickBooks for Contractors
Research Methods for Writers
Resume Writing Workshop
SAT/ACT Preparation
Secrets of Better Photography
Solving Classroom Discipline Problems
Speed Spanish I, II, III
SQL
Start and Operate your own Home-Based Business
Start Your Own Consulting Practice
Stocks, Bonds, and Investing: Oh, My!
Successful Construction Business Management
Supply Chain Management Fundamentals
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Human Resources Function
Using the Internet in the Classroom
Visual Basic 2005 & Visual Basic.NET
Where Does All My Money Go?
Windows XP
Write Like a Pro
Write Your Life Story
Writeriffic 1 & 2: Creativity for Training Writers
Writing Effective Grant Proposals
Writing for Children
Your Screenwriting Career

RECOMMENDATION

It is recommended that the Board approve the list of Community Services classes to be offered for Fall/Winter 2007 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

BOARD REPORT NO. 07-6-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Director of Auxiliary Services, 358-6782
Jan Roecks, Director of General Services, 358-6879

CONTRACT AWARD TO PACIFIC DINING FOR DISTRICTWIDE FOOD SERVICES

On July 12, 2006, the Board authorized the execution of a three year contract with The School Chef, Inc. for Districtwide food services replacing Fresh and Natural, Inc. After a very rough start in August 2006, The School Chef continued to struggle meeting the standards of the District and providing the services promised in their proposal. In order to assist The School Chef, the Food Service Improvement Team (FSIT) was organized in August 2006 to assist the operators with the transition to our District and to provide a two-way avenue of communication between the District and Colleges staff and the food service contractor and his operators. The committee consisted of students, faculty and staff from across the District. Despite many months of meetings, it became clear that the quality of food and the service was not what the initial proposal stated; further, the negative feedback from numerous students, faculty and staff continued despite the efforts to improve quality and service. On March 28, 2007, The Board authorized the termination of the contract with The School Chef effective Friday, May 25, 2007.

At the March meeting of the District Auxiliary Services Advisory Committee (DASAC), a subcommittee that consisted of students, administration, student services coordinators and faculty was formed. The committee used the same criteria for evaluating potential vendors as last year. The criteria are:

- Has a reputation as a professional organization with proven exceptional customer service;
- Has 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 to faculty and staff;
- Has the ability to expand the food service operations at all three colleges, particularly in the area of 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 26 member strong committee worked together with the Departments of Auxiliary and General Services to release RFP 86550 on March 27, 2007 to over 30 qualified food service professionals. A mandatory pre-bid conference was held on Wednesday, April 4, 2007 where potential vendors met with the committee and were offered comprehensive tours of each facility. The District took a different approach in this RFP as it allowed vendors to bid on one, two or all three facilities. The committee felt that we would receive more bids if we allowed vendors to bid on the facilities of their choice. The

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committee was thrilled to receive 12 responses to the RFP. This was very encouraging as the District received only three responses the previous year. As with the previous year, major corporations like Aramark and Sodexo did not reply to the RFP although they did attend the pre-bid conference. All of the 12 bidders were small to medium size local companies. All twelve proposals were evaluated on a scale that included price, food variety, financial contribution, scholarships, in-kind donations, capital improvements, design ideas and service. Seven of the twelve respondents were eliminated in the screening process. The remaining five companies presented to the full committee during the week of May 7, 2007. Surprise site inspections took place by committee members at all locations the week of May 14, 2007. On these site visits, the committee evaluated each kitchen for cleanliness and organization, tasted the food, met staff, talked with students, faculty and administrators about the food service and took a critical look at their operation as a whole to determine whether the vendor would be a good fit for our District. The full committee met for a final time on May 23, 2007 to discuss the site visits and review the proposals one last time. The unanimous decision of the committee was to award the Districtwide contract for food services to Pacific Dining, Inc. headquartered in San Jose, CA.

Since the foundation of the company in 1989, Pacific Dining has grown by providing the highest quality food services to its diverse clientele. Pacific Dining has established itself as a premier food service management company by serving over 1,000 customers daily from their dining facilities. The committee site visit to DeVry University in Fremont revealed an immaculately clean kitchen, superior organizational skills and great tasting food! The cafeteria was well merchandised, attractively outfitted with appropriate signage and well staffed. The committee spoke with both students and staff and did not hear anything but praise for Rick McMahon, company principal, and his staff. Rick and his team will manage all three cafeterias in the District; there will be no subcontracts. Rick is actually returning to our District after more than twenty years. In his initial presentations, Rick told the committee "When I graduated from St. Ignatius High School in 1977, I had no plans for the future. No college major, no career path, no clue! I was fortunate enough to have made one good decision at that time - to attend the College of San Mateo. I took a wide variety of classes in the hope of finding a subject that interested me and would eventually lead to a career. I started to focus on business classes and decided to make Business "Something" my major. I finished my General Education requirements and earned an A.A. Degree. CSM gave me focus and awareness that enabled me to continue my education at San Francisco State University where I received my B.S. Degree in Accounting. Every business day I use the skills I learned at CSM and SFSU in operating a very successful enterprise."

Pacific Dining has an exceptional implementation program and has made a commitment to having food service open at all three locations by the first day of summer school, June 18, 2007. Pacific Dining will open with a limited menu while each cafeteria is outfitted with professional signage and menus are created with community input. A full scale opening is scheduled for the start of the fall semester. The Department of Auxiliary Services will work with Pacific Dining on each campus to have a welcome party in each cafeteria so that faculty, students and staff can taste the food and meet the operators in a fun and festive setting.

Pacific Dining has pledged to increase food service revenues by providing quality food and exceptional service. One area that Pacific Dining excelled at over the other proposals was in their catering program. Pacific Dining has extensive catering clients and has committed to running a large portion of their outside catering through our kitchens with commission being paid to the District on these outside sales. Catering is something that has been a real struggle in recent years from both Fresh and Natural and The School Chef. The District is very excited to have a food service professional running our three operations. In addition to the outside catering, Pacific Dining has pledged 7% commission on all sales in each cafeteria including inside and outside catering. Pacific Dining also agreed to provide the following:

SKYLINE COLLEGE

- Sponsor two scholarships in the amount of \$1,000.00 annually;
- Co-sponsor the college Student Recognition and Awards Ceremony in May of each year of the contract providing a quality dinner for up to 550 people. The value of this meal will be up to \$4,500.00 (retail value products and services);
- Co-sponsor with Student Life and Associated Students of Skyline College 4 events each year of the contract up to \$500.00 annually (retail value products and services); and
- Co-sponsor with the college president 4 events annually for faculty, staff and managers up to \$500.00 (retail value products and services).

COLLEGE OF SAN MATEO

- Sponsor two scholarships in the amount of \$1,000.00 annually;
- Sponsor annual Scholarship and Awards Banquet with in kind catering services valued at \$4,500.00 (retail value products and services);
- Sponsor 6 outdoor student barbeques annually with in kind catering services valued at \$400.00 per barbeque (retail value products and services); and
- Sponsor annual faculty/staff barbeque with in kind catering services valued at \$2,000.00.

CAÑADA COLLEGE

- Sponsor two scholarships in the amount of \$1,000.00 annually;
- Co-sponsor the college Student Recognition and Awards Ceremony in May of each year of the contract providing a quality dinner for up to 550 people. The value of this meal will be up to \$4,500.00 (retail value products and services);
- Co-sponsor with Student Life and Associated Students of Cañada College 4 events each year of the contract up to \$500.00 annually (retail value products and services); and
- Co-sponsor with the college president 4 events annually for faculty, staff and managers up to \$500.00 (retail value products and services).

In conclusion, Pacific Dining's financial package represents true partnership with our District. Pacific Dining is a small, professional organization run by people who love the food service business. This is very evident in their current operations. The committee enthusiastically recommends the Board award the contract for Districtwide food service to Pacific Dining.

RECOMMENDATION

The District recommends that the Board of Trustees award the District's food service contract to Pacific Dining, Inc. for an initial period of three years, commencing June 14, 2007, with an option for two one-year extensions.

BOARD REPORT NO. 101B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Martha Tilmann, Dean, Technology Division, 574-6228

**APPROVAL OF ADJUSTMENT TO THE PAYMENT TO THE
SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM
FOR THE 2006-07 PEACE OFFICERS TRAINING ACADEMY
COLLEGE OF SAN MATEO**

On September 11, 1996, the Board approved a Joint Powers Agreement with the South Bay Regional Public Safety Training Consortium (Board Report No. 96-9-104B) for District membership in the Consortium. The South Bay Regional Public Safety Training Consortium is an organization of local community colleges established in 1995 for the purpose of coordinating a regional approach to the offering of public safety instruction in the Bay Area. Membership in this joint powers agency currently includes the following districts: San Mateo County Community College District, Foothill-DeAnza, Fremont-Newark, Gavilan, Hartnell, San Jose-Evergreen, and West Valley-Mission.

As a member of the consortium, College of San Mateo sponsors one of two annual sessions of the Peace Officers Standards and Testing (P.O.S.T.) certified police academy. For the 2005-2006 P.O.S.T. Academy, the College paid \$253,400 and received 119 FTES from the Consortium. For the 2006-2007 year, the estimated cost per FTES is \$2,181. Based upon this amount, the College is expected to generate a minimum of 119 FTES for the 2006-2007 year.

During the fiscal year 2006-2007, the cost per FTES rose to \$2,477.22. This created a deficit of \$31,789.22.

RECOMMENDATION

It is recommended that the Board of Trustees approve additional funding for payment to the South Bay Regional Public Safety Training Consortium in the amount not to exceed \$295,000 for 2006-2007 sponsorship of the Peace Officers Standards and Training certified academy.

San Mateo County Community College District

June 13, 2007

BOARD REPORT NO. 07-6-102B

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

**DISCUSSION OF CAÑADA COLLEGE HOUSING PROPOSAL AND APPROVAL OF
AGREEMENT WITH THE CITY OF REDWOOD CITY REGARDING CEQA WORK**

The attached proposed agreement defines the responsibilities of the District as the “Lead Agency” and the City of Redwood City as the “Responsible Agency” in the California Environmental Quality Act (CEQA) review of the Faculty/Staff Housing Project at Cañada College.

RECOMMENDATION

It is recommended that the Board authorize the Chancellor to execute the attached agreement.

AGREEMENT DESIGNATING SAN MATEO COMMUNITY COLLEGE DISTRICT AS LEAD AGENCY FOR CAÑADA COLLEGE FACULTY/STAFF HOUSING PROJECT

This agreement is made between the San Mateo County Community College District (hereinafter "District") and the City of Redwood City (hereinafter "City"), a charter city and municipal corporation of the State of California, under Title 14 California Code of Regulations section 15051 (d), designating the District as Lead Agency under the California Environmental Quality Act (CEQA) for the Cañada College Faculty/Staff Housing Project (hereinafter "Project").

WHEREAS, the Project site is currently located within the corporate limits of the Town of Woodside adjacent to the Redwood City corporate boundary, and the District desires to develop the Project within the City of Redwood City; and

WHEREAS, development of the Project requires the following discretionary actions by various jurisdictions and/or agencies:

1. Approval of and funding for the Project by the District Board of Trustees.
2. Detachment of the Project site from the Town of Woodside and amendment of its Sphere of Influence.
3. Pre-zoning of Project site by City of Redwood City.
4. Annexation of Project site into City of Redwood City and amendment of its Sphere of Influence.
5. General Plan Amendment for Project site by City of Redwood City.
6. Parcel map to accommodate project site and boundary change by City of Redwood City.
7. Architectural Permit (Design Review) for Project by City of Redwood City.
8. Approval of detachment from the Town of Woodside and annexation to City of Redwood City (i.e., change of organization) by San Mateo County Local Agency Formation Commission (LAFCo).

WHEREAS, City and District are public agencies that will each carry out or approve portions of the project, and both may have a substantial claim to act as lead agency under CEQA; and

WHEREAS, the District has determined that its action (approval of and funding for the Project by the District Board of Trustees) will be the first action on the Project.

NOW, THEREFORE, the parties agree that the District will act as the CEQA Lead Agency for the environmental review of the Project and will have all discretion to fulfill the obligations of a CEQA Lead Agency with respect to the project. The City will act as a Responsible Agency. In accordance with Title 14 California Code of Regulations section 15051 (b), the City shall consider the District's CEQA documentation prior to acting upon or approving the portions of the Project under the City's jurisdiction. Thus, in carrying out its obligations under CEQA, the District will do the following:

1. Provide opportunity to the City to review, and comment on if appropriate, the scope of work for the CEQA consultant to be hired by the District.

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2. Provide opportunity to the City to review, and comment on if appropriate, the administrative draft CEQA document prior to its issuance for the public review period.
3. Comply with the City's public noticing procedures for CEQA documents as set forth in the California Public Resources Code and the City's Municipal Code.
4. Comply with CEQA Guidelines and regulations for filing the Notice of Determination.
5. Like other applicants for discretionary review by the City, the District shall provide funds for the City to acquire professional services (e.g. a contract land use planner) for the purpose of supporting the City's discretionary review process and obligations with respect to reviewing the District's CEQA documents in a timely manner.

In carrying out its obligations as Responsible Agency, the City will endeavor to act expeditiously on all matters under its jurisdiction. These matters include the City's review of CEQA documents; providing relevant information to the District's CEQA consultants; and in the sequencing and processing of the required discretionary actions.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year written below.

CITY OF REDWOOD CITY, a municipal corporation of the State of California

By: _____ DATE: _____
Ed Everett, City Manager

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
Ron Galatolo, Chancellor

BOARD REPORT NO. 07-6-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Barbara Christensen, Director of Community/Government Relations,
574-6560

**APPROVAL OF AGREEMENT WITH JONES & STOKES ASSOCIATES, INC. TO
PREPARE AN INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR
CAÑADA COLLEGE FACULTY/STAFF HOUSING**

To comply with California Environmental Quality Act (CEQA) requirements for discretionary actions, the District, as the Lead Agency for the Cañada College Faculty/Staff Housing Project, must prepare an initial study (IS) to assess the potential environmental impacts of the project. Because the project site is disturbed (graded and paved parking lot) and because the new residential development is relatively small in comparison to the College campus on which it will sit, we assume that all potentially significant impacts can be reduced to a less than significant level with mitigation and that a Mitigated Negative Declaration will be prepared.

An expedited schedule for the CEQA process is required because the District proposes to construct the project beginning in the summer of 2008, and the necessary entitlements that need to be obtained through the Local Agency Formation Commission (LAFCo), the Town of Woodside, and the City of Redwood City are dependent upon completion of the CEQA process. The District, as Lead Agency, will work closely with the Town of Woodside, the City of Redwood City, and LAFCo, which are all responsible agencies.

The District proposes to engage Jones & Stokes Associates, Inc. to prepare the Initial Study and Mitigated Negative Declaration. Jones & Stokes can utilize much of the information they developed in completing the CEQA studies for the Cañada College Facility Improvement Projects in December 2006. The cost of this new Cañada College study is expected not to exceed \$40,000 and we anticipate completion in three to four months.

RECOMMENDATION

It is recommended that the Board authorize the Chancellor to execute a professional services agreement with Jones & Stokes Associates, Inc. to prepare an Initial Study and Mitigated Negative Declaration for the Cañada College Faculty/Staff Housing Project at a cost not to exceed \$40,000.

**ACCREDITATION
SELF-STUDIES PRESENTATION AND REVIEW**

There is no printed report for this agenda item.