

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA  
REGULAR MEETING  
July 25, 2007  
District Office Board Room  
3401 CSM Drive, San Mateo, CA**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- \* *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
  - \* *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
  - \* *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements need to be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo CA 94402.*
  - \* *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
  - \* *Regular Board meetings are taped; tapes are kept for one month.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

In order to accommodate Foundation President Penelope Greenberg, who has a scheduling conflict, it is requested that Board Report No. 07-7-102B be placed first on the agenda.

07-7-102B      [Approval of First Amended Master Agreement \(FAMA\) Between the San Mateo County Community Colleges Foundation and the San Mateo County Community College District](#)

**MINUTES**

07-7-2      [Minutes of the Study Session of the Board of Trustees of July 16, 2007](#)

**PRESENTATION OF AWARD TO NICK KAPP, OUTGOING DISTRICT ACADEMIC SENATE PRESIDENT**

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

07-7-3C      [Teaching and Learning Series: Scorecard](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

## NEW BUSINESS

07-7-2A Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

07-7-3A Approval of Revisions to Student Assistant Salary Schedule and Employment Policy

### **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.*

07-7-3CA Declaration of Surplus Property

07-7-4CA Approval of Community Education Motorcycle Safety Program, Fall-Spring 2007

### **Other recommendations**

07-7-1B Approval of College Accreditation Self-Studies

07-7-101B Appointment of Developer for the Cañada College Housing Project

07-7-103B Acceptance of External Funds for the Work-Based Upgrade Innovations Project

07-7-104B Acceptance of External Funds for the Solar Energy Training Program and Incubator Project

## INFORMATION REPORTS

## STATEMENTS FROM BOARD MEMBERS

## COMMUNICATIONS

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment
    1. Employment: **Cañada College** – Fitness/Dance Instructor, Business & Workforce Development; Instructional Aide II, Business & Workforce Development; **College of San Mateo** – Interim Dean of Special Projects, President's Office; Interim Dean of Language Arts, Instruction Office; Office Assistant II, Instruction Office; **Skyline College** – Biology Instructor, Science, Math & Technology
    2. Re-Employment: **Cañada College** – College Recruiter, Counseling Services; **College of San Mateo** – Associate Professor, Nursing, Math & Science
  - B. Public Employee Discipline, Dismissal, Release

## CLOSED SESSION ACTIONS TAKEN

## ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
July 16, 2007  
San Mateo, CA**

**The meeting was called to order at 6:13 p.m.**

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

**Others Present:** Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline Vice President Stanback-Stroud, CSM President Claire, Cañada President Mohr, and District Academic Senate President Kapp

**Pledge of Allegiance**

KCSM General Manager Marilyn Lawrence and Broadcast and Electronic Media Professor Michelle Brown conducted tours of the KCSM TV and FM studios.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of the Board of June 27, 2007. Vice President Holober requested a change in language under "Approval of Resolution No. 07-8 in Support of California State Senate Bill 840, the Single Payer Health Care System (07-6-4B)." The second sentence in paragraph 4 will be changed to read "The District would pay for both the employer and the worker portion, which would be a combined amount in the range of 12%." The motion to approve the minutes as amended carried, all members voting "Aye."

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

Chancellor Galatolo asked Executive Vice Chancellor Jim Keller to respond to the July 2, 2007 newspaper article critical of the deluge system in the Planetarium at College of San Mateo. EVC Keller said that the District has a very good working relationship with the Division of the State Architect (DSA) and there is no "schism" as alleged in the article. EVC Keller explained that, while most structural items must be approved by DSA before beginning construction, deferred approval is allowed for fire protection, elevator and alarm systems. In accordance with this policy, installation of the deluge system went forward while awaiting DSA approval of the system. The system was neither approved nor rejected; dialogue with DSA was continuing when the malfunction occurred. The District's insurance carrier is issuing checks to pay for repairs and installation of the new wet system. As the investigation continues, it will be determined which parties should share in the expenses. There is no indication that insurance rates will increase due to the malfunction. The new wet system has been approved by DSA.

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-7-1A)**

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the actions in Board Report No. 07-7-1A. The motion carried, all members voting "Aye."

## **APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- 07-7-1CA Denial of Claim against the District by Dorothy Cu Unjieng
- 07-7-2CA Denial of Claim against the District by Winslow Rouse

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the items on the Consent Agenda. The motion carried, all members voting "Aye."

## **INFORMATION REPORTS**

### **PROPOSED POLICY LANGUAGE FOR CONTINGENCY RESERVE (07-7-1C)**

The Board Report and attachments were distributed to the Board; a copy is attached to the official minutes of record. Executive Vice Chancellor Keller referenced the first attachment, Title V, Section 58311. Principles for Sound Fiscal Management, and said that the District takes these principles very seriously. In the second attachment, a memo from California Community Colleges Assistant Vice Chancellor Frederick E. Harris dated October 25, 2005, it is stated that one of the criteria used in assessing a district's financial condition is that "the minimum prudent unrestricted general fund balance is 5 percent." In addition, a description of the purpose of the proposed contingency reserve and the procedure for measuring the amount of this fund is included with the Board Report. EVC Keller said that this information report serves as the basis for further discussion.

Trustee Schwarz asked if the District reserve is currently at 5%; EVC Keller responded that it is at 5% since the Board approved this level at the meeting of June 27, 2005. Trustee Schwarz asked if the proposed level of the contingency reserve, equal to 3% of the budgeted unrestricted general fund (Fund 1) revenues, is meant to be permanent. EVC Keller said that the level could change as a new budget is proposed every year.

Vice President Holober suggested that the proposed policy be brought to the Budget and Finance Committee and/or Shared Governance Council. He also asked if the proposal includes funds for the contingency reserve for the current fiscal year; EVC Keller said that it does.

Trustee Mandelkern said that the wording of the proposed policy does not capture the intent of the Board because it can be interpreted that the contingency reserve will always be set at a minimum of 3%. Chancellor Galatolo said that the proposal suggests a target contingency of 3% but it could be adjusted as necessary. Trustee Mandelkern suggested removing the word "minimum" and changing the wording to a "target of 3%" in order to clarify intent. President Hausman agreed that flexibility is needed and also suggested spelling out how the contingency reserve will be used.

Trustee Mandelkern noted that the proposed policy states that use of the contingency reserve will require a two-thirds positive vote of the Board, and said he believes this requirement could negatively impact the Board's ability to act. EVC Keller said that a two-thirds vote for any budget revision, including use of a contingency fund, is required by regulation. He added that some districts put funds into a budgeted account rather than a contingency fund, and these funds can be used with a simple majority vote; EVC Keller will draft language for the Board's consideration.

President Hausman noted that the District has a retirement fund which should be considered when putting money aside. EVC Keller agreed that, even though the District is far ahead of most districts in funding for retirement benefits, it is still a concern.

Chancellor Galatolo said that Vice President Holober's suggestion to take the proposed policy to the Budget and Finance Committee and the District Shared Governance Council will be followed. He added that, because of the timing issue of when the budget must be approved by the Board, the contingency reserve may not be included until the next fiscal year.

**STUDY SESSION ON KCSM (07-7-2C)**

KCSM TV and FM General Manager Marilyn Lawrence began the presentation; a printed copy is attached to the official minutes of record. General Manager Lawrence reported that KCSM-FM has the third largest jazz audience in the United States. It conducts three pledge drives per year. Seventy-two percent of programming is live, and 3% is pre-produced locally. With the popularity of Internet music listening, Internet streaming brings an additional 1,500 listeners to the station. Internet pledges represented more than 10% of pledge revenue during the last pledge drive. KCSM-FM has a strong presence in the community, with participation in jazz festivals, "Jazz under the Stars," presentations to civic groups and teaching "Jazz from the Hill," among other activities. KCSM-FM faces challenges such as streaming costs and the fact that fewer people listen to radio because of the popularity of satellite radio, I Pods and Internet listening. "What's Next" for KCSM-FM includes a larger internet connection, new website, new production facility, and radio broadcasting classes.

General Manager Lawrence next reported on KCSM-TV. The station provides PBS programs plus other programs acquired by KCSM for the other hours; this is the time that garners viewer financial support. With the breadth of PBS programs, the station struggles to find the "what's in it for me" factor for viewers. Promotions have included "Did you know?" spots and "Steve's Picks" spots. KCSM-TV is promoted as "The Bay Area's Education Station," providing the District 12 hours per day for broadcasting telecourses, and offering programs on world events and world perspective seen nowhere else in the Bay Area. In addition, it offers alternative listening for KCSM-FM and Bay Area traffic and weather reports. KCSM-TV has involvement in the community, including plans for a high school film festival program and an email newsletter. "What's Next" for KCSM-TV includes an updated web page, build out of the production facilities, the end of analog TV and Sutro Tower retrofit, and continued monitoring of FCC matters.

The Broadcasting program, for television only, returned to College of San Mateo in Fall 2006 with a new digital facility, one full-time faculty and three adjuncts, and an enrollment of 200 students. Professor Michelle Brown was hired as the full-time faculty member for the program and General Manager Lawrence asked her to share highlights of the program with the Board. Professor Brown reported that seven different classes are being offered for Fall 2007. Some student assignments serve the community, such as development of a Redwood City Fire Department training video. Other projects benefit College of San Mateo, such as 30 second TV promos for College programs and a recruitment video for the football team. There is an ongoing effort to increase enrollment in the Broadcasting program, such as a transfer agreement with San Francisco State University, targeted emails, postings on websites, and videos on You Tube, MySpace and Facebook. Professor Brown commented that the College of San Mateo broadcast program is far superior to that of other local programs in terms of facilities, equipment and training. Beginning in Spring 2008, audio courses will be offered. Other goals for the future include offering broadcast engineering classes, a student-produced radio show, and KCSM-TV broadcast of student-produced shows featuring stories of local interest.

General Manager Lawrence next spoke about the financial aspects of KCSM. She reported on capital expenses already spent and upcoming. Regarding KCSM-TV support for the District, General Manager Lawrence said that, although enrollment in telecourses is declining, they still provide \$786,411 net revenue to the District. In addition, 51 TV College promotions and 40 FM College event promotions were run, and staff served on District and College committees. General Manager Lawrence said that KCSM-FM breaks even. There is lower than normal revenue, partly because the direct mail campaign started late. Attempts are being made to increase revenue through increasing web pledges, an FM electronic newsletter, more festival presence, member supported messages outside pledge times, and jazz special events. KCSM-TV is in deficit, partly because of renewals being sent out late; having no clear message of what we do; and having no outreach effort. Corrections include stressing a local identity, going back to renewals with reply envelopes, more local production including the high school film festival, and taking back unused telecourse hours for fundraising. In addition, if resignations occur, the positions will be evaluated to see if they should be filled or reconfigured. There will be a rent decrease in March 2008, providing a full year saving of approximately \$150,000.

Trustee Mandelkern asked if podcasting is being employed. General Manager Lawrence it is not being used at this time, but will be in the future.

Trustee Schwarz commented said she is impressed with the transition to the up-to-date facilities. She also commented that the outreach to high schools and the community fits well with what the Colleges are doing.

Vice President Holoher asked if KCSM-TV receives underwriting funds. General Manager Lawrence said that a small amount is offered, but only for specific programs; KQED gets most of the underwriting.

Trustee Mandelkern asked about the “pledge drive to end the pledge drive.” General Manager Lawrence said this works, especially if people are asked to pledge before the pledge drive starts.

Vice President Stanback-Stroud said the revitalization of KCSM is exciting. She suggested contacting the local NAACP regarding the initiative to increase the number of African American students in broadcasting. She also asked if the outreach effort is targeted to the entire county. General Manager Lawrence said the effort is countywide.

Trustee Mandelkern expressed support for the emphasis on local programming and marketing KCSM-TV as the education station. He commented that the station still shows a large number of PBS programs such as “Masterpiece Theatre.” President Hausman noted that good drama is educational and that many people contribute because they like certain programs such as “Masterpiece Theatre.” General Manager Lawrence said that “theme nights” are being offered during prime time.

Trustee Mandelkern suggested offering more Spanish language programs. General Manger Lawrence said that she has spent much time looking for educational programs in Spanish but KQED has already purchased much of what is available.

#### **CLOSED SESSION**

President Hausman announced that there will be no closed session; the items listed on the closed session report will be deferred to the meeting of July 25, 2007.

#### **ADJOURNMENT**

It was moved by Trustee Mandelkern and seconded by Vice President Holoher to adjourn the meeting. The motion carried, all members voting “Aye.” The meeting was adjourned at 9:05 p.m. The next meeting of the Board will be a Regular Meeting at 6:00 p.m. on July 25, 2007 in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the July 25, 2007 meeting.

Richard Holoher  
Vice President-Clerk

**TEACHING & LEARNING SERIES: SCORECARD**

There is no printed report for this agenda item.

**BOARD REPORT 07-7-2A**

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**

Skyline College

1. **Andy Davis** Program Services Coordinator Counseling

Reassigned from a full-time, 12-month Instructional Aide I position in the Counseling Division, effective August 1, 2007.

**B. Changes in Staff Allocation**

Skyline College

1. Recommend a change in staff allocation to add one full-time, 12-month per year Program Supervisor in the Financial Aid Office and to delete one full-time Program Supervisor (2CC006), which was formerly approved as a grant-funded position. This change in staff allocation will be effective July 26, 2007.

Districtwide Reclassification of Child Development Center Positions

1. Recommend reclassification (change of title) of the Child Care Center Aide positions (2C0128, 2C0129, 4C0039, 4C0040) to "Child Development Center Aide III (Master Teacher)," effective July 26, 2007. The positions will remain at Grade 22 of the Classified Salary Schedule. This change in title will more closely match the structure of the State of California Child Development Permit.

It is also recommended that the incumbents, Kristina Brower, Nataliya Gamburg, Karen Wiggins-Dowler, and Lori Pilster, be placed into the new classification, effective July 26, 2007.

2. Recommend reclassification (change of title) of Instructional Aide I positions (2C0174, 2C0175, 2C0213, 2C0214, 4C0033, and 4C0305) to "Child Development Center Aide II (Teacher)," effective July 26, 2007. The positions will remain at Grade 16 of the Classified Salary Schedule. This change in title will more closely match the structure of the State of California Child Development Permit.

It is also recommended that the incumbents, Martina Center, Wei Feng, Michelle Amaral, Rayna Rodriguez, Yovanka Crossley, and Maggie Lam be placed into the new classification, effective July 26, 2007.

3. Recommend creation of a new classified classification, "Child Development Center Aide I (Associate Teacher)," at Grade 11 of the Classified Salary Schedule 60, effective July 26, 2007.

Also recommend an increase in staff allocation to add one full-time, 10-month per year Child Development Center Aide I (Associate Teacher) at the College of San Mateo Child Development Center, effective July 26, 2007.

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

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Student Services/Student Activities	1	8/13/2007	5/30/2008	Office Assistant II: Assists with general office duties (i.e. answering inquiries, phones, copying filing, correspondence, and other duties as assigned.
Cañada	Science & Technology/MESA	1	8/1/2007	6/30/2008	Office Assistant II: Assists with clerical duties to meet the requirements for MESA reports.
District Office	Human Resources	2	7/18/2007	6/30/2008	Human Resources Representative: Duties will involve special projects related to compensation and benefits, Workers' Compensation, performance evaluations, and reporting.

**BOARD REPORT NO. 07-07-3A**

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 REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE  
AND EMPLOYMENT POLICY**

The SMCCCD Student Assistant Salary Schedule was last adjusted in July of 2001. At that time, three levels of student assistant categories were established with two steps for each level. The rates approved ranged from \$8.00 per hour for an entry-level first year student assistant to \$12.75 for a skilled-level second year student assistant.

Since that time, the State minimum wage has risen twice, from \$6.25 in 2001 to \$6.75 in 2002 and again to \$7.50 in 2007. On January 1, 2008, the minimum wage will increase again to \$8.00 per hour. It has become increasingly difficult to find students willing to accept student assistant positions within the District because our wages are often not competitive. In addition, entry-level wages in our surrounding employment area have increased as the cost of living has risen.

In consultation with key college and district office staff, the attached proposal has been developed based upon comparative salaries of other Districts in the Bay Area as well as salaries paid by local businesses. It is proposed that four levels of increasingly responsible student assistant work be created to more accurately reflect the range of student positions available within the District. A commensurate wage structure is also proposed.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised Student Assistant Salary Schedule and Employment Policy, effective August 1, 2007.



## Student Assistant Salary Schedule

Revised August 1, 2007

CATEGORY	Current		Proposed	
	Step 1	Step 2	Step 1	Step 2
<p><b>Level A (Entry level)</b> Under direct supervision, tasks assigned are entry-level, typically routine, and have limited responsibility. Students in Level A positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> <li>• duplicating</li> <li>• alphabetizing/sorting</li> <li>• stocking (store clerk)</li> <li>• filing</li> <li>• receptionist duties</li> <li>• taking messages</li> <li>• bulk mailings</li> <li>• making deliveries</li> <li>• routine data entry</li> <li>• facilities maintenance</li> </ul>	<b>\$8.00</b>	<b>\$8.75</b>	<b>\$8.50</b> (6.25% increase)	<b>\$9.50</b> (8.57% increase)
<p><b>Level B (Intermediate level)</b> Under direct supervision, tasks performed require some specialized knowledge, skills, training, and/or experience. Students in Level B positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> <li>• tutoring</li> <li>• cashiering</li> <li>• scanning to WebExtender</li> <li>• routine correspondence</li> <li>• preparation of spreadsheets</li> <li>• data analysis for reports</li> <li>• laboratory assistant</li> <li>• complex data entry/retrieval</li> <li>• customer service</li> <li>• perform detailed calculations</li> </ul>	<b>\$9.25</b>	<b>\$10.25</b>	<b>\$10.00</b> (8.11% Increase)	<b>\$11.00</b> (7.3% increase)
<p><b>Level C (Specialist level)</b> Under general supervision, tasks assigned are complex within the scope of student assignments, with specialized skills or abilities. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level C positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> <li>• operate complex equipment</li> <li>• preparation of presentations</li> <li>• student services support</li> <li>• database setup &amp; maintenance</li> <li>• language translations</li> <li>• accounting assistant</li> <li>• program coordinator</li> <li>• laboratory instructional aide</li> <li>• high school outreach</li> <li>• classroom/community presentations</li> </ul>	<b>\$11.50</b>	<b>\$12.75</b>	<b>\$12.00</b> (4.3% increase)	<b>\$13.00</b> (2.0 % increase)
<p><b>Level D (Technical level)</b> Under limited supervision, tasks assigned require proficiency necessary to perform highly complex tasks, which require a high degree of independence, responsibility and creativity within the scope of student assignments. Requiring specialized technical knowledge and previous experience. This level may include responsibility for coordinating the work of lower-level student employees. Students in Level D positions are assigned duties which primarily consist of such tasks as the following:</p> <ul style="list-style-type: none"> <li>• creation of interactive forms</li> <li>• web page preparation</li> <li>• directed technical services</li> <li>• programming</li> <li>• equipment maintenance/repair</li> <li>• accounting specialist</li> <li>• technical writing</li> <li>• use of complex software</li> <li>• audio/video services</li> <li>• troubleshooting</li> </ul>	<b>N/A</b>	<b>N/A</b>	<b>\$13.25</b> (New)	<b>\$14.25</b> (New)



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

Office of Human Resources

## **Student Assistant Employment Policy**

**Enrollment Requirements:** All persons who are employed in the Student Assistant pay category must be students of the San Mateo County Community College District or another academic institution at the time of their employment. While employed in this category, students must be enrolled in a minimum of six (6) units during the fall and spring semesters. There is only one exception to the six (6) units minimum and that pertains to Federal Work Study Students. For students receiving Federal Work Study, the six (6) unit enrollment requirements do not apply. Federal Work Study students may be enrolled less than half time in accordance with the U. S. Department of Education Financial Aid regulations.

In order to work as a student assistant during summer session, a student must 1) have been enrolled in a minimum of six (6) units during the previous spring semester; and 2) be reasonably expected to enroll in a minimum of six (6) units during the subsequent fall term.

**Classification of Positions:** The classification of specific positions into one of four levels is the responsibility of hiring managers. The levels are defined in the Student Assistant Salary Schedule.

**Salary Step Placement and Advancement:** Initially students will be placed at Step 1 of the designated level and then advanced to Step 2 after two semesters of satisfactory service. The Vice President of Student Services may approve exceptions to a student's step placement.

**Maximum Work Hours:** Student assistants may work up to a maximum of twenty (20) hours per week while classes or finals are in session. The Vice President of Student Services may approve exceptions to the maximum work hours assigned to student assistants. Once approved, the exception must be noted on the student's timesheet.

During breaks between instructional periods when no classes or finals are scheduled, during summer session, and during declared recess periods within a semester, student assistants may work up to thirty-seven and one-half (37.5) hours a week and may earn overtime compensation for time worked in excess of the standard 7.5 hour workday or 37.5 hour workweek. All compensation for overtime hours is computed at one and one-half times the student's current hourly rate.

**Unemployment Insurance Waiver:** Student assistants are not eligible for unemployment insurance benefits through the California Employment Development Department. Student assistants do not become eligible for retirement benefits through the Public Employees or State Teacher's retirement systems.

The District is not charged an employer tax for student assistant employment. Students who are hired to work in the SMCCCD are placed in one of three categories pursuant to EDD regulations regarding unemployment insurance.

Use of short term non-continuing or substitute temporary employment categories do not apply to student assistant workers.

**Equal Employment Opportunity:** The SMCCCD implements the spirit, principles, and laws related to Equal Employment Opportunity, the Americans with Disabilities Act, and related laws and regulations governing the employment of persons without regard to race, gender, disability, marital status, age, religion, or national origin.

**BOARD REPORT NO. 07-7-3CA**

**TO:** Members of the Board of Trustees

**FROM:** Ron Galatolo, Chancellor-Superintendent

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

**DECLARATION OF SURPLUS PROPERTY**

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board policy (Section 8.02, District Rules and Regulations) delegates the disposal, in compliance with State or local laws and regulations, to the Chancellor, Associate Chancellor, or designee.

As the Capital Improvement Program progresses, the volume and variety of surplus continues to grow. The Colleges have miscellaneous equipment that is surplus to the District's needs including:

- Monitors, lab glassware, outdated cameras and lighting from the College of San Mateo
- Monitors and CPU's from Skyline College
- Printers and furniture from Canada College

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

**RECOMMENDATION**

The District recommends that the Board of Trustees declare the items specified on the attached list surplus to the mission of the District and the Colleges.



**BOARD REPORT NO. 07-7-4CA**

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 MOTORCYCLE SAFETY PROGRAM  
FALL - SPRING 2007**

The Division of Community Education requests the approval of a Motorcycle Safety program to be offered at the College of San Mateo commencing on August 7, 2007. This program will be run in partnership with the Northern California Motorcycle Training, a vendor specializing in motorcycle safety.

The program consists of 48 weekly sessions. Each session is comprised of instruction over three days – Tuesday, Saturday and Sunday. The program will comply with the requirements of the California Motorcyclist Safety Program and the Motorcyclist Safety Foundation. Release of liability forms for each participant will be required. The registration fee for each session is \$150 for students 20 years or under and \$235 for student 21 years or over. This program will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board approve the Community Education Motorcycle Safety Program as detailed in the report.

**BOARD REPORT NO. 07-7-1B**

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

**APPROVAL OF COLLEGE ACCREDITATION SELF-STUDIES**

The SMCCCD Accreditation Coordinating Committee, in collaboration with the Self-study Steering Committees and Accreditation Liaison Officers of the three Colleges, established a timeline for the Board of Trustees to review and ultimately approve the College Accreditation self-studies. On July 11, 2007, Board members received copies of the final drafts of the College Institutional Self-Study Reports. In May 2007, earlier drafts were made available online to both the Board of Trustees and the College communities in general, for review and comment. At the June 13 study session, members of the writing teams of the three Colleges made a presentation to the Board outlining the accreditation process and highlighting key findings (Board Report No. 07-6-1C). Board members had an opportunity to ask questions of the College representatives at this meeting.

The self-studies have been developed over a two year period beginning in Fall, 2005. At that time, each College formed a steering committee and writing teams/committees for each of the four standards according to the ACCJC guidelines. Faculty, staff, students and District employees were represented on these committees and writing teams. Over the course of two years, close to 300 personnel were involved in drafting and compiling the self-studies. The Board of Trustees, College governing bodies, and the large College communities were informed of the progress and invited to participate at various junctures. Final drafts were reviewed and approved by various College governing bodies. Additionally, as part of the accreditation process, the Board of Trustees reviewed and approved the Colleges' mission statements.

Upon formal approval by the Board of Trustees, the self-studies will be sent to the Commission in mid-August, as required, in preparation for the Accreditation team visit in October 2007.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Institutional self-studies of Cañada College, College of San Mateo and Skyline College certifying there was broad participation in their development and that the self-studies reflect the nature and substance of the respective institutions.

**BOARD REPORT NO. 07-7-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**APPOINTMENT OF DEVELOPER FOR THE  
CANADA COLLEGE HOUSING PROJECT**

On April 1, 2007, the District entered into an agreement with Education Housing Partners (EHP), the developer for *College Vista*, to develop a conceptual design for the Cañada College housing project; develop design criteria; and establish initial pricing and scoping for the project. Education Housing Partners has completed this task; a conceptual site plan and preliminary architectural elevations are attached for the Board's information.

District staff analyzed cost estimates for the project prepared by Education Housing Partners, estimated operating expenses and projected rents and are confident that this project is economically viable and can be funded, over time, from below-market rents that residents will pay. Our initial estimate is that the rents would be approximately 40% below market

In early June, the District issued an RFP to local development firms seeking a Developer who would assemble a team of design professionals to plan, entitle, produce construction documents and secure permits the Cañada housing project. The RFP was mailed to all firms that responded to the *College Vista* RFP four years ago, was advertised both in a local paper and a trade newspaper. Education Housing Partners was the only respondent.

We are very confident about the competence of the Education Housing Partners team, having delivered the *College Vista* project on time and below budget. As the Board is aware, that project recently received a Pacific Coast Builders' Association Gold Nugget Award, as a "Best in the West" multi-family development. In addition, a recently completed satisfaction survey of *College Vista* residents revealed that, while residents had some minor suggestions for improvement to the product, all residents were very satisfied with the floor plans, quality of construction and interior amenities.

Therefore, we are recommending that the Board appoint Education Housing Partners as the Developer for the new housing project, and direct the staff to negotiate a contract that:

- ❖ defines the scope, term and budget for their work;
- ❖ schedules payments for the pre-construction and construction phases of the Project;
- ❖ requires that, at the appropriate time, EHP will assist the District in conducting a bidding process for construction of the project;
- ❖ establishes insurance and indemnification standards;
- ❖ sets a completion date; and
- ❖ describes warranties.

BOARD REPORT NO. 07-7-101B

The cost of this contract shall not exceed \$1.34 million and the term will be for a maximum of 30 months. This compares to \$1.1 million in costs for essentially the same work on *College Vista*, which occurred between 2003-2005, an increase of 22%. We believe that the contract cost amount represents an acceptable escalation, considering that the project is 27% larger than *College Vista*; inflation; and the fact that there are more complicated mechanical systems proposed for the new project.

**RECOMMENDATION**

It is recommended that the Board appoint Education Housing Partners as the developer for the Cañada College housing project, subject to negotiation of a contract including the terms enumerated above, for an amount not to exceed \$1.34 million and a contract term of no longer than 30 months.



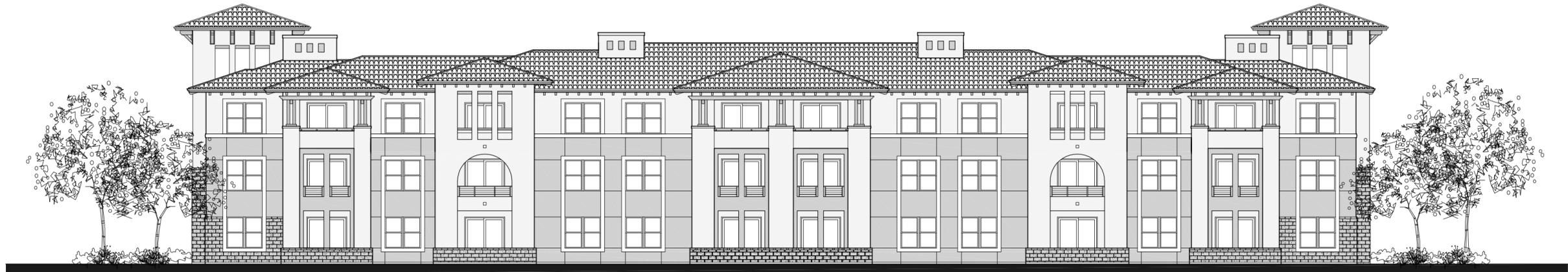
TOTAL UNITS : 60  
PARKING : 102 SPACES  
GARAGE : 60  
OPEN : 42

# CANADÁ CAMPUS FACULTY/ STAFF HOUSING

Redwood City, California



SIDE EXTERIOR ELEVATION



FRONT EXTERIOR ELEVATION



**BOARD REPORT NO. 07-7-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Ron Galatolo, Chancellor-Superintendent, 358-6828 and  
Penelope Greenberg, Board President, San Mateo County Community Colleges  
Foundation, 650-703-0401

**APPROVAL OF FIRST AMENDED MASTER AGREEMENT (FAMA) BETWEEN THE SAN  
MATEO COUNTY COMMUNITY COLLEGES FOUNDATION AND  
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

On July 17, 2007, the Board of the San Mateo County Community Colleges Foundation approved the revised First Amended Master Agreement (FAMA) between the Foundation and the District. A copy of the Agreement is attached. The Foundation authorized the Board President and the District Chancellor to submit the Agreement to the Board of Trustees for final approval, with authority to make any necessary minor modifications consistent with the substance of the agreement.

**RECOMMENDATION**

It is recommended that the Board approve the revised First Amended Master Agreement (FAMA) between the San Mateo County Community Colleges Foundation and the San Mateo County Community College District.

**FIRST AMENDED MASTER AGREEMENT**

This Agreement is made and entered into as of July 1, 2007, by and between the San Mateo County Community Colleges Foundation (“Foundation”) and the San Mateo County Community College District (“District”) and amends the Master Agreement entered into as of July 1, 2002 between the Foundation and the District.

**RECITALS**

- A. The San Mateo County Community Colleges Foundation ("Foundation") was formed by the Board of Trustees of the San Mateo County Community College District ("District") on March 25, 1966.
- B. The purposes of the Foundation are (i) to provide financial support to the three colleges of the District, including, but not necessarily limited to, scholarships for students and grants to faculty, and (ii) to work with the District's Board of Trustees and the administration of the District and its three colleges to promote the purposes of the District and its colleges.
- C. The Foundation staff has heretofore consisted of an Executive Director, aided variously by one or two other staff positions, full or part-time, and by student volunteers.
- D. As of July 1, 2007, the Foundation had no permanent fulltime staff members, due to the retirement of the Foundation's Executive Director on June 30, 2007, and the earlier transfer of the Foundation's other permanent staff member to a District position outside of the Foundation.
- E. In the fall of 2006, the Foundation was the subject of a managerial review by volunteer alumni of the Stanford University Graduate School of Business ("GSB Study"), which recommended an increase in the size of the Foundation staffing.
- F. Upon consideration of the various possible staff sizes described in the GSB Study, the Foundation board agreed that having four full-time staff members (as described in

paragraph 1.a. of this First Amended Master Agreement) was the right next step to increase the Foundation's effectiveness and to help the Foundation grow toward its full potential.

G. The Foundation's administrative costs are payable only by unrestricted funds and although the Foundation has considerable assets, only a small portion of those assets are unrestricted, meaning that the Foundation cannot increase the size of its staff without the District's financial assistance.

H. It is in the District's best interests to increase the effectiveness of the Foundation because that will increase the amount of funds available for scholarships and grants and similar financial assistance to the District's students, faculty, and colleges.

I. In order to maximize the ability to attract highly qualified applicants to the four full-time Foundation staff positions and maximize the possibility that the Foundation staff increase will produce the desired increase in the Foundation's effectiveness, the District and the Foundation wish the Foundation staff members to be the District employees with the District salaries and benefits.

J. The Foundation and the District are aware that the staff of other foundations serving districts with multiple community colleges are employees of those districts and that this model has worked successfully.

K. The Foundation and the District believe that a close working relationship between the two organizations will enhance the effectiveness of both and will greatly benefit the students and faculties of the District's three colleges and thereby also benefit all the communities in San Mateo County.

L. The Foundation and the District intend that this First Amended Master Agreement shall be interpreted and applied in a manner consistent with the circumstances and purposes described in these Recitals. The Foundation and the District hope and expect that at some point the Foundation will no longer need the District to continue the funding described in paragraph 3(f) of this First Amended Master Agreement but even after such

funding has ceased, the Foundation and the District intend that the close working relationship and regular communication between Foundation staff and the District's Board of Trustees and administrative staff shall continue.

NOW, THEREFORE, the parties hereto agree as follows:

## **AGREEMENT**

### **1) Staffing**

- a) The Foundation's staff shall consist of: an Executive Director, Foundation Director of Development, the Foundation Finance Manager and a Foundation Executive Assistant.
- b) The Foundation's staff shall be employed as the District employees and shall have the same rights and privileges of classified employees as specified in the California Education Code, operative Collective Bargaining Agreements and the District Rules and Regulations. The District Board of Trustees shall have the same authority over the District staff as it has with all the District staff, including but not limited to hiring and terminating the Foundation staff.
- c) The Foundation and the District shall mutually agree on the position descriptions for the Foundation staff, and any amendments or modifications thereto.

### **2) Services Provided by the Foundation to the District**

The Foundation shall provide the following services to the District:

- a) Scholarships for students.
- b) Educational projects that enhance student learning.
- c) Special events fundraising.
- d) Loans to students, as needed and as the parties shall then agree.
- e) Reimbursement to the District for the salaries of the Foundation Finance Manager and the Foundation Executive Assistant with the Foundation funds in an amount not to exceed One Hundred Twenty Thousand Dollars (\$120,000) per year.
- f) Such other support for the District as needed and as the parties shall then agree, consistent with the Foundation's legal obligations and restrictions.

### **3) Services Provided by the District to the Foundation**

The District shall provide the following services to the Foundation:

- a) Administrative and accounting support and the equipment and supplies necessary for such support (not including computer hardware, software, or computer-related equipment such as printers).
- b) Staff as described in paragraph 1, including, but not limited to, worker's compensation insurance and unemployment insurance for such staff.
- c) Subsidized office space (i.e., the Foundation pays reduced rent).

- d) Liability and property insurance for the Foundation's office.
- e) Directors and officers liability insurance (D&O insurance) covering the Foundation's directors and officers. General liability insurance (or, if applicable, errors and omissions insurance (E&O) insurance)) covering the Foundation and its directors and officers.
- f) The District shall fund the salaries and benefits of the Foundation Executive Director and the Director of Development, and the benefits of the Foundation Finance Manager and the Foundation Executive Assistant.
- g) The Foundation and the District shall review the staffing and funding three years from the first date that all four positions are filled and shall mutually agree to any continuation, augmentation or amendment to the staffing arrangements at that time.
- h) Such other support for the Foundation as needed and as the parties shall then agree, consistent with the District's legal obligations and restrictions.

**4) Services Not Provided by the District to the Foundation**

The Foundation shall obtain and pay:

- a) Office supplies, stationery, printing, and postage.
- b) Auditing costs.
- c) Bonding premium for a crime policy.
- d) Portfolio management fees and portfolio custodial fees.
- e) Computer hardware, software, computer-related equipment such as printers, and software maintenance and support.
- f) Dues, memberships, books, and periodicals.
- g) Any other program expenses or other miscellaneous expenses.

**5) Communications and Duties of the Executive Director**

- a) The Foundation Board shall be responsible for setting the Foundation policy, and the Executive Director of the Foundation shall look to the Foundation Board with respect to any policy decisions regarding the Foundation.
- b) The District Chancellor shall be responsible for overseeing and/or coordinating the management of operations of the Foundation, and the Executive Director shall look to the Chancellor with respect to any executive level operational issues of the Foundation. The parties intend that the Executive Director (with such consultation and advice from the Foundation board and/or Foundation officers as the Executive Director or the Foundation board may wish) shall oversee the day-to-day operations of the Foundation and its staff, and that the District Chancellor's management oversight and coordination responsibilities shall pertain to operational issues and efforts of major substance or significance.
- c) In the event of a conflict between the Foundation Board and the District as to the Executive Director's duties, activities or responsibilities, the Chancellor and the Foundation President shall meet and resolve the conflict and mutually agree on how to direct the Executive Director as to the matter in conflict.

- d) If the Chancellor and the Foundation President are unable to agree upon a resolution of the conflict, the District Board of Trustees shall resolve the conflict.
- e) The Foundation Executive Director shall attend the regular meetings of the Chancellor's Council. At his or her discretion, the Executive Director may also attend the Chancellor's weekly staff meetings and the regularly scheduled College Presidents' Cabinet meetings when matters relevant to the foundation are being discussed.. The Chancellor and/or any College President may require, but shall not require, that the Executive Director attend such weekly meetings and/or cabinet meetings.
- f) The Chancellor and the College Presidents shall have the discretion to attend any of the regularly scheduled meetings of the Foundation's Executive Committee.

**6) Consideration**

The services provided by the Foundation to the District as set forth in paragraph 2 constitute the consideration for the services provided to the Foundation by the District as set forth in paragraph 3.

**7) Coordination of Services**

The Foundation's Executive Director and the District's Executive Vice Chancellor shall work together cooperatively to determine specifically how the services set forth in paragraphs 2 and 3 shall be provided to best serve the needs of the parties and the intent of this Agreement.

**8) Term of Agreement**

This First Amended Master Agreement shall take effect as of the date first written above and shall remain in effect until terminated by either party by written notice given to the other party at least six (6) months in advance of the termination date specified in the notice.

**9) Periodic Review**

At least every five (5) years (counting from July 1, 2002) the parties shall review the terms of this Agreement and amend it, if necessary and as they shall then agree, to accommodate the needs of the parties at that time. Such five-year review shall be independent of and in addition to the one-time three-year review described in paragraph 3(g).

**10) Notice**

Any notice given pursuant to the terms of this Agreement shall be delivered personally or by first class mail, postage prepaid, return receipt requested, to the parties at the following addresses:

To the District:                      Executive Chancellor  
San Mateo County Community College District  
3401 CSM Drive  
San Mateo, CA 94402-3699

To the Foundation:                  Executive Director, Foundation  
San Mateo County Community Colleges Foundation  
3401 CSM Drive  
San Mateo, CA 94402-3699

**11) Audit and Financial Information**

The District and the Foundation shall exchange audit and financial information and reports as either party shall then request.

**12) Record of Services Provided and Compensation Received**

The Foundation shall keep an inventory of the resources provided by the District to the Foundation and of the compensation (in the form of the services set forth in paragraph 2 and any other non-monetary benefits provided by the Foundation to the District) that the Foundation pays to the District in return for the District's services to the Foundation. The District and the Foundation shall work together to insure the accuracy of such inventory and shall jointly produce an annual report thereof.

**13) Miscellaneous**

- a) This Agreement may be modified or amended only by a writing signed by both parties.
- b) This Agreement shall inure to the benefit of and be binding upon the parties, their legal representatives, successors, and assigns.
- c) This Agreement shall be subject to and be governed by the law of the State of California.
- d) In the event that any of the provisions, or portions thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.
- e) This Agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement which are not fully expressed herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

San Mateo County Community Colleges Foundation

By \_\_\_\_\_  
Penelope C. Greenberg, President of the Board

San Mateo County Community College District

By \_\_\_\_\_  
Helen Hausman, President of the Board of Trustees

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**BOARD REPORT NO. 07-7-103B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Regina Stroud, Vice President, Instruction, Skyline College

**ACCEPTANCE OF EXTERNAL FUNDS FOR THE  
WORK-BASED UPGRADE INNOVATIONS PROJECT**

Skyline College received notice of California Community Colleges Chancellor's Office intent to award Responsive Worker Training funding for the development and implementation of the Work-Based Upgrade Innovations Project, a healthcare workforce development project. The project provides a Sterile Processing Technician certificate program for incumbent workers at Kaiser Permanente and additional healthcare facilities in the Bay Area. This is a request that the Board of Trustees accept funding for this grant for Skyline College to begin project implementation in earnest.

The Work-Based Upgrade Innovations Project will benefit the community and help Skyline College accomplish the following objectives:

- Provide entry-level workers an upwardly mobile career ladder with an increase in pay;
- Meet area healthcare providers' need for more accessible incumbent worker education;
- Support professional development for sterile processing technician program faculty;
- Facilitate participants' job upgrade while still completing their certificate program;
- Develop an education and training model which will be disseminated to up to 37 healthcare employer locations and contribute to improved strategies for advancing California's frontline healthcare workforce.

The Work-based Upgrade Innovations Project will work within an existing partnership between Skyline College, Kaiser Permanente, and the Shirley Ware Education Center - Joint Employer Education Fund to implement a work-based solutions apprenticeship model for the healthcare environment. The Work-Based Upgrade Innovations Project will identify and assess incumbent workers for admission to two instructional cycles, resulting in upward mobility for thirty incumbent frontline workers into Sterile Processing Technician jobs (including increased wages), college credit, and industry recognized certification. Skyline College will adapt its Sterile Processing Technician program to incorporate a system of work-based learning methodologies for workers to receive didactic, innovative on-the-job preceptored clinical preparation plus a menu of ancillary services. This eight-week instructional model will repeat in two cycles, with fifteen participants per cycle. The eight-week model will consist of simultaneous didactic and clinical instruction for the first six weeks, followed by two weeks of a full-time clinical practicum. This career path targets certified nursing assistants, as well as monitor technicians. The total grant funding for the program is \$398,283.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept Responsive Worker Training Funds for the Work-based Upgrade Innovations Project grant in the amount of \$398,283 for FY 2007-2008, as awarded by the California Community Colleges Chancellor's Office.

**BOARD REPORT NO. 07-7-104B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Regina Stroud, Vice President, Instruction, Skyline College

**ACCEPTANCE OF EXTERNAL FUNDS FOR THE SOLAR ENERGY TRAINING PROGRAM AND INCUBATOR PROJECT**

Skyline College received notice of California Community Colleges Chancellor's Office intent to award Responsive Worker Training funding for the development and implementation of the Solar Energy Training Program and Incubator Project, a renewable energy economic and workforce development project. The project provides training for incumbent workers in the renewable energy industry sector to become certified installers, as well as, prepare solar company executives (throughout the Bay Area) to export their products and services to developing nations. This is a request that the Board of Trustees accept funding for this grant for Skyline College to begin project implementation in earnest.

The Solar Energy Training Program and Incubator Project will benefit the community and help Skyline College CITD accomplish the following objectives:

- Provide entry-level/incumbent workers an upwardly mobile career ladder with an increase in pay in the solar energy industry;
- Attract an influx of renewable energy company and capital investment into San Mateo County;
- Create a pipeline for the entry and/or investment in the renewable energy industry;
- Increase productivity and revenue generation for solar energy companies;
- Support business development skills for executives new to the industry;
- Ensure on-going training (professional development) for entrepreneurs;
- Expand the global market potentials of local solar energy companies;
- Create new avenues for program development at Skyline College.

Skyline College has developed partnerships that have taken its services even out of its geographic service areas (San Mateo and San Francisco Counties) to other Bay Area locations. The Solar Energy Training Program and Incubator Project will work within an existing partnership between Skyline College and a variety of its partners to implement a work-based solutions business development and training model for the renewable energy industry. The program's structure includes a carefully configured sequence of activities and services tailored to both the industry and participants' needs to be conducted throughout the duration of the grant. Participants will be exposed to several business development and academic programs necessary to succeed in the renewable energy industry; some of those are electricity, photovoltaic engineering, exporting, green technology, foreign languages, geography, mathematics, computer learning, and international relations.

The Solar Energy Training Program and Incubator Project will identify and assess incumbent workers for admission resulting in upward mobility for fifty participants. The total grant funding for the program is \$589,637.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept Responsive Worker Training Funds for the Solar Energy Training Program and Incubator Project grant, in the amount of \$589,637, for FY 2007-2008 as awarded by the California Community Colleges Chancellor's Office.