

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
REGULAR MEETING AGENDA
October 24, 2007, 6:00 p.m.
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

07-10-2 [Minutes of the Study Session of the Board of Trustees of October 10, 2007](#)

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

07-10-2C [Teaching and Learning Series: Podcasting](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

07-10-2A [Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel](#)

07-10-3A [Adoption of Resolution No. 07-10, Increasing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act](#)

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.

07-10-2CA [Declaration of Surplus Property](#)

07-10-3CA [Disposition of District Records](#)

Other recommendations

07-10-101B [Approval of Design and Construction Consultants](#)

07-10-102B [Contract Award for Buildings 5/6/8 Chilled Water Lines Extension at Cañada College](#)

07-10-103B [Approval of Augmented Payment to the South Bay Regional Public Safety Training Consortium for the 2007-08 Peace Officers Training Academy, College of San Mateo](#)

07-10-104B [Adoption of Resolution No. 07-11, in Compliance with National Incident Management System \(NIMS\) and California Standardized Emergency Management System \(SEMS\) Requirements](#)

07-10-105B [Approval of District Participation in Kaiser/US Department of Labor Community Based Job Training Grant Proposal](#)

INFORMATION REPORTS

07-10-3C [Fall 2007 Census Report](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

 A. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
October 10, 2007
San Mateo, CA**

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

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

Others Present: Chancellor Galatolo, Chief Financial Officer Blackwood, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, and District Academic Senate President Dilko

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES (07-10-1)

Student Trustee Young noted that the minutes of the Regular Meeting of the Board of September 26, 2007 did not include the presentation made by ASCSM President Kador. She asked that the minutes be amended to include that presentation. The amended minutes will include: College of San Mateo Associated Students President Matthew Kaidor said that Welcome Week went well and that there was a large turnout at the first Student Senate meeting. There is discussion about how to adequately represent the concerns of students who take classes at night. Mr. Kaidor said there is some concern about whether passage of the college tuition initiative will affect Pell grants. He was assured by Student Trustee Young that Pell grants will not be affected and Chief Financial Officer Blackwood confirmed this fact.

It was moved by Vice President-Clerk Holober and seconded by Trustee Miljanich to approve the minutes, as amended, of the Regular Meeting of the Board of September 26, 2007. The motion carried, with one abstention and four members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-10-1A)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the actions in Board Report No. 07-10-1A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Report:

07-10-1CA Approval of Child Development Services with the City of Pacifica

It was moved by Vice President-Clerk Holober and seconded by Trustee Miljanich to approve the item on the Consent Agenda. The motion carried, all members voting "Aye."

Other Recommendations

APPROVAL OF SUBCONTRACT WITH SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS (07-10-100B)

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

INFORMATION REPORTS

Study Session

07-10-1C Accountability Reporting for Community Colleges (ARCC)

Vice Chancellor Jing Luan began the presentation by introducing the team responsible for gathering and analyzing the data required for the reporting and who will be presenting the information to the Trustees this evening. He introduced Cathy Hasson, Director of Planning, Research and Institutional Effectiveness at Skyline College; John Sewart, Dean of Articulation and Research at College of San Mateo; and Bart Scott, Research Analyst at Cañada College; and Eric Raznick, Director of Information Technology Services.

Vice Chancellor Luan distributed to the Trustees the document called “Focus on Results” which he explained was the report presented to the legislature pursuant to AB1417, detailing the results of the ARCC.

He explained the evolution of the Accountability Reporting for Community Colleges (ARCC) project and noted that there had been a legislative mandate, in the form of AB1417, to quantify performance within the community college system. He said that in response to the mandate, the State Chancellor’s office and the statewide Research and Planning Group, among others, developed a series of indicators by which the system’s performance could be measured. He noted that the development of the performance indicators was a consultative process statewide and noted that Director Hasson was currently on the Board of the Research and Planning Group and that he had also been on that Board.

Vice Chancellor Luan noted that it was important to clarify what the ARCC does do and what it does not do. He said that the ARCC does: require an annual report to the legislature; inform the local Boards of Trustees of their colleges’ performance; set a standard for accountability and results for California’s community colleges; and report outcomes at the college level, as well as at the System level. He noted that ARCC does not rank one college against the other, does not tie to any funding mechanism at this time and does not track intra-district enrollment. He clarified “intra-district enrollment” to mean that the performance measures at this time do not take into consideration cases in a multi-college district where students may take classes at more than one college in the district.

Vice Chancellor Luan then asked Analyst Scott to talk about the ARCC indicators and the peer group methodology used to compare performance on the indicators. Mr. Scott noted that the indicators include student progress and achievement, percent of students earning 30 units, persistence rates, course success rates in vocational and basic skills, and basic skills improvement rates. He noted that the District’s Colleges had not yet tracked basic skills improvement due to some lack of standardization on definitions related to the data, but that the District had developed a definitions document to solve this problem. Scott also explained that peer group methodology was used so that the colleges could be compared with colleges that have similar characteristics. He noted that the peer groups for each performance indicator were determined by examining student demographic information such as age, education level, enrollment, financial aid, gender, and load. Other information used to determine peers groups included student academic preparation as measured by Stanford 9 scores, distance of the college from the nearest CSU/UC, SAT scores at the nearest CSU/UC and service area income. He also noted that the peer groups are different for each of the performance indicators

Mr. Scott then talked about the performance indicators as they pertain to Cañada College and directed the Board’s attention to Cañada’s indicators as reported in the “Focus on Results” legislative report. He noted that

compared to its peers, Cañada was above average on student progress and achievement rate, persistence rate, and annual successful course completion rate for vocational courses. Cañada had scored below average on two indicators: percent of students who earned at least 30 units, and annual successful course completion rate for credit basic skills courses. He pointed out that even though those students earning 30 units were below average as compared to peers, there was a general upward trend at the College over the three cohorts measured. He noted that the College has institutionalized the metrics from the ARCC report and that they will be used in future accreditation and strategic planning cycles.

Vice Chancellor Luan then asked John Sewart to present the ARCC information related to CSM. He noted that, in general, all of CSM's measures over time are relatively stable and that progress and achievement rates are above average as compared to peers. He also noted that student progress is measured by completion of certificates consisting of 18 hours or more. He said that the College offers many low unit certificates and that these students are not included in measuring student progress. Trustee Miljanich asked if the 30 units had to be earned within a specified time frame. Dean Sewart said that the data are based on a cohort of students over a time frame of six years and students taking longer than that are not included in the data. He also noted that persistence rates for the College are above the state average. He noted that this indicator is measured on attendance from Fall semester to Fall semester and that many students skip a semester and then start back up again. These students are not captured in the data.

Director Hasson then updated the Board on the indicators at Skyline. She said that the College is slightly above average on all indicators. She said that student progress is relatively stable and consistent and that the College has incorporated this measure into the College's scorecard. She also said that it is important to note that this measure provides a way for the State to look at how students are moving through the system as a whole and that the Colleges use a variety of other measures to track this at the College level. She noted that the College's relatively good persistence rates could be attributed to the variety of interventions available including First Year Experience, tutoring, etc. She also noted that their research indicated that the data suggested that the older the student, the less likely they would be to persist and that some intervention would be necessary.

Director Hasson explained the ARCC cycle to the Trustees. The 2007 ARCC report has been reviewed and analyzed by the Colleges. The Colleges, by way of this meeting, are informing the Trustees and the Chancellor as to the results. Based on the results, appropriate adjustments to programs and services at the Colleges will be implemented, data will be collected and a new ARCC report will be completed for 2008.

Dean Sewart updated the Board on information pertaining to the 2008 report. He noted that the 2007 report is a pilot report and that ancillary analyses are underway, including an analysis of the peer group methodology and tracking intra-district enrollment. Chancellor Galatolo noted that the bands used for comparison are very narrow so that data integrity would be very important. He asked if the System had given the Colleges a chance to review their data once it had been aggregated with the data statewide. Kathy Hasson noted that the Colleges had been given a short period of time to review it.

Director Raznick then gave an overview of where the ARCC data come from. He noted that data come from the District's Banner system and is sent in Fall and Spring every year to support a variety of initiatives and as a basis to calculate funding for some programs. The data is also used to provide IPEDS data for the Federal Department of Education. He said that as the ARCC project moved ahead, the System Office realized that it would be necessary to perform some "clean up" of the data being submitted by Colleges throughout the State in order to improve the results for ARCC. This "clean up" project, called CRCC (Curriculum Reporting for the Community Colleges) is just coming to a close. He noted that improved data from the CRCC will provide ESL information for the ARCC.

Vice Chancellor Luan noted that the responsibility for ARCC lies with the researchers at each College and that he has overall responsibility at the District Office. He noted that as ARCC reports are produced, the Colleges will continue to work with the data and use it to inform faculty and staff in developing interventions and programs targeted at the performance indicators.

Vice Chancellor Luan then asked for questions and comments from the Board. Trustee Schwarz thanked the participants for their presentation. She said that it is good for the Board to be kept up to date and asked if the update would be an annual occurrence. Vice Chancellor Luan indicated that it would be and that the Board update is mandated by State law. President Hausman commented on how the parity of the numbers could be changed by tracking intra-district attendees. Trustee Miljanich asked for a clarification on the peer group comparison. Analyst Scott explained that the peer groups are formed based on clusters of data points that indicate similarities between colleges. Director Hasson added that, for example, for some of the indicators, colleges were grouped with colleges with similar demographics such as age. Trustee Miljanich asked why the peer group comparisons were necessary and the presenters explained that it was more meaningful to compare colleges who were similar in a variety of ways. Chancellor Galatolo wanted to make sure that the peer groups were based on data clusters as opposed to clusters based on similarity in results. Analyst Scott said that the Chancellor was correct and that the peer groupings were based on, for example, data such as number of students above the age of 25 and education levels of parents. President Hausman asked if there is a way that we can tell how we compare against other clusters. Chancellor Galatolo also thought that this kind of information would be useful and wondered if we could have this kind of information. Vice Chancellor Luan said that he will send this idea to the State. Chancellor Galatolo applauded the research team for being so far ahead of the curve and for getting this information to the Board so far ahead of the March, 2008 deadline. Student Trustee Young asked for clarification as to how the data was used to help those students who may not be doing well. Analyst Scott indicated that the performance indicators have been incorporated into Cañada's strategic plan and into their accreditation self study. Director Hasson said the data is used in conjunction with other data tracked at the Colleges and is used to inform faculty and staff about interventions that may be needed. Dean Sewart noted that the types of data collected by the ARCC is not new in terms of how the Colleges track students. He noted that students have been tracked in a variety of ways for years in, for instance, the areas of Math, English, Reading and ESL. Analyst Scott noted that a valuable outcome of the ARCC is that the definitions used in terms of the data for the performance indicators have been standardized. Trustee Miljanich indicated that from personal experience she understands and appreciates the value of common definitions. President Hausman thanked the presenters for a good report and emphasized the importance of accountability. Vice Chancellor Luan distributed a copy of the Powerpoint presentation to the Trustees.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 7:15p.m. The Board reconvened to Open Session at 8:50 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:55 p.m. The next meeting of the Board will be a Regular Meeting at 6:00 p.m. on October 24, 2007 in the District Board Room.

Submitted by

Ron Galatolo
Secretary

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

Richard Holober
Vice President-Clerk

TEACHING AND LEARNING SERIES: PODCASTING

There is no printed report for this agenda item.

BOARD REPORT 07-10-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

APPROVAL OF PERSONNEL ITEMS**A. REASSIGNMENT****District Office**

Michael Sinkewitsch IT Support Technician III Information Technology Services

Promoted from an IT Support Technician II position in Information Technology Services (ITS), effective October 8, 2007.

B. CHANGES IN STAFF ALLOCATION**District Office**

Recommend a change in staff allocation to delete one full-time (100%) IT Support Technician II position (1C0413) at Grade 31 of the Classified Salary Schedule 60 in Information Technology Services (ITS), effective October 8, 2007. This position has been replaced with an IT Support Technician III position approved by the Board of Trustees at its September 26, 2007 meeting.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Academic Support Services/Upward Bound	1	10/25/2007	6/6/2008	Instructional Aide I: Provide individual/group tutorial sessions on homework, study skills/task management, and preparation for college.

BOARD REPORT NO. 07-10-3A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**ADOPTION OF RESOLUTION NO. 07-10, INCREASING THE EMPLOYER'S CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

Background

The CalPERS Health Plan System requires contracting employers to pay a monthly contribution toward the medical premiums of all PERS and STRS retirees. Separate from any additional retiree fringe benefits that may be carried by local districts (San Mateo CCD has negotiated a tiered system of retiree fringe benefits that includes medical coverage at no cost for certain qualifying District retirees, and other tiers of reduced option medical benefits for other employees, pursuant to their date of hire), the monthly contribution was established by CalPERS in order to provide retirees with continuation of group medical insurance coverage at a reduced monthly premium cost.

The District has a total of 687 retirees and surviving spouses who are covered by the District medical plans. Since the CalPERS Employer Contribution is already included in the monthly amount paid for retirees who qualified for District-paid medical coverage, the District's fiscal impact will be the increase in Employer Contributions paid toward medical coverage for those persons who did not qualify for District retiree benefits, but who are still provided medical coverage as part of the District group by the CalPERS Health Plan System. These individuals are PERS or STRS retirees and their medical premiums are partially or fully charged to the District through the Employer Contribution. Currently, there are 47 individuals in this group with the yearly cost of \$212,070.00 to the District. With the new rates, the yearly cost to the District will be approximately \$243,268.00, an increase of 15% for the calendar year 2008.

The monthly Employer Contribution, billed to all contracting agencies for each PERS and STRS retiree regardless of their eligibility for additional local district retiree benefits, is increased every January 1st until the Employer Contribution equals the active employee monthly medical premium "cap."

Effective January 1, 2008, AB 2544 changes the method by which this contribution is calculated. The new calculation is the number of years of CalPERS participation, multiplied by 5%, multiplied by the 2007 employer contribution for active employees' health coverage from our resolution. The 2008 contribution is limited to an increase of \$100 over the 2007 contribution.

Bargaining Unit	Current District Employer Contribution	2008 Active Employee Cap	AB 2544 Calculation	New District Employer Contribution
CSEA	\$409.40	\$604.00	\$100.00	\$509.40
AFSCME	\$409.40	\$604.00	\$100.00	\$509.40
All Administrators and Other Non-Represented Employees	\$409.40	\$604.00	\$100.00	\$509.40
AFT	\$409.40	\$604.00	\$100.00	\$509.40

BOARD REPORT NO. 07-10-3A

Contracting agencies are required to adjust the Employer Contribution by Board resolution. The new Employer Contribution will be activated by CalPERS effective January 1, 2008, pursuant to receipt of this resolution and CalPERS implementation procedures.

RECOMMENDATION

It is recommended that the Board adopt Resolution No. 07-10 to increase the District Employer Contribution for PERS and STRS retiree medical benefits, pursuant to agency agreement.

**San Mateo County Community College District
Board of Trustees**

RESOLUTION NO. 07-10

**RESOLUTION INCREASING THE EMPLOYER'S CONTRIBUTION UNDER THE
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22892(a) provides that a contracting agency under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b) of the Act; and

WHEREAS, (2) Government Code Section 22892(c) provides that a contracting agency may fix the amount of the employer's contribution for employees and the employer's contribution for annuitants at different amounts provided that the monthly contribution for annuitants shall be annually increased by an amount not less than 5 percent of the monthly contribution for employees, until such time as the amounts are equal; and

WHEREAS, (3) The San Mateo County Community College District, hereinafter referred to as a School Employer, is a contracting agency under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of:

Code	Bargaining Unit	2008 Active Employee Cap
03	CSEA	\$604.00
03	AFSCME	\$604.00
03	All Administrators and Other Non-Represented Employees	\$604.00
01	AFT	\$604.00

RESOLVED, (b) That the employer's contribution for each annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum of:

Code	Bargaining Unit	New Employer Contribution
03	CSEA	\$509.40
03	AFSCME	\$509.40
03	All Administrators and Other Non-Represented Employees	\$509.40
01	AFT	\$509.40

Plus administrative fees and Contingency Fund assessments.

PASSED AND ADOPTED by the Board of Trustees of the San Mateo County Community College District this 24th day of October, 2007.

President, Board of Trustees

Vice President-Clerk

Board Member

Board Member

Board Member

Ron Galatolo
Chancellor-Superintendent

BOARD REPORT NO. 07-10-2CA

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:

- CPUs, monitors, printers, projector, camcorder and VCR from the College of San Mateo
- Outdated lab equipment and library security system from Canada College
- Chairs, file cabinets, shelving and chalk board from Skyline College

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

RECOMMENDATION

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

Surplus items

Quantity	Campus	Item Description	Total Value\$	Disposition Plan
127	CSM	CPUs	\$0	To be recycled
14	CSM	Monitors	\$0	To be recycled
6	CSM	Printers	\$0	To be recycled
1	CSM	Projector	\$50	To be donated or sold
1	CSM	Camcorder	\$25	To be donated or sold
1	CSM	VCR	\$0	To be recycled
19	CAN	Outdated lab equipment	\$700	To be donated or sold
1	CAN	Library security system	\$1000	To be donated or sold
45	SKY	Stackable chairs	\$100	To be donated or sold
2	SKY	File cabinets	\$30	To be donated or sold
17	SKY	Metal shelving	\$200	To be donated or sold
1	SKY	Chalk board	\$30	To be donated or sold

BOARD REPORT NO. 07-10-3CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

DISPOSITION OF DISTRICT RECORDS

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction, all in accordance with California Education Code. In conjunction with an annual review of records, District staff classified and boxed the records listed in Exhibit A and requests the Board's approval for the destruction of the records in Exhibit A.

For the Board's information, the record types are summarized:

Class 1: Permanent Records

Class 2: Optional Records – Any record worthy of further preservation but not classified as Class 1.

Class 3: Disposable Records.

The records in Exhibit A are confined to Class 2 and Class 3 records. Per California Education Code, the Class 2 records have been reclassified as Class 3 records and are disposable as such. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

RECOMMENDATION

It is recommended that the Board approve destruction of the obsolete records listed as Class 2 and Class 3 records in Exhibit A.

Exhibit A**District Office**

Box	Description	Class	Year	Destroy
40052	Purchase Orders E-M	3	2004	July 2007
40053	Purchase Orders A-D	3	2004	July 2007
4004	Purchase Orders O-Z	3	2004	July 2007
30304	A/P CSM Bookstore-Cingular Fund 3 non-inv	3	2000-01	06/30/2006
30307	A/P A-C Fund 2.3 non-inv	3	2000-01	06/30/2006
30308	A/P D-J Fund 3 non-inv	3	2000-01	06/30/2006
30309	A/P K-P Fund 3 non-inv	3	2000-01	06/30/2006
30311	A/P Skyline Bookstore-Z Fund 3 non-inv	3	2000-01	06/30/2006
30319	A/P County Check Register	3	2000/01	06/30/2004
30320	A/P A-B fund 1 non-inv	3	01/02	6/05
30321	A/P Baker-Candis Fund 1 non-inv	3	01/02	6/05
30322	A/P CitiCorp-F Fund 1 non-inv	3	01/02	6/05
30323	A/P Fed Exp-Kinko Fund 1 non-inv	3	01/02	6/05
30324	A/P L-O Fund 1 non-inv	3	01/02	6/05
30325	A/P Olympic-R Fund 1 non-inv	3	01/02	6/05
30326	A/P Radio-Shack-Spurr Fund 1 non-inv	3	01/02	6/05
30327	A/P State of CA-Z Fund 1 non-inv	3	01/02	6/05
30328	A/P A-C Fund 2,3 non-inv	3	01/02	6/07
30329	A/P C-F Fund 3 non-inv	3	01/02	06/07
30330	A/P G-N Fund 3 non-inv	3	01/02	6/07
30331	A/P O-S Fund 3 non-inv	3	01/02	6/07
30332	A/P S-W Fund 3 non-inv	3	01/02	6/07
30333	A/P X-Z Fund 3 non-inv	3	01/02	6/07
30336	A/P A-Board of Gov't Fund 1 non-inv	3	02/03	6/06
30337	A/P C-D Independent Fund 1 non-inv	3	02/03	6/06
30338	A/P Danka-H Independent Fund 1 non-inv	3	02/03	6/06
30339	A/P Hardy-Nerhan Keet Fund 1 non-inv	3	02/03	6/06
30340	A/P O-PG&E Fund 1 non-inv	3	02/03	6/06

Box	Description	Class	Year	Destroy
30342	A/P Skyline Bookstore-Zalaya Fund 1 non-inv	3	02/03	6/06
30343	A/P A-C Fund 2-3 non inv	3	02/03	6/07
30344	A/P C-I Fund 3 non-inv	3	02/03	6/07
30345	A/P J-PG&E Fund 3 non-inv	3	02/03	6/07
30346	A/P PacBell-S Fund 3 non-inv	3	02/03	6/07
30347	A/P Skyline-Z Fund 3 non-inv	3	02/03	6/07
30357	Wells ExpressOne Procard Activity Report 7-10/02	3	02/03	6/07
30358	Wells ExpressOne Procard Activity Report 11/02-3/03	3	02/03	6/07
30359	Wells ExpressOne Procard Activity Report 4/03-6/03	3	02/03	6/07
20236	Voluntary Deduction records	3	7/69-6/98	6/30/00
20237	Voluntary Deduction records	3	7/96-6/98	6/30/00
10554	CSM Bookstore-Sep 00 Sale Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	00-01	2006
10555	CSM Bookstore –Oct 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	00-01	2006
10556	CSM Bookstore-Nov 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	00-01	2006
10567	Canada Bookstore-Oct 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	00-01	2006
10568	Canada Bookstore-Nov 00 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	00-01	2006
10656	CSM Bookstore – January 02 Box1 of 2 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	01-02	2006
10657	CSM Bookstore – January 02 Box 2 of 2 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	01-02	2007
10662	Canada Bookstore – February 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List A R Paid Invoice	3	01-02	2006
10691	Canada Booktre: Sales & Refund reports, bank statement + cancelled checks, deposit slips, audit lists, A/R paid invoices(Feb – Mar 03)	3	02-03	2006
10697	Canada Bookstore – Sep & Oct 02 Sales report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10707	Skyline Bookstore – Dec Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10730	Skyline Bookstore: Quick Book/PT Conversation, quick bokks 03/01-05/01, ck register 06/01-05/03, bank rec 06/01-05/02	3	02-03	2006
10605	Sales Tex Return	3	3/97-4/00	2006
10611	Skyline Bookstore - April 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	00-01	2006
10614	CSM Bookstore - May 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	00-01	2006
10637	CSM & CANADA Bookstore - SEPTEMBER 01Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R PaidInvoice	3	01-02	2006

Box	Description	Class	Year	Destroy
10639	SKYLINE Bookstore - SEPTEMBER, OCT. 01 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	01-02	2006
10646	CANANDA BOOKSTORE - FINANCIAL CLOSING WORK PAPERS	3	00-01	5/2004
10647	SKYLINE BOOKSTORE – FINANCIAL CLOSING PAPERS	3	00-01	5/2004
10648	CSM BOOKSTORE – FINANCIAL CLOSING WORK PAPERS	3	00-01	5/2004
10671	CSM BOOKSTORE - APRIL 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice CSM BOOKSTORE - MARCH. 02 SALES Audit List	3	01-02	2006
10692	CANADA BOOKSTORE - JULY B & AUGUST 02 Sales Report/Refund Report/Bank Statement/Canceled	3	01-03	2006
10693	CSM BOOKSTORE - August 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	01-02	2006
10694	SKYLINE BOOKSTORE - August 02 Sales Report/Refund Report/Bank Statement/Canceled	3	01-02	2006
10698	SKYLINE BOOKSTORE - Sept. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10699	CSM BOOKSTORE - Sept. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10701	SKYLINE BOOKSTORE - OCT. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10703	SKYLINE BOOKSTORE - JAN. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10705	CSM BOOKSTORE - NOV & DEC 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10708	SKYLINE BOOKSTORE - NOV. 02 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice		02-03	2006
10712	CANADA BOOKSTORE - APRIL TO MAY 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	02-03	2006
10715	CSM BOOKSTORE PAID CHECKS BACKUP 03-04 46125 - 46403	3	03-04	2007
10716	SKYLINE BOOKSTORE - JUNETO AUG. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10717	CANADA BOOKSTORE - JUNE TO SEP. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10718	CSM BOOKSTORE - JUNE TO AUG. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10721	CSM BOOKSTORE PAID CHECKS BACKUP 03-04 46406 - 46711	3	03-04	2007
10730	SKYLINE BOOKSTORE: QUICK BOOK/PT CONVERSION, QUICK BOKKS 03/01-05/01, CK REGISTER 06/01-05/03, BANK REC 06/01-05/02	3	02-03	2006
10733	SKYLINE BOOKSTORE PAID CHECKS BACKUP 03/04 24143 - 24509	3	03-04	2007
10734	CANADA BOOKSTORE - OCT. 03 TO FEB. 04 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007

Box	Description	Class	Year	Destroy
10735	CSM BOOKSTORE - SEP. 03 TO DEC. 03 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10736	SKYLINE BOOKSTORE - SEP. 03 TO JAN. 04 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10739	CSM CHECKS: #46712 - #47050	3	02-03	2007
10740	CSM BOOKSTORE - JAN 04 TO FEB 04 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10741	SKYLINE BOOKSTORE PAID CHECKS BACKUP 03/04 24510-24896	3	03-04	2007
10742	CSM & CAN BOOKSTORE - MAR 04 TO MAY 04 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10743	SKY BOOKSTORE - FEB 04 TO MAY 04 Sales Report/Refund Report/Bank Statement/Canceled Checks/Dep Slip/Audit List/ A R Paid Invoice	3	03-04	2007
10744	SKY, CAN & CSM BOOKSTORE PAID CHECKS BACKUP 03/04 CSM 47051- 47155 SKY 24896 - 24910 CAN 34198 -	3	03-04	2007
10745	SKY-BANK REC 12/02-11/03, PEACHTREE 06/03-02/04, RETURNED CHECKS 06/01-05/03 BOOKSTORE SALES CONTROL REC 06/01-05/02, SALES TAX COMP 01/03-12/03 CAFETERIA- F&N 06/02-05/03, PEPSI 04/01-05/03, ACTION VENDING 07/02-06/03	3	03-04	2007
10746	CSM-PEACHTREE 06/03-02/04, RTN CHECKS 07/01-05/03, BANK REC 12/02-11/03, MONTHLY CLOSING 06/02-05/03 CAN-PEACHTREE 03/02-05/03, CREDIT VAUCHER 06/02-06/03, ADJ TO A/R 05/02-05/03, RTN CHECKS 06/01-05/03	3	03-04	2007
95023	Payroll Reports (Paychex) January through December 1996, 1997, 1998, 1999. Fiscal Years 95/96 to 99/00 January 1996 to December 1999.	3	95-00	12/06
95024	Monthly Source Documents (Deposits, Disbursements, Journal Entries, Bank Stmts). Fiscal Year 99/00. July 1999 through October 1999.	3	99-00	10/06
95025	Monthly source documents (Deposits, Disbursements, Journal Entries, Bank Stmts.) Fiscal Year 99/00 November through February 2000	3	99-00	02/07
95026	Monthly source documents (Deposits, Disbursements, Journal Entries, Bank Stmts.) Fiscal Year 99/00 March 2000 through June 2000	3	99-00	06/07
95027	Check copies 7/1/99-6/30/00	3	99-00	2007
95033	Monthly source documents 9Deposits, Disbursements, Journal Entries, Bank Stmts.) Fiscal year 2000. July 2000 through November 2001	3	00-01	2007
95038	Transmittals July 96-June 00	3	96-00	2007
70001	Inactive Certificated Personnel Files A-Bo (prior to 1973-74)	2	1973-74	2007
70002	Inactive Certificated Personnel Files A-Bo (prior to 1973-74) BR-DA	2	1973-74	2007
70003	Inactive Certificated Personnel Files A-Bo (prior to 1973-74)	2	1973-74	2007
70004	Inactive Certificated Personnel Files A-Bo (prior to 1973-74) GO-KI	2	1973-74	2007

Box	Description	Class	Year	Destroy
70005	Inactive Certificated Personnel Files A-Bo (prior to 1973-74) KL-MI	2	1973-74	2007
70006	Inactive Certificated Personnel Files A-Bo (prior to 1973-74) MO-RO	2	1973-74	2007
70007	Inactive Certificated Personnel Files A-Bo (prior to 1973-74) RO-TE	2	1973-74	2007
70008	Inactive Certificated Personnel Files A-Bo (prior to 1973-74) TH-Z	2	1973-74	2007
70009	Inactive Certificated Personnel File A-BE (1973-DEC. '85)	2	1973-85	2007
70010	Inactive Certificated Personnel File A-BE (1973-DEC. '85) BO-CA	2	1973-85	2007
70011	Inactive Certificated Personnel File A-BE (1973-DEC. '85) TH-Z	2	1973-85	2007
70012	Inactive Certificated Personnel File A-BE (1973-DEC. '85) DO-FRIE	2	1973-85	2007
70013	Inactive Certificated Personnel File A-BE (1973-DEC. '85) FRIS-HART	2	1973-85	2007
70014	Inactive Certificated Personnel File A-BE (1973-DEC. '85) HARW-KRE	2	1973-85	2007
70015	Inactive Certificated Personnel File A-BE (1973-DEC. '85) KRU-MANN	2	1973-85	2007
70016	Inactive Certificated Personnel File A-BE (1973-DEC. '85) MANT-MONR	2	1973-85	2007
70017	Inactive Certificated Personnel File A-BE (1973-DEC. '85) MONT-PUG	2	1973-85	2007
70018	Inactive Certificated Personnel File A-BE (1973-DEC. '85) RAM-SEU	2	1973-85	2007
70019	Inactive Certificated Personnel File A-BE (1973-DEC. '85) SHA-ULL	2	1973-85	2007
70020	Inactive Certificated Personnel File A-BE (1973-DEC. '85) VAI-WON	2	1973-85	2007
70021	Inactive Certificated Personnel File A-BE (1973-DEC. '85) WOO-YUT	2	1973-85	2007
70022	Inactive Certificated Personnel Files A-BARB (1976-1985)	2	1973-85	2007
70023	Inactive Certificated Personnel Files A-BARB (1976-1985) BARN-BID	2	1976-1985	2007
70024	Inactive Certificated Personnel Files A-BARB (1976-1985) BIG-BUC	2	1976-1985	2007
70025	Inactive Certificated Personnel Files A-BARB (1976-1985) BUD-CIA	2	1976-1985	2007
70026	Inactive Certificated Personnel Files A-BARB (1976-1985) COG-CZA	2	1976-1985	2007
70027	Inactive Certificated Personnel Files A-BARB (1976-1985) DAH-DEV	2	1976-1985	2007
70028	Inactive Certificated Personnel Files A-BARB (1976-1985) DEW-FERNA	2	1976-1985	2007
70029	Inactive Certificated Personnel Files A-BARB (1976-1985) FERNE-GART	2	1976-1985	2007
70030	Inactive Certificated Personnel Files A-BARB (1976-1985) GATE-FRAN	2	1976-1985	2007
70031	Inactive Certificated Personnel Files A-BARB (1976-1985) GRAY-HIR	2	1976-1985	2007
70032	Inactive Certificated Personnel Files A-BARB (1976-1985) HIX-JACO	2	1976-1985	2007
70033	Inactive Certificated Personnel Files A-BARB (1976-1985) JAM-KISS	2	1976-1985	2007
70034	Inactive Certificated Personnel Files A-BARB (1976-1985) KOH-LEWIN	2	1976-1985	2007
70035	Inactive Certificated Personnel Files A-BARB (1976-1985) LEWIS-MAC	2	1976-1985	2007

Box	Description	Class	Year	Destroy
70036	Inactive Certificated Personnel Files A-BARB (1976-1985) MAD-MEJ	2	1976-1985	2007
70037	Inactive Certificated Personnel Files A-BARB (1976-1985) MEN-MONS	2	1976-1985	2007
70038	Inactive Certificated Personnel Files A-BARB (1976-1985) MONT-NOR	2	1976-1985	2007
70039	Inactive Certificated Personnel Files A-BARB (1976-1985) NOY-PHIL	2	1976-1985	2007
70040	Inactive Certificated Personnel Files A-BARB (1976-1985) PIE-KEY	2	1976-1985	2007
70041	Inactive Certificated Personnel Files A-BARB (1976-1985) RHO-RUD	2	1976-1985	2007
70042	Inactive Certificated Personnel Files A-BARB (1976-1985) RUS-SHO	2	1976-1985	2007
70043	Inactive Certificated Personnel Files A-BARB (1976-1985) SIE-STO	2	1976-1985	2007
70044	Inactive Certificated Personnel Files A-BARB (1976-1985) STR-VOL	2	1976-1985	2007
70045	Inactive Certificated Personnel Files A-BARB (1976-1985) WAL-WILL	2	1976-1985	2007
70046	Inactive Certificated Personnel Files A-BARB (1976-1985) WILS-ZIM	2	1976-1985	2007
70048	WC-SMCSIG-JPA Board-1993-1996, SMC-Employee benefits-1993-1994, SMC-EE Detal benefits-1983-1991, SMC-EE benefits (Medical) 1983-1989, Executive Committee Mtg Materials 1983-2/99, Corres-Safety/illness 1991, Insurance-safety 1983-1992, SMC/keenan 81-97	2	1981-97	2007
70049	WC-SMCSIG-Property/CAualty81-90, Insurance-Phys.-SMC1-85-92, Insur.-SMC-Unemp.81-89, Insur.-Pre-emplo. Phys.84, Risk Mana.-SMC1992, Risk Mana. Consult1982, WC Misc.1975-98, Nurses-Hepatitis/HIV1989, WC Teachers'Exch. 1982, State compen. Fund1976, Workers'/Stud.	2	1981-92	2007
70056	Absence Affidavits, Skyline-Canada-CSM-Chancellor's Office and B/G	2	1999	2002
70057	Absence Affidavits, CSM only	2	1999-2000	2003
70058	Absence Affidavits, Skyline only	2	1999-2001	2004
70059	Absence Affidavits, Chancellor's Office and B/G	2	1999-2000	2003
70060	Absence Affidavits, Chancellor's Office and B/G Jan. 2001-June 2002	2	01-02	2005
70061	Absence Affidavits, CSM Oct. 2000-Dec. 2001	2	00-01	2004
70062	Absence Affidavits, Canada July 1999-June 2002	2	99-02	2005
70063	Absence Affidavits, Skyline July 2001-March 2003	2	01-03	2006
70064	Absence Affidavits, CSM Jan. 2002-March 2003	2	01-03	2006

CSM

Qty.	Description	Class	Year	Destroy
4	Student I.D & financial documents	3	2001	2007
25	Payroll records	3	2001	2007
3	Student records	3	2001	2007
6	Counseling files, grade sheets	3	2001	2007
2	Faculty reports & finance documents	3	2001	2007
18	Student & department records	3	2001	2007
4	Student records	3	2001	2007

Canada

Qty.	Description	Class	Year	Destroy
3	Financial records	3	2000	2007
3	Student records	3	2000	2007
3	Financial records	3	2000	2007
3	Student records	3	2000	2007
3	Student grades	3	2000	2007

Skyline

Qty.	Description	Class	Year	Destroy
14	Student records	3	2001	2007
20	Student aid records	3	2001	2007
1	Training records	3	2001	2007
1	Credit card receipts & expense reports	3	2001	2007
2	Student records	3	2001	2007
2	Financial records	3	2001	2007

District Office

Qty.	Description	Class	Year	Destroy
8	Budgets worksheets	3	2001	2007
5	Payroll records	3	2001	2007

BOARD REPORT NO. 07-10-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

APPROVAL OF DESIGN AND CONSTRUCTION CONSULTANTS

During the course of each year, the District retains various design and 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. District employees do not have the level of expertise necessary. 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 two design and construction consultants 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
Cornerstone Earth Group	\$60,000	District-wide Geotechnical services.
NetVersant	\$120,000	District-wide Access Controls, Monitoring, and Consulting Services. Services to include Programming, Reporting, and Scheduling.

Funding sources for design and 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 \$180,000.

BOARD REPORT NO. 07-10-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Executive Director of Construction Planning, 358-6752

CONTRACT AWARD FOR BUILDINGS 5/6/8 CHILLED WATER LINES EXTENSION AT CAÑADA COLLEGE

This infrastructure project involves the installation of new chilled water supply and return lines to serve Buildings 5, 6 and 8. The work includes excavation in paved and landscaped areas, installation of Owner-furnished pre-insulated steel welded pipe, backfilling, and the ultimate restoration of paving and landscaping. At the conclusion of chilled water line extension project, the piping will be in place to allow Buildings 5, 6 and 8 to be fully air-conditioned after renovation in 2008.

In addition, this project will repair aging and leaking hot water line expansion joints and isolation valves that are located in the vicinity of the chilled water extension. From a planning perspective, the District benefits by incorporating the repair work with this project. By taking advantage of the contractor being on-site, the District realizes economies of scope and benefits from a reduced repair cost.

In April 2007, the District contracted with Sandis, a pre-qualified Civil Engineering firm familiar with the work at the District properties, to prepare the plans and specifications for this project. On September 13 and 20, 2007, the District published a legal Notice inviting Pre-qualified General Contractors to bid on this project. Four firms attended mandatory pre-bid conferences held on September 19 and 20, and on October 4, 2007. Three of the four firms submitted the following bids:

General Contractor	Bid
Big-D Pacific Builders	\$411,960
Preston Pipelines	\$578,592
Rodan Builders	\$655,000

Staff conducted due diligence investigation of the bids, and ascertained that Big-D Pacific Builders' bid is the lowest responsive, responsible bid that meets all the requirements of the project. Big-D Pacific Builders' base bid is in line with the engineer's estimate.

This project will be funded out of Measure "A" general obligation bond funds.

RECOMMENDATION

The District recommends that the Board of Trustees award a contract for the Buildings 5/6/8 Chilled Water Lines Extension Project at Cañada College, to Big-D Pacific Builders in the amount of \$411,960.

BOARD REPORT NO. 07-10-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Martha Tilmann, Dean, College of San Mateo Technology Division, 574-6228

**APPROVAL OF AUGMENTED PAYMENT TO THE
SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM
FOR THE 2007-08 PEACE OFFICERS TRAINING ACADEMY
COLLEGE OF SAN MATEO**

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

As a member of the consortium, College of San Mateo sponsors one of two annual sessions of the Peace Officers Standards and Testing (P.O.S.T.) certified police academy. For the 2007-2008 P.O.S.T. Academy, the Board approved \$313,385.20. The College has been offered an additional 5 FTES at a cost of \$12,386.10.

RECOMMENDATION

It is recommended that the Board of Trustees approve an augmented payment to the South Bay Regional Public Safety Training Consortium in the amount not to exceed \$13,000 for 2007-08 sponsorship of the Peace Officers Standards and Training certified academy.

BOARD REPORT NO. 07-10-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning Maintenance & Operations,
650-358-6836

**ADOPTION OF RESOLUTION NO. 07-11, IN COMPLIANCE WITH
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND CALIFORNIA
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS) REQUIREMENTS**

In compliance with Federal emergency planning mandates, the District is required to standardize its Emergency Operations Plan (EOP) by integrating and adopting the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS) as part of the District's EOP. The attached Resolution is evidence of the District's intent to comply with the requirements of NIMS and SEMS in the event of an emergency or disaster situation.

Non-compliance with these requirements will result in the loss of State and Federal funding and disqualification for reimbursement in the event of disaster under the Federal Emergency Management Act (FEMA). Furthermore, non-compliance may subject the District and its employees to potential liability claims.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Resolution to comply with the NIMS and SEMS as part of the District's Emergency Operations Plan.

RESOLUTION NO. 07-11

**BY THE GOVERNING BOARD OF
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION IN COMPLIANCE WITH NATIONAL INCIDENT MANAGEMENT SYSTEM
(NIMS) AND CALIFORNIA STANDARDIZED EMERGENCY MANAGEMENT SYSTEM
(SEMS) REQUIREMENTS**

WHEREAS, the preservation of life, property, and the environment is an inherent responsibility of local government; and

WHEREAS, the President, in Homeland Security Directive-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity; and

WHEREAS, California pioneered the development of standardized incident management systems to respond to a variety of catastrophic disasters, including fires, earthquakes, floods, and landslides; and

WHEREAS, in the early 1970s, the California fire service, in partnership with the federal government, developed the seminal emergency incident command system that has become the model for incident management nationwide; and

WHEREAS, in 1993, California was the first state to adopt a statewide Standardized Emergency Management System for use by every emergency response organization, and implemented a system to ensure the continual improvement of the Standardized Emergency Management System; and

WHEREAS, it is essential for responding to disasters that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System nationwide;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the San Mateo County Community College District will integrate the National Incident Management System, to the extent appropriate, into the emergency management system; and

BE IT FURTHER RESOLVED, that the San Mateo County Community College District utilizes the National Incident Management System which shall be consistent with the integration of the National Incident Management System and the Standardized Emergency Management System in California, and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the San Mateo County Community College District Office of Emergency Services.

REGULARLY PASSED AND ADOPTED this 24th day of October, 2007.

AYES:

NOES:

ATTEST: _____
Richard Holober, Vice President-Clerk
Board of Trustees

**APPROVAL OF DISTRICT PARTICIPATION IN KAISER/US DEPARTMENT OF LABOR
COMMUNITY BASED JOB TRAINING GRANT PROPOSAL**

There is no printed report for this agenda item.

HIGHLIGHTS OF CENSUS COMPARISONS

Comparing the Census Dates of Fall 2006 to Fall 2007, the report noted the following changes:

District

- ❑ The overall percentage distribution of student headcount at three colleges remained relatively stable: 25% Canada, 42% CSM and 33% Skyline.
 - ❑ The total student headcount in fall 2007 was 26,394. Compared to fall 2006, the total district student headcount increased by 1,352 students, or +5.4%.
 - ❑ Compared to fall 2006, there was a surge of 338 students below the age of 18 (25.1% increase) in fall 2007. All other age groups experienced increases as well.
 - ❑ Compared to fall 2006, the concurrently enrolled students increased by 390 (41.3%) in fall 2007. In addition, there were 244 more students with BA or higher degrees in fall 2007 than in fall 2006.
- #### Cañada College
- ❑ Cañada College's total student headcount in fall 2007 was 6,589. Compared to fall 2006, the total college student headcount increased by 410 students, or +6.6%.
 - ❑ Compared to fall 2006, there was an increase of 124 students below the age of 18 (31.7% increase) in fall 2007.
 - ❑ Compared to fall 2006, the concurrently enrolled students increased by 143 (43.3%) in fall 2007. In addition, there were 109 more students with BA or higher degrees in fall 2007 than in fall 2006.

College of San Mateo

- ❑ CSM's total student headcount in fall 2007 was 11,083. Compared to fall 2006, the total college student headcount increased by 449 students, or +4.2%.
- ❑ Compared to fall 2006, there was an increase of 231 students below the age of 18 (39.1% increase) in fall 2007.
- ❑ Compared to fall 2006, the concurrently enrolled students increased by 203 (50.2%) in fall 2007. Both students with BA/BS and students without a high school diploma dropped by (-77, -17) respectively, when comparing the fall 2006 counts to that of fall 2006.

Skyline College

- ❑ Skyline's total student headcount in fall 2007 was 8,722. Compared to fall 2006, the total college student headcount increased by 493 students, or +6.0%.
- ❑ Compared to fall 2006, there was a drop of 17 students below the age of 18 (4.6% decrease) in fall 2007. Age group of 25 - 29, however, experienced an increase of 128 students (11.9%) compared to fall 2006.
- ❑ Compared to fall 2006, the concurrently enrolled students increased by 32 (17.7%) in fall 2007. In addition, there were 212 more students with BA or higher degrees in fall 2007 than in fall 2006.

Official fall 2007 Census Day was September 10.

Data provided by Hyperion Official Census Report & Suki Chang

Graphics: Jose Pena, Canada College

SMCCCD Census Comparison Report (*Headcount* Distribution)

Colleges & District

	Cañada				CSM				Skyline				SMCCCD			
	Fall 2006	Fall 2007	# Change	% Change	Fall 2006	Fall 2007	# Change	% Change	Fall 2006	Fall 2007	# Change	% Change	Fall 2006	Fall 2007	# Change	% Change
Total Students																
Percent of SMCCCD Total	25%	25%		0.3%	42%	42%		-0.5%	33%	33%		0.2%				
College and District Totals	6,179	6,589	410	6.6%	10,634	11,083	449	4.2%	8,229	8,722	493	6.0%	25,042	26,394	1352	5.4%
Gender																
Female	4,011	4,171	160	4.0%	5,413	5,486	73	1.3%	4,438	4,644	206	4.6%	13,862	14,301	439	3.2%
Male	2,059	2,226	167	8.1%	4,992	5,318	326	6.5%	3,682	3,928	246	6.7%	10,733	11,472	739	6.9%
Unknown	109	192	83	76.1%	229	279	50	21.8%	109	150	41	37.6%	447	621	174	38.9%
Ethnicity																
Asian	461	443	-18	-3.9%	1,865	1,823	-42	-2.3%	2,050	2,093	43	2.1%	4,376	4,359	-17	-0.4%
African American	205	233	28	13.7%	394	410	16	4.1%	280	299	19	6.8%	879	942	63	7.2%
Filipino	241	223	-18	-7.5%	723	731	8	1.1%	1,514	1,630	116	7.7%	2,478	2,584	106	4.3%
Hispanic	2,614	2,778	164	6.3%	2,074	2,199	125	6.0%	1,593	1,689	96	6.0%	6,281	6,666	385	6.1%
Native American	25	21	-4	-16.0%	63	51	-12	-19.0%	41	38	-3	-7.3%	129	110	-19	-14.7%
White	2,081	2,209	128	6.2%	4,177	4,292	115	2.8%	1,869	1,970	101	5.4%	8,127	8,471	344	4.2%
Other/Unknown	552	682	130	23.6%	1,338	1,577	239	17.9%	882	1,003	121	13.7%	2,772	3,262	490	17.7%
Age																
Less than 18	391	515	124	31.7%	591	822	231	39.1%	367	350	-17	-4.6%	1,349	1,687	338	25.1%
18-20	1,229	1,249	20	1.6%	3,073	3,169	96	3.1%	2,454	2,623	169	6.9%	6,756	7,041	285	4.2%
21-24	1,055	1,090	35	3.3%	1,899	1,999	100	5.3%	1,963	2,077	114	5.8%	4,917	5,166	249	5.1%
25-29	870	916	46	5.3%	1,274	1,299	25	2.0%	1,079	1,207	128	11.9%	3,223	3,422	199	6.2%
30-39	1,032	1,098	66	6.4%	1,545	1,530	-15	-1.0%	1,005	1,048	43	4.3%	3,582	3,676	94	2.6%
40-59	1,242	1,335	93	7.5%	1,829	1,858	29	1.6%	1,140	1,173	33	2.9%	4,211	4,366	155	3.7%
60 or more	360	386	26	7.2%	423	406	-17	-4.0%	221	244	23	10.4%	1,004	1,036	32	3.2%
Enrollment Pattern																
Day Students	2,662	2,754	92	3.5%	4,585	4,902	317	6.9%	3,189	3,252	63	2.0%	10,436	10,908	472	4.5%
Evening Students	2,472	2,742	270	10.9%	4,071	4,152	81	2.0%	3,164	3,383	219	6.9%	9,707	10,277	570	5.9%
Day & Evening Students	1,045	1,093	48	4.6%	1,978	2,029	51	2.6%	1,876	2,078	202	10.8%	4,899	5,200	301	6.1%
Residence																
Calif. Residents	6,053	6,404	351	5.8%	10,333	10,762	429	4.2%	8,048	8,488	440	5.5%	24,434	25,654	1220	5.0%
Non-Calif. residents	126	185	59	46.8%	301	321	20	6.6%	181	234	53	29.3%	608	740	132	21.7%
Highest Educational Level																
Not a High School Graduate	868	928	60	6.9%	315	298	-17	-5.4%	306	328	22	7.2%	1,489	1,554	65	4.4%
Concurrent High School	330	473	143	43.3%	404	607	203	50.2%	181	213	32	17.7%	915	1,293	378	41.3%
Concurrent Adult School	40	27	-13	-32.5%	86	80	-6	-7.0%	86	66	-20	-23.3%	212	173	-39	-18.4%
HS Grad or Equivalent	3,521	3,617	96	2.7%	7,216	7,540	324	4.5%	6,134	6,353	219	3.6%	16,871	17,510	639	3.8%
AA/AS Degree	279	295	16	5.7%	505	526	21	4.2%	428	465	37	8.6%	1,212	1,286	74	6.1%
BA/BS Degree or Higher	1,119	1,228	109	9.7%	2,032	1,955	-77	-3.8%	1,057	1,269	212	20.1%	4,208	4,452	244	5.8%
Student Status																
Full Time > = 12 units	1,335	1,391	56	4.2%	3,060	3,081	21	0.7%	2,370	2,495	125	5.3%	6,765	6,967	202	3.0%
Part Time < 12 units	4,844	5,198	354	7.3%	7,574	8,002	428	5.7%	5,859	6,227	368	6.3%	18,277	19,427	1150	6.3%
Units Completed																
.1 - 14.9 units	3,029	3,347	318	10.5%	4,659	5,070	411	8.8%	3,832	4,212	380	9.9%	11,520	12,629	1109	9.6%
15 - 29.9 units	889	918	29	3.3%	1,736	1,618	-118	-6.8%	1,179	1,218	39	3.3%	3,804	3,754	-50	-1.3%
30 - 44.9 units	632	699	67	10.6%	1,155	1,116	-39	-3.4%	927	906	-21	-2.3%	2,714	2,721	7	0.3%
45 - 60.29 units	478	505	27	5.6%	970	863	-107	-11.0%	737	758	21	2.8%	2,185	2,126	-59	-2.7%
60.3 - or more units	1,150	1,120	-30	-2.6%	2,175	1,966	-209	-9.6%	1,563	1,628	65	4.2%	4,888	4,714	-174	-3.6%

*based on Student Type not Educational Level per DSSWAG

SMCCCD Census Comparison Report (*Percentage Distribution*)

Colleges & District

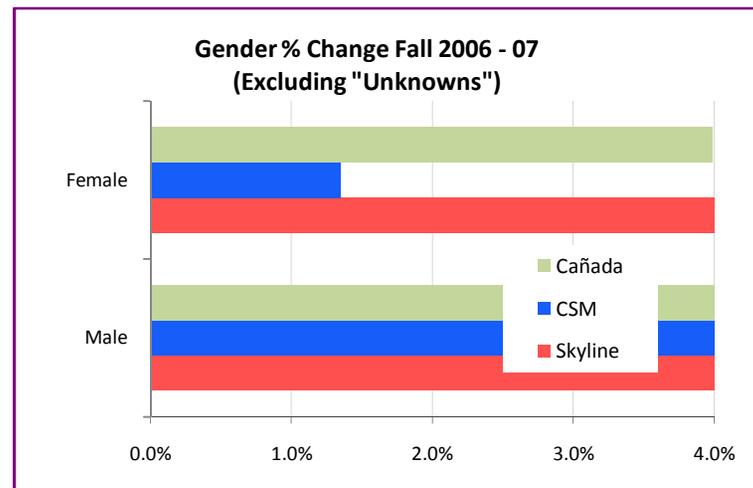
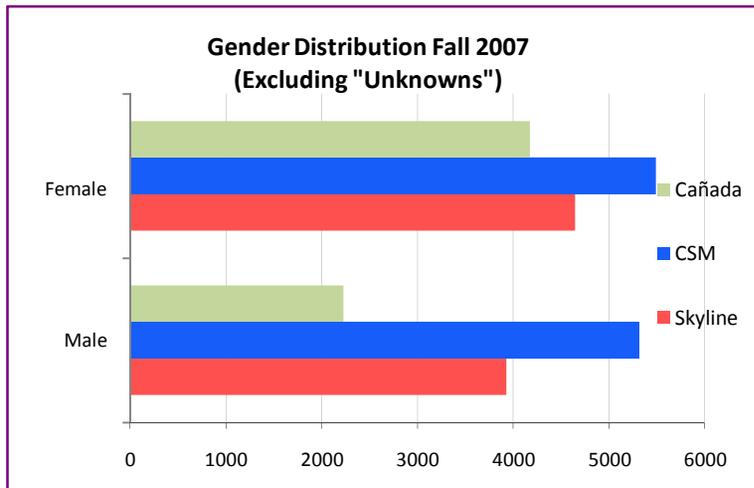
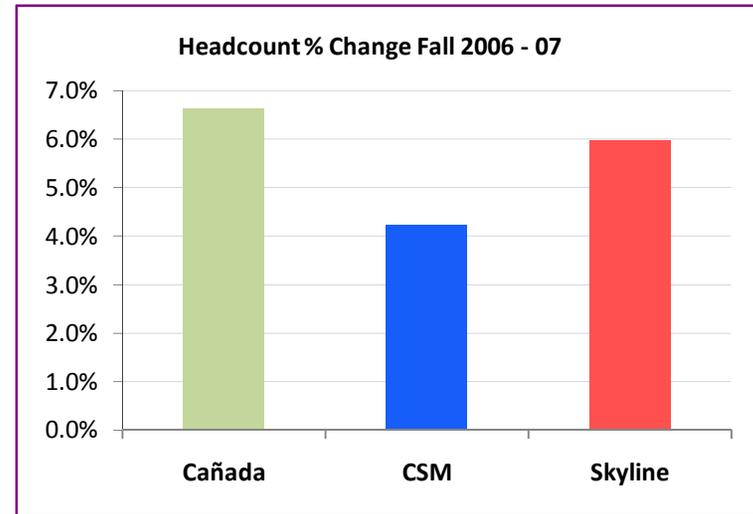
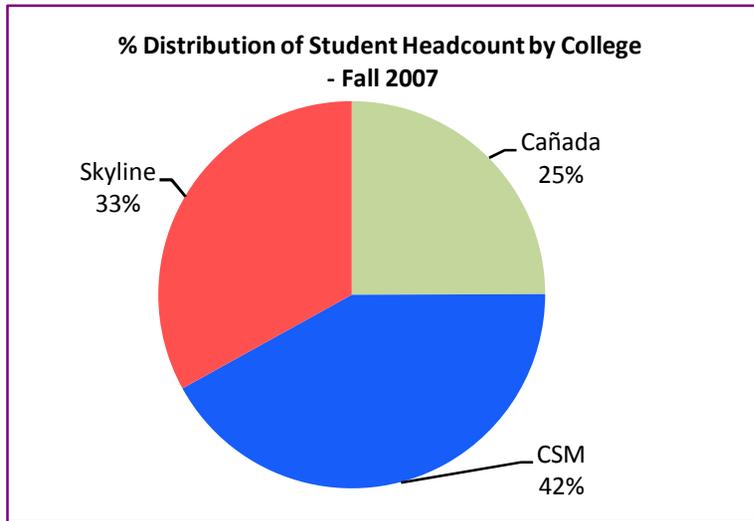
	Cañada				CSM				Skyline				SMCCCD			
	Fall 2006	Fall 2007	# Change	% Change	Fall 2006	Fall 2007	# Change	% Change	Fall 2006	Fall 2007	# Change	% Change	Fall 2006	Fall 2007	# Change	% Change
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Percent of SMCCCD Total	25%	25%		0.3%	42%	42%		-0.5%	33%	33%		0.2%				
College and District Totals	6,179	6,589	410	6.6%	10,634	11,083	449	4.2%	8,229	8,722	493	6.0%	25,042	26,394	1352	5.4%
Gender																
Female	65%	63%	160	4.0%	51%	49%	73	1.3%	54%	53%	206	4.6%	55%	54%	439	3.2%
Male	33%	34%	167	8.1%	47%	48%	326	6.5%	45%	45%	246	6.7%	43%	43%	739	6.9%
Unknown	2%	3%	83	76.1%	2%	3%	50	21.8%	1%	2%	41	37.6%	2%	2%	174	38.9%
Ethnicity																
Asian	7%	7%	-18	-3.9%	18%	16%	-42	-2.3%	25%	24%	43	2.1%	17%	17%	-17	-0.4%
African American	3%	4%	28	13.7%	4%	4%	16	4.1%	3%	3%	19	6.8%	4%	4%	63	7.2%
Filipino	4%	3%	-18	-7.5%	7%	7%	8	1.1%	18%	19%	116	7.7%	10%	10%	106	4.3%
Hispanic	42%	42%	164	6.3%	20%	20%	125	6.0%	19%	19%	96	6.0%	25%	25%	385	6.1%
Native American	0%	0%	-4	-16.0%	1%	0%	-12	-19.0%	0%	0%	-3	-7.3%	1%	0%	-19	-14.7%
White	34%	34%	128	6.2%	39%	39%	115	2.8%	23%	23%	101	5.4%	32%	32%	344	4.2%
Other/Unknown	9%	10%	130	23.6%	13%	14%	239	17.9%	11%	11%	121	13.7%	11%	12%	490	17.7%
Age																
Less than 18	6%	8%	124	31.7%	6%	7%	231	39.1%	4%	4%	-17	-4.6%	5%	6%	338	25.1%
18-20	20%	19%	20	1.6%	29%	29%	96	3.1%	30%	30%	169	6.9%	27%	27%	285	4.2%
21-24	17%	17%	35	3.3%	18%	18%	100	5.3%	24%	24%	114	5.8%	20%	20%	249	5.1%
25-29	14%	14%	46	5.3%	12%	12%	25	2.0%	13%	14%	128	11.9%	13%	13%	199	6.2%
30-39	17%	17%	66	6.4%	15%	14%	-15	-1.0%	12%	12%	43	4.3%	14%	14%	94	2.6%
40-59	20%	20%	93	7.5%	17%	17%	29	1.6%	14%	13%	33	2.9%	17%	17%	155	3.7%
60 or more	6%	6%	26	7.2%	4%	4%	-17	-4.0%	3%	3%	23	10.4%	4%	4%	32	3.2%
Enrollment Pattern																
Day Students	43%	42%	92	3.5%	43%	44%	317	6.9%	39%	37%	63	2.0%	42%	41%	472	4.5%
Evening Students	40%	42%	270	10.9%	38%	37%	81	2.0%	38%	39%	219	6.9%	39%	39%	570	5.9%
Day & Evening Students	17%	17%	48	4.6%	19%	18%	51	2.6%	23%	24%	202	10.8%	20%	20%	301	6.1%
Residence																
Calif. Residents	98%	97%	351	5.8%	97%	97%	429	4.2%	98%	97%	440	5.5%	98%	97%	1220	5.0%
Non-Calif. residents	2%	3%	59	46.8%	3%	3%	20	6.6%	2%	3%	53	29.3%	2%	3%	132	21.7%
Highest Educational Level																
Not a High School Graduate	14%	14%	60	6.9%	3%	3%	-17	-5.4%	4%	4%	22	7.2%	6%	6%	65	4.4%
Concurrent High School	5%	7%	143	43.3%	4%	5%	203	50.2%	2%	2%	32	17.7%	4%	5%	378	41.3%
Concurrent Adult School	1%	0%	-13	-32.5%	1%	1%	-6	-7.0%	1%	1%	-20	-23.3%	1%	1%	-39	-18.4%
HS Grad or Equivalent	57%	55%	96	2.7%	68%	68%	324	4.5%	75%	73%	219	3.6%	67%	66%	639	3.8%
AA/AS Degree	5%	4%	16	5.7%	5%	5%	21	4.2%	5%	5%	37	8.6%	5%	5%	74	6.1%
BA/BS Degree or Higher	18%	19%	109	9.7%	19%	18%	-77	-3.8%	13%	15%	212	20.1%	17%	17%	244	5.8%
Student Status																
Full Time > = 12 units	22%	21%	56	4.2%	29%	28%	21	0.7%	29%	29%	125	5.3%	27%	26%	202	3.0%
Part Time < 12 units	78%	79%	354	7.3%	71%	72%	428	5.7%	71%	71%	368	6.3%	73%	74%	1150	6.3%
Units Completed																
.1 - 14.9 units	49%	51%	318	10.5%	44%	46%	411	8.8%	47%	48%	380	9.9%	46%	48%	1109	9.6%
15 - 29.9 units	14%	14%	29	3.3%	16%	15%	-118	-6.8%	14%	14%	39	3.3%	15%	14%	-50	-1.3%
30 - 44.9 units	10%	11%	67	10.6%	11%	10%	-39	-3.4%	11%	10%	-21	-2.3%	11%	10%	7	0.3%
45 - 60.29 units	8%	8%	27	5.6%	9%	8%	-107	-11.0%	9%	9%	21	2.8%	9%	8%	-59	-2.7%
60.3 - or more units	19%	17%	-30	-2.6%	20%	18%	-209	-9.6%	19%	19%	65	4.2%	20%	18%	-174	-3.6%

*based on Student Type, not Educational Level per DSSWAG.

SELECT GRAPHIC COMPARISONS

Overview Fall 2007

Change Since Fall 2006



Overview Fall 2007

Change Since Fall 2006

