

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA
REGULAR MEETING
August 22, 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

MINUTES

07-8-1 [Minutes of the Regular Meeting of the Board of Trustees of July 25, 2007](#)

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

UNFINISHED BUSINESS

07-6-105B [Approval of Increase in Student Parking Fee](#)

NEW BUSINESS

07-8-1A [Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel](#)

07-8-2A [California School Employees Association \(CSEA\), Chapter 33 Initial Contract Proposal to the District and District's Initial Proposal to CSEA](#)

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.

07-8-1CA [Ratification of Fourth Quarter District Warrants, 2006-07](#)

07-8-2CA [Declaration of Surplus Property](#)

07-8-3CA [Approval of Off-Campus Facilities, 2007-08](#)

07-8-4CA [Approval to Renew Agreement with County of San Mateo to Furnish Meals for Child Development Centers, 2007-08 – College of San Mateo and Skyline College](#)

Other recommendations

07-8-100B [Receipt of the Initial Study and Draft Mitigated Negative Declaration for Faculty/Staff Housing Project at Cañada College and Set Public Hearing Date](#)

07-8-101B [Approval of Construction Consultants](#)

07-8-102B [Contract Award for Cañada College Buildings 16 and 18 Renovation Project](#)

INFORMATION REPORTS

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. **Employment:** **Cañada College** – Library Support Specialist, Academic Support Services; Interim Dean, Science & Technology, Science & Technology; **College of San Mateo** –Interim Dean, Social Sciences, Social Sciences; Dental Assisting Instructor/Coordinator, Math/Science; Laboratory Technician (Nursing), Math/Science; Ethnic Studies Instructor, Social Sciences; Athletic Trainer, Physical Education/Athletics; Instructional Aide II, Counseling/DSPS; **Skyline College** – Project Director, Planning/Research/Student Success; **District** – Project Engineer, Construction Planning; Director of Facilities Maintenance & Operations, Facilities Planning & Operations; Groundskeeper, Facilities Planning & Operations
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with Legal Counsel – anticipated litigation – one case

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
July 25, 2007
San Mateo, CA**

The meeting was called to order at 6:05 p.m.

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

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline College Director of Business Services Briones, College of San Mateo President Claire, Cañada College President Mohr, and District Academic Senate President Kapp

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

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

APPROVAL OF FIRST AMENDED MASTER AGREEMENT (FAMA) BETWEEN THE SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION AND THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT (07-7-102B)

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the Agreement as described in the report. Trustee Mandelkern noted a correction to be made; the last sentence of section (5e) on page 5 should read "The Chancellor and/or any College President may request, but shall not require, that the Executive Director attend such weekly meetings and/or cabinet meetings." President Greenberg said the change will be made. President Hausman asked about the status of the current Foundation Board and the representatives from the Board of Trustees. President Greenberg said all members will remain the same. She added that, while the Foundation bylaws will be updated after the Agreement is approved, nothing substantive is expected to change. Trustee Mandelkern asked if creation of a development position at each campus is still being considered. Chancellor Galatolo said that if there are enough funds, this will be done at a later time. Trustee Mandelkern asked if recruitment of an Executive Director is in progress. Chancellor Galatolo replied that there are applicants and a search committee will be formed after the Board approves the Agreement. After this discussion, the motion to approve the Agreement carried, all members voting "Aye."

MINUTES

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the minutes of the Study Session of the Board of July 16, 2007. The motion carried, four members voting "Aye" and Trustee Miljanich abstaining because she was absent from the Study Session.

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

President Hausman presented an award to President Kapp and thanked him for his dedicated and professional service as President of the District Academic Senate.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

None

TEACHING AND LEARNING SERIES: SCORECARD (07-7-3C)

Vice Chancellor Luan asked Skyline College Director of Business Services Eloisa Briones to provide background on the development of the Balanced Scorecard (BSC). In 2000, the Skyline College strategic planning process established vision, mission, values and goals. The BSC was added in 2005. Cathy Hasson, Director of Planning, Research & Institutional Effectiveness, then explained the functions and benefits of the BSC. It is (1) a tool for strategic management; (2) a system for tracking performance; (3) a mechanism for communicating strategy; (4) a

venue for collaboration; and (5) an opportunity to build culture of inquiry. The BSC translates the College vision and mission into indicators which are directly linked to College goals and strategies, and it measures, tracks and communicates performance of these goals and strategies. Measurement of institutional effectiveness is viewed from four perspectives: Internal Stakeholders, External Stakeholders, Financial and Operational Performance, and Growth and Innovation. The BSC uses benchmarks to assess goals and adjust strategies for meeting the goals. Vice Chancellor Luan distributed copies of the Strategy Map detailing the four perspectives; a copy is attached to the official minutes of record. Also included on the handout is a list of strategies, indicators and outcome measures for 2001/02 through 2005/06.

Student Trustee Young asked why measures are not shown for SRTK (Student Right To Know) items for 2005/06. Director Hasson said that the data was not available at time of publication. Vice President Holober asked about the measurement of subjective data such as student satisfaction. Director Hasson said there have been satisfaction surveys. She invited all who are interested to view the BSC website which describes in detail the source of data and development of benchmarks.

STATEMENTS FROM EXECUTIVES

Executive Reports were presented by Chancellor Galatolo, Skyline College Director of Business Services Briones, College of San Mateo President Claire, Cañada College President Mohr, Executive Vice Chancellor Keller and District 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 expressed personal gratitude to outgoing District Academic Senate President Kapp and commended him on his interaction with District staff. Chancellor Galatolo said he has observed President Kapp in his role as professor and noted how students enjoy his instruction. Chancellor Galatolo added that President Kapp was equally as effective in his role as Academic Senate President.

Adding to the written report from Skyline College, Director Briones spoke about Jump Start, a six-week summer program for junior and senior high school students who have good academic potential but are performing at an "at-risk" level. Tomorrow evening, 30 students from the Jump Start program, along with their families, will participate in a banquet and show a video that they produced. Director Briones also announced that this year, 286 high school students participated in the guaranteed enrollment program.

College of San Mateo President Claire highlighted topics in his written report, including the Planetarium, Coastside facilities, and marketing, outreach and recruiting activities. President Claire also said he will email the Board with information regarding an exhibit at the San Mateo County Fair. Noting that Adjunct Professor Ming Ren's book has been added to the Chinese collection of the Library of Congress, President Hausman asked how works are chosen for this honor; President Claire said he will find the answer.

Cañada College President Mohr said the student response to the library and student resource center has been overwhelmingly positive. The Butterfield horse sculpture will be arriving soon. President Mohr said that at the administrators retreat last Thursday and Friday, three general areas were emphasized: recruitment, basic skills development, and retention. Vice President Holober referenced the section of President Mohr's written report regarding television ads, and asked if tracking is conducted to see how students hear about the Colleges, what leads them to enroll, etc. He suggested that these questions could be asked when students enroll for the fall semester. Chancellor Galatolo said that staff will follow up on this suggestion.

Executive Vice Chancellor Keller reported that staff is working on the final District budget and is waiting for the final State budget which has not yet been approved. The District budget will be presented to the Board for approval on schedule in September. Chancellor Galatolo said the District is assuming that at least a 4% revenue COLA will be included in the State budget; therefore, the District will apply a 4% COLA (3% on wages and 1% toward the medical cap) which will be reflected in July paychecks. If the State-funded COLA is approved higher than the 4.0%, the District will issue retroactive pay adjustments for the difference.

District Academic Senate President Kapp said he has enjoyed working with the Board and administration. He added that he is proud to be a part of a District which works for all students and staff.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-7-2A)

It was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the actions in Board Report No. 07-7-2A. The motion carried, all members voting "Aye."

APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE AND EMPLOYMENT POLICY (07-7-3A)

It was moved by Vice President Holober and seconded by Student Trustee Young to approve the revisions as described in the report. Trustee Mandelkern, referencing the situation in which some Diablo Valley College students changed grades on transcripts in exchange for money, asked if the District has safeguards in place to prevent similar occurrences. President Claire said he was told by Dean of Student Services Henry Villareal that students at College of San Mateo do not have the access necessary to change grades. President Mohr and Director Briones said that students at Cañada College and Skyline College also do not have access to confidential information. Chancellor Galatolo said he has been assured by Chief Technology Officer Frank Vaskelis that the District has very strong safeguard measures in place. The Board agreed that they do not need a further report or presentation. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 07-7-3CA Declaration of Surplus Property
- 07-7-4CA Approval of Community Education Motorcycle Safety Program, Fall-Spring 2007

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

Other Recommendations

APPROVAL OF COLLEGE ACCREDITATION SELF-STUDIES (07-7-1B)

It was moved by Vice President Holober and seconded by Trustee Miljanich to approve the accreditation self-studies. President Hausman commented on the enormous responsibility involved in the studies and thanked everyone who had a hand in preparing them. Trustee Schwarz also complimented those involved on their fine work and added that the self-studies identify items that need to be addressed. Marilyn McBride, Vice President of Instruction at Cañada College, thanked the Board for their support. After this discussion, the motion carried, all members voting "Aye."

APPOINTMENT OF DEVELOPER FOR THE CAÑADA COLLEGE HOUSING PROJECT (07-7-101B)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the appointment of the developer as described in the report. Vice President Holober asked about the timing for the project. Director Christensen provided the following sequence:

- On June 13, the Board approved the contract with Jones & Stokes to prepare the Initial Study/Mitigated Negative Declaration.

- Today, the District entered into a contract with a firm to provide 3D mapping in order to see photo simulations of the site plan and building elevation.
- The Initial Study will be released shortly; there is a 20 day public comment period before the Board will be asked to certify it.
- Once the Initial Study is certified, the District will submit plans to the City of Redwood City; it should take 3-6 months for the plans to be approved, hopefully in early 2008.
- At that time, the District and the developer will execute an RFP process to select the general contractor for the project.
- Construction drawings will be completed in Spring of 2008.
- Construction will begin in Summer of 2008.

Student Trustee Young asked which funds will be used for startup costs. Executive Vice Chancellor Keller said funds can be used from the Capital Improvement Fund and the Fund be replenished when tenants start paying rent. After this discussion, the motion carried, all members voting "Aye."

ACCEPTANCE OF EXTERNAL FUNDS FOR THE WORK-BASED UPGRADE INNOVATIONS PROJECT (07-7-103B)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the acceptance of funds as described in the report. Vice President Holober asked if the District gets FTES funding for this project and the project described in the following report (07-7-104B). Michael Williamson, Dean of Science, Math & Technology at Skyline College, said funding is not received for incumbent workers within the existing partnership between Skyline College, Kaiser Permanente, and the Shirley Ware Education Center - Joint Employer Education Fund; however, Skyline would like to create blended courses and the District would receive FTES funding for non-incumbent workers in those courses. After this discussion, the motion carried, all members voting "Aye."

ACCEPTANCE OF EXTERNAL FUNDS FOR THE SOLAR ENERGY TRAINING PROGRAM AND INCUBATOR PROJECT (07-7-104B)

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the acceptance of funds as described in the report. The motion carried, all members voting "Aye."

STATEMENTS FROM BOARD MEMBERS

Trustee Miljanich thanked President Kapp for his thoughtful, reasoned and collaborative work with the Board. She added that President Kapp helped the Board better understand what was occurring on the campuses.

Trustee Mandelkern underscored his appreciation for the work of President Kapp. He also expressed gratitude to Director of Community/Government Relations Barbara Christensen for her response to a letter from the Woodhill Estates Homeowners Association regarding the housing project at Cañada College. He particularly appreciated that Director Christensen (1) corrected the assertion that the new housing project will be low income housing, and (2) affirmed that all staff members will be eligible to be tenants, since all employees are critical to the success of the District mission.

Vice President Holober also complimented Director Christensen on her excellent letter, and said he appreciated specifically her comments concerning distance to services. Vice President Holober also said it has been a pleasure to work with President Kapp.

Trustee Schwarz said that she attended the community meeting regarding the housing project at Cañada College and, although representatives from the Woodhill Estates Homeowners Association were at that meeting, their letter does not indicate that they listened to the facts presented. Trustee Schwarz also said that President Kapp will be missed and added that participation by the Academic Senate president and student trustee is very important to the publicly elected members of the Board. Trustee Schwarz said that she will attend the CSEA conference on July 29 and 30.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 7:42 p.m.

The Board reconvened to Open Session at 8:10 p.m.

CLOSED SESSION ACTIONS TAKEN

President Hausman reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A 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 8:11 p.m.

The next meeting of the Board will be a Regular Meeting on August 22, 2007 in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the August 22, 2007 meeting.

Richard Holober
Vice President-Clerk

BOARD REPORT NO. 07-6-105B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: Kathy Blackwood, Chief Financial Officer, 358-6867

APPROVAL OF INCREASE IN STUDENT PARKING FEE

Status of Proposal

The proposal to increase student parking fees was introduced to the Board on June 27, 2007. Since that time, additional information has been provided to students and discussions have occurred with students at the campuses. In light of those discussions, the recommendation has changed to implement an increase in January, 2008, to \$35 and in August, 2008, to \$40.

Current Fees

The parking permit fees for the District are \$30 per semester for Fall and Spring and \$20 for Summer. Daily permits are \$1. The District has the next lowest regular parking permit fees and the lowest daily fees in the Bay Area. Other local college fees are:

College	Fall/Spring Semester	Summer Semester	Daily Permits
CCSF	\$ 40.00	\$ 30.00	\$ 3.00
West Valley-Mission	\$ 40.00	\$ 20.00	\$ 2.00
Foothill-DeAnza	\$ 40.00	\$ 20.00	\$ 2.00
San Jose-Evergreen	\$ 40.00	\$ 8.00	\$ 2.00
Contra Costa College	\$ 35.00	\$ 20.00	\$ 2.00
Chabot College	\$ 30.00	\$ 20.00	\$ 2.00
San Mateo CCD	\$ 30.00	\$ 20.00	\$ 1.00
Ohlone College	\$ 26.00	\$ 15.00	\$ 2.00

Recommended Increase

The Chancellor is recommending that the parking fee gradually be increased to a level consistent with our neighboring colleges in order to reduce the current annual operating deficit.

Low-Income Students

In accordance with state law, students who are eligible for a Board of Governor’s Grant that waives their enrollment fees pay only \$20 per semester for a parking permit. This proposed increase would not affect those students. Their parking permit fee will remain at \$20.

Timing

In order to list this increase in the Spring, 2008, schedule, this item is coming to the Board in August.

RECOMMENDATION

It is recommended that the Board of Trustees approve establishment of the District Student Parking Fee at \$35 per semester, \$20 per summer session and \$2 for a daily permit, effective Spring 2008 semester and \$40 per semester effective Fall 2008 semester.

BOARD REPORT NO. 07-6-105B

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor-Superintendent
 PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6867

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Parking Fund Deficit

Fees have not been increased at the Colleges for over 5 years, while the costs incurred in the Parking Fund (salaries, benefits and utilities) have increased steadily during that time. The Colleges have been using their general funds to subsidize the parking fund. That has taken funds away from serving students. College of San Mateo spent over \$60,000 in 2005-06 and is projected to spend almost \$40,000 in 2006-07 of the general fund that could have been used for students. Skyline College spent over \$33,000 in 2004-05 and over \$44,000 in 2005-06. Cañada College spent over \$9,600 in 2004-05 and over \$11,800 in 2005-06. Fees are kept separately at each College. Instead of taking the funds away from all students, this proposal would increase fees only for those students buying parking permits.

Parking Fund Accounting

The Parking Fund is a restricted fund within the Restricted General Fund. All of the parking fees and fines collected are recorded in the Parking Fund. Some of the Colleges' security costs – only those related to policing the parking lots – are charged to the Parking Fund. Some of the Colleges' utility costs – as backed up by a study and related to lighting and watering of the parking strips – are charged to the Parking Fund. The remaining costs for utilities and security are charged to the General Fund. Each College maintains separate accounting and fees and costs are not commingled.

Parking Spaces

College of San Mateo has 4,231 parking spaces, but many of the lots are in need of improvement. Skyline College has 2,121 parking spaces, down 61 spaces due to construction. Cañada College has 1,734 parking spaces, including 40 new spaces that have been added with Measures A and C construction. Although the bond measures will allow the Colleges to resurface their parking lots without impacting fees, other parking lot maintenance, utilities and security costs continue to rise.

Timing

Because registration has already started for Summer and Fall and some students have already purchased parking permits, it is recommended that the increase be effective with Spring, 2008, so as to avoid the unpleasant surprise of a supplementary bill to students.

Process

The request to approve an increase in parking fees has been discussed by the student body governments and the College shared governance groups. The issue was brought to the District Shared Governance Council on April 16, but there was no quorum to hear the issue. The issue summary was emailed to the Council and discussed at its meeting on May 7. The Council could not reach consensus and carried it over to a special meeting on May 21. At that meeting, the Council agreed to move the issue forward to the Chancellor and the Board of Trustees, but according to the process defined in Board Policy 2.09, there were several groups who selected “d” and wished to submit a position statement. (2.09.4.d. I do not fully agree and need to register my view; however, I do not choose to block the recommendation overtly or covertly. I am willing to support the recommendation.) Those statements follow and the minutes of the Council meetings are attached.

District Shared Governance Council Statements

Skyline College Students – The Skyline students do not fully support the parking increase that is being proposed. During their elections, Silvia Cervantes, the Vice President of ASSC, decided to pose the question on the ballot to see how the students really felt. This is how the question was worded: ***Parking fees have not been increased at the college for over 5 years, while salaries, benefits and utilities have increased steadily during that time. The college has been using their general funds to subsidize the parking fund. That has taken funds away from students. Skyline has spent over \$33,000 in 2004/05 and over \$44,000 in 2005/06. Are you in favor of increasing the parking fee to \$40 per semester? Fees will remain the same for students currently receiving the BOGG Waiver.*** There were a total of 7,968 possible voters for Skyline but only 410 people voted, which was 5.15% of the student population. Out of the 410 people who voted, 125 or 30% were for the increase, 250 or 61% voted against it, and 35 or 9% abstained. Based on this result, Silvia said that there are students who are for the increase but the majority of the students are against it.

Staff Response – While it appears that 61% of the students were against this increase, in actuality only 3% of the students cared enough to cast a “no” vote. This is not a large enough sample on which to base an opinion of how the students actually feel about this issue.

AFT – The AFT did not fully agree and needed to register its view because the Executive Committee decided to support whatever the student representatives recommended. AFT's thought was that it is primarily a student issue and that they should make the decision.

Staff Response – Although the Board should solicit input from students on issues such as student fees, the Board also has a responsibility to look at the entire financial picture and to act in a fiscally responsible manner. The decision cannot be left just to the students.

Student Trustee – It is unfair to burden only the students who drive to school with the costs of security. Security benefits all students, faculty, and staff, but only part of the one constituent group is burdened with the fee that pays for said service. Students who either ride the bus, are dropped off at school, or ride their bikes, as well as all faculty and staff, do not pay a fee that contributes to campus security. Instead of a fee increase on student parking, a smaller "transportation fee," if imposed on all who benefit from security, would be much more fair to our campus population.

Staff Response – As noted above, only those security costs directly related to parking and parking lots are charged to the Parking Fund. The remainder of the security costs are charged to the general fund. It would not make sense to charge students who ride the bus for the costs of parking lot security and maintenance.

Cañada College Students – The Cañada College student representative did not fully agree and needed to register her view on this issue because it is important that the College District looks to see if there are better avenues from which to get funds. The students at Canada feel that it would be unfair to charge students at all campuses; they feel more energy should be put into encouraging people to not drive in the first place – save the environment and all. They also were concerned that there was not a good accounting of where that money goes. Finally, since they have the smallest campus, they feel it is unjust that they have to feel the burden of the other campuses – while they understand that it is "equal," they also have a large population of people on their campus who use the bus and would like to see incentives for those people as well.

Staff Response – An increase in the parking permit fee might actually encourage students to ride the bus. It is not clear why students at all three campuses should not pay into the parking fund; parking fees are maintained in separate funds for each campus, and Cañada students are not charged for the other Colleges' costs. The Parking Fund is maintained in the Restricted General Fund according to the State Accounting Manual and is audited annually.

College of San Mateo Students – Resolution attached.

Staff Response – The District has a clear policy and procedure for collecting student fees in a timely manner that includes numerous reminders of amounts owed and may include sending the debts to a collection agency. The District has not promised that improvements to parking facilities would be paid from these fees; these fees would go towards eliminating the subsidy that the Parking Fund receives out of the General Fund. It is not clear that there would be an impact on enrollment or on the collection of other fees. Since the last increase of the parking fee was over 5 years ago and the Parking Funds at each College have a deficit, it is clear that the last increase has been adequately utilized. Parking funds are not used for the security of buildings. This issue was brought to the students and to the shared governance groups at each campus in April.

Classified Staff -- The CSEA-appointed classified District Shared Governance Council members registered “d” as their response to the proposal to increase student parking fees. They do understand that the District needs to increase revenue in order for the Colleges to meet their financial obligations; by no means do we wish to interfere with that process. But as quoted in SMCCCD policy 2.09, the District Board of Trustees is committed to the faculty, staff and student right “to participate effectively in district and college governance and the opportunity to express their opinions at the [district] level and to ensure that these opinions are given every reasonable consideration...” The four therefore support the Associated Students in their efforts to exercise the rights as legislated by the state of California and supported by our District’s Board of Trustees to be able to effectively participate in district shared governance at the San Mateo County Community College District.

Staff Response – The students’ voices have been heard in this process, but are not the decision makers for the District.

RECOMMENDATION

It is recommended that the Board of Trustees approve establishment of the District Student Parking Fee at \$40 per semester, \$20 per summer session and \$2 for a daily permit, effective Spring 2008 semester.

District Shared Governance Council (DSGC)
April 16, 2007
Minutes

Members Present:	Linda Allen	Katharine Harer
	Carla Campillo	Nick Kapp, Co-chair
	Georgia Clark	Jing Luan, Co-chair
	Patty Dilko	Jane McAteer
	David Feune	Luis Padilla

Guest: Jennifer Hughes
Kathy Blackwood

The meeting was called to order at 2:30 pm by Council Co-chair Jing Luan.

Jing stated that there are only two meetings left. At this time we were unable to form a quorum. Jing proposed to put aside action items and share information with those present and send the others the same information. The members present agreed.

Review and Approval of Minutes

Minutes were distributed and approval was carried forward until next meeting.

PROCEDURAL

Public Comments

None

INFORMATION

Accreditation Update – Function Map, District Policies, Board Review Date

Council Co-chair Jing Luan distributed copies of the function map. He pointed out that the darkened areas are where changes have taken place. Jing Luan said that this is not an action item, only to keep the committee aware. The Presidents are in agreement with this alignment.

The Board of Trustees has approved the Mission Statements for the 3 Colleges and the District. Nick found it interesting that the Board of Trustees commented that the Mission Statements for the 3 Colleges are slightly different because they are unique and do different things.

The Board will be invited to review and comment on the self-study drafts, which will be online beginning the first week in May. The Board will be given hardcopies of the 3 college self-studies two weeks later.

Revision to Board Policy 7.35 Academic Standards

Vice President Jennifer Hughes distributed copies of the 7.35 Academic Standards. About two years ago, there was an audit finding regarding our policy of course repetition. The problem arose when a student had a substandard grade or failed twice, and wanted to take the course for a third time. Jennifer gave the group an overview of the changes shown on the draft. To be compliant with Title 5, legal services recommended that we immediately implement the correct interpretation of Title 5. Programming has been made in Banner to correct this problem.

Nick Kapp asked if Faculty, Counselors and Ed Policy Committees are aware of this. Jennifer said that they were the first group notified and they have been very involved in the process. Nick stated that he would like this to go before the Academic Senate through Ed Policy Counsel. Carla Campillo would also like this to go before the Academic Senate through Ed Policy.

At the same time, the Deans of Enrollment Services found that there is no such thing as a leave of absence, only military withdraws. Medical withdrawals are not a provision in the Ed code. Students can still petition but there will be no notation of a leave of absence on the transcript. They will not be able to maintain catalog rights.

Katharine Harer and Jing Luan commended Jennifer Hughes on her work.

Parking Fees & Student Health Services Fees

Chief Financial Officer Kathy Blackwood passed out a fact sheet for parking fees. The proposed increase would be \$40 for Fall and Spring semester and \$2 daily. Summer fees would remain the same. Low-income students will not be affected by the proposal. SMCCCD has nearly the lowest parking permit fee in the Bay Area. Parking fees have not changed for five years. Kathy explained that there is not enough money in the parking fund to pay for maintenance, security and utilities. This is being subsidized by the general fund.

The VPSSs have taken this to their Student Bodies; CSM students are opposed, Skyline and Canada are OK with this. Kathy Blackwood urges council to go back to your respective groups and discuss. We will take action on this item at our May 7 meeting.

This proposal is to increase the Student health service fee by \$1. We are mandated by the State to provide health services and we cannot charge what it costs us for health services. Whether or not we increase the fee, the state will not reimburse us for it.

Kathy is open to when this should be implemented, but we are losing money if we don't raise it. She agrees that it is very difficult to go back and collect the extra dollar for summer session.

Jing Luan urged the council members to talk to their constituencies group and bring it back for consensus on May 7. Nick Kapp suggested that maybe in the future we could discuss this issue early in the year. This way if the State says you may raise your fee we will be prepared.

*Back for action in May – both items

District Strategic Plan Update – Prospectus & Taskforce

Co-chair Jing Luan distributed a copy of the presentation which he made to the Board members at last Wednesday's study session. Jing told the council that he would give them a monthly update on the SMCCCD Strategic Plan as they will have to vote on the plan 2008-2014. We strive to become the best student centered teaching institutions. This plan will be evidence based. Nick Kapp will be Co-chairing this taskforce with Jing.

Review of DSGC Membership

Co-chair Jing Luan explained that he is not attempting to modify the 2.09 R & R, but there are times when he is not sure who is serving on the council. Co-chair Nick Kapp explained that due to different scheduling that it is impossible to make all meetings, especially for the Students. Katharine Harer suggested that they have one person who could sit in as a substitute. Nick Kapp explained that when different people were coming and going it took longer to come to decisions. Jing discourages using replacements or substitutes to keep the group consistent, citing Policy 2.09. Nick suggested that we poll people to see who will be attending on May 7. Jing suggested that in the worst-case scenario, if there as no quorum, we would seek consensus by email.

ARCC (Accountability Reporting for Community Colleges)

Jing Luan will move this item to the next meeting.

Faculty Staff ID's

No new information

Proposed District Policies, Rules and Regulations Review (Group)

Co-chair Nick Kapp asked if they need another meeting later in May to discuss the May revise.

Linda had a question about the Equal Opportunity Employment Committee. Nick explained that this is the group that would look at Rules and Regulations and diversity. We might want to invite Harry Joel to a future meeting to discuss the EOEC.

Jennifer Hughes stated that there should be a more systematic approach for reviewing Rules and Regulations.

Other

Meetings will remain on the 1st Monday of the month except for September which will be held on Monday, 9/17 due to the Labor Day Holiday.

The next meeting will be on Monday, May 7.

The meeting was adjourned at 4:15 pm.

District Shared Governance Council (DSGC)
May 7, 2007
Minutes

Members Present:

Adolfo Leiva	Charles Jones
Jeremy Ball	Nick Kapp, Co-chair
Carla Campillo	Cassie Kitchens
Georgia Clark	Jing Luan, Co-chair
Alain Cousin	Jane McAteer
Sebastian Grillo	Stephanie Samuelsen
Jeanne Gross	Richael Young
Ulysses Guadamuz	

Guest:

Kathy Blackwood
Jan Roecks

Council Co-chair Jing Luan called the meeting to order at 2:18 pm. He thanked everyone for coming to make a quorum. Jing Luan suggested that while we have quorum, we would move on the action items.

ACTION

Review and Approval of Minutes from March 5th and April 16th Meetings

Jing gave the members time to review the minutes. Alain Cousin questioned the statement on page 2, under Parking Fees & Student Health Services Fees, second paragraph, *Kathy Blackwood stated that the VPSS's have taken this to their Student Bodies; CSM students are opposed, Skyline and Cañada are OK with this.* Alain was told by the Cañada President and Representatives that they do not approve the parking fee increase. Kathy replied, at that time this is what she was told and it may have changed after this was stated.

After reviewing the minutes, Jane McAteer moved to approve the March 5th minutes as amended; Sebastian Grillo seconded the motion. The motion passed with 9-Ayes, 0-Opposed and 3-Abstentions. Those abstaining were not present at the March 5th meeting.

The motion was made by Sebastian Grillo to approve the April 16th minutes as amended; Carla Campillo seconded the motion. The motion passed with 7-Ayes, 0-Opposed and 5-Abstentions. Those abstaining were not present at the last meeting.

Co-chair Jing Luan asked those attending to introduce themselves to the two new members and visitors. He then stated that he had asked the council members to share with their constituent groups the information from last meeting regarding the parking fee and student health services fee proposals. For the members who were not present, Jing Luan emailed the proposals to all council members and explained there was a first reading and these would come back to our next meeting for a second reading and approval vote.

Second Reading and Approval:

1. Recommended Parking Fees Change

Jing asked for a motion to approve the recommended parking fee change. It was moved by Ulysses Guadamuz and seconded by Jane McAteer to hold a discussion first. Alain Cousin passed out a statement on the position to oppose the increase to student parking fees, which was presented and discussed by the Associated Students College of San Mateo. He summarized the statement with the following key points:

- The District has stopped enforcing the collection of student fees in a timely matter.
- The District has promised multiple improvements to parking facilities that could be paid with bond money.
- It is unclear as to whether the last increase has been adequately utilized.
- Parking funds are being used for the security of buildings.
- The increase in fees could decrease enrollment.
- There has not been adequate time or research devoted to this fee increase.

Alain also stated that he has discussed this with Cañada and they are also opposed to the increase. Cassie Kitchens stated that at first the students thought the increase would be a good idea but after discussions at the Associated Students meeting, the following concerns were brought up:

- It would detract from holding community events where visitors would have to pay higher fees.
- If the parking fee was lower than surrounding schools, it may draw students to Cañada.

Jeanne Gross reported that those at the Cañada College Council meeting felt that not enough information had been communicated on how the increase would be tied to security. The students at this meeting were not entirely opposed to the increase, but would like to see the funds go directly to the increase of security and maintenance in the parking lot.

Chief Financial Officer Blackwood stated that the parking fund consists of parking revenues from parking permits, parking fines and parking for special events. Only a portion of security is paid, when it is reasonably associated with the parking lot, not the buildings. Only a portion of the facilities is paid which includes lighting and water for the grounds around the lot.

Kathy also stated the following:

- The District has recently imposed more stringent methods for collect fees from students including collections.
- It has been 5 years since there has been a parking fee increase.
- The proposed increase is to cover the deficit that all 3 colleges have. It is not going to provide additional services.
- This fund is audited and restricted by the state.
- Don't know if this will effect enrollment
- The bulk of the expenses in the parking fund pay the staff. Enrollment has decreased while staff expenses have gone up.
- Bond money is used for most maintenance in the parking lot.

Alain Cousin thanked Kathy Blackwood for bring up excellent points, but these were not presented to the students. Alain Cousin and Sebastian Grillo agreed that when this information was presented to them, there were no line items and they couldn't see a breakdown of what was

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being paid from the parking fund or the general fund. They believe that there has not been enough time to think about this, analyze the increase and what effect it will have.

Council Co-chair Nick Kapp suggested that because this council only meets once a month, if the students had asked for clarification before this meeting, additional information could have been provided and questions could have been answered.

Alain Cousin responded by saying that due to the Brown Act, the Student Senate meets weekly and could not have formed a new position until today. CSM opposes the fee increase 100%. Sebastian stated that they don't want any more increases.

Council Co-chair Jing Luan asked if there was any other input for this item. It was time to take a consensus vote. Consensus is reached if no members are at level "E". If a member has strong reservation regarding a recommendation, a minority report will be included in the report to the Chancellor and the Board of Trustees.

After discussing the issue, Jeremy Ball asked the Students if they are in a position today, after having received answers to their questions, could they express a "D" vote which could be taken forward to the Board with a minority report opposed to not being able to send the recommendation at all.

Nick expressed the same opinion. He would rather it go to the Board with a minority report for discussion rather than become a dead issue. It has taken a long time to make sure that issues like this go through the District Shared Governance Committee.

Alain Cousin asked if there could be a brief recess to confer with his fellow students. Presently, he will be choosing "E".

The Co-chairs agreed to give the students a few minutes to caucus.

The students returned and the meeting was reconvened. The positions were taken representing their constituency group.

Jane McAteer	Abstained
Stephanie Samuelsen	D
Ulysses Guadamuz	D
Charles Jones	D
Cassie Kitchens	D
Carla Campillo	B
Adolfo Leiva	B
Jeanne Gross	C
Georgia Clark	D
Jeremy Ball	C
Alain Cousin	E
Sebastian Grillo	E
Richael Young	D
Nick Kapp	B
Jing Luan	B

Alain and Sebastian both chose “E” – (I cannot support the recommendation). Nick suggested that we discuss it further and then they take it back to their constituency groups to discuss further and see if they would change their minds.

Alain Cousin tried to call his student representatives to explain the consensus building procedure and what the actual difference between a “D” and “E” vote would mean. He was told by his President, who asked the student representatives. They said they would absolutely not change their position until there was more information.

Kathy will take this proposal to the Chancellor to get his recommendation and explain what happened at this meeting. The Chancellor may send it back to the Shared Governance Council until a consensus is reached or submit it to the Board for approval without recommendation from this Council. She also stated if we don’t raise this fee, the deficits at Skyline and CSM will continue to get deeper and Cañada will cut something to fund it. This will come out of the general fund for service that we provide.

The council members continued to discuss different options. Nick explained again how this is a consensus group and we must continue to talk about it until everyone agrees. The main concern is that the Board may act upon this proposal without recommendation coming from the Shared Governance Council and Council members will not be able to voice their opinion as they would with a “D” position.

Alain expressed that he would really like to change his vote but he feels that he is empowered to be a voice for the student group. Cassie asked if this is really in the best interest of the students.

If approved the recommendation would be presented to the Board at the June 27th meeting.

On May 21st, the council will return to revisit the recommended parking fee change. Votes will be heard from Louis Padillo, Sebastian Grillo, Alain Cousin and Jane McAteer. All other votes stand.

2. Recommended Student Health Services Fees Change

Jing asked for a motion to approve the student health services fee proposal. All member votes “B” except for 1 abstention.

PROCEDURAL

Public Comments

None

DISCUSSION

DSGC Membership

To be discussed at the next formal meeting on September 17, 2007. There will probably be a new slate of officers.

INFORMATION

Revision to Board Policy 7.35 Academic Standards

Vice President Jennifer Hughes is not present so there is no additional information.

Accreditation Update – Function Map, District Policies, Board Review Date

Function map has been review a second time by the Chancellors Council and approved. It is being placed in the college self-studies. On June 13th, the 3 colleges will present the self-studies to the Board. Nick Kapp said that the self-studies are online if you would like to review them. They will only be on line until May 18th. Alain Cousin brought to the group's attention that all of CSM's was not online. In July, they will seek approval from the Board of Trustees.

Developing Protocol for Revising Policies and Procedures

We are not clear on how the District reviews and revises the Policies and Procedures or Rules and Regulations. Stephanie Samuelsen stated that the purchasing department is regulated by Rules and Regulations. Jennifer Hughes, Barbara Christensen and Jing Luan will develop a protocol to be shared with the District Shared Governance Committee.

District Strategic Plan Update – Prospectus & Taskforce

The District Strategic Plan was sent to President, VPs, Deans, and Academic Senate Presidents. The first taskforce meeting will take place on May 22nd during Chancellor Cabinet meeting. Once more information is available, Jing Luan will brief the council.

Proposed District Policies, Rules and Regulations Review

Alain Cousin stated that ASCSM developed another procedure in which the students should have been included in selection procedures. Nick Kapp questioned whether this was presented or approved by ASCSM and asked if Alain Cousin had the supporting documentation. Jing Luan stated that not all committees are required to have students. Cassie Kitchens said that there are different procedures for the union negotiations. Ulysses Guadamuz suggested that this be put on a future agenda.

Other

Nick Knapp would like to see many of your back next year if possible. He stated that it is nice to have a stable group.

Jing Luan would like to review 2.09 when the District Shared Governance Committee reconvenes in the Fall.

The next meeting will be on Monday, May 21st – 2pm to 3pm in the Boardroom.



**THE ASSOCIATED STUDENTS OF
COLLEGE OF SAN MATEO**

Statement on Proposed Increase to Student Parking Fee

Whereas, Title 5 of the California Education Code and San Mateo County Community College District Rules & Regulations (§2.18) stipulate that students shall have input into matters that will have “significant impact on students”; and,

Whereas, the Board of Trustees of the San Mateo County Community College District recognizes the Associated Students of the three college, organized under the provisions of the Education Code §76060, as the representative bodies to participate effectively in District and College governance; and,

Whereas, an increase in parking fees does fall under Title 5, §51023.7, subsection (b), item 9, “student fees within the authority of the district to adopt”; and,

Whereas, College of San Mateo’s Values Statement states, “We believe in supporting open, dynamic, and collaborative decision-making process with appropriate representation”; and,

Whereas, College of San Mateo has a long history of welcoming, including, and encouraging student participation in College governance; and,

Whereas, the Academic Senate for the California Community Colleges denounces any fee increases; and,

Whereas, the District has stopped enforcing the collection of student fees in a timely manner; and,

Whereas, the District has promised multiple improvements to parking facilities with this increase that could be paid for with bond money; and,

Whereas, the Student Services Managers (Leads) have discussed this increase, shown no support, and feel that this fee increase would be detrimental to enrollment; and,

Whereas, the Associated Students of College of San Mateo's preliminary research indicates that this increase in fees could decrease enrollment and impact the collection of other fees; and,

Whereas, it is unclear as to whether the last increase to student parking fees has been adequately utilized; and,

Whereas, parking funds are being used for the security of buildings, which does not add to the security of student vehicles; and,

Whereas, there has not been adequate time or research devoted to this fee increase;

Therefore, be it resolved that the Associated Students of College of San Mateo does oppose an increase to the student parking fee;

Furthermore, be it resolved that the Associated Students of College of San Mateo does also endorse the formation of a district-wide committee to explore the current and future utilization of the parking fee, including any potential increases.

Presented to the ASCSM Student Senate on Monday, April 30, 2007.



**THE ASSOCIATED STUDENTS OF
COLLEGE OF SAN MATEO**

***Resolution on Proposed Increase
to Student Parking Fee***

Whereas, Title 5 (§51023.7 a. (1)) of the California Education Code and San Mateo County Community College District Rules & Regulations (§2.18) stipulate that students “shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students.”; and,

Whereas, the Board of Trustees of the San Mateo County Community College District recognizes the Associated Students of the three college, organized under the provisions of the Education Code §76060, as the representative bodies to participate effectively in District and College governance; and,

Whereas, an increase in parking fees does have a significant impact on students and thus fall under Title 5, §51023.7, subsection (b), item 9, and San Mateo County Community College District Rules & Regulations (§2.18, subsection (6) item (a)) “student fees within the authority of the district to adopt”; and,

Whereas, College of San Mateo’s Values Statement states, “We believe in supporting open, dynamic, and collaborative decision-making process with appropriate representation”; and,

Whereas, College of San Mateo has a long history of welcoming, including, and encouraging student participation in College governance; and,

Whereas, the Academic Senate for the California Community Colleges has a long standing position opposing student fees; and,

Whereas, the District promised multiple improvements to parking facilities with increases that could be paid for with bond money; and,

Whereas, the Student Services Managers (Leads) have discussed this increase, shown no support, and feel that this fee increase would be detrimental to enrollment; and,

Whereas, the Associated Students of College of San Mateo's initial investigation indicates that this increase in fees could decrease enrollment and impact the collection of other fees; and,

Whereas, it is unclear as to whether the last increase to student parking fees has been adequately utilized; and,

Whereas, it appears parking funds are being used for the security of buildings, which does not add to the security of student vehicles; and,

Whereas, there has not been adequate time or research devoted to the affects or aftermath of this fee increase;

Therefore, be it resolved that the Associated Students of College of San Mateo does oppose an increase to the student parking fee;

Furthermore, be it resolved that the Associated Students of College of San Mateo does also endorse the formation of a district-wide committee to explore the current and future utilization of the parking fee, including any potential increases.

Approved this Twenty sixth day of June 2007 by acclimation.

BOARD REPORT 07-8-1A

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

Cañada College

1. **Linda Allen** Staff Assistant Student Services

Reassigned from a full-time, 12-month Office Assistant II position at Skyline College (Learning Center), effective August 9, 2007.

B. Changes in Staff Allocation

District Office

1. Recommend creation of a new classified classification, "Systems Engineer," at Grade HH of the Facilities Planning & Operations Salary Schedule 70, effective September 1, 2007.

Also recommend an increase in staff allocation to add one full-time, 12-month per year Systems Engineer position at the Facilities/Operations Department of the District Office, effective September 1, 2007.

2. Recommend an increase in staff allocation to add one full-time, 12-month per year Staff Assistant position in the Construction Planning Department of the District Office, effective September 1, 2007.

C. Leave of Absence

Skyline College

1. **Angelica Gorostiza** Career Resources/Counseling Aide Counseling

Recommend approval of a pregnancy disability leave of absence, effective July 16, 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:

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<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	Enrollment Services	1	8/23/2007	6/30/2008	Admissions & Records Assistant II: Assists with application and registration processing during registration periods.
Cañada	Science & Technology/MESA	1	8/23/2007	6/30/2008	Office Assistant II: Assists with clerical responsibilities to meet MESA requirements.
Skyline	Science/Math/ Technology/MESA	2	8/23/2007	6/30/2008	Instructional Aide I: Assists science and math students in the MESA Center.

BOARD REPORT NO. 07-8-2A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Harry Joel, Vice Chancellor Human Resources (358-6767)

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 33
INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND
DISTRICT'S INITIAL PROPOSAL TO CSEA**

The Board is receiving a proposal from CSEA Chapter 33 as required by the Educational Employment Relations Act. This proposal is the first phase of the comprehensive proposal negotiated during the 2005-06 negotiations, which called for an additional three-year term from July 1, 2007 through June 30, 2010. The District is proposing no changes to the current contract, which will expire on June 30, 2010.

Staff submits the following initial proposal to the Board before holding a public hearing on the CSEA proposals as required by the Educational Employment Relations Act.

RECOMMENDATION

It is recommended that the Board of Trustees accept CSEA's initial proposal and the District's initial proposal to CSEA, and hold a public hearing of the proposal at the next regularly scheduled Board meeting.

CONTRACT PROPOSAL 2006-2007

ARTICLE 1: RECOGNITION

ARTICLE 1.1 *Exclusive Agent:*

Subject to the rules of the Public Employment Relations Board (PERB), the SMCCD Board of trustees The Board hereby recognizes the California School Employees Association (CSEA) Chapter No. 33, as the exclusive and sole negotiation agent for the unit described in Appendix A of this agreement all classified service positions, except for positions lawfully designated by the employer as management, supervisory, confidential, or represented by another union. A current example of classified service positions is described in Appendix A of this agreement. All newly created classified positions shall be assigned by the Employer to the appropriate unit, subject to the rules of the Public Employment Relations Board (PERB).

Unless specifically exempted by law, all newly created positions or classes of positions, shall be assigned to the CSEA bargaining unit if the job descriptions consist of duties performed by employees in the bargaining unit or which by the nature of the duties should reasonably assigned to the CSEA bargaining unit. The Employer shall meet on a timely basis with the CSEA to discuss a position's assignment to or removal from any unit. This does shall not exclude the state association California School Employees Association from representation of members of CSEA Chapter No. 33 in the employment relations with the District under the terms of Government Code Section 3540 et. Seq.

ARTICLE 1.4 *Union Represents Unit Members:*

The CSEA agrees that neither it nor its members or agents will attempt to represent, in any negotiations or grievances, the interests of anyone other than members of ~~the unit described in Appendix A~~ **its bargaining unit** members.

- a) **"Classification" means that each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year, a specific statement of the duties required to be performed by the employees in each such position, and the regular monthly salary ranges for each such position.**
- b) **"Regular" as used in the phrase "regular classified employee," or any similar phrase, refers to a classified employee who has probationary or permanent status.**
- c) **"Confidential employee" means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.**
- d) **"Management employee" means any employee in a position having significant responsibilities for formulating district policies or administering district programs. Management positions shall be designated by the public school employer subject to review by the Public Employment Relations Board (PERB).**

- e) **“Supervisory Employee” means any employee, regardless of job description, having authority in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances, or effectively recommend that action, if in connection with the foregoing functions, the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.**

ARTICLE 4: ORGANIZATIONAL RIGHTS

Article 4.2 Board Agendas:

~~The~~ CSEA shall have the right to receive two copies of the agenda, minutes, and Board reports of regular Board meetings **5 business days in advance of any Board meetings. CSEA shall have the right to receive and review all classified personnel items 10 business days prior to the items being included in the finalized board packet.**

Article 4.13 Web Site:

The district shall provide a CSEA web page on the District’s web server, serviced by the District with content **provided by** ~~from~~ and controlled by CSEA. Content will adhere to both CSEA and District policies, rules, and regulations. ~~The~~ CSEA web page will be accessible through both intranet and Internet by CSEA members and the public **and create a link from the district portal to the Chapter 33 website.**

*New section: **Article 4.15***

Move our Memorandums of Understanding (MOU) on Managed Hiring and Reorganization Procedures into the contract. (See the attachments).

Also add the following paragraph somewhere in the Managed Hiring language.

In the event that the District contemplates un-funding of a classified service position, the District will provide retraining of all displaced employees. The employee will need to indicate a willingness to undergo the prescribed training program. The employee will retain their full status as permanent employee of the District.

*New section: **Article 4.15.1***

Any outstanding MOUs exceeding three (3) years, and impacts the bargaining unit as a whole, will be reviewed and may become part of the CSEA contract.

ARTICLE 6: VACATION

Article 6.1.2 Guidelines:

4. Employees’ requests for vacation ~~should~~ **shall** be in writing; supervisors ~~should~~ **shall** respond within five working days. The supervisors’ responses ~~should~~ **shall** be written and dated with reasons cited if the request is denied. **Requests not responded to in writing shall be considered approved.**

**Memorandum of Understanding between the SMCCCD and CSEA, Chapter 33
Regarding a Program of Managed Hiring**

The parties agree to a program of managed hiring as outlined herein.

1. The District will establish and distribute a list of vacant positions to all classified employees in the District. All classified employees will have the opportunity to apply for these positions. Requests for lateral transfers received in writing will be considered on a priority basis at this time. An interview and selection process will occur. **(Round 1)**
2. The District will post a revised vacancy list to all unit members who hold a position identified as less essential in an overall staffing plan for the College or District. Unit members holding such positions will have the opportunity to apply for vacant positions. An interview and selection process will occur.**(Round 2)**
3. Following Round 2, the District may place a unit member in a remaining vacant position for which the employee is qualified after consultation with the employee and CSEA. More senior employees will be given first consideration. Every effort will be made to insure that every employee who wants to remain employed by the District will be placed in a position. **(Round 3)**
4. Employees placed in a lower classification shall have their pay rate “Y-rated” until such time as the compensation rate for that position exceeds their current pay or the employee takes another position in which the pay exceeds the “Y-rated” pay rate. Contractual conditions regarding longevity increases (LSI) will apply to the “Y-rated” pay rate. The unit member will continue to hold seniority rights per Article 18 of the current Agreement.
5. On-the-job training will be provided for unit members who need to gain necessary skills and can do so in a reasonable amount of time.
6. Employees selected for or placed in a higher classification as a result of this managed hiring program shall serve a six-month probationary period in the higher classification but shall retain permanent status in the District per Article 11.2.4 of the current Agreement.
7. Employees selected for or placed in a position at the same or lower classification shall not serve a probationary period.
8. Job titles and classifications for vacant positions shall not be changed without consultation with CSEA.
9. There shall be an expedited process to resolve any disputes arising out of the implementation of this agreement. Disputes shall be addressed in writing to the Employment Manager, office of Human Resources for resolution. Appeals will go directly to the Vice Chancellor of Human Resources for a final decision.
10. This process shall not be retroactive and is only available to current unit members.
11. Violations of this agreement shall be subject to the grievance process.

**San Mateo County Community College District
REORGANIZATION PROCEDURES**

The District may consider department or division reorganizations with the goal of creating a more streamlined, cost-effective service delivery in the Colleges and Chancellor's Office. Implementation of these new processes may have a direct impact on current position allocations, staffing levels and current position classifications. The District is proposing processes to be followed that will be used to reorganize job functions and the delivery of services and to address the impact of these changes on individual employees. The intent is to have employees understand the rules, be well informed about the process, know what to anticipate, and be treated fairly.

The Chancellor and Board of Trustees have adopted the following "principle" as a guideline for these changes:
There will be no employee lay-offs as a result of reorganization

The following is a summary of the reorganization processes "characteristics" discussed to date:

1. A systems approach will be taken to identify the College and/or Chancellor's Office departments (divisions) that would benefit most by reorganization of their primary and supportive services.
2. Department and division reorganizations shall be implemented only to create streamlined, efficient and effective service delivery models, which address current student and organizational needs.
3. Reorganizations may result in different staffing allocations and/or position classifications that include the following three scenarios:
 - Classifications requiring the same sets of knowledge, skills and abilities falling within a plus or minus 5% salary range change
 - Classifications requiring different sets of knowledge, skills and abilities and a salary range increase greater than 5%. A skills demonstration may be required of candidates for positions in which there is a higher level of knowledge skills and abilities required.
 - Classifications requiring different sets of knowledge, skills and abilities and a salary range decrease of greater than 5%

Where positions are represented by a collective bargaining agreement, the union concurrence on all new classifications will be reached prior to implementation of the classification.

4. Incumbents will initially be apprised of the purpose, principles, goals, and potential classification, staffing and assignment changes, and will participate in ongoing communication throughout implementation of the reorganization.

**San Mateo County Community College District
REORGANIZATION PROCEDURES**

5. Incumbents will be provided a reorganization implementation plan that includes various employment options available to them on a priority basis. Available options may include such changes as the following:
 - Eligibility to apply for future-dated, newly created allocations and classifications that result from the reorganization, using internal recruitment and selection procedures (represented and non-represented incumbents would be eligible to apply) provided that the employee meets the minimum qualifications for the position
 - Eligibility to apply for other, alternative vacant positions within the District, or the option to exercise vested seniority rights.
 - Eligibility for alternative severance options if offered by the Board of Trustees
 - Eligibility to elect service retirement through CalPERS or CalSTRS
 - Availability of early retirement incentives if offered by the Board of Trustees. As an example, if employees are eligible to retire (age 55 or older and vested in the CalPERS or CalSTRS pension plan), but lack one year to hit the “magic 75”, the Board of Trustees might elect to give a one year service credit so employees could retire with Retiree Health Benefits.
 - Where two or more incumbents met the minimum qualifications for a position, seniority shall be the determining factor as to which employee is selected for a position.
6. Employees who are impacted by a reorganization will maintain their current classifications, assignments and salaries until such time as the reorganization is implemented.
7. Affected employees who are reassigned to lower-paying positions as the result of the internal selection procedures will have their current salary “Y-rated” only if their current base salary exceeds the top step of the lower-paying position. This means that an employee will not have his/her current base salary reduced, but no future base salary increases will occur until such time that the top base salary step exceeds the employee’s base salary rate. The employee will continue to receive LSI, if applicable, and any other pay differential that applies to the new assignment. Each individual so impacted will receive a written explanation of how this job change will impact any future salary increases.

San Mateo County Community College District

August 22, 2007

BOARD REPORT NO. 07-8-1CA

TO: Member of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Kathryn Blackwood, Chief Financial Officer, 358-6869

RATIFICATION OF FOURTH QUARTER DISTRICT WARRANTS, 2006-2007

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of April, May and June 2007 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. Education Code Section 85266 requires that the Board of Trustees approve warrants issued by the District. Accordingly, the District now seeks Board approval of the warrants listed in the attached Exhibits.

RECOMMENDATION

It is recommended that the Board of Trustees approve the warrants issued during the period April 1, 2007 through June 30, 2007 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 APRIL 1-30, 2007
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
378698	04/02/07	Dell Computers	14,610.45	Cañada College Menlo Park Center Computers
378744	04/02/07	Casey Printing ,Inc.	27,817.75	Skyline Class Schedules Printing
378764	04/02/07	PolyVision Corporation	17,931.52	CSM Furniture Purchase
378767	04/02/07	Rockridge Partners, Inc.	19,628.00	Management Services - Teacher Training
378819	04/04/07	Steinberg Architects	267,430.00	CSM Design-Build Projects
378830	04/04/07	Arc Gas Products Inc	11,384.65	CSM Equipment Purchase
378862	04/04/07	Public Empl Ret Sys	938,166.39	Health Insurance Premiums For April 2007
378870	04/04/07	Stick-N-Dip, USA	11,024.42	CSM and Cañada Cafeteria Equipment Purchase
378879	04/04/07	Wells Fargo Bank	422,368.58	Districtwide Procurement Card Payment
378890	04/09/07	PeopleAdmin, Inc.	29,500.00	PeopleAdmin Software Implementation Services
378902	04/09/07	CalPERS	409,561.97	PERS Contribution - March 2007
378903	04/09/07	Casey Printing ,Inc.	29,357.31	CSM Class Schedules Printing
378916	04/09/07	Goodman Marketing Partners Inc.	12,397.07	KCSM Mailing Services
378933	04/09/07	S.M.C.S.I.G.	148,212.30	Dental Premium For April 2007
378934	04/09/07	S.M.C.S.I.G.	20,271.12	Vision Plan Premium For April 2007
378979	04/11/07	Dell Computers	43,219.04	Computers For Cañada
379003	04/11/07	Hartford Life & Accident Insurance Co.	36,255.30	Life Insurance Premium April 2007
379009	04/11/07	Mason, Philip J.	10,167.00	CSM Website Design Services
379031	04/12/07	Constellation NewEnergy Inc.	21,572.45	Utilities
379032	04/12/07	Constellation NewEnergy Inc.	36,978.02	Utilities
379033	04/12/07	Constellation NewEnergy Inc.	36,768.51	Utilities
379034	04/12/07	Dell Computers	27,510.40	Skyline TCOM Computers
379073	04/12/07	Bayview Environmental Services	13,236.30	Cañada Hazardous Material Abatement
379101	04/12/07	Krueger International	19,920.79	Cañada Furniture Purchase
379105	04/12/07	Krueger International	10,696.18	Cañada Furniture Purchase
379106	04/12/07	Krueger International	77,906.04	Cañada Furniture Purchase
379109	04/12/07	Krueger International	44,828.49	Cañada Furniture Purchase
379119	04/12/07	Rainin Instrument Company Inc	21,688.97	Skyline Equipment Purchase
379154	04/16/07	Kwan Henmi Architecture / Planning In	83,150.00	Skyline Architectural Services
379187	04/16/07	Kleinfelder	13,410.30	Professional Services - Update District Hazard Communication Plan

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
APRIL 1-30, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
379209	04/16/07	Skyline Bookstore	171,368.24	CSM Multimedia Lab Computers Purchase
379214	04/16/07	Steinberg Architects	116,627.45	Skyline Architectural Services
379215	04/16/07	Steinberg Architects	43,639.80	Skyline Architectural Services
379251	04/18/07	Casey Printing ,Inc.	33,800.59	Cañada Class Schedules Printing
379253	04/18/07	Constellation New Energy Inc.	40,411.00	Utilities
379258	04/18/07	Pac Gas & Elect Co	36,962.65	Utilities
379283	04/18/07	Aruba, Francesco	35,703.71	Half Moon Bay CAM Coast Side Lease July Through October 31, 2007
379288	04/18/07	Consortium for Open Learning	13,252.00	Spring 2007 Telecourse License Fees
379312	04/18/07	Lasher Auto Center	42,367.30	Dodge Dakota vehicle purchase
379321	04/18/07	Robert A. Bothman	259,413.05	Districtwide Athletics Construction Project
379322	04/18/07	S.B.R.P.S.T.C.	29,367.00	South Bay Regional Public Safety Training Consort Program
379332	04/18/07	Transbay Fire Protection, Inc.	66,904.72	CSM Fire Pump Replacement
379344	04/19/07	Dell Computers	12,990.00	Printer For Cañada
379346	04/19/07	Dell Computers	380,539.98	Computer For Cañada
379348	04/19/07	Strata Information Group	47,605.00	Professional and Management Services
379349	04/19/07	Strata Information Group	16,733.34	Payroll Implementation Services
379355	04/19/07	Digi - Gear	11,103.17	KCSM Equipment Purchase
379356	04/19/07	Employment Development Department	11,071.21	State Unemployment Tax
379380	04/23/07	Pac Gas & Elec Co	15,838.47	Utilities
379392	04/23/07	Bayside Heating & Air Conditioning	14,046.00	Compressor For CSM
379393	04/23/07	Bayside Heating & Air Conditioning	16,178.00	CSM Library - Chiller Extended Warranty
379400	04/23/07	Canada Bookstore	48,163.76	ECE Textbook Rental Program
379429	04/23/07	Skyline Bookstore	28,129.49	Skyline Apple Maintenance Agreement
379434	04/23/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
379459	04/25/07	Constellation NewEnergy Inc.	31,464.93	Utilities
379464	04/25/07	Pearson Government Solutions, Inc.	23,158.76	TRA services
379478	04/25/07	Associated Std -Canada	31,084.50	Cañada Student Fees Reimbursement
379479	04/25/07	Associated Std-CSM	51,708.00	CSM Student Fees Reimbursement
379480	04/25/07	Associated Std-Skyline	44,961.00	Skyline Student Fees Reimbursement
379487	04/25/07	Casey Printing ,Inc.	38,615.24	Skyline Class Schedules Printing
379488	04/25/07	Swinerton Management & Consulting	11,817.00	Program Management Services
379490	04/25/07	Descalso Lithograph	10,930.00	KCSM Program Guide Printing

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 APRIL 1-30, 2007
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
379501	04/25/07	S.J. Amoroso Construction Co., Inc.	665,778.07	Cañada Construction Project
379502	04/25/07	Sch Proj/Util Rate Reduc.	61,613.36	Utilities
379505	04/25/07	Service Metal Products Inc.	13,930.00	CSM Wainscoat & Chair Rail installation
379509	04/25/07	Swinerton Management & Consulting	224,521.00	Program Management Services
379511	04/25/07	U.S. Postal Services	60,000.00	Postage
379523	04/26/07	American Federation of Teachers	54,189.62	Union Dues - April 2007
379525	04/26/07	C S E A	13,100.56	Union Dues - April 2007
379530	04/26/07	Hensel Phelps Construction Co.	1,815,378.00	Skyline Bldg 6/7A Design Build Services
379544	04/26/07	Spitz, Inc.	363,242.50	Goto Hybrid Replacement
379558	04/27/07	AIG Valic	39,499.28	Tax Shelter Annuities
379571	04/27/07	CalPERS	406,368.39	PERS Contribution - April 2007
379572	04/27/07	Capital Guardian Trust Co.	52,302.83	Tax Shelter Annuities
379576	04/27/07	Dovetail Decision Consultants, Inc.	13,747.93	Districtwide Construction Projects
379577	04/27/07	Fidelity Service Company	30,609.68	Tax Shelter Annuities
379586	04/27/07	G & C Equipment Corporation	11,230.94	Skyline Portable Restrooms Purchase
379590	04/27/07	Hartford Retirement Plans Service Cer	42,154.81	Tax Shelter Annuities
379616	04/27/07	Noll & Tam	73,630.47	Cañada Building 9 Design Services
379622	04/27/07	Oppenheimer Investor Services, Inc.	18,017.00	Tax Shelter Annuities
379632	04/27/07	SMC College Ed. Housing Corp.	43,799.00	College Vista Rent For April 2007
379644	04/27/07	Vanguard Fiduciary Trust Company	36,428.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
13660	04/02/07	US Treasury - Union Bank	1,321,427.94	Federal Tax
13780	04/02/07	US Treasury - Union Bank	228,751.25	State Tax
49823	04/18/07	US Treasury - Union Bank	72,543.12	Federal Tax
JE222181	04/10/07	State Teacher Retirement	79,227.16	STRS Retirement
JE223212	04/30/07	State Teacher Retirement	581,623.98	STRS Retirement
JE223213	04/30/07	State Teacher Retirement	60,814.36	STRS Retirement

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 APRIL 1-30, 2007
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>SMCCCD Bookstores</u>				
101458	04/10/07	Apple Computer Inc.	15,002.92	Purchase of Inventory
101487	04/10/07	Nebraska Book Company Inc.	33,302.99	Purchase of Inventory
101509	04/24/07	Apple Computer Inc.	64,454.82	Purchase of Inventory
101543	04/24/07	SMCCCD	144,869.22	Salary and Benefits March 2007
EFT#90840	04/30/07	Board of Equalization	46,828.46	Sales Tax March 2007
<u>District Cafeteria</u>				
61073	04/02/07	SMCCCD	21,716.37	Expense Reimbursement March 2007
Subtotal			11,340,622.71	91%
Warrant Issued ≤ \$10,000			1,177,086.50	9%
Total Non-Salary Warrant Issued			<u>12,517,709.21</u>	100%
District Accounts Payable	378863-379648		9,756,805.22	
District Payroll	14903-16050, DD13766-DD15091		7,834,952.34	
SMCCCD Bookstores	100432-101547, EFT#90840		384,033.83	
District Cafeteria	61073-61078		24,837.39	
Total Warrant Including Salaries - April 30, 2007			<u>18,000,628.78</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
MAY 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
379687	05/02/07	Constellation NewEnergy Inc.	23,639.09	Utilities
379721	05/02/07	Bunton Clifford Associates, Inc.	64,258.09	Cañada Facilities Maintenance Center Architectural Services
379722	05/02/07	Bunton Clifford Associates, Inc.	120,068.46	Skyline Facilities Maintenance Center Architectural Services
379726	05/02/07	Dell Computers	31,272.40	CSM Technology Department Computer Purchase
379752	05/02/07	Public Empl Ret Sys	935,258.53	Health Insurance Premiums For May 2007
379755	05/02/07	Rockridge Partners, Inc.	19,628.00	Lecture Services
379766	05/02/07	U.S. Postal Services	10,000.00	Skyline Postal Service
379767	05/02/07	U.S. Postal Services	10,000.00	Skyline Postal Service
379776	05/03/07	Big D Pacific Builders	134,134.00	Cañada Construction Project
379784	05/03/07	Chevron	2,992,906.48	Districtwide Energy Saving Project
379806	05/03/07	Chevron	328,945.16	Districtwide Energy Saving Project
379831	05/07/07	Industrial Employers/Distributors Ass	10,022.20	Human Resources Labor Relations Services
379869	05/07/07	Bay City Boiler & Engineering Compa	21,846.82	CSM Boilers Preventive Maintenance Services
379873	05/07/07	Bronsteins Music	15,822.25	CSM Music Department Equipment Purchase
379913	05/07/07	Wells Fargo Bank	350,282.35	Districtwide Procurement Card Payment For April 2007
379914	05/07/07	Wide Angle Communications, LLC	19,000.00	District Direct Mailing Services
379939	05/09/07	East Bay Sign Company, Inc.	11,764.61	Districtwide Parking Permits Purchase
379984	05/09/07	John Plane Construction	59,942.25	Canada Construction Project
380023	05/10/07	gkkworks	13,350.00	Skyline Architectural Services
380047	05/10/07	B.T. Mancini Co. Inc.	35,766.00	Cañada Construction Project
380063	05/10/07	Diversified Computer Solutions, Inc.	10,396.40	KCSM CounterPoint Software Purchase
380070	05/10/07	Global Equipment Co	10,596.48	CSM Equipment Purchase
380072	05/10/07	Hartford Life & Accident Insurance C	36,186.13	Life Insurance Premiums For May 2007
380073	05/10/07	Mason, Philip J.	10,166.00	CSM Website Design Services
380085	05/10/07	S.M.C.S.I.G.	20,386.41	Vision Plan Premium For May 2007
380086	05/10/07	S.M.C.S.I.G.	148,502.57	Dental Premium For May 2007
380100	05/10/07	SMCCCD Revolving Account	35,972.97	Reimbursement Flex Spending For April 2007
380105	05/10/07	U.S. Postal Services	20,000.00	District Postal Service
380117	05/14/07	gkkworks	11,778.80	CSM Architectural Services
380121	05/14/07	Voorhees Group, LLC	13,343.75	Cañada project for Education Planning Professional Services
380123	05/14/07	Alcal-Arcade Contracting, Inc.	21,800.00	CSM and Skyline Roofing Project
380130	05/14/07	Casey Printing ,Inc.	44,712.81	CSM Schedules Printing Services
380133	05/14/07	Dell Computers	46,420.94	CSM Coastside Center Computer Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
MAY 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
380150	05/14/07	PerkinElmer Las, Inc.	23,186.63	CSM Chemistry Department Equipment Purchase
380297	05/16/07	Steinberg Architects	301,115.00	CSM Professional Services
380341	05/16/07	Cupertino Electric Inc	122,716.80	Cañada Construction Project
380344	05/16/07	Double Day Office Services, Inc.	14,018.13	Skyline Moving Services
380349	05/16/07	Electrical Reliability Services, Inc.	10,780.00	Skyline Emergency Repair Services
380360	05/16/07	Governmental Risk Solutions, LLC	22,595.00	Districtwide Travelers Insurance
380365	05/16/07	Kleinfelder	13,344.71	Districtwide Hazardous Communications/Chemical Action Plan Services
380384	05/16/07	Krueger International	11,263.84	Skyline Furniture & Accessories
380401	05/16/07	Cupertino Electric Inc	13,635.20	Cañada Building 2 Construction Project
380403	05/16/07	San Mateo Union High School Distric	28,074.06	Middle College High School Salaries & Stipends
380415	05/16/07	Swinerton Management & Consulting	171,379.00	Program Management Services
380428	05/17/07	LC Business Systems Corperation	15,606.71	CSM Cafeteria POS System
380440	05/17/07	Foundation for California Community	23,897.32	2007-2008 Fusion Annual License Fee
380452	05/17/07	Pate, Hui X.	19,095.02	Skyline Staff Conference Expense Advancement
380466	05/21/07	Constellation NewEnergy Inc.	33,779.23	Utilities
380474	05/21/07	Pac Gas & Elec Co	33,687.02	Utilities
380497	05/21/07	Associated Std -Canada	10,000.00	Cañada EOPS Students Bus Passes
380499	05/21/07	B.T. Mancini Co. Inc.	12,694.95	Cañada Construction Project
380501	05/21/07	Big D Pacific Builders	70,503.00	Cañada Construction Project
380513	05/21/07	GRD Energy Inc.	17,450.00	Cañada Construction Project
380528	05/21/07	San Mateo Union High School Distric	30,000.00	2006-2007 Tech Prep Expenditure Reimbursement
380532	05/21/07	SMCCCD Bookstore	42,097.52	CSM Language Arts Department Computer Purchase
380653	05/23/07	Kwan Henmi Architecture / Planning	23,325.00	Skyline Programming and Space Planning Services
380658	05/23/07	Pac Gas & Elec Co	13,518.03	Utilities
380660	05/23/07	Pac Gas & Elec Co	10,169.79	Utilities
380662	05/23/07	Sequoia Union High School District	20,000.00	Spring 2007 SUHSD Teachers Salaries
380664	05/23/07	Steinberg Architects	30,989.75	Districtwide Architectural Services
380694	05/23/07	Franklin Fixtures Inc.	123,186.00	Cañada Fixtures Purchase and Installation Services
380712	05/23/07	Signet Testing Laboratories, Inc	12,720.67	Districtwide Athletics
380722	05/23/07	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
380736	05/24/07	Allied Electronics	15,845.51	CSM Technology Department Equipment Purchase
380764	05/29/07	Strata Information Group	47,605.00	ITS Consulting Service
380774	05/29/07	City of Pacifica Child Care	10,520.72	Child Development Services
380814	05/29/07	Ninyo & Moore	39,748.95	CSM Hazmat Abatement Services
380815	05/29/07	Oracle USA, Inc.	11,642.64	ITS Service Renewal

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
MAY 1-31, 2007
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
380817	05/29/07	S.J. Amoroso Construction Co., Inc.	572,817.61	Canada Construction Project
380819	05/29/07	Sch Proj/Util Rate Reduc.	59,665.77	Utilities
380849	05/30/07	Advanced System Group	382,270.39	KCSM Equipment Purchase
380851	05/30/07	AIG Valic	39,749.28	Tax Shelter Annuities
380866	05/30/07	Capital Guardian Trust Co.	55,433.50	Tax Shelter Annuities
380875	05/30/07	Fidelity Service Company	31,409.68	Tax Shelter Annuities
380904	05/30/07	Oppenheimer Investor Services, Inc.	18,517.00	Tax Shelter Annuities
380920	05/30/07	Spitz, Inc.	41,534.38	CSM Planetarium Shows Conversion, Installation & License Services
380927	05/30/07	Vanguard Fiduciary Trust Company	36,483.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrant)</u>				
90688	05/01/07	US Treasury - Union Bank	1,349,577.23	Federal Tax
91074	05/01/07	US Treasury - Union Bank	234,100.33	State Tax
76370	05/18/07	US Treasury - Union Bank	57,962.70	Federal Tax
JE224859	05/31/07	State Teacher Retirement	610,888.29	STRS Retirement
<u>SMCCCD Bookstores</u>				
101572	05/09/07	Apple Computer Inc.	37,894.26	Purchase Of Inventory
101614	05/31/07	SMCCCD	149,442.87	Salaries & Benefits April 2007
101620	05/31/07	Apple Computer Inc.	20,053.85	Purchase Of Inventory
EFT#34065	05/24/07	Board Of Equalization	10,760.00	Sales Tax April 2007
		Subtotal	10,764,515.29	88%
		Warrant Issued ≤ \$10,000	1,501,970.55	12%
		Total Non-Salary Warrant Issued	<u>12,266,485.84</u>	100%
District Accounts Payable	379649-381116		9,705,651.43	
District Payroll	16051-17128, DD15092-DD16399		7,320,998.55	
SMCCCD Bookstores	101549-101654, EFT#34065		299,461.46	
District Cafeteria	61079-61085		5,239.71	
	Total Warrant Including Salaries - May 31, 2007		<u>17,331,351.15</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
381126	06/04/07	Constellation NewEnergy Inc.	23,780.69	Utilities
381128	06/04/07	Education Housing Partners, LLC.	20,000.00	Canada Staff Housing Consulting Services
381131	06/04/07	Kwan Henmi Architecture / Planning I	28,330.00	Skyline Automotive Department Architectural Services
381140	06/04/07	American Federation of Teachers	49,130.67	Union Dues for May 2007
381150	06/04/07	B.T. Mancini Co. Inc.	20,069.10	Cañada Construction Project
381158	06/04/07	Bunton Clifford Associates, Inc.	31,592.32	Cañada Facilities Maintenance Center Architectural Services
381165	06/04/07	CalPERS	409,019.95	CalPERS Contribution Advance Payment for May 2007
381197	06/04/07	GRD Energy Inc.	12,450.00	Skyline Commissioning Services
381200	06/04/07	Hartford Retirement Plans Service	47,804.81	Tax Shelter Annuities
381219	06/04/07	Noll & Tam	159,939.46	Cañada Architectural Services
381233	06/04/07	Robert A. Bothman	191,734.11	Districtwide Athletic Facilities Construction Project
381234	06/04/07	Rockridge Partners, Inc.	19,628.00	CSM Lecture Services
381249	06/04/07	Taylor Houseman	11,103.56	Skyline Building 3 Equipment Purchase and Installation
381318	06/06/07	Noll & Tam	23,676.70	Cañada Architectural Services
381324	06/06/07	Pac Gas & Elec Co	11,657.05	Utilities
381325	06/06/07	Pac Gas & Elec Co	11,133.36	Utilities
381348	06/06/07	Bunton Clifford Associates, Inc.	12,976.63	Skyline Facilities Maintenance Center Architectural Services
381349	06/06/07	C S E A	13,361.17	Union Dues for May 2007
381365	06/06/07	Hartford Life & Accident Insurance	35,431.25	Life Insurance Premiums For May 2007
381367	06/06/07	Krueger International	268,760.82	Cañada Furniture & Accessories
381369	06/06/07	Krueger International	45,317.22	Cañada Furniture & Accessories
381370	06/06/07	Krueger International	11,585.26	Cañada Furniture & Accessories
381371	06/06/07	Krueger International	39,246.57	Cañada Furniture & Accessories
381373	06/06/07	Krueger International	86,591.15	Cañada Furniture & Accessories
381379	06/06/07	PolyVision Corporation	16,655.00	CSM Furniture & Accessories
381382	06/06/07	Public Empl Ret Sys	941,177.57	Health Insurance Premiums for June 2007
381390	06/06/07	SMC College Ed. Housing Corp.	43,799.00	Rental Reimbursement - College Vista for May 2007
381392	06/06/07	Spherical Magic Corporation	14,500.00	CSM Planetarium Sculpture Purchase & Installation
381397	06/06/07	Wells Fargo Bank	443,955.13	Districtwide Procurement Card Payment For May 2007
381401	06/07/07	Applied Survey Research	15,180.00	Canada ECE/CDS Professional Services
381432	06/07/07	Board of Governors	28,844.92	Skyline DSA Fees
381438	06/07/07	Comm College League/Calif	55,836.17	Districtwide Library Database Subscriptions

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
381446	06/07/07	Division of the State Architect	37,960.00	Canada Facilities Maintenance Center DSA Fees
381447	06/07/07	Double Day Office Services, Inc.	11,851.50	Skyline Moving Services
381475	06/07/07	San Francisco Community College Di	34,126.00	CSM Bay Area Community College Consortium Grant Expenditures
381477	06/07/07	San Francisco Community College Di	27,849.00	CSM Bay Area Community College Consortium Grant Expenditures
381478	06/07/07	SMCCCD Bookstore	150,058.33	Canada Computer Purchase
381480	06/07/07	SMCCCD Bookstore	29,992.78	CSM Biology Lab Computer Purchase
381482	06/07/07	Smith Seating Co. Inc.	10,306.25	Skyline Bleachers Removal Services
381484	06/07/07	The Denali Group	11,340.00	Skyline Hazmat Abatement/Removal Consulting Services
381561	06/11/07	S.M.C.S.I.G.	20,123.82	Vision Plan Premium For May 2007
381562	06/11/07	S.M.C.S.I.G.	148,452.13	Dental Premium For May 2007
381564	06/11/07	San Jose/Evergreen Com Col Dist	22,860.00	CSM Judicial Career Training Program Curriculum Development Services
381569	06/11/07	South San Francisco Unified School I	17,197.44	Skyline Tech Prep Reimbursement
381607	06/13/07	gkkworks	19,046.20	CSM Architectural Services
381608	06/13/07	gkkworks	21,625.00	Skyline Architectural Services
381650	06/13/07	SMCCCD Bookstore	19,311.85	CSM Math Science Division Computer Purchase
381657	06/13/07	TRC Lowney	17,100.00	CSM Preliminary Geotechnical Investigation Services
381686	06/14/07	Allied Electronics	15,846.07	CSM Technology Department Equipment Purchase
381690	06/14/07	China Basin Ball Park Company LLC	20,000.00	Cañada Advertising Services
381718	06/18/07	Calif Water Service Co	13,850.38	Utilities
381725	06/18/07	Dell Computers	51,529.41	Cañada Computer Purchase
381751	06/18/07	Bronsteins Music	15,759.04	CSM Music Department Equipment Purchase
381763	06/18/07	Hensel Phelps Construction Co.	440,737.00	Skyline Loma Chica Construction Project
381780	06/18/07	S.B.R.P.S.T.C.	45,363.90	South Bay Regional Public Safety Training Consort Program
381784	06/18/07	SMCCCD Revolving Account	27,254.40	Reimbursement Flex Spending For May 2007
381839	06/20/07	GRD Energy Inc.	12,200.00	Canada Commissioning Consulting Services
381845	06/20/07	MGR Cleanup Inc	13,675.00	Districtwide Cafeteria Cleaning Services
381852	06/20/07	Pac Gas & Elec Co	33,051.57	Utilities
381926	06/20/07	Vavrinek, Trine, Day & Co.	20,000.00	Districtwide Auditing Services
381927	06/20/07	Wide Angle Communications, LLC	18,039.07	District Direct Mailing Services
381949	06/21/07	Northern Distributing/Clean Source	14,272.32	Cañada Custodial Supplies
381962	06/21/07	B.T. Mancini Co. Inc.	13,775.40	Cañada Construction Project
381982	06/21/07	Snader & Associates	24,423.01	KCSM Equipment & Accessories Purchase
381985	06/21/07	SVM, LP	36,165.00	Skyline CARE & TANF Students Gas Cards Purchase
381994	06/25/07	B.T. Mancini Co. Inc.	11,264.64	Skyline Loma Chica Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
381995	06/25/07	B.T. Mancini Co. Inc.	27,640.25	KCSM Construction Project
381996	06/25/07	Bunton Clifford Associates, Inc.	25,697.12	Skyline Facilities Maintenance Center Architectural Services
381997	06/25/07	Bunton Clifford Associates, Inc.	151,573.37	Cañada Facilities Maintenance Center Architectural Services
382002	06/25/07	Comp View, Inc.	16,110.41	Cañada Equipment Purchase
382007	06/25/07	Cupertino Electric Inc	82,298.70	Cañada Construction Project
382008	06/25/07	Dell Computers	22,673.29	Cañada Computer Purchase
382009	06/25/07	DES Architects	16,235.76	Skyline Bleachers Installation Services
382015	06/25/07	Education Housing Partners, LLC.	16,724.59	Cañada Staff Housing Consulting Services
382019	06/25/07	Evisions, Inc	43,250.00	AP Direct Deposit Software & Service
382028	06/25/07	Pac Gas & Elec Co	14,033.06	Utilities
382033	06/25/07	S.J. Amoroso Construction Co., Inc.	308,000.63	Cañada Construction Project
382034	06/25/07	S.J. Amoroso Construction Co., Inc.	29,184.00	Cañada Landscape Improvement Services
382038	06/25/07	Steinberg Architects	15,515.25	Skyline Architectural Services
382046	06/25/07	Xerox Corporation	43,399.59	Cañada Building 9 Equipment Purchase
382054	06/25/07	Chevron	359,492.25	Districtwide Energy Saving Project
382089	06/25/07	Chevron	16,754.15	Districtwide Energy Saving Project
382090	06/25/07	Chevron	23,914.97	Districtwide Energy Saving Project
382853	06/27/07	Advanced Chemical Transport	12,500.00	Skyline Building 7 Chemicals Disposal & Relocation Services
382863	06/27/07	Constellation NewEnergy Inc.	32,444.03	Utilities
382869	06/27/07	Dell Computers	35,194.60	CSM Computer Purchase
382871	06/27/07	Dell Computers	23,828.72	District Computer Purchase
382884	06/27/07	Kwan Henmi Architecture / Planning I	20,940.00	Skyline Automotive Building Architectural Services
382888	06/27/07	Pac Gas & Elec Co	11,528.27	Utilities
382889	06/27/07	Pac Gas & Elec Co	14,113.33	Utilities
382903	06/27/07	Steinberg Architects	164,621.40	CSM Professional Services
382904	06/27/07	Steinberg Architects	76,148.00	CSM Professional Services
382938	06/27/07	Island Advertising Specialties	12,764.36	Skyline EOPS & CARE Students Supplies Purchase
382976	06/28/07	Bayview Environmental Services	19,579.50	Skyline Loma Chica Construction Project
382996	06/28/07	AIG Valic	29,422.28	Tax Shelter Annuities
382999	06/28/07	American Federation of Teachers	17,095.97	Union Dues for June 2007
383007	06/28/07	Bay View Painting Company	31,250.00	Skyline Painting Services
383008	06/28/07	Bay View Painting Company	15,285.00	Skyline Painting Services
383011	06/28/07	C S E A	12,829.31	Union Dues For June 2007
383013	06/28/07	CalPERS	394,975.99	CalPERS Contribution Advance Payment For June 2007

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
383018	06/28/07	SMCCCD Bookstore	21,574.12	2006-2007 Cañada EOPS Books Purchases
383021	06/28/07	Capital Guardian Trust Co.	34,512.50	Tax Shelter Annuities
383028	06/28/07	Fidelity Service Company	10,309.68	Tax Shelter Annuities
383035	06/28/07	Franklin Templeton Trust Company	10,160.70	Tax Shelter Annuities
383041	06/28/07	Hartford Retirement Plans Service Ce	28,573.81	Tax Shelter Annuities
383060	06/28/07	McCarthy Building Companies	52,253.00	CSM Recovery Project
383073	06/28/07	Oppenheimer Investor Services, Inc.	15,967.00	Tax Shelter Annuities
383100	06/28/07	SMC College Ed. Housing Corp.	32,036.00	Rental Reimbursement - College Vista for June 2007
383109	06/28/07	Swinerton Management & Consulting	148,472.00	Program Management Services
383119	06/28/07	Vanguard Fiduciary Trust Company	18,843.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrant)</u>				
19288	06/01/07	US Treasury	1,281,886.57	Federal Tax
19358	06/01/07	US Treasury	221,037.80	State Tax
73848	06/18/07	US Treasury	77,547.62	Federal Tax
JE226789	06/28/07	State Teacher Retirement System	246,836.97	STRS Retirement
<u>SMCCCD Bookstores</u>				
101656	06/12/07	Apple Computer Inc.	159,126.63	Purchase of Inventory
101678	06/12/07	MBS Textbook Exchange	88,334.31	Purchase of Inventory
101684	06/12/07	Nebraska Book Company	109,176.94	Purchase of Inventory
101702	06/18/07	SMCCCD	137,642.54	Salaries & Benefits May 2007
EFT#02854	06/22/07	Board of Equalization	35,710.00	Sales Tax To June 15, 2007
<u>District Cafeteria</u>				
61095	06/25/07	SMCCCD	18,727.25	Fund Transfer
		Subtotal	9,456,420.74	82%
		Warrant Issued ≤ \$10,000	2,082,707.81	18%
		Total Non-Salary Warrant Issued	<u>11,539,128.55</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
JUNE 1-30, 2007
WARRANT SCHEDULE GREATER THAN \$10,000

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>	<u>Description</u>
District Accounts Payable	381117-383433		9,100,222.11	
District Payroll	17129-18328, DD16400-DD17571		5,028,009.11	
SMCCCD Bookstores	101655-101749 & EFT#02854		571,878.05	
District Cafeteria	61086-61095		<u>23,079.94</u>	
Total Warrant Including Salaries - June 30, 2007			<u><u>14,723,189.21</u></u>	

BOARD REPORT NO. 07-8-2CA

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:

- Konica copier, autoclave, CPU's, outdated camera, receivers and cassette players from Canada College
- Monitors, CPU's, projectors, TV and water purification system from College of San Mateo
- Printers from the District Office

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.

Surplus items

Quantity	Campus	Item Description	Total Value\$	Disposition Plan
1	CAN	Konica 7145 Black & White Copier	\$3000	To be donated or sold
1	CAN	Autoclave Sterilizer	\$800	To be donated or sold
7	CAN	CPU's	\$0	To be recycled
22	CAN	VCR, typewriter, cassette player, tape duplicator, receiver	\$0	To be recycled
2	CAN	Video camera	\$0	To be recycled
23	CSM	Monitors	\$0	To be recycled
8	CSM	Projectors, TV	\$0	To be recycled
12	CSM	CPU's	\$0	To be recycled
3	CSM	Water purification system	\$2000	To be donated or sold
2	District	Printers	\$0	To be recycled

BOARD REPORT NO. 07-8-3CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

APPROVAL OF OFF-CAMPUS FACILITIES, 2007-08

In order to bring programs and services to various sectors of the community that the District serves, it is frequently necessary to use facilities other than those provided at the Colleges. The additional off-campus facilities are used to provide programs that either require specialized facilities or are of such a nature that they need to be conducted at off-campus sites. Most of the sites are utilized at no cost to the District. Also, contract classes which are conducted by the Colleges, Community Education, and Corporate and Continuing Education are often offered at off-campus facilities, as noted in the attachments.

The attached exhibits (A-Community Education; B-Corporate and Continuing Education; C-Cañada College; D-College of San Mateo; E-Skyline College) indicate the planned off-campus sites for 2007-08, as submitted by each unit.

RECOMMENDATION

It is recommended that the Board approve use of off-campus facilities for the 2007-08 academic year, as detailed in Exhibits A through E attached.

**COMMUNITY EDUCATION CLASSES
Off Campus Facilities
2007-08**

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Little Hollywood and Visitacion Valley San Francisco	Walking Tours	None
Jack London Square and The Oakland Waterfront Oakland	Walking Tours	None
Presidio Heights San Francisco	Walking Tours	None
Blasing Construction, Inc. 17 Stein Am Rhein Court Redwood City	Pond and Waterfall Construction class	None
Kathy's Kreative Kakes 631 S. B St. San Mateo	Cake Decorating classes	None
South Linden Station 160 S. Linden Ave. South San Francisco	Fused Glass class	None
St. John's Cemetery 910 Oregon Ave. San Mateo	Tour of St. John's Grand Tombs	None
Holy Cross Catholic Cemetery 1800 Santa Cruz Ave. Menlo Park	Tour of Holy Cross	None
Union Cemetery Woodside Rd. Redwood City	Tour of Union Cemetery	None
Cypress Lawn Cemetery 1370 El Camino Real Colma	Tour of Cypress Lawn	None
Burlingame Recreation Center 850 Burlingame Ave. Burlingame	Emeritus classes	None
Little House 800 Middle Ave. Menlo Park	Emeritus classes	\$10/person

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
The Peninsula Regent 1 Baldwin Ave. San Mateo	Emeritus classes	None
San Mateo Senior Center 2645 Alameda de las Pulgas San Mateo	Emeritus classes	None

CORPORATE & CONTINUING EDUCATION CLASSES
Off Campus Facilities
2007-08

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
United Airlines Maintenance Center at SFO Airport	Class	None
United States Postal Service 2700 Campus Dr. San Mateo	Class	None
Terra Firma Diversion 30030 Mission Blvd., Suite 112 Hayward	Class	None
Mills Health Center 100 S. San Mateo Dr. San Mateo	Class	None
Peninsula Medical Center 1783 El Camino Real Burlingame	Class	None

CAÑADA COLLEGE
Off-campus Facilities
2007-08

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Carlmont High school 1400 Alameda de las Pulgas Belmont	Career and Personal Development, Psychology, Sociology, Mathematics	None
Boys & Girls Club 2031 Pulgas Ave. East Palo Alto	ESL/CBET	None
Cesar Chavez Middle School 2450 Ralmar St. East Palo Alto	ESL/CBET	None
Community Wellness Center 711 Nevada St. Redwood City	Adaptive P.E.	None
East Palo Alto High School 475 Pope St. Menlo Park	General Education	None
El Concilio of San Mateo County 3180 Middlefield Rd. Redwood City	PEEP courses including Health Science, Human Services, Cooperative Education	None
Fair Oaks Community Center 2600 Middlefield Rd. Redwood City	Social Science, ESL	None
Fair Oaks School 2950 Fair Oaks Ave. Redwood City	ESL/CBET	None
Garfield Charter School 3600 Middlefield Rd. Menlo Park	Early Childhood Education	None
Hawes School 909 Roosevelt Ave. Redwood City	ESL/CBET	None
Hoover School 701 Charter St. Redwood City	ESL/CBET	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Kaiser Medical Center 1200 El Camino Real South San Francisco	Clinical Instruction	None
John Gill Elementary School 555 Ave de la Ora Redwood City	CBET	None
Kaiser Medical Center 1150 Veterans Blvd. Redwood City	Clinical Instruction	None
Kaiser Outpatient Clinics Mountain View, Campbell, Milpitas	Clinical Instruction	None
Lucile Packard Children's Hospital, Stanford 725 Welch Rd. Palo Alto	Clinical Instruction	None
Menlo Atherton High School 555 Middlefield Rd. Atherton	Career and Personal Development	None
Menlo Park Center (OICW) 1200 O'Brien Menlo Park	Business Skills, Basic Skills, Multimedia (Redevelopment)	None
Moon Ridge 2001 Miramontes Point Rd. Half Moon Bay	Early Childhood Education, ESL, Human Services	None
Our Second Home, Doelger Center 111 Lake Merced Blvd. Daly City	Early Childhood Education	None
Pal Care 945 California Dr. Burlingame	Early Childhood Education	None
Redwood City Main Library 1044 Middlefield Rd. Redwood City	Learning Center course	None
San Mateo County Medical Center 222 West 39 th Ave. San Mateo	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
San Mateo County Government Center 455 County Center Redwood City	Accelerated Degree Program	None
San Mateo County Human Services Agency 400 Harbor Blvd. Belmont	Human Services	None
San Mateo County Law Library 710 Hamilton Redwood City	Paralegal Courses	None
Sequoia Hospital Whipple Ave. and Alameda de las Pulgas Redwood City	Clinical Instruction	None
Seton Hospital 1900 Sullivan Daly City	Clinical Instruction	None
Seton Coastside 600 Marine Blvd. Moss Beach	Clinical Instruction	None
Taft Elementary 903 10 th St. Redwood City	ESL/CBET	None
San Francisco VA Medical Center 2150 Clement St. San Francisco	Clinical Instruction	None
VA Palo Alto Health Care System 3801 Miranda Ave. Palo Alto	Clinical Instruction	None
Willow Oaks Elementary 620 Willow Rd. Menlo Park	ESL/CBET	None
Woodside High School 199 Churchill Ave. Woodside	Advanced Math Career course	None

COLLEGE OF SAN MATEO
Off-Campus Facilities
2007-08

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
California Pacific Medical Center San Francisco	Clinical Instruction	None
San Mateo County Medical Center 222 W. 39 th Ave. San Mateo	Clinical Instruction; Adaptive Physical Education	None
University of California School of Dentistry 707 Parnassus, D-1011 San Francisco	Clinical Instruction	None
University of Pacific School of Dentistry 2155 Webster St. San Francisco	Clinical Instruction	None
Veterans Admin. Hospital S.F. - Dental Division 4150 Clement St. San Francisco	Clinical Instruction	None
Private Dental Offices San Mateo County	Clinical Instruction	None
Kaiser Medical Center 1150 Veterans Blvd. Redwood City	Clinical Instruction	None
Kaiser Medical Center 1200 El Camino Real South San Francisco	Clinical Instruction	None
Mills-Peninsula Hospitals 101 So. San Mateo Dr. San Mateo and 1501 Trousdale Dr. Burlingame	Clinical Instruction	None
Sequoia Hospital Whipple Ave. & Alameda de las Pulgas Redwood City	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Seton Medical Center 1900 Sullivan Ave. Daly City	Clinical Instruction; Adaptive Physical Education	None
University of California San Francisco Medical Center 505 Parnassus, L1-171 San Francisco	Clinical Instruction	None
St. Luke's Hospital 3555 Army St. San Francisco	Clinical Instruction	None
Fremont Surgery Center 2675 Stephenson Blvd. Fremont	Clinical Instruction	None
San Ramon Regional Medical Center 6001 Norris Canyon Rd. San Ramon	Clinical Instruction	None
Summit Medical Center 350 Hawthorne Ave. Oakland	Clinical Instruction	None
El Camino Hospital 2500 Grant Rd. Mountain View	Clinical Instruction	None
El Camino Surgery Center 2480 Grant Rd. Mountain View	Clinical Instruction	None
Good Samaritan Hospital 2425 Samaritan Dr. San Jose	Clinical Instruction	None
O'Connor Hospital 2105 Forest Ave. San Jose	Clinical Instruction	None
Regional Medical Center of San Jose 225 North Jackson Ave. San Jose	Clinical Instruction	None
San Jose Medical Center 675 East Santa Clara St. San Jose	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Santa Clara Valley Medical Center 751 Bascom Ave. San Jose	Clinical Instruction	None
Surgicare 221 N. Jackson Ave. San Jose	Clinical Instruction	None
Half Moon Bay High School Lewis Foster Dr. Half Moon Bay	Career & Personal Development	None
Mercy High School 2750 Adeline Dr. Burlingame	Career & Personal Development	None
Martin Luther King Center 725 Mt. Diablo Ave. San Mateo	General Education & enrichment programs; Humanities; Fire Technology	None
San Mateo Senior Center 2645 Alameda de las Pulgas San Mateo	History class; Social Science	None
Moffett Field or San Francisco International Airport	Aircraft Rescue	None
Coyote Point Fire Range San Mateo	Admin. of Justice	None
Brisbane Fire Department 3445 Bayshore Blvd. Brisbane	Fire Technology	None
Burlingame Fire Station #34 799 California Dr. Burlingame	Fire Technology	None
Calif. Dept. of Forestry Fire Station 20 Tower Rd. Belmont	Fire Technology	None
Daly City Fire Station 101 Lincoln St. Daly City	Fire Technology	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Half Moon Bay Fire Department 635 Main St. Half Moon Bay	Fire Technology	None
Menlo Park Fire Protection District 300 Middlefield Rd. Menlo Park	Fire Technology	None
Pacifica Fire Department Linda Mar Station, Linda Mar Blvd. Pacifica	Fire Technology	None
Pt. Montara Fire Protection District 501 Stetson St. Moss Beach	Fire Technology	None
Redwood City Fire Department 755 Marshall St. Redwood City	Fire Technology	None
San Bruno Fire Department 555 El Camino Real San Bruno	Fire Technology	None
San Mateo Fire Department 120 S. Ellsworth Ave. San Mateo	Fire Technology	None
South San Francisco Fire Department 33 Arroyo Dr., Suite F South San Francisco	Fire Technology	None
South County Fire Authority 666 Elm St. San Carlos	Fire Technology	None
Woodside Fire Protection District 3111 Woodside Rd. Woodside	Fire Technology	None
Plumbing Training Center 1519 Rollins Rd. Burlingame	Plumbing Apprenticeship	Per agreement
Sprinkler Fitters' Training Center 23312 Cabot Blvd. Hayward	Sprinkler Fitters Apprenticeship	Per agreement

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Electricians' Training Center 625 Industrial Rd. San Carlos	Electricians Apprenticeship	Per agreement
San Mateo County Juvenile Hall 21 Tower Rd. San Mateo	Career & Personal Development	None
San Mateo County Women's Correctional Center Redwood City	Career & Personal Development	None
OICW 1200 O'Brien Dr. Menlo Park	Office Automation	None
County of San Mateo 590 Hamilton Redwood City	Accelerated Degree Program	None
Half Moon Bay High School Lewis Foster Dr. Half Moon Bay	Graphics 160 Class (91069)	None
Half Moon Bay High School Lewis Foster Dr. Half Moon Bay	Multimedia 274 Class (91045)	None
Peninsula Regent 1 Baldwin Ave. San Mateo	Physical Education	None
St. Rose Hospital 27200 Calaroga Ave. Hayward	Clinical Instruction	None
Washington Hospital 2000 Mowry Ave. Fremont	Clinical Instruction	None
Kaiser Medical Center 4144 Geary Blvd., #223 San Francisco	Clinical Instruction	None
Kaiser Medical Center 27400 Hesperian Hayward	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Kaiser Medical Center 900 Kiely Blvd. Santa Clara	Clinical Instruction	None
Kaiser Santa Teresa Hospital 250 Hospital Pkwy. San Jose	Clinical Instruction	None
Owens Corning 960 Central Expressway Santa Clara	Electronics Training	None
Enso 131 Kelly Ave. Half Moon Bay	Class	\$500/semester
Half Moon Bay High School Lewis Foster Dr. Half Moon Bay	Classes	None

SKYLINE COLLEGE
Off-Campus Facilities
2007-2008

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
American Medical Response (AMR) 1616 Rollins Rd. Burlingame	Emergency Medical Technology	No cost
BayShore Ambulance Company 370 Hatch Dr. Foster City	Emergency Medical Technology	No cost
California Pacific Medical Center 2333 Buchanan St. San Francisco	Respiratory Therapy – Clinical Instruction	No cost
Brisbane Parks and Recreation Department Misson Blue Center 50 Park Pl. Brisbane	Dance	No cost
Community Learning Center 520 Tamarack Ln. South San Francisco	English for Speakers of Other Languages	No cost
Contra Costa Medical Center 2500 Alhambra Martinez	Central Service Technology	No cost
Cypress Golf Course 2001 Hillside Blvd. Colma	Golf	No cost
Daly City Hall Training Room 333 90 th St. Daly City	Business	Per agreement
Eden Medical Center Lake Chabot Rd. Castro Valley	Surgical Technology	No cost
Flemming Golf Course 99 Harding Rd. San Francisco	Golf	No cost

FACILITY	PURPOSE	COST
Genentech 1500 Grandview Dr. South San Francisco	Early Childhood Education; Biotechnology Internships	No cost
Golden Gate Golf Course 47 th & Fulton San Francisco	Golf	No cost
Jefferson High School 6996 Mission St. Daly City	English for Speakers of Other Languages; CAHSEE Preparation	No cost
Kaiser Northern California Foundation Hospitals and the Permanente Medical Group (to include: Kaiser Walnut Creek, Kaiser Santa Clara, Kaiser Hayward, Kaiser Redwood City & Kaiser South San Francisco) Oakland	Surgical Technology; Central Service Technology	No cost
Kaiser Permanente – San Francisco 2425 Geary St. San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	No cost
Los Gatos Community Hospital 815 Pollard Rd. Los Gatos	Surgical Technology	No cost
Mills-Peninsula Hospital 1783 El Camino Real Burlingame	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	No cost
Oceana High School 401 Paloma Ave. Pacifica	Career and Personal Development, Chinese	No cost
Our Second Home 725 Price St. Daly City	Early Childhood Education	No cost
Petaluma Valley Hospital 1165 Montgomery Dr. Santa Rosa	Surgical Technology	No cost

FACILITY	PURPOSE	COST
Saint Francis Memorial Hospital 900 Hyde St. San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	No cost
St. Luke's Hospital 3555 Army St. San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	No cost
St. Rose Hospital 27200 Calaroga Ave. Hayward	Surgical Technology	No cost
San Francisco General Hospital 1001 Potrero St. San Francisco	Respiratory Therapy – Clinical Instruction	No cost
Santa Clara Valley Medical Center 751 South Bascom San Jose	Surgical Technology	No cost
Sequoia Hospital 170 Alameda Redwood City	Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	No cost
Seton Medical Center 1900 Sullivan Daly City	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	No cost
South San Francisco High School 400 B St. South San Francisco	Career & Personal Development	No cost
Stanford Health Services 300 Pasteur Dr. Stanford	Surgical Technology	No cost
University of California, S.F. 501 Parnassus Ave. San Francisco	Respiratory Therapy – Clinical Instruction	No cost
Westmoor High School 131 Westmoor Ave. Daly City	Foreign Languages	No cost

BOARD REPORT NO. 07-8-4CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Jan Roecks, Director of General Services, 358-6879

**APPROVAL TO RENEW AGREEMENT WITH COUNTY OF SAN MATEO TO
FURNISH MEALS FOR CHILD DEVELOPMENT CENTERS, 2007-08
COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

The San Mateo County Health Services Agency, Food and Nutrition Services, has provided meals to children in both private and non-profit child care agency programs on the Peninsula since 1989 and is well regarded for the quality of its food service. The meals served meet and exceed State requirements for child nutrition and food distribution. Meal components are identified on daily forms accompanying delivery, and menus are provided on a monthly basis. The contract specifies the type and quantity of meals to be delivered throughout the academic year, including an optional service for Summer Session.

Last year, the County proposed a cost of \$5.11 per child per day with no change to the optional paper product pricing. The County has increased the rates of this service by 15% to \$5.88 per child per day for this fiscal year. This increase reflects the nationwide trend of increasing school meal prices. The increase is attributed to several factors including higher gas prices, food costs going up, and the rising cost of labor.

It is estimated that the annual cost for 2007-08 (excluding Summer Session 2007) will not exceed \$37,000 for the Mary Meta Lazarus Child Development Center at College of San Mateo and \$19,000 for the Skyline College Children's Center. The centers serve meals to an average of 36 and 40 children per day, respectively. (Skyline uses the services for lunch delivery only.) More than one-half of the cost for meals is reimbursed by the State of California. State Child Development Division program funding, parent fees and District subsidies cover the residual cost.

RECOMMENDATION

It is recommended that the Board of Trustees approve renewal of the contract with the County of San Mateo Health Services Agency for provision of meal service to the College of San Mateo and Skyline College childcare centers during 2007-08, at an estimated annual cost not to exceed \$56,000 for up to 76 children.

BOARD REPORT NO. 07-08-100B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**RECEIPT OF THE INITIAL STUDY AND DRAFT MITIGATED NEGATIVE DECLARATION
FOR FACULTY/STAFF HOUSING PROJECT AT CAÑADA COLLEGE
AND SET PUBLIC HEARING DATE**

To comply with California Environmental Quality Act (CEQA) requirements for discretionary actions, the District, as the Lead Agency for the Faculty/Staff Housing Project at Cañada College, is required to prepare an Initial Study (IS) to assess the potential environmental impacts of the project. At a previous meeting, the Board awarded a contract to Jones & Stokes Associates, Inc. to complete an Initial Study and Draft Mitigated Negative Declaration (IS/MND) for the housing project. Jones & Stokes had recently completed (December 2006) CEQA documentation for the Facility Improvement Projects proposed for Cañada College and, therefore, was able to utilize some of the data collected for that study.

The Initial Study/Draft Mitigated Negative Declaration will be delivered to the Board on Wednesday evening for the Board's review and comment. A 20-day public comment period on these documents will open tomorrow morning (August 23 at 9 a.m.) and conclude on September 13, 2007 at 9 a.m. The District has mailed notice of the public comment period to more than 600 homeowners, Homeowners Associations and public agencies in the region. We have also emailed the notice to all who attended the June 26 Community Meeting and we are posting it on our web page at <http://www.smccd.edu/accounts/smccd/collegevista/default.shtml>. Comments on or a formal protest of the Draft Mitigated Negative Declaration must be submitted in writing to the San Mateo County Community College District, 3401 CSM Drive, San Mateo, CA 94402 no later than 9:00 a.m. on September 13, 2007.

A public hearing on the Initial Study/Draft Mitigated Negative Declaration for this project has been scheduled on September 26, 2007 at the regular Board meeting, which begins at 6:00 p.m. at 3401 CSM Drive, San Mateo, CA. If, on that date, the Board of Trustees determines, based on a review of the IS/MND and comments received on the documents, that there is no substantial evidence that the project would result in a significant environmental impact, the Board will certify the Initial Study; and adopt the Mitigated Negative Declaration and approve the project.

It should be noted that approval of the project, certification of the Initial Study and adoption of a Mitigated Negative Declaration by the College Board does not constitute the only approval of the project. Several entities/agencies will use the Mitigated Negative Declaration for the various approvals/actions required for implementation of the project. These agencies include the City of Redwood City, the Town of Woodside, and the Local Agency Formation Commission (LAFCo), among others.

RECOMMENDATION

It is recommended that the Board accept the attached Initial Study/Draft Mitigated Negative Declaration and set a public hearing on these documents for September 26, 2007 during the regularly scheduled Board meeting.

BOARD REPORT NO. 07-8-101B

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

APPROVAL OF CONSTRUCTION CONSULTANTS

During the course of each year, the District retains various construction-consulting services, including engineers, architects and other specialists. The professional services required by the District in its Capital Improvement Program are temporary or specialized in nature and District employees do not provide such expertise. Services provided include architectural, engineering, master scheduling, program information and project controls, building commissioning, construction testing and inspection, environmental, documentation for construction planning, as required by the State Chancellor’s office, and construction-related legal services.

Listed below are six construction consultants from the pre-qualified pool that the District expects to have under contract within the next six months in support of the planning and construction efforts.

Firm	Board Approval Requested	Activity/Projects
GRD Energy, Inc.	\$370,000.00	Commissioning for Skyline Building 7 and the Facilities Maintenance Center, CSM Buildings 14/16, 2, 3, and 4, and Cañada Buildings 5/6, 8, Chilled Water Piping, and the Facilities Maintenance Center.
Noll and Tam Architects	\$200,000.00	Architectural Services for Cañada Buildings 9 and 16/18, plus continuing assistance on District-wide Electrical FPP.
Kleinfelder, Inc.	\$100,000.00	District-wide Chemical Hygiene, Injury Illness Prevention Plan, Hazardous Material Communication Plan, and general industrial hygiene services.
Stantec Consulting, Inc. (SCI)	\$30,000.00	Fire Alarm Consultants for specialty consulting on the Halon Replacement Project in the ITS server room.
Tiburon Group	\$250,000.00	CIP2 Master Scheduling -- Primavera P3 Software
Construction Inspection Services, Inc. (CIS)	\$200,000.00	Inspection services on CSM Buildings 2, 3, 4, and 14/16, as well as Cañada Buildings 8, 5/6, Chilled Water Piping, and the Gateway project.

BOARD REPORT NO. 07-8-101B

Funding sources for construction consultant services include general obligation bond funds, State scheduled maintenance funds, State hazardous materials program funds, State funds approved for capital outlay projects, and a small portion of District funds.

RECOMMENDATION

The District recommends that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$1,150,000.

BOARD REPORT NO. 07-8-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**CONTRACT AWARD FOR
CAÑADA COLLEGE BUILDINGS 16 AND 18 RENOVATION PROJECT**

The Cañada College Buildings 16 and 18 Renovation project scope includes substantial mechanical, electrical, casework and equipment improvements to two science laboratory buildings. Construction upgrades include a new elevator, bathroom and faculty office renovations, and ADA access improvements. In addition, the project scope includes minor construction upgrades in Buildings 5, 6, 20 and 21 to accommodate swing space for the science and engineering programs during the Buildings 16 and 18 construction.

The Building 16 and 18 Renovation project was initially bid in April 2007 as a Multi Prime project based on construction within occupied buildings with a complex, three-semester phasing schedule. The bid results proved unsatisfactory and the Board of Trustees voted to reject all bids on April 25, 2007 (Board Report No. 07-4-101B). The project team then developed a plan to vacate the buildings during construction and to re-bid the project to general contractors based on a streamlined schedule that delivers the project 6 months earlier than the original schedule.

On July 14 and July 23, 2007, the District published a legal Notice inviting pre-qualified general contractors to bid on this project. The project team conducted an aggressive contractor outreach campaign via email and phone to encourage maximum bid participation. Fourteen pre-qualified firms, including six general contractors, attended one of two Mandatory Pre-bid Conferences held on July 24 and July 25, 2007. On August 8, 2007, a total of four of these firms submitted bids as follows:

General Contractor	Bid
Big-D Pacific Builders, LP	\$14,448,500
John Plane Construction, Inc.	\$15,796,000
Gonsalves & Stronck Construction Co., Inc.	\$16,819,855
Best Contracting Services Incorporated	\$17,026,790

District administration, along with Swinerton Management and Consulting, has conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project.

This project will be funded by Measure C and Measure A general obligation bond funds.

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for the Cañada College Buildings 16 and 18 Renovation project to Big-D Pacific Builders in an amount not to exceed \$14,448,500.