

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
April 30, 2008, 6:00 p.m.  
Skyline College, Building 6, Room 6202  
3300 College Drive, San Bruno, 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**

08-4-2      [Minutes of the Study Session of the Board of Trustees of April 9, 2008](#)

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

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**NEW BUSINESS**

08-4-2A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

08-4-3A      [Ratification of the 2006-2007 Modifications to the Contract between the District and the California School Employees Association \(CSEA\) Chapter 33](#)

### **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.*

- 08-4-1CA [Approval of Community Education College of San Mateo Baseball Camp, Summer 2008](#)
- 08-4-2CA [Approval of Community Education Soccer Camps, Summer 2008](#)
- 08-4-3CA [Approval of Community Education Youth Programs, Summer 2008](#)
- 08-4-4CA [Approval of Community Education Summer Senior Fitness Program, Summer 2008](#)
- 08-4-5CA [Approval of Skyline College Summer 2008 Sports Medicine Camp](#)
- 08-4-6CA [Approval of College of San Mateo Summer 2008 Softball Camp](#)
- 08-4-7CA [Approval of Voluntary International Student Insurance Program, 2008-09](#)
- 08-4-8CA [Ratification of Third Quarter District Warrants, 2007-2008](#)

### **Other Recommendations**

- 08-4-1B [Approval of Resolution No. 08-3 Opposing the Governor's Proposed State Budget](#)
- 08-4-2B [Approval of Resolution No. 08-4 in Support of Measure P, the Millbrae School District Parcel Tax Initiative](#)
- 08-4-3B [Approval of Resolution No. 08-5 in Support of Measure N, the Pacifica School District Parcel Tax Initiative](#)
- 08-4-4B [Approval of Resolution No. 08-6 in Support of Measure Q, the Half Moon Bay Transient Occupancy Tax Increase](#)
- 08-4-101B [Acceptance of External Funds](#)
- 08-4-102B [Approval of Revisions to Employee Second Loan Program Requirements](#)
- 08-4-103B [Contract Award for the College of San Mateo Buildings 14 and 16 Modernization Project](#)

### **INFORMATION REPORTS**

- 08-4-4C [Update on Skyline College Facilities Maintenance Center](#)
- 08-4-5C [Update on Cañada Vista](#)

## STATEMENTS FROM BOARD MEMBERS

### COMMUNICATIONS

#### RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
  - A. Public Employment
    1. Employment: **Cañada College** – Staff Assistant, Humanities/Social Science; **College of San Mateo** – Storekeeper, Business/Technology (Cosmetology); Promotions & Web Content Coordinator, Public Relations & Marketing; **Skyline College** – Office Assistant II, Student Services (Financial Aid); Staff Assistant, College Development, Marketing & PR; Office Assistant II, Learning Resources; **District Office** – Programmer Analyst, Information Technology Services
  - B. Public Employee Discipline, Dismissal, Release

#### CLOSED SESSION ACTIONS TAKEN

#### ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
April 9, 2008  
San Mateo, CA**

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

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

**Others Present:** Chancellor Galatolo, Executive Vice Chancellor Keller, 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**

As a courtesy to the presenters, a request was made to place the Study Session report (agenda item number 08-4-3C) after the tour of College of San Mateo Building 25 and after "Statements from the Public on Non-Agenda Items." Next, President Claire will continue his report on welding and fabrication classes. There were no objections.

**REPORT ON WELDING AND METAL FABRICATION CLASSES AT COLLEGE OF SAN MATEO (08-4-1C)**

President Claire led the Board of Trustees and other guests on a tour of College of San Mateo Building 25 and provided a brief history of the space. Building 25 originally housed the Aeronautics Program. When that program was discontinued, the metals program moved equipment into adjacent vacant space to expand the metals program.

Because of the timing of campus construction projects, it was necessary to move the Bookstore from Building 5 and it was determined that Building 34 offered optimal space. ITS, therefore, needed to be moved from Building 34. Building 25 was deemed the optimal swing space for ITS and the building was divided into three areas: Fire Technology, ITS and the Machine Shop. The Machine Shop currently occupies 4,000 square feet of the building.

The Board toured each of the three areas in the building and also visited the Welding Program in Building 27, where full-time welding students work and have classes. The Machine Shop is loosely connected to the Welding Program in that the students sometimes use the equipment in the Machine Shop.

The Board returned to the District Board Room.

**MINUTES**

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the minutes of the Regular Meeting of the Board of March 26, 2008. The motion carried, all members voting "Aye."

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

None

**STUDY SESSION**

**INTRA-DISTRICT ARTICULATION, TRANSFER AND THE UNIVERSITY CENTER (08-4-3C)**

Vice Chancellor Jing Luan announced that the portion of the Study Session on Transfer will be delayed and will be presented at another Study Session.

Vice Chancellor Luan introduced the presenters for the Study Session: Professors Jenny Costello, Christine Roumbanis, and Stacey Grasso, all members of the District Curriculum Committee; Dean Jeanne Gross from the University Center; and Eric Raznick, Director of ITS.

Vice Chancellor Luan said the Board instituted Policy 6.26, "Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges or Other Colleges or Universities Outside the District," to put a process in place for intra-district articulation. He distributed copies of tonight's presentation; a copy is attached. The presenters focused on progress made since last year's presentation to the Board. Areas addressed included alignment of graduation residency, AA/AS and certificate requirements; College-to-College course consultation; the AP matrix; degree audit; and additional WebSMART features.

Trustee Miljanich asked for an example of the AP Matrix alignment. Regina Stanback-Stroud, Skyline College Vice President of Instruction, explained that previously the Colleges treated AP scores differently; for example, with a score of 3 on the AP English test, a student at Skyline College would get credit for having met the requirements for two of the English courses, while a College of San Mateo student with the same score would get credit for having met the requirements of only one of the English courses. As a result of the degree audit process, a recommendation was made to align the AP courses to be consistent with how the CSU System treats them. The Academic Senates at the three Colleges accepted the recommendation. Trustee Mandelkern asked if the UC System treats AP courses the same way as CSU. After a brief discussion, it was agreed that not only do UC's treat the courses differently than CSU's, but individual colleges within the UC System often treat the courses differently from one another.

Regarding the Course Equivalency Matrix as shown in the presentation and described by District Curriculum Committee Chair Costello, Trustee Miljanich asked if this information will be easily available to students. Vice Chancellor Luan replied that this is the aim. Regina Stanback-Stroud, Skyline College Vice President of Instruction, urged caution about the messages being conveyed to students regarding reciprocity. She said that although courses with the same name and number have fundamentally the same minimum level of information, they may not be identical. Students need to know that while the courses are virtually the same for purposes of degree granting from the District Colleges, they may articulate differently with a CSU depending on articulation agreements which are negotiated between faculty at community colleges and faculty at the CSU.

Chancellor Galatolo said he believes the Course Equivalency Matrix is a good representation of what the Board has been asking for in terms of coordination of subject matter among the Colleges. It gives students the ability to attend classes at all of the Colleges, to see the relative relationships between the classes, and to see if the courses will transfer. Chancellor Galatolo said that, while it is not appropriate to align some courses due to their dissimilarity, those courses that would require only minor modification should be brought into alignment.

Trustee Mandelkern said he appreciates the progress made since last year, but is concerned that there are still differences in graduation requirements at the Colleges, as shown on the matrix. He said that if the differences are indeed mostly semantic, changes should be made so that the requirements are the same. Regarding the equivalency matrix, Trustee Mandelkern said that developing a sophisticated tool to show differences is not necessarily the answer; the simple solution would be to fix the naming of courses. If courses are articulating differently, there should be some distinction in naming so that students understand that they are different courses. District Academic President Patty Dilko stated that UC's and CSU's development of articulation agreements is out of the District's control; for instance, different UC's may articulate the same course differently. She also noted that degrees are conferred from the Colleges rather than the District, and faculty often work to ensure their courses will articulate to those schools to which a large number of their students transfer. Trustee Mandelkern said he appreciates academic freedom, but there is an obligation to students that courses not have the same name in they are different in any way.

Vice President Stanback-Stroud said it is important to be careful when negotiating articulation agreements. For instance, the CSU System has a lower division transfer pattern, which asks that colleges review articulation agreements to see if modifications should be made in order to meet CSU major requirements. However, if agreements are changed to meet the major requirements, it is possible that the agreements already in place, which were negotiated to meet general education requirements, could be lost. Vice President Stanback-Stroud also agreed that when courses differ, the names should be different; however, students often look for commonly recognized course numbering and faculty will be reluctant to change the numbering of their courses. President Dilko said that all State Faculty Senates are struggling with the issue of common course naming and numbering. Professor Costello said that counseling is crucial because it is difficult for students to navigate the system, and for this reason counseling is being built into the basic skills programs. Vice President Schwarz recalled a former student trustee who expressed the belief that students need to know which institution they intend to transfer to, and not change course.

Vice President Stanback-Stroud said most articulation agreements are in alignment in terms of how they are treated by CSU. She said it is important to remove any unnecessary barriers. Chancellor Galatolo said that many community college students move because of family moves, employment opportunities, etc., and there should be exception-based options for these students in terms of graduation requirements. Trustee Mandelkern agreed, but said there must be some minimum content before a degree is granted from one of the Colleges. Vice President Stanback-Stroud added that there are Title 5 residency requirements.

Dean Jeanne Gross gave a brief history of the University Center at Cañada College. It was initially funded through California Assembly Bill 493 in 2001. Its establishment was led by the Chancellor who recognized that the CSU's are far away for those students without easy access to transportation and, therefore, the District could provide opportunities for a bachelor's degree at the Colleges. Dean Gross continued her report, highlighting the mission statement; programs; budget; benefits; and challenges. A printed copy of the report is attached.

Vice President Schwarz asked if the changes within the Sequoia Healthcare District are having a financial effect on the University Center. Dean Gross said that at the last Sequoia Healthcare District Board meeting, she was given reason to believe the MOU is still considered a strong document and the partnership is still strong.

Vice President Schwarz said the public is very impressed with the University Center, and she is in favor of increasing marketing efforts to keep the public informed of the programs that are offered. Trustee Hausman said she also hears from the public that they are amazed at the remarkable programs at the University Center, and she concurs that more marketing would be beneficial.

Marilyn McBride, Cañada College Vice President of Instruction, said much credit must go to Dean Gross who relentlessly pursues new programs for the University Center. President Mohr added that Dean Gross has done a wonderful job, especially with relationships with CSU-East Bay. President Mohr said enrollment is a key element; the university presidents and deans must convince faculty to travel to Cañada to teach and they will not do so if the numbers are low. President Mohr said this also underscores the importance of marketing.

#### **REPORT ON WELDING AND METAL FABRICATION CLASSES AT COLLEGE OF SAN MATEO (08-4-1C) (continued)**

President Claire acknowledged the students present at the meeting and apologized for the disruption caused by the loss of space. He said that the future of the welding program is not a topic for this meeting. He said that all programs at the College are regularly reviewed through the program improvement and viability process. The program improvement and viability process falls within the purview of the Academic Senate.

Regarding swing space, President Claire said the complexity of the move required a great deal of planning, with the aim of using acceptable space while keeping the cost low. Changes were built into the schedule and

put out months in advance, so students would know alternative locations. About 780 sections were moved with minimal disruption and few complaints.

The swing prompted by the impending demolition of Building 5/6 created a domino effect. Programs impacted were Student Activities, the Career Center, Cafeteria, Bookstore and special events (i.e. graduation reception). Students in Welding 350 were also impacted. Linda da Silva, Executive Director of Construction Planning, explained that the complex proposal from McCarthy Builders was out of alignment with the budget which made it necessary to accelerate the schedule for demolition of Building 5/6. President Claire described the relocation of programs caused by the need to vacate Building 5/6, including the relocation of the Bookstore to Building 34 and ITS from Building 34 to Building 25.

President Claire provided a history of enrollments in the weld/metals/machine tool programs, which shows a steady decline from the fall of 1981. The machine tool program was discontinued in 1996. President Claire emphasized that Weld 350 is a course rather than a program, and is not part of the core welding program. Enrollment in Weld 350 has done well but has not always been at capacity. President Claire reviewed the history of Building 25 occupation as described during the earlier tour.

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said The Denaldi Group conducted air quality tests in Building 25 on April 3 and 7. Chancellor Galatolo distributed copies of their report; a copy is attached. The report indicates that the temperature and humidity are within normal parameters and that there is no asbestos in the air. Regarding an earlier report of a formaldehyde odor in Building 25, Chancellor Galatolo said the test results are not yet in, but preliminary findings indicate no presence. Vice Chancellor Nuñez said a walkthrough by Facilities staff found that the fire alarms are in the proper locations.

Christine Eldon, a student in the Weld 350 class, said she believes the discussion should be about this class rather than the welding program. She said there were inaccuracies in President Claire's presentation. For instance, she does not believe enrollment figures should be compared beginning with 1981, since metals fabrication was not being taught at that time. Regarding the statement that there have been few major complaints about relocations, Ms. Eldon believes that if students from programs such as cosmetology or horticulture were moved, the students would be as angry as the students in Weld 350. Ms Eldon said a large amount of space was lost and equipment had to be moved to storage. She believes the situation in the class is now dangerous because of the overcrowding.

President Holober asked if the curriculum for Weld 350 is uniquely different from the content of the welding program. President Claire said it is a stand-alone course with different content. Jean Duryea, a student in Weld 350, added that the class was originally a weekend course offered by Professor Vorobey.

Trustee Mandelkern asked what happened to the blacksmithing class and equipment. President Claire said the course was discontinued and that he would need to investigate the enrollment numbers. Some equipment was moved to storage in order to accommodate the Fire Technology program. In response to Trustee Mandelkern's question as to whether blacksmithing will be offered again, President Claire said the process is for the Dean and faculty to determine what should be offered. Trustee Mandelkern noted that a large component of the Weld 350 course content seems to consist of project work, and asked if students are allowed to take the course repeatedly. President Claire said the Education Code limits the number of times a student can take a course.

Trustee Miljanich said she is sympathetic to the disruption but the District is undergoing a complex planning and building process; this loss of space must be put in perspective with all of the other movements that have occurred. Trustee Miljanich is satisfied that safety concerns have been thoroughly addressed.

Vice President Schwarz said she understands the students' frustration but believes the only thing that can be done is for students and administrators to talk with each other to try to find creative solutions for optimal use

of the space. Trustee Hausman agreed, saying the layout should be revisited. Trustee Mandelkern said he appreciates the students sharing their ideas at meetings and through emails. He said it is not for the Board to determine layout. He assumes that the faculty who teach the class and the Dean have been involved in the process and are better able to make decisions. President Holoher echoed the sentiments of other Board members, stating he is sorry that the class had to be moved to a smaller space and hopes that the campus leadership will work to help make the space as comfortable as possible.

### **UNFINISHED BUSINESS**

#### **ELECTION OF BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE TRUSTEES – 2008 (08-3-3B)**

Nominations were made and the following slate was presented: Anita Grier, San Francisco CCD; Edward Ortell, Citrus CCD; Paul Fong, Foothill-DeAnza CCD; A. C. “Tony” Ubalde, Jr., Solano CCD; Katherine “Kay” Albiani, Los Rios CCD; Bill McMillin, Ohlone CCD; Isabel Barreras, State Center CCD; Carolyn Batiste, Mira Costa CCD; Eva Kinsman, Copper Mountain CCD; and Bob Hughlett, Cerritos CCD. It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the slate as presented. The motion carried, all members voting “Aye.”

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-4-1A)**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the actions in Board Report No. 08-4-1A. In reference to the change in staff allocation recommended in the report, Trustee Mandelkern asked if the change in grade of the position would be accompanied by an increase in salary level. Vice Chancellor Harry Joel said it would; the reclassification is the result of growth in the theatre division and subsequent increase in duties and responsibilities. After this discussion, the motion carried, all members voting “Aye.”

### **Other Recommendations**

#### **CONTRACT AWARD TO THE COLLEGE OF SAN MATEO BUILDING 2 AND 4 MODERNIZATION PROJECT (08-4-100B)**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the contract award as described in the report. The motion carried, all members voting “Aye.”

### **INFORMATION REPORTS**

#### **UPDATE ON CAÑADA VISTA (08-4-2C)**

Director of Community/Government Relations Barbara Christensen reported that, at its meeting yesterday morning, the Redwood City Architectural Review Committee voted unanimously to approve the site plan and architectural detail changes for the Cañada Vista housing project. Last evening, the Woodside Town Council voiced support for the site plan and design changes. Members of the Woodhill Estates Homeowners Association were present at both meetings and said they are satisfied with the changes. Director Christensen extended special thanks to Vice President Schwarz, Cañada President Mohr and District Academic Senate President Dilko for their attendance at many meetings regarding this matter in the past ten months. President Mohr commented that Director Christensen has been brilliant in her presentations.

### **RECESS TO CLOSED SESSION**

The Board recessed to closed session at 9:50 p.m.

The Board reconvened to Open Session at 10:55 p.m.

**CLOSED SESSIONS ACTIONS TAKEN**

President Holoher 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 Hausman and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:57 p.m.

The next Regular meeting of the Board will be held on April 30, 2008 at 6:00 p.m. at Skyline College, Building 6 (Student Center), Room 6202.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the April 30, 2008 meeting.

Karen Schwarz  
Vice President-Clerk

**BOARD REPORT 08-4-2A**

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**

Cañada College

**Edith Flores** Admissions & Records Assistant II Counseling/Enrollment Services

Transferred from a part-time Admissions & Records Assistant II position in the Admissions & Records Office, effective April 9, 2008, replacing Renee Moresco who was reassigned.

District

**Roxanne Brewer** Administrative Assistant Foundation

Promoted through the hiring process from a Financial Aid Technician at Skyline College into this full-time 12-month position, effective May 19, 2008. The change in staff allocation was Board approved on February 27, 2008.

**B. CHANGES IN STAFF ALLOCATION**

Cañada College

Recommend reclassification of one Lead Duplicating Equipment Operator position (3C0117) in the Operations Division from Grade 21 of the Classified Salary Schedule 60 to Reprographics Technician at Grade 26, effective January 1, 2008. The classification change more accurately describes the increased responsibilities assigned to the position.

It is also recommended that the incumbent, Gail Kamei, be placed into the Reprographics Technician position, effective January 1, 2008.

Districtwide

Recommend reclassification of Administrative Secretary positions (2C0187, 2C0005, 3C0005, and 4C0009) from Grade 24 of the Classified Salary Schedule 60 to Grade 27, effective April 1, 2008.

This reclassification is the result of increased scope and level of responsibility and was agreed upon with CSEA. It is also recommended that the incumbents Theresa Tentos, Loretta Davis, Joan Rosario, and Sally Johnson be placed at the new salary, effective April 1, 2008.

**BOARD REPORT 08-4-2A**

**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>
CSM	Office Assistant II	1	5/1/08	6/30/08	Office Assistant II: Clerical help for special projects as needed

**BOARD REPORT NO. 08-4-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF THE 2006-2007 MODIFICATIONS TO THE CONTRACT  
BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
(CSEA) CHAPTER 33**

Negotiations were recently concluded with CSEA Chapter 33, and a Tentative Agreement was ratified by CSEA membership on February 28, 2008. The ratified Agreement is now submitted to the Board of Trustees for approval of the following changes to the Articles and creation of the Memoranda of Understanding:

1. Article 1: Recognition
2. Article 4: Organizational Rights
3. Article 6: Vacation
4. Article 18: Reorganization Procedures
5. Article 19: Reduction in Force
6. Memorandum of Understanding Regarding Holidays
7. Memorandum of Understanding Regarding the Revision to Rules and Regulations 8.13, Public Safety on District Property

Copies of the negotiated language changes and additions are attached to this Board Report.

**RECOMMENDATION**

Staff recommends that the Board of Trustees approve the modifications to the Agreement between the District and the California School Employees Association (CSEA), Chapter 33.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
AND CALIFORNIA SCHOOLS EMPLOYEES ASSOCIATION, CHAPTER 33**

**TENTATIVE AGREEMENT**

**2006-2007**

**January 18, 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 recognizes the California School Employees Association (CSEA) Chapter No. 33, as the exclusive and sole negotiating agent for all classified service positions, except for those positions designated and defined by Government Code and/or the Education Code as management, supervisory, confidential, or represented by another collective bargaining agent. A current listing of classified service positions is described in Appendix A of this agreement.

The District and ~~the~~ CSEA shall meet and negotiate at a regularly scheduled Labor Management Committee meeting the proper unit placement or removal of existing or newly created classified service positions and/or classifications prior to the Board of Trustees approving such positions if the job descriptions consist of duties performed by employees in the bargaining unit or which by the nature of the duties should be reasonably assigned to the CSEA bargaining unit.

This shall not preclude the Business Agent of California School Employees State Association from representing ~~ef~~ members of CSEA Chapter No. 33 in the employer/employee 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 its bargaining unit.

- 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) "Supervisory Employee" means any employee, regardless of job description, having authority in the interest of the District to hire, transfer, discipline, suspend, layoff, recall, promote, discharge, assign, reward, or the responsibility to assign work to and direct other employees, 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. These positions are not part of the CSEA bargaining unit.
- d) "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. These positions are not part of the CSEA bargaining unit.
- e) "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). These positions are not part of the CSEA bargaining unit.

## **ARTICLE 4: ORGANIZATIONAL RIGHTS**

### Article 4.2 Board Agendas:

The district will make every effort to provide CSEA at a regularly scheduled LMC meeting all classified personnel items prior to the Board of Trustees approving such classified personnel items.

- 4.2.1. A classified personnel item that is received subsequent to the LMC meeting will be sent electronically to each member of the LMC prior to the Board of Trustees approving such classified personnel items.

4.3 CSEA shall receive a copy of the agenda, minutes, and Board reports of regular Board meetings electronically in advance of any Board meetings.

### Article 4.13 Web Site:

The District shall provide a link to the CSEA web page on the District's web server, with content provided by and controlled by CSEA. Content shall adhere to both CSEA and District policies, rules, and regulations

### **Article 4.15.1**

Memorandum of Understanding (MOU) between SMCCD and CSEA, Chapter 33

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

## **ARTICLE 6: VACATION**

### **Article 6.1.2 Guidelines:**

1. Each department/supervisor shall evaluate its specific workload, timelines, cycles, etc., to determine when it is essential for particular personnel to be at work.
2. Each department/supervisor may, if necessary, block out up to six (6) weeks in a fiscal year during which vacations are restricted; no more than three (3) consecutive weeks may be blocked at a time, and there must be a minimum of two (2) consecutive weeks between blocked time periods.
3. Employees shall be advised to avoid requesting vacation during these restricted period unless there are pressing extenuating circumstances.

### **Vacation request to the employee's immediate supervisor**

4.1 An employee's request for vacation shall be in writing or sent electronically via e-mail to the employee's immediate supervisor.

4.1.1 The employee's immediate supervisor shall respond in writing or electronically via e-mail within five (5) working days.

4.1.2 If the employee's immediate supervisor denies the vacation request, the supervisor shall state in writing or via e-mail the reasons why the request was denied.

### **Appeal to the President of the College or Vice Chancellor – Human Resources and Employee Relations**

4.2 If there is no response to a vacation request or if the vacation request is denied the employee may send a written or e-mail appeal within three (3) working days to the President of the College or to the Vice Chancellor – Human Resources and Employee Relations whichever is appropriate.

4.2.1 A written response shall be sent to the employee within three (3) working days from the receipt of the appeal. The President's or Vice Chancellor's decision reached at this level shall be final.

5. Employees shall be permitted to request up to four (4) weeks of accumulated vacation time in one continuous period, subject to normal vacation scheduling guidelines.

These vacation request/scheduling guidelines are intended to amplify current procedures. Departments/supervisors may continue current practices provided that those practices are not in conflict with, or narrower than, these guidelines.

## ARTICLE 18: REORGANIZATION PROCEDURES

- 18.1 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 following processes 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.
- 18.2 The Chancellor and Board of Trustees have adopted the following "principle" as a guideline for these changes:
- 18.2.1 There will be no employee lay-offs as a result of reorganization. A systems approach will be taken to identify the College and/or District Office departments (divisions) that would benefit most by reorganization of their primary and supportive services. Department and division reorganizations shall be implemented only to create streamlined, efficient and effective service delivery models, which address current student and organizational needs.
- 18.2.2 Reorganizations may result in different staffing allocations and/or position classifications that include the following three scenarios:
- 18.2.2.1 Classifications requiring the same sets of knowledge, skills and abilities falling within a plus or minus 5% salary range change
- 18.2.2.2 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.
- 18.2.2.3 Classifications requiring different sets of knowledge, skills and abilities and a salary range decrease of greater than 5%
- 18.2.2.4 For positions that are represented by CSEA, the union concurrence on all new classifications will be reached prior to implementation of the classification.
- 18.3 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.
- 18.4 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:
- 18.4.1 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.
- 18.4.2 Eligibility to apply for other, alternative vacant positions within the District, or the option to exercise vested seniority rights.
- 18.4.3 Eligibility for alternative severance options if offered by the Board of Trustees. Eligibility to elect service retirement through CalPERS or CalSTRS.
- 18.4.4 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.
- 18.4.5 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.
- 18.5 Employees who are impacted by a reorganization will maintain their current classifications, assignments and salaries until such time as the reorganization is implemented.

- 18.6 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.

## ARTICLE 19: REDUCTION IN FORCE

The District & the CSEA agree that should there be a reduction in force due to lack of work or lack of funds/un-funding as determined by the District, the parties shall first use the Managed Hiring process. This procedure will shall be used for one or more effected employees. If a matter cannot be resolved via Managed Hiring, the District may proceed to the article 19.B, the layoff procedure.

### 19A: MANAGED HIRING

The parties may elect to start Managed Hiring at any round.

- 19A1 **Round 1:** The District shall establish and distribute a list of vacant positions to all classified employees in the District. All classified employees shall have the opportunity to apply for these positions. Requests for lateral transfers received in writing shall be considered on a priority basis at this time. An interview and selection process will shall occur.
- 19A2 **Round 2:** The District shall send a revised vacancy list to all unit members who hold a position that has been identified to be unfunded in an overall staffing plan for the College or District. Unit members holding such positions shall have the opportunity to apply for vacant positions. An interview and selection process will shall occur.
- 19A3 **Round 3:** 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 shall be given first consideration. Every effort will be made to insure that every employee who wants to remain employed by the District will shall be placed in a position.
- 19A4 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 shall continue to hold seniority rights per Article 19B of the current Agreement.
- 19A5 On-the-job training shall be provided for unit members who need to gain necessary skills and can do so in a reasonable amount of time.
- 19A6 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.
- 19A7 Employees selected for or placed in a position at the same or lower classification shall not serve a probationary period.
- 19A8 Job titles and classifications for vacant positions shall not be changed without consultation with the CSEA.
- 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 Human Resources Manager for resolution. Appeals will go directly to the Vice Chancellor - Human Resources for a final decision.
- 19A9 This process shall not be retroactive and is only available to current unit members.
- 19A10 Violations of this agreement shall be subject to the grievance process.
- 19A11 The District may offer a separation agreement to employees on a case by case basis.

## 19B: LAYOFFS

- 19B.1 **Not Subject to Further Negotiations:** CSEA agrees that layoffs and their effects shall not be subject to further negotiations but shall be governed by the provisions of this Agreement. The parties agree that this article is not subject to the grievance procedure specified in Article 12.
- 19B.2 **Definition:** Layoff is defined as an involuntary separation from District service due to lack of work or lack of funds, or assignment to a class lower than that in which the unit member has permanence, voluntarily consented to by the unit member to avoid interruption of employment by layoff. The definition of lack of work or lack of funds, and the determination of what positions are to be affected, are reserved to management.
- Each of the different job titles included in Appendix A is a class. Appendix A may be amended from time to time to reflect new or deleted classes.
- 19B.3 **Seniority:** Seniority in a class is based on length of service in that class and higher classes from the last continuous date of hire as a probationary or permanent classified employee.
- 19B.3.1 Length of service shall mean all hours in a paid probationary or permanent status, excluding overtime, commencing or continuing after July 1, 1971. The District shall compute all time worked prior to July 1, 1971, on an annual hours basis as though each unit member had worked full time.
- Hours in pay status will be used to determine the seniority ranking of all unit members hired on or before June 30, 1996. These seniority rankings will be subject to verification by each employee and then these validated rankings will be used in all future seniority matters.
- Seniority within the classifications for all members hired on or after July 1, 1996 will be determined by date of hire only.
- For members reassigned to another classification on or after July 1, 1996, seniority within that classification shall be determined by date of hire only.
- 19B.3.2 In the event that two or more employees have equal seniority, the order of layoff shall be determined by lot.
- 19B.4 **Timelines:** The District shall notify the affected employee(s) and the CSEA no later than forty-five (45) days prior to any planned layoff.
- 19B.4.1 The District and the CSEA representatives shall meet no later than five (5) days following the receipt of any notices of layoff to review the proposed layoffs and determine the order of layoff within the provisions of this Agreement.
- 19B.5 **Bumping Rights:** If positions within a class are eliminated, the least senior unit member(s) in the class will be notified of layoff and of the possibility of exercising bumping rights into an equal or lower class, if such possibility exists.
- 19B.5.1 In lieu of layoff, a unit member may exercise bumping rights into an equal or lower class in which he/she has served if the unit member has more seniority in that class than someone currently serving in that class.
- The affected employee shall also have the right to prior consideration, i.e., the right to be interviewed and tested by the hiring manager (and/or designee[s]), of any advertised vacant position which is at or below the range of the position from which the affected employee is being laid off.
- 19B.5.2 When more than one position is affected, the availability to some unit members of the options of voluntary demotion or the exercise of bumping rights may depend on what options other affected unit members choose. In such cases the District shall notify the unit member and the CSEA of all options known to the District. The unit members shall be allowed to choose from the available options by order of seniority.
- 19B.5.3 The District may call a meeting of affected unit members or contact unit members individually to determine their preferences.
- 19B.5.4 An employee may elect layoff in lieu of exercising bumping rights, but this election shall operate to waive any reemployment rights to lower classes.

- 19B.6 **Re-Employment Rights:** A unit member who has been laid off has reemployment rights (preference over new applicants) for thirty-nine (39) months into the class from which he/she was laid off. Reemployment rights shall be in reverse order of layoff.
- 19B.6.1 Unit members who have been laid off shall also have the right to apply for open positions. CSEA shall be notified by the District of all employment opportunities within the District.
- Unit members who have been laid off shall have the right to prior consideration, i.e., the right to be interviewed and tested by the hiring manager (and/or designee[s]), of any advertised vacant position from which the employee has been laid off.
- 19B.6.2 The District shall fulfill its duty to communicate an offer of reemployment by depositing a written letter offering reemployment in the certified mail to the last address that the unit member has provided the Office of Human Resources.
- 19B.6.3 If the District fails to receive an acceptance within the fourteen (14) working days after postmark date of the offer, it shall consider that the unit member has declined the offer of employment.
- 19B.6.4 A unit member who accepts an offer of reemployment shall be given at least seven (7) calendar days after the unit member's acceptance of the District's offer to return to work. The District may establish a time for return to work of more than seven (7) days. By mutual agreement the unit member may report to work within fewer than seven (7) days.
- 19B.6.5 A unit member who has accepted an offer of reemployment will be restored to his/her step on the salary schedule but service credit (longevity) and benefits do not accrue during layoff except as defined under Section 19B.7.
- 19B.7 **Health and Welfare Benefits:** The District shall continue to pay health and welfare benefits according to the current Agreement for any employee laid off and currently receiving benefits, for one (1) month from the date of layoff, if the employee has served five (5) or more continuous years in the District.
- 19B.8 The District may offer a separation agreement to employees on a case by case basis.***

ARTICLE 1:	RECOGNITION.....	2
ARTICLE 2:	MEMBERSHIP DUES OR SERVICE FEES.....	3
ARTICLE 3:	DEFINITIONS .....	4
ARTICLE 4:	ORGANIZATIONAL RIGHTS .....	6
ARTICLE 5:	HOURS AND OVERTIME .....	8
ARTICLE 6:	VACATION .....	10
ARTICLE 7:	HOLIDAYS.....	12
ARTICLE 8:	PAY AND ALLOWANCES.....	14
ARTICLE 9:	HEALTH AND WELFARE BENEFITS.....	19
ARTICLE 10:	LEAVES.....	23
ARTICLE 11:	TRANSFERS AND REASSIGNMENTS .....	27
ARTICLE 12:	GRIEVANCE PROCEDURE .....	28
ARTICLE 13:	SAFETY.....	31
ARTICLE 14:	PERFORMANCE EVALUATION PROCEDURES .....	33
ARTICLE 15:	MANAGEMENT RIGHTS .....	35
ARTICLE 16:	EFFECT OF AGREEMENT.....	36
ARTICLE 17:	CLASSIFICATION SYSTEM MAINTENANCE.....	37
ARTICLE 18:	REORGANIZATION PROCEDURES.....	39
ARTICLE 19:	REDUCTION IN FORCE.....	??
	19A    MANAGED HIRING	
	19B    LAYOFFS	
ARTICLE 20:	DISCIPLINARY PROCEDURES .....	??
ARTICLE 21:	DURATION .....	??
APPENDIX A—	CSEA BARGAINING UNIT.....	??
APPENDIX B—	SALARY GRADE PLACEMENT.....	??
APPENDIX C—	CLASSIFIED SALARY SCHEDULE.....	??
APPENDIX D—	SALARY SURVEY GROUPS.....	??
	SIDE LETTER OF AGREEMENT.....	??

All benefit plans (medical insurance, dental insurance, life insurance, long-term salary continuance policy and medical benefits for retirees) are described in the benefits handbook available in the Office of Human Resources (phone 574-6555).

**Memorandum of Understanding**

**Between**

**San Mateo County Community College District**

**And**

**California School Employees Association (CSEA), Chapter 33**

**Regarding Holidays**

The District shall meet and confer with CSEA regarding the establishment of and any proposed changes to the academic calendar. CSEA will present its concerns in writing or via e-mail to the District with recommendation for resolution to the concerns.

If the parties cannot reach an acceptable resolution for CSEA, the matter will be referred to the Chancellor for a final decision.

  
\_\_\_\_\_  
For CSEA

  
\_\_\_\_\_  
For San Mateo County Community College District

1-29-08  
\_\_\_\_\_  
Date

1-29-08  
\_\_\_\_\_  
Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AND  
CALIFORNIA SCHOOLS EMPLOYEES ASSOCIATION, CHAPTER 33

Regarding the Revision to Rules and Regulations 8.13, Public Safety on District Property

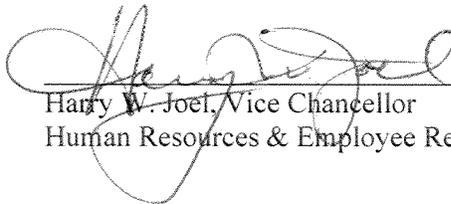
January 29, 2008

The parties to this agreement are herein referred to as "District" and "CSEA". The parties agree that the revisions to 8.13 are primarily needed to address the use of electronic surveillance and not intended to provide the District with the ability to outsource security services currently provided by Security Officers covered by the CSEA Collective Bargaining Agreement. Any reference to contracting with security services from a private firm or governmental law enforcement agencies must meet the provisions of SB 1419 (attached) and be agreed upon between the District and CSEA. A need to contract security services would be only in the case of an emergency situation, a large event in which supplemental security to the District's own security officers was necessary or other unforeseen circumstance in which additional security services were necessary.

There is no intent to replace the current and future security officer staff employed by SMCCCD by external contracts.

For the San Mateo County Community  
College District

For CSEA

  
Harry W. Joel, Vice Chancellor  
Human Resources & Employee Relations

  
Ulysses Guadamuz, President

Date 1-29-08

Date 1-29-08

**BOARD REPORT NO. 08-4-1CA**

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

**APPROVAL OF COMMUNITY EDUCATION COLLEGE OF SAN MATEO  
BASEBALL CAMP, SUMMER 2008**

The Division of Community Education requests the approval of summer baseball camps for youth 8 to 12 years of age. The camps will be run in partnership with College of San Mateo's P.E. department and "Preparing Legends," a vendor specializing in baseball training.

The baseball camps will offer comprehensive baseball instruction including pitching, hitting, defense and base running, nutrition for performance and goal setting for players each week. The camps will run for three weeks: June 16 - June 20, July 7 - July 11 and July 21 - July 25. The camps will meet Monday through Friday, starting at 9:00 a.m. and ending at 3:00 p.m. with a half hour lunch break each day. The camps will be held on the College of San Mateo's baseball field. Camp staff will include CSM baseball players. The registration fee for each camp is \$295 per session, with sibling fees of \$250 per session. The fees will cover the cost of instructors, equipment, supplies, and insurance. The camps will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Community Education College of San Mateo Baseball Camps to be held at College of San Mateo, as detailed in the report.

**BOARD REPORT NO. 08-4-2CA**

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

**APPROVAL OF COMMUNITY EDUCATION SOCCER CAMPS, SUMMER 2008**

The Division of Community Education requests the approval of summer soccer camps for youth 5 to 15 years of age. The camps will be run in partnership with Cañada College's P.E. department and "World Cup Soccer Camps & Clinics," a vendor specializing in soccer training.

A Classic Camp will offer comprehensive soccer instruction for players of all levels, ages 5 to 13. Campers will work on basic skills and soccer concepts in the morning and work on teamwork and game situations in the afternoons. An Advanced Players' Camp will be offered for high level players ages 11 to 15 which will focus on technique training and skill development in the mornings and strategic and tactical understanding of match situations in the afternoons.

The camps will be offered for four weeks at Cañada: June 16 - June 20, July 7 - 11, July 28 - August 1 and August 11 - August 15. The camps will be offered at College of San Mateo for the week of July 14 - July 18. The camps will meet Monday through Friday, starting at 9:30 a.m. and ending at 12:30 p.m. for half day camp and ending at 3:00 p.m. for full day camp with an hour lunch break each day. Early drop off and late pickup is available for a minimal charge. The registration fee for each camp is \$229 for half days and \$269 for full days. The fees will cover the cost of instructors, equipment, supplies, and insurance. The camps will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Community Education Soccer Camps to be held at Cañada College and College of San Mateo, as detailed in the report.

**BOARD REPORT NO. 08-4-3CA**

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

**APPROVAL OF COMMUNITY EDUCATION YOUTH PROGRAMS, SUMMER 2008**

The Division of Community Education requests the approval of three summer programs for young people ages 8 to 14 in San Mateo County. The Division plans to offer the College for Kids program at Cañada College, College of San Mateo and Skyline College as part of the District's community outreach activities.

The three-week College for Kids Program will be offered at Skyline College from June 16 through July 3. The program will be offered at Cañada College from June 30 through July 17 and at College of San Mateo from July 7 through July 24. The courses available at all locations will consist of: language arts, mathematics, science, creative arts, computers and physical education. Classes will be taught from 1:30 to 4:50 p.m. (three consecutive 60-minute periods) Monday through Thursday with opportunities for students to select three of the available courses.

The fee for the College for Kids Programs will be \$375 per participant. Scholarships will be available for those students needing assistance. The fees will cover the cost of instructors, student aides, supplies, and insurance. The programs will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Community Education Summer Youth Programs consisting of College for Kids at Cañada College, College of San Mateo and Skyline College, as detailed in the report.

**BOARD REPORT NO. 08-4-4CA**

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

**APPROVAL OF COMMUNITY EDUCATION SUMMER SENIOR FITNESS PROGRAM, SUMMER 2008**

The Division of Community Education requests the approval of a Summer Senior Fitness Program to be offered at Cañada College in partnership with Cañada P.E. instructor Barbara McCarthy.

The classes will be offered for two three-week sessions. The first session will run from June 16 - July 3 and the second session from July 14 - August 1. For each session, one senior fitness class will be offered on Monday, Wednesday and Friday mornings from 9:00 to 11:00 a.m. The registration fee is \$64. Two classes will meet on Tuesday and Thursday mornings from 8:30 to 10:15 a.m., and from 10:15 a.m. to 12:00 noon. The registration fee is \$48. The program will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Community Education Summer Senior Fitness Program as detailed in the report.

**BOARD REPORT NO. 08-4-5CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**APPROVAL OF SKYLINE COLLEGE SUMMER 2008 SPORTS MEDICINE CAMP**

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

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

**CAMP SESSION:**

July 21-25, 2008 Monday through Friday, 9:30 a.m. to 3:30 p.m.

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

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2008 Summer Sports Medicine Camp at Skyline College.

**BOARD REPORT NO. 08-4-6CA**

To: Members of the Board of Trustees  
From: Ron Galatolo, Chancellor-Superintendent  
Prepared By: Andreas R. Wolf, Dean of Physical Education/Athletics,  
College of San Mateo, 574-6462

**APPROVAL OF COLLEGE OF SAN MATEO SUMMER 2008 SOFTBALL CAMP**

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

Nicole Borg, Head Softball Coach at CSM, will conduct the camp. There will be three scheduled sessions for youth participants. Participants will be grouped according to age, skill level and prior experience. There will be one staff member per ten participants. Program emphasis will be on the development of individual skills, fundamentals, strategies, and conditioning. Coach Borg will employ assistant coaches from her program and student athletes to serve as camp staff members.

**CAMP SESSIONS:**

Session I:	May 27 through May 29	9:00 a.m. - 12:00 p.m.
Session II:	June 3 through June 5	9:00 a.m. - 12:00 p.m.
Session III:	June 10 through June 12	9:00 a.m. - 12:00 p.m. or 1:00 - 4:00 p.m.

The fees for the camp will be \$175.00 per camper for the three-day camp. These fees will cover the cost of salaries, supplies, printing, postage, insurance, and employment. Each camper will receive a CSM Softball Camp T-shirt. The program will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2008 Summer Softball Camp at College of San Mateo.

**BOARD REPORT NO. 08-4-7CA**

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

**APPROVAL OF VOLUNTARY INTERNATIONAL STUDENT  
INSURANCE PROGRAM, 2008-09**

Each year, the Colleges make available a voluntary health insurance program to domestic and international students who need or wish to purchase such coverage. International students are required to have accident and sickness insurance when they enroll at any of the Colleges unless they provide proof that their parents' insurance covers them in the United States. If international students do not have insurance coverage, they may obtain the insurance described herein on an individual basis.

The District seeks Board approval to offer the international student insurance program from Student Insurance. Student Insurance is underwritten by United Healthcare Insurance Company and offers many user-friendly features for students including a "no claim form" reimbursement process, availability of Urgent Care Facilities after-hours and weekends, on-line enrollment, and translations of benefits brochures in various languages.

The maximum benefit per injury or illness per student under the insurance is \$250,000. Included in the coverage are hospital room, physician expenses, X-ray, and laboratory with \$20 co-pay. The policy meets all the mandates of the Federal Regulations by providing medical evacuation and repatriation of remains benefits. The reimbursement rate for services provided is 100% with no deductible for the students and \$100 per year deductible for dependents with in-network physicians. The 2008-09 premium will be \$740 per student per year, which is the same rate as 2007-08.

**RECOMMENDATION**

It is recommended that the Board approve the 2008-09 voluntary insurance program for international students underwritten by United Healthcare Insurance Company and administered through Student Insurance, as detailed above.

**BOARD REPORT NO. 08-4-8CA**

TO: Member of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**RATIFICATION OF THIRD QUARTER DISTRICT WARRANTS, 2007-2008**

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of January, February and March 2008 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 January 1, 2008 through March 31, 2008 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2008  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
001155	01/10/08	Big D Pacific Builders	18,810.00	Cañada Construction Project
001156	01/10/08	Bunton Clifford Associates, Inc.	31,896.22	Cañada Architectural Services
001165	01/10/08	Prestige Graphics, Inc.	12,800.00	Districtwide Direct Mailing Services
001167	01/10/08	Sch Proj/Util Rate Reduc.	69,310.59	Utilities
001194	01/15/08	Swinerton Management & Consulting	41,664.64	Program Management Services
393540	01/07/08	CCbenefits Inc.	10,800.00	2008 License Contract Services
393543	01/07/08	Constellation NewEnergy Inc.	30,791.48	Utilities
393553	01/07/08	Pac Gas & Elec Co	19,071.19	Utilities
393560	01/07/08	Rodan Builders, Inc.	77,603.40	CSM Construction Project
393562	01/07/08	SASCO Data Systems	66,103.20	CSM Construction Project
393563	01/07/08	SASCO Data Systems	23,913.00	CSM Construction Project
393612	01/07/08	Public Empl Ret Sys	1,032,037.07	Health Insurance Premium January 2008
393633	01/07/08	Wells Fargo Bank	363,710.13	District Procurement Card Payment
393634	01/07/08	Wesco Graphics, Inc.	22,493.77	CSM Brochure Printing Services
393664	01/10/08	B.T. Mancini Co. Inc.	12,133.52	CSM Construction Project
393675	01/10/08	Constellation NewEnergy Inc.	24,495.72	Utilities
393723	01/10/08	Schindler Elevator	11,016.00	Districtwide Elevator Maintenance Services
393726	01/10/08	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
393732	01/10/08	A.C.C.J.C.	12,268.66	2007 Accreditation CSM Site Visit
393744	01/10/08	County of San Mateo	214,688.00	2004-2007 First 5 Grant Funds Refund
393759	01/10/08	S.M.C.S.I.G.	20,066.33	Vision Premium for January 2008
393760	01/10/08	S.M.C.S.I.G.	146,785.91	Dental Premium For January 2008
393768	01/10/08	SMCCCD Revolving Account	22,208.73	Replenish Flex Spending Clearing Account
393772	01/10/08	U.S. Postal Services	10,000.00	Postage for Skyline College
393788	01/15/08	Emmett W. MacCorkle Inc. Insurance Services	31,561.00	2006-2007 Worker's Comp Insurance Premium Audit
393790	01/15/08	Folsom Lake Ford	23,541.78	CSM Cafeteria Vehicle
393799	01/15/08	OmniUpdate, Inc.	23,288.00	2008 Software License
393801	01/15/08	Parsons Commercial Technology Group Inc.	20,257.50	Bond Project Consulting Services
393807	01/15/08	Spitz, Inc.	181,621.25	CSM Goto Hybrid Replacement
393831	01/15/08	Employment Development Department	11,650.42	4th Quarter 2007 Unemployment Payment
393836	01/15/08	Hartford Life & Accident Insurance Co.	33,915.11	Life insurance Premiums For December 2007
393860	01/15/08	U.S. Postal Services	10,000.00	Postage for Skyline College
395055	01/22/08	Bayview Environmental Services	127,900.00	Skyline FMC Demolition Services
395056	01/22/08	Beverly Prior Architects	29,991.00	CSM Architectural Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JANUARY 1-31, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
395068	01/22/08	City of Pacifica Child Care	50,577.60	Cañada Child Development Services
395076	01/22/08	Cumming Corporation	25,435.00	CIP2 Conceptual and Detail Cost Estimate
395090	01/22/08	Goodman Marketing Partners Inc.	13,546.50	KCSM Direct Mailing Services
395096	01/22/08	John Plane Construction	445,435.04	Skyline Construction Project
395106	01/22/08	Noll & Tam	15,100.00	Cañada Architectural Services
395107	01/22/08	Noll & Tam	11,805.00	Districtwide Architectural Services
395108	01/22/08	Pac Gas & Elec Co	19,571.27	Utilities
395110	01/22/08	Pac Gas & Elec Co	30,637.05	Utilities
395120	01/22/08	Perma-Pipe Inc.	68,725.00	Cañada Construction Project
395127	01/22/08	S.B.R.P.S.T.C.	30,503.50	South Bay Regional Public Safety Training fee
395130	01/22/08	SASCO Data Systems	25,598.00	CSM Construction Project
395160	01/22/08	John Plane Construction	49,492.78	Skyline Construction Project
395179	01/22/08	Interact Communications	13,000.00	Skyline Web Design Services
395204	01/22/08	Swinerton Management & Consulting	143,510.00	Program Management Services
395345	01/24/08	Pitney-Bowes Inc.	20,000.00	Canada Power Postal Privilege Purchase
395353	01/24/08	Wide Angle Communications, LLC	26,250.00	Districtwide Marker Research and Direct Marketing
395359	01/24/08	Associated Std -Canada	18,625.60	October-December 2007 Student Body Fee
395363	01/24/08	Associated Std-CSM	32,078.85	October-December 2007 Student Body Fee
395365	01/24/08	Associated Std-Skyline	26,200.99	October-December 2007 Student Body Fee
395379	01/24/08	Swinerton Management & Consulting	58,113.89	Program Management Services
395389	01/28/08	Big D Pacific Builders	773,892.00	Cañada Construction Project
395390	01/28/08	Big D Pacific Builders	85,988.00	Cañada Construction Project
395414	01/28/08	SMCCCD Revolving Account	20,000.00	January 2008 Flex Spending Advance Payment
395625	01/30/08	B.T. Mancini Co. Inc.	15,682.58	CSM Construction Project
395629	01/30/08	Beverly Prior Architects	52,383.00	CSM Architectural Services
395636	01/30/08	Constellation NewEnergy Inc.	18,723.16	Utilities
395637	01/30/08	Corby Gould Pools	14,000.00	CSM Pools Resurface Project
395642	01/30/08	DES Architects	24,038.47	CSM Architectural Services
395643	01/30/08	DES Architects	28,645.44	CSM Architectural Services
395645	01/30/08	Digi - Gear	15,091.36	KCSM Equipment Purchase
395656	01/30/08	Krueger International	134,239.88	CSM Furniture Purchase
395658	01/30/08	Lloyd F. McKinney Associates, Inc.	28,350.00	CSM Equipment Purchase and Installation
395660	01/30/08	Oliver Worldclass Labs, Inc.	28,371.58	Skyline Telecom Training Bench Purchase
395663	01/30/08	Rodan Builders, Inc.	22,753.80	Cañada Construction Project
395669	01/30/08	SASCO Data Systems	12,256.00	CSM Construction Project
395671	01/30/08	SASCO Data Systems	35,326.80	CSM Construction Project

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
JANUARY 1-31, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
395689	01/30/08	AlG Valic	34,435.28	Tax Shelter Annuities
395691	01/30/08	American Federation of Teachers	43,411.88	Union Dues
395692	01/30/08	American Federation of Teachers	43,411.88	Union Dues
395709	01/30/08	C S E A	12,828.30	Union Dues
395712	01/30/08	Capital Guardian Trust Co.	53,054.66	Tax Shelter Annuities
395720	01/30/08	Ender and Associates, Inc.	13,895.59	KCSM Equipment Purchase
395723	01/30/08	Fidelity Service Company	33,959.68	Tax Shelter Annuities
395741	01/30/08	Hartford Retirement Plans Service Center	41,506.15	Life Insurance Payment
395771	01/30/08	Oppenheimer Investor Services, Inc.	19,525.32	Tax Shelter Annuities
395780	01/30/08	Public Empl Ret Sys	1,032,002.33	Health Insurance Premiums - February 2008
395785	01/30/08	San Jose/Evergreen Com Col Dist	11,430.00	CSM JCPT Program Consulting Services
395792	01/30/08	SMC College Ed. Housing Corp.	44,830.00	College Vista Rent For February 2008
395795	01/30/08	SMCCCD Bookstore	10,214.37	Staff Computer Loan to Own Program
395796	01/30/08	SMCCCD Bookstore	12,394.54	KCSM Equipment Purchase
395797	01/30/08	SMCCCD Revolving Account	20,000.00	January 2008 Flex Spending
395799	01/30/08	Sony Electronics Inc.	80,904.33	KCSM Equipment Purchase
395805	01/30/08	Sutro Tower Inc.	17,594.00	KCSM Transmitter Leasing Fee
395815	01/30/08	Vanguard Fiduciary Trust Company	34,923.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
78244	01/18/08	US Treasury - Union Bank	65,631.95	Federal Tax
JE238122	01/31/08	State Teacher Retirement System	549,516.96	STRS Retirement
<u>SMCCCD Bookstores</u>				
102833	01/08/08	Apple Computer Inc.	73,691.79	Purchase of Inventory
102864	01/08/08	Nebraska Book Co. Inc.	100,104.04	Purchase of Inventory
102875	01/08/08	Pea Press	11,145.74	Purchase of Inventory
102882	01/17/08	Apple Computer Inc.	27,270.00	Purchase of Inventory
102911	01/17/08	MBS Textbook Exchange	59,328.44	Purchase of Inventory
102920	01/17/08	Roadway Express	25,945.88	Purchase of Inventory
102922	01/17/08	SMCC College District	143,018.73	Salaries & Benefits December 2007
102933	01/31/08	Dell Marketing LP	11,752.22	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2008  
 WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
EFT#96235	01/31/08	Board of Equalization	<u>16,377.11</u>	Sales Tax December 2007
		Subtotal	7,884,039.93	78%
		Warrant Issued ≤ \$10,000	<u>2,249,472.80</u>	<u>22%</u>
		Total Non-Salary Warrant Issued	<u><u>10,133,512.73</u></u>	100%
District Accounts Payable		0001117-0001280, 393476-395823	8,893,075.32	
District Payroll		24478-25499, DD25182-DD26471	5,389,849.11	
SMCCCD Bookstores		102832-102964, EFT#96235, EFT#02772	<u>620,423.73</u>	
		Total Warrant Including Salaries - January 2008	<u><u>14,903,348.16</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1- 29, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
001319	02/07/08	Bunton Clifford Associates, Inc.	15,200.85	Skyline & Canada FMC Architectural Services
001320	02/07/08	CIS, Inc	19,113.00	Districtwide Construction Project
001330	02/07/08	Sch Proj/Util Rate Reduc.	67,618.59	Utilities
001334	02/07/08	TAC Americas Inc.	15,493.72	CSM Construction Project
001460	02/21/08	Bayview Environmental Services	134,769.63	Cañada Construction Project
001462	02/21/08	CIS, Inc	13,103.00	Districtwide Construction Project
001463	02/21/08	Cor-O-Van Moving & Storage Co.	29,925.30	CSM Moving Services
001465	02/21/08	Dovetail Decision Consultants, Inc.	22,698.68	Cañada Planning and Coordination Services
001472	02/21/08	Swinerton Management & Consulting	81,576.50	Program Management Services
395854	02/04/08	San Jose Boiler Works	43,463.17	Cañada Boiler Emergency Repair
395881	02/04/08	Calif State Teachers Retirement System	25,219.58	STRS Contribution - January 2008
395882	02/04/08	CalPERS	443,501.81	PERS Contribution - January 2008
395884	02/04/08	Descalso Lithograph	10,579.27	KCSM Program Guide Printing Services
395909	02/04/08	Sony Electronics Inc.	182,138.16	KCSM Equipment Purchase
395915	02/04/08	Wells Fargo Bank	225,201.03	District Procurement Card Payment
396010	02/07/08	Constellation NewEnergy Inc.	19,687.28	Utilities
396016	02/07/08	EBSCO	12,212.90	Cañada Library Magazine Subscriptions
396018	02/07/08	Hartford Life & Accident Insurance Co.	33,977.92	Life insurance Premiums For January 2008
396019	02/07/08	Hensel Phelps Construction Co.	77,768.00	Skyline Construction Project
396060	02/07/08	Hunter Power Solutions	12,115.13	Skyline Construction Project
396072	02/07/08	Palmer, Kevin J.	12,014.00	CSM Coastside Office Construction Project
396077	02/07/08	S.M.C.S.I.G.	20,337.09	Vision Premium for February 2008
396078	02/07/08	S.M.C.S.I.G.	148,931.34	Dental Premium For February 2008
396109	02/13/08	Constellation NewEnergy Inc.	18,221.56	Utilities
396120	02/13/08	John Plane Construction	702,142.70	Skyline Construction Project
396124	02/13/08	Krueger International	27,222.07	Cañada Furniture Purchase
396128	02/13/08	Krueger International	33,027.39	Cañada Furniture Purchase
396138	02/13/08	Pac Gas & Elec Co	29,530.84	Utilities
396145	02/13/08	Parsons Commercial Technology Group Inc.	35,249.19	Bond Project Consulting Services
396151	02/13/08	Rodan Builders, Inc.	28,825.00	CSM Construction Project
396152	02/13/08	San Jose Maintenance Co.	11,785.00	CSM Construction Cleaning Services
396154	02/13/08	SASCO Data Systems	30,364.00	CSM Construction Project
396155	02/13/08	Signet Testing Laboratories, Inc	10,421.00	CSM Construction Project
396157	02/13/08	Strata Information Group	49,033.00	ITS Consulting Service

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1- 29, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
396179	02/13/08	John Plane Construction	78,015.86	Skyline Construction Project
396184	02/13/08	Calif.Student Aid Commission	36,142.00	Skyline 06-07 Cal Grant
396240	02/13/08	Official Payments Corporation	18,452.40	Student Registration Service Fee
396251	02/13/08	SMCCCD Bookstore	76,273.71	CSM Special Programs Books Purchase
396252	02/13/08	SMCCCD Revolving Account	10,000.00	Flex America Clearing Account Advance
397727	02/19/08	SMCCCD Revolving Account	19,310.51	Replenish Flex America Clearing Account
397806	02/21/08	Beverly Prior Architects	22,392.00	CSM Architectural Services
397812	02/21/08	Casey III, Thomas F.	12,755.00	Districtwide Legal Services
397840	02/21/08	Pac Gas & Elec Co	11,932.53	Utilities
397848	02/21/08	SASCO Data Systems	12,013.00	CSM Construction Project
397851	02/21/08	Spitz, Inc.	196,825.00	CSM Equipment Rental and Replacement
397853	02/21/08	Keenan & Associates	171,332.00	Skyline Construction Insurance Premium
397871	02/21/08	CalPERS	10,320.65	PERS contribution - January 2008
397879	02/21/08	County of San Mateo	45,000.00	Judicial Studies Training Project
397898	02/21/08	Krueger International	20,608.01	Skyline Furniture Purchase
397914	02/21/08	S.B.R.P.S.T.C.	30,503.50	South Bay Regional Public Safety Training fee
397917	02/21/08	SMCCCD Bookstore	74,918.02	CSM Equipment Purchase
397921	02/21/08	Sony Electronics Inc.	17,388.06	KCSM Equipment Purchase
397925	02/21/08	Sutro Tower Inc.	16,673.00	KCSM Transmitter Leasing Fee
397938	02/25/08	Big D Pacific Builders	155,470.50	Cañada Construction Project
397940	02/25/08	Bunton Clifford Associates, Inc.	26,558.25	Cañada Architectural Services
397945	02/25/08	Constellation NewEnergy Inc.	18,101.42	Utilities
397947	02/25/08	Double Day Office Services, Inc.	30,926.35	Cañada Moving Services
397957	02/25/08	Pac Gas & Elec Co	21,031.46	Utilities
397960	02/25/08	Qwest Communications Corporation	69,676.16	ITS Equipment Purchase
397964	02/25/08	Strata Information Group	49,033.00	ITS Consulting Service
398007	02/25/08	Big D Pacific Builders	17,274.50	Cañada Construction Project
398011	02/25/08	SMCCCD Bookstore	59,753.62	Skyline Books Purchase
398012	02/25/08	SMCCCD Bookstore	16,691.40	Cañada ECE Books Purchase
398019	02/25/08	Sutro Tower Inc.	1,000,000.00	KCSM DTV Conversion Agreement
398020	02/25/08	Swinerton Management & Consulting	83,545.00	Program Management Services
398076	02/28/08	Board of Governors	25,260.00	Cañada FMC DSA Plan payment
398085	02/28/08	Constellation NewEnergy Inc.	19,546.52	Utilities
398086	02/28/08	Cornerstone Earth Group, Inc.	12,723.75	CSM Geotech and Environmental Services
398090	02/28/08	DES Architects	44,966.34	Skyline Architectural Services
398091	02/28/08	Double Day Office Services, Inc.	46,358.13	Cañada Moving Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1- 29, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
398097	02/28/08	Kinetics Mechanical Services, Inc	21,612.00	Cañada Construction Project
398103	02/28/08	Midwest Library Service	12,083.90	Cañada Library Book Purchase
398106	02/28/08	Noll & Tam	11,414.90	Cañada Architectural Services
398109	02/28/08	Pac Gas & Elec Co	10,611.48	Utilities
398111	02/28/08	Parsons Commercial Technology Group Inc.	35,950.00	Bond Project Consulting Services
398112	02/28/08	PerkinElmer Las, Inc.	12,442.29	Cañada Equipment Purchase
398130	02/28/08	AIG Valic	33,035.28	Tax Shelter Annuities
398132	02/28/08	American Federation of Teachers	54,726.00	Union Fees
398144	02/28/08	C S E A	13,215.41	Union Fees
398148	02/28/08	Capital Guardian Trust Co.	53,554.66	Tax Shelter Annuities
398165	02/28/08	Enterprise Recovery System, Inc	11,968.85	Student AR Collection Fee
398167	02/28/08	Fidelity Service Company	39,009.68	Tax Shelter Annuities
398186	02/28/08	Hartford Retirement Plans Service Center	41,481.15	Tax Shelter Annuities
398212	02/28/08	Oppenheimer Investor Services, Inc.	18,725.32	Tax Shelter Annuities
398226	02/28/08	SMC College Ed. Housing Corp.	43,730.00	College Vista Rent March 2008
398239	02/28/08	Sutro Tower Inc.	16,673.00	KCSM Transmitter Leasing Fee
398244	02/28/08	TIAA	12,534.00	Tax Shelter Annuities
398251	02/28/08	Vanguard Fiduciary Trust Company	37,543.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrant)</u>				
21708	02/01/08	US Treasury - Union Bank	1,274,113.97	Federal Tax
21957	02/01/08	US Treasury - Union Bank	227,356.70	State Tax
65960	02/20/08	US Treasury - Union Bank	70,188.29	Federal Tax
JE239560	02/29/08	State Teacher Retirement System	631,592.73	STRS Retirement
<u>SMCCCD Bookstores</u>				
102977	02/11/08	Cengage Learning	243,540.07	Purchase of Inventory
102987	02/11/08	Dell Marketing LP	14,418.00	Purchase of Inventory
103008	02/11/08	Houghton Mifflin	26,839.59	Purchase of Inventory
103025	02/11/08	MBS Textbook Exchange	143,008.54	Purchase of Inventory
103026	02/11/08	McGraw-Hill Companies	81,291.75	Purchase of Inventory
103029	02/11/08	MPS	45,943.00	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1- 29, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
103033	02/11/08	NACSCorp	21,741.45	Purchase of Inventory
103034	02/11/08	Nebraska Book Co. Inc.	20,918.47	Purchase of Inventory
103035	02/11/08	WW Norton & Company	15,307.31	Purchase of Inventory
103042	02/11/08	Pearson Education Inc.	143,817.13	Purchase of Inventory
103059	02/11/08	Pea Press	21,059.80	Purchase of Inventory
103077	02/19/08	Cengage Learning	230,352.29	Purchase of Inventory
103083	02/19/08	Dell Marketing LP	17,564.90	Purchase of Inventory
103098	02/19/08	Houghton Mifflin	38,709.27	Purchase of Inventory
103104	02/19/08	MBS Textbook Exchange	32,752.59	Purchase of Inventory
103105	02/19/08	McGraw-Hill Companies	40,871.24	Purchase of Inventory
103106	02/19/08	MPS	13,350.65	Purchase of Inventory
103113	02/19/08	Pearson Education Inc.	289,337.95	Purchase of Inventory
103123	02/19/08	SMCC College District	156,627.04	Salaries & Benefits January 2008
103130	02/19/08	Vista Higher Learning	10,328.00	Purchase of Inventory
103149	02/26/08	Cengage Learning	21,761.35	Purchase of Inventory
103185	02/26/08	MBS Textbook Exchange	13,662.73	Purchase of Inventory
103186	02/26/08	McGraw-Hill Companies	26,277.03	Purchase of Inventory
103198	02/26/08	Pearson Education Inc.	81,602.26	Purchase of Inventory
EFT#07030	02/25/08	Board Of Equalization	183,064.02	Sales Taxes January 2008
		Subtotal	9,837,948.39	78%
		Warrant Issued ≤ \$10,000	2,753,687.04	22%
		Total Non-Salary Warrant Issued	<u>12,591,635.43</u>	100%
District Accounts Payable	0001302-0001491, 395824-398259		8,154,053.50	
District Payroll	25500-26521, DD26472-DD27784		7,776,999.11	
SMCCCD Bookstores	102965-103220, EFT#07030		2,229,178.14	
	Total Warrant Including Salaries - February 2008		<u>18,160,230.75</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>District Accounts Payable</u>		
001519	03/06/08	Sch Proj/Util Rate Reduc.	72,813.24	Utilities
001564	03/13/08	CIS, Inc	11,410.00	Districtwide Construction Project
001571	03/13/08	Swinerton Management & Consulting	83,329.00	Program Management Services
001572	03/13/08	TAC Americas Inc.	59,737.11	CSM Construction Project
001589	03/20/08	Casey Printing ,Inc.	29,185.71	CSM Schedules Printing Services
001590	03/20/08	Casey Printing ,Inc.	30,437.70	Skyline Schedules Printing Services
001591	03/20/08	CIS, Inc	16,065.00	Skyline Construction Project
001596	03/20/08	Sch Proj/Util Rate Reduc.	63,426.83	Utilities
398336	03/06/08	Ad Age Broadcast Network	16,750.89	Canada Media Campaign Services
398345	03/06/08	Big D Pacific Builders	582,460.00	Cañada Construction Project
398355	03/06/08	Big D Pacific Builders	64,628.00	Cañada Construction Project
398356	03/06/08	Claycomb, Glenn D.	10,593.15	CIP2 Construction Project Consulting Services
398358	03/06/08	DES Architects	18,679.52	CSM Architectural Services
398381	03/06/08	SunGard SCT, Inc.	276,963.00	ITS Support Services
398396	03/06/08	Bay Area Comm. Col JPA	10,000.00	Deductible for Skyline Gym Floor Damage claim
398410	03/06/08	Calif State Teachers Retirement System	46,926.06	STRS Contribution - February 2008
398411	03/06/08	CalPERS	445,357.63	PERS Contribution - February 2008
398423	03/06/08	Division of the State Architect	14,738.42	Skyline DSA Fees
398462	03/06/08	Public Empl Ret Sys	1,040,459.65	Health Insurance Premiums - March 2008
398474	03/06/08	SMCCCD Bookstore	68,846.90	CSM Computer Purchase
398478	03/06/08	SMCCCD Bookstore	12,225.91	Middle College Books Purchase
398479	03/06/08	SMCCCD Revolving Account	15,000.00	Flex America Advance Payment
398484	03/06/08	Sony Electronics Inc.	12,284.93	KCSM Equipment Purchase
398492	03/06/08	Wells Fargo Bank	367,543.41	District Procurement Card Payment
398515	03/10/08	Big D Pacific Builders	769,300.00	Cañada Construction Project
398518	03/10/08	Big D Pacific Builders	85,478.00	Cañada Construction Project
398521	03/10/08	eCollege.com	29,839.00	Districtwide Technology Services
398523	03/10/08	Folgergraphics, Inc.	15,624.26	Skyline Construction Project
398528	03/10/08	John Plane Construction	984,048.29	Skyline Construction Project
398547	03/10/08	Keenan & Associates	199,255.00	Districtwide Construction Insurance Premium
398554	03/10/08	John Plane Construction	109,338.69	Skyline Construction Project
398574	03/10/08	Robert A. Bothman	340,340.33	Districtwide Construction Project
398575	03/10/08	S.M.C.S.I.G.	148,256.83	Dental Premium For January 2008
398576	03/10/08	S.M.C.S.I.G.	20,118.97	Vision Premium for January 2008

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
398578	03/10/08	San Mateo Union High School District	50,013.27	Middle College High School Salaries and Stipends
398765	03/13/08	SASCO Data Systems	23,913.00	CSM Construction Project
398779	03/13/08	CalPERS	10,543.50	PERS Buyback
398811	03/13/08	Patsons Press	13,373.56	Bay Area Career Guide Printing Services
398820	03/13/08	Sony Electronics Inc.	53,685.51	KCSM Equipment Purchase
398838	03/17/08	Downtown Ford	14,462.70	Facilities Vehicle Purchase
398865	03/17/08	Sequoia Union High School District	27,000.00	Tech Prep Consortium Grant Payment
398868	03/17/08	SMCCCD Bookstore	15,643.49	CSM Computer Purchase
398869	03/17/08	SMCCCD Bookstore	20,238.71	Skyline Computer Purchase
398871	03/17/08	SMCCCD Revolving Account	28,276.94	Flex America Balance Payment
398872	03/17/08	StageRight Corporation	14,634.64	CSM Equipment Purchase
398951	03/20/08	Casey III, Thomas F.	10,950.00	Districtwide Legal Services
398952	03/20/08	Constellation NewEnergy Inc.	29,728.25	Utilities
398953	03/20/08	Constellation NewEnergy Inc.	22,645.00	Utilities
398973	03/20/08	Noll & Tam	36,975.20	Cañada Architectural Services
398975	03/20/08	Pac Gas & Elec Co	29,675.13	Utilities
398979	03/20/08	Pac Gas & Elec Co	13,572.00	Utilities
398988	03/20/08	Steinberg Architects	94,942.01	Skyline Architectural Services
398990	03/20/08	Teecom Design Group	13,640.00	Districtwide Engineering Services
398999	03/20/08	County of San Mateo	20,688.15	County Counsel Services
399001	03/20/08	Division of the State Architect	56,277.14	Skyline DSA Fees
399002	03/20/08	Gruber & Pereira Associates	21,000.00	Judicial Studies Partnership Development Program
399010	03/20/08	Ruud Lighting Inc.	10,302.60	District and Skyline Parking Lights Project
399012	03/20/08	San Jose/Evergreen Com Col Dist	11,430.00	JCTO Curriculum Development
399014	03/20/08	SMCCCD Bookstore	15,985.82	Cañada ECE Program Book Purchase
399021	03/24/08	Bunton Clifford Associates, Inc.	54,989.11	Cañada Architectural Services
399026	03/24/08	Constellation NewEnergy Inc.	20,286.91	Utilities
399028	03/24/08	Cornerstone Earth Group, Inc.	11,310.00	CSM Geotechnical and Environmental Services
399031	03/24/08	David L. Gates & Associates	33,800.00	Cañada Construction Project
399043	03/24/08	Pac Gas & Elec Co	11,147.50	Utilities
399052	03/24/08	Spitz, Inc.	10,830.40	CSM Planetarium Materials Licenses
399053	03/24/08	Tanaka, Danny G.	18,800.00	CIP2 Construction Project Consulting Services
399073	03/24/08	County of San Mateo	31,312.38	CSM Sewer Tax
399336	03/28/08	Consortium for Open Learning	19,617.00	Fall 2007 Telecourse Fees
399356	03/28/08	Pac Gas & Elec Co	10,955.00	Utilities
399360	03/28/08	S.B.R.P.S.T.C.	30,503.50	South Bay Regional Public Safety Training fee

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
399367	03/28/08	Strata Information Group	49,033.00	ITS Consulting Services
399376	03/28/08	Wide Angle Communications, LLC	41,000.00	Districtwide Marker Research and Direct Marketing
399383	03/28/08	AIG Valic	32,635.28	Tax Shelter Annuities
399385	03/28/08	American Federation of Teachers	52,448.21	Union Dues
399396	03/28/08	C S E A	13,012.06	Union Dues
399400	03/28/08	Capital Guardian Trust Co.	53,329.66	Tax Shelter Annuities
399415	03/28/08	Fidelity Service Company	38,209.68	Tax Shelter Annuities
399429	03/28/08	Goodman Marketing Partners Inc.	12,173.60	KCSM Direct Mailing Services
399431	03/28/08	Hartford Life & Accident Insurance Co.	34,578.16	Life insurance Premiums for February 2008
399434	03/28/08	Hartford Retirement Plans Service Ctr	41,806.15	Tax Shelter Annuities
399449	03/28/08	McCarthy Building Companies	5,368,500.00	CSM Construction Project
399462	03/28/08	Oppenheimer Investor Services, Inc.	18,825.32	Tax Shelter Annuities
399476	03/28/08	SMC College Ed. Housing Corp.	44,830.00	College Vista Rent Monthly Payment
399485	03/28/08	Sony Electronics Inc.	22,071.73	KCSM Equipment Purchase
399492	03/28/08	Sutro Tower Inc.	16,673.00	KCSM Transmitter Leasing Fee
399496	03/28/08	TIAA	12,734.00	Tax Shelter Annuities
399499	03/28/08	U.S. Postal Services	10,000.00	Skyline Postage
399500	03/28/08	U.S. Postal Services	25,000.00	Cañada Postage
399507	03/28/08	Vanguard Fiduciary Trust Company	38,143.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrant)</u>				
84685	03/03/08	US Treasury - Union Bank	1,436,516.08	Federal Tax
84792	03/03/098	US Treasury - Union Bank	252,165.89	State Tax
65704	03/19/08	US Treasury - Union Bank	62,896.39	Federal Tax
JE241353	03/31/08	State Teacher Retirement System	601,936.95	STRS Retirement
<u>SMCCCD Bookstores</u>				
103257	03/10/08	MBS Textbook Exchange	11,040.26	Purchase Of Inventory
103243	03/10/08	Grace Training Supply	11,705.30	Purchase Of Inventory
103258	03/10/08	McGraw Hill Companies	13,652.43	Purchase Of Inventory
103264	03/10/08	Nebraska Book Company	17,804.38	Purchase Of Inventory
103229	03/10/08	Cengage Learning	22,693.79	Purchase Of Inventory
103223	03/10/08	Apple Computer Inc.	35,175.20	Purchase Of Inventory
103286	0312/08	SMCCD	19,576.68	Purchase Of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2008  
WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
103310	03/19/08	Skyline College Bookstore	14,237.48	Purchase Of Inventory
103305	03/19/08	Nebraska Book Company	30,217.26	Purchase Of Inventory
103311	03/19/08	SMCC College District	182,561.44	Salaries & Benefits February 2008
EFT#09602	03/24/08	Board Of Equalization	38,652.97	Sales Taxes February 2008
		Subtotal	15,660,445.20	91%
		Warrant Issued ≤ \$10,000	1,633,330.44	9%
		Total Non-Salary Warrant Issued	17,293,775.64	100%
District Accounts Payable		0001500-0001799, 398260-399513	14,445,745.87	
District Payroll		26522-27579, DD27785-DD29151	7,781,480.74	
SMCCCD Bookstores		103221-103313, EFT#09602	491,293.81	
		Total Warrant Including Salaries - March 2008	22,718,520.42	

**BOARD REPORT NO. 08-4-1B**

**RESOLUTION NO. 08-3**

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

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**RESOLUTION OPPOSING THE GOVERNOR'S PROPOSED STATE BUDGET**

**WHEREAS**, the state budget proposed by Governor Arnold Schwarzenegger is a giant step backward for our students that would create chaos in our public schools at every level - preschool through higher education - with cuts of historic proportion that would derail the progress and threaten the education of millions of California students; and

**WHEREAS**, against great odds, California's educators have witnessed how our students and schools, despite being constantly asked to do more with less, have been making progress, with overall reading scores up 25 percent and math scores increasing 17 percent in the last four years; and

**WHEREAS**, Education Week now ranks California 46th in the nation in per-pupil spending, at nearly \$1,900 below the national per-student average, while the state also has some of the largest class sizes in the country and ranks dead last in the number of counselors, school nurses and librarians per student; and

**WHEREAS**, California's teachers are outraged that in this proclaimed "year of education" the governor's proposed budget would slash \$4.8 billion from our public schools and community colleges over the next 18 months - including devastating midyear cuts of \$400 million - and would decimate the state's minimum school funding law, Proposition 98, which voters approved in 1988 and reaffirmed their support for in 2005; and

**WHEREAS**, slashing the monumental sum of \$4.8 billion from our schools is the equivalent of laying off more than 107,000 teachers or 137,000 education support professionals; or gutting per-student funding by more than \$800; or cutting more than \$24,000 per classroom statewide; or increasing class sizes statewide by as much as 35 percent; and

**WHEREAS**, the magnitude of the budget cuts to higher education will be devastating, with community colleges losing more than \$500 million and cuts of more than \$300 million proposed for CSU and \$109 million for our UC systems. In addition, community college part-time faculty and CSU lecturers will suffer layoffs, students will face up to 10 percent fee hikes-their sixth in the last seven years-course offerings will be reduced, class sizes increased, and graduation times lengthened; and

**WHEREAS**, our students didn't create this budget crisis and their education shouldn't be ransomed to solve it with proposals that don't just mortgage their academic futures, but amount to a foreclosure of hope for generations of families; and

BOARD REPORT NO. 08-4-1B

**WHEREAS**, the future of the California economy critically depends on INCREASING the level of education of its workforce rather than decreasing it; and

**NOW, THEREFORE, BE IT RESOLVED** that the San Mateo Community College District Board of Trustees unanimously believes that the state budget proposals of Governor Arnold Schwarzenegger to be unworkable and disastrous for our public schools, higher education, students and their futures;

**BE IT FURTHER RESOLVED** that the Board of Trustees of the San Mateo Community College District calls on the governor and the Legislature to put our students first, reject across-the-board cuts that would damage our public schools, protect the voter-approved, minimum school funding law, Proposition 98, and show true leadership by setting realistic state budget priorities and a balanced approach of spending cuts and revenue increases to close the \$14.5 billion budget hole;

**AND BE IT FINALLY RESOLVED** that the San Mateo Community College District Board of Trustees will fight these catastrophic budget cut proposals, which have already prompted some school districts to lay off teachers and cut local student programs; will fight to protect the integrity of Proposition 98; and will continue to stand up and speak out for California students and public schools.

**REGULARLY PASSED AND ADOPTED** this 30<sup>th</sup> day of April, 2008.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Karen Schwarz, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 08-4-2B**

**RESOLUTION NO. 08-4**

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

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**RESOLUTION IN SUPPORT OF MEASURE P,  
THE MILLBRAE SCHOOL DISTRICT PARCEL TAX INITIATIVE**

**WHEREAS**, the Millbrae School District (the District) provides elementary school-age children with a quality education in a positive, safe, and nurturing environment; and

**WHEREAS**, good schools benefit everyone in the community by providing a positive, healthy environment for developing well-rounded children who learn how to be good citizens; and

**WHEREAS**, the District schools are educating and mentoring the community's leaders of tomorrow; and

**WHEREAS**, the District is faced with immediate reductions in State funding and has no assurance or reason to believe that State funding will improve in the near future; and

**WHEREAS**, receipts from the sale of surplus property may not be used for day-to-day educational expenses and the State lottery accounts for less than three percent of the District's budget; and

**WHEREAS**, the District is one of the few Peninsula school districts that does not have an education parcel tax to enhance educational programs for its children; and

**WHEREAS**, as a result, the District has been forced to make budget cuts in recent years, placing the District and its students at a competitive disadvantage to other schools in the area; and

**WHEREAS**, approval of Measure P will provide funds to ensure that the children of Millbrae continue to receive a high quality education, to offset State budget cuts, to reinstate eliminated music, library, instructional and technology aides and custodians, protect teachers from layoffs, and to support and maintain the District's academic programs and classroom health and safety; and

**WHEREAS**, on March 5, 2008, the District Board of Trustees unanimously approved an election to be held on June 3, 2008 for the purpose of submitting to the qualified electors of the District a proposed parcel tax with a full tax exemption available to senior citizens;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District supports Measure P, the Millbrae School District parcel tax initiative.

BOARD REPORT NO. 08-4-2B

**REGULARLY PASSED AND ADOPTED** this 30<sup>th</sup> day of April, 2008.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Karen Schwarz, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 08-4-3B**

**RESOLUTION NO. 08-5**

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

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**RESOLUTION IN SUPPORT OF MEASURE N,  
THE PACIFICA SCHOOL DISTRICT PARCEL TAX INITIATIVE**

**WHEREAS**, the Governing Board of the Pacifica School District (the District) has established the goals of improving academic performance and the quality of education for all children in the District; and

**WHEREAS**, the District serves 3,100 students at seven schools in grades K-8; and

**WHEREAS**, the District's API score of 810 is ranked well above the State and County average while the funding is among the lowest in the State; and

**WHEREAS**, Pacifica schools are facing over one million dollars in cuts to academic programs as a result of State budget cuts to education funding and could lose some of their best teachers; and

**WHEREAS**, Measure N will provide a source of stable local funding that stays in Pacifica elementary and middle schools and ensures that schools can continue to provide a quality education to students; and

**WHEREAS**, the District has a strong record of using funds wisely and productively to promote student achievement and renovate its schools; and

**WHEREAS**, Measure N will help protect Pacifica schools from state budget cuts through funding to retain and attract qualified teachers, maintain science and mathematics programs, protect small class sizes, protect programs that support struggling and gifted students, and maintain classroom and school facilities; and

**WHEREAS**, an independent Citizens' Oversight Committee will review and report on spending of Measure N funds to ensure that the money is spent fairly and wisely in local schools; and

**WHEREAS**, Measure N will expire in five years and cannot be renewed without voter approval; and

**WHEREAS**, Measure N will cost Pacifica homeowners only \$8 per month or \$96 per year, and senior citizens 65 and older can receive an exemption from paying the parcel tax;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District supports Measure N, the Pacifica School District parcel tax initiative.

BOARD REPORT NO. 08-4-3B

**REGULARLY PASSED AND ADOPTED** this 30<sup>th</sup> day of April, 2008.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Karen Schwarz, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 08-4-4B**

**RESOLUTION NO. 08-6**

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

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**RESOLUTION IN SUPPORT OF MEASURE Q, THE HALF MOON BAY  
TRANSIENT OCCUPANCY TAX INCREASE**

**WHEREAS**, each year, Half Moon Bay considers ways to balance the City budget and operate more effectively without negatively impacting City services or reducing emergency reserves; and

**WHEREAS**, despite these efforts, detailed budget projections clearly show on-going deficits; and

**WHEREAS**, funds collected will help maintain Half Moon Bay library services; park and recreational facilities and programs; senior and youth facilities, programs and services; public safety services; and city streets; and

**WHEREAS**, funds collected will be paid by non-residents who stay at local hotels through an increase in the City's Transient Occupancy Tax rate from ten percent of the room rate charged to twelve percent of the room rate charged; and

**WHEREAS**, the small increase of two percent will not hurt local hotel and business owners or prevent tourist dollars from coming to the community; and

**WHEREAS**, funds are generated locally and cannot be taken away by the State;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the San Mateo County Community College District supports Measure Q, the Half Moon Bay Transient Occupancy Tax Increase.

**REGULARLY PASSED AND ADOPTED** this 30<sup>th</sup> day of April, 2008.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Karen Schwarz, Vice President-Clerk  
Board of Trustees

**BOARD REPORT NO. 08-4-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Regina Stroud, Vice President, Instruction, Skyline College, 738-4321

**ACCEPTANCE OF EXTERNAL FUNDS**

Skyline College received notice of the California Community Colleges Chancellor's Office intent to award Industry Driven Regional Collaborative (IDRC) funding for the development and implementation of a surgical technology workforce development project. The San Francisco Bay Area boasts three of the top five highest paying metro areas in the nation for surgical technologists according to the Bureau of Labor Statistics. Despite great pay, hospitals and surgery centers are struggling to ensure staffing for these positions. Industry partners requested that the community colleges create an additional accredited surgical technology program and strategically locate it to serve more students and employers. In response, this project will:

- 1) Create a regional industry-education partnership to address the shortage of surgical technologists in the workforce;
- 2) Create a surgical technology education partnership between Las Positas College, Santa Rosa Junior College and Skyline College to address the immediate shortage of surgical technologists;
- 3) Assist Las Positas College with the development of a surgical technology program during the grant training period that will double the current Bay Area's community college capacity in surgical technology;
- 4) Provide surgical technology education opportunities for up to 42 students who will complete requisites for program certificates, receive clinical placements, and qualify for high demand positions throughout the Bay Area Healthcare Industry;
- 5) Provide certification exam preparation for working surgical technologists resulting in employment upgrades for up to 30 employees;
- 6) Foster the development of the workforce pipeline by engaging high schools with information for counselors and students on careers and potential pathways in surgical careers.

Key industry partners include ValleyCare Health System, Kaiser Permanente, and others. This two-year project begins July 1, 2008 and ends June 30, 2010. The total grant funding for the program is \$649,134.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept Industry Driven Regional Collaborative funds for this Surgical Technology Workforce Development Project in the amount of \$649,134 for fiscal years 2008-2010 as awarded by the California Community Colleges Chancellor's Office.

**BOARD REPORT NO. 08-4-102B**

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

**APPROVAL OF REVISIONS TO EMPLOYEE SECOND LOAN PROGRAM REQUIREMENTS**

For the past seven years, the District has provided a second loan program in order to help employees purchase a home in the Bay Area. The original loans offered by the District were paired with third loans that were available from several cities on the Peninsula. These loans were available to all regular employees of the District who were first-time homebuyers and who earn at or below 120% of the median income in the region. The funds available to local cities for third loans declined, which made this loan program less useful to our employees.

In 2004, the Board authorized a stand-alone **insured** second loan of up to \$50,000 for regular employees. Employees who use these loans did not have to meet the income restrictions of the original loan program and they could purchase homes anywhere within a reasonable commute distance to the District—not only in the cities that offered third loans. The loan terms include:

- Ten year loan
- Interest and payment free for five years (non-accruing interest)
- Beginning in year six, 4% simple interest for the term of the loan, paid monthly
- When the employee sells, refinances or leaves District employment (other than retirement) the College District earns a share of the appreciation that is proportionate to its investment in the house. The District's appreciation share will be paid at this time.
- Loan can be called or converted to the current market rate (at the District's discretion) if the employee leaves College District employment
- Employees provide a minimum 3% down payment

In 2006, the Board revised the loan terms to include the following:

- Increased the maximum loan amount to \$75,000. This increased loan amount was necessary both because the cost of housing has continued to escalate and because the city loans were no longer available.
- Removed the requirement that the employee must be a first-time homebuyer in order to qualify for the loan. Restricting the loans to first-time homebuyers had been necessary when the District paired its loans with those offered by local cities because of the loan requirements imposed by the cities. It is not necessary for the District's stand-alone loan program. This requirement was removed to accommodate employees who were planning to relocate in order to be closer to work or to purchase a larger home because of growing family needs.
- Allowed certain adjunct faculty members to participate in the program. The District employs a large number of long-term adjunct faculty members who could benefit from this program, using

the same guidelines for eligibility that are used for the loan-to-own program: that the adjunct faculty member is continuously employed for three years or six semesters.

- Removed from program eligibility for the loan employees who currently are under federally or state mandated wage garnishment or who are involved in progressive disciplinary procedures. (This requirement is also included in the loan-to-own program.)
- Restricted loans to owner-occupied homes.

Due to the recent credit crisis, banks and insurance firms are no longer offering to insure second loans; therefore, in order to assure the security of the District’s loans, we believe we need to make some changes to the eligibility requirements for these loans. These changes include:

1) Adopting the following program underwriting matrix:

Low FICO Score Range	High FICO Score Range	Down Payment Required	Months Reserve Required	CLTV Including SMCCCD Loan	Homebuyer Education Requirement	Homebuyer Counseling Requirement	Maximum Back Ratio Allowance
640	659	20%	3	80%	Yes	Yes	45%
660	679	10%	3	90%	Yes	Yes	45%
680	719	5%	3	95%	Yes	Yes	45%
720	850	3%	3	97%	Yes	Yes	45%

See the addendum for additional information about these indices. One important point regarding the security of the District’s loans rests with the FICO score. The payment behavior of consumers in relation to FICO scores has been tracked very closely by the three major credit agencies. For example, there is a 1 in 40,000 chance that a borrower with a 720+ FICO score will be late or default on their payment versus a 1 in 4 chance for borrower with a 580 or less FICO score.

- 2) The program will prohibit the use of loans that have negative amortization, pre-payment penalties, and shorter term interest-only options. Variable rate loans will normally not be allowed without the express written consent from the District.
- 3) Substituting the appreciation share payment with a required interest payment that will be paid when the employee sells or refinances the home or at the end of the 10 year term of the loan. This would be of benefit to the employee because mortgage interest is a deductible expense and shared appreciation is not. The deferred interest will be calculated as: District loan amount divided by purchase price times (sale or refinance) value less original purchase price less improvements paid for by the employee.

In the past five years, the District has financed 11 loans; two of these loans have been paid back and two were re-financed. The District’s share of the appreciation on two loans that were paid off totaled \$45,390. Currently, the District’s portfolio of loans is valued at \$699,000.

**RECOMMENDATION**

It is recommended that the modifications to the District’s second loan program listed above be adopted by the Board effective May 1, 2008.

## **Addendum**

***Down Payment*** – The down payment is adjusted to reflect the level of risk associated with the borrower's credit rating and other factors – such as job history and overall accessible financial reserves. Increased down payment requirements allow for greater equity protection and place the participant at greater exposure in case of a financial loss.

***Combined Loan To Value Ratios*** - The District program, whenever possible, will be leveraged with other subsidy programs – preferably, when and if available, with programs that take a junior position to the District loan. The CLTV designated must be the CLTV achieved with all other subordinate financing junior to the District loan. For example, the California Housing Finance Agency has two loans that they can provide (if the District program is approved with them) that will allow first time homebuyers 7% in subordinate financing. Given a 3% down payment, the District will be in a 90% CLTV position with 10% of equity protection. For 80% median income first time homebuyer households, we would be able to add an additional \$15,000 in equity protection through a forgivable loan (over five years) provided through the Federal Home Loan Bank. Based on a \$400,000 acquisition, this could provide the District approximately an 85% CLTV position.

***Monthly Reserves*** –Participants should be required to maintain at least three months of reserves in order to qualify for the Program. Reserves can be maintained in a non-annuity based retirement plan in which participants can borrow or access retirement funds in case of emergencies.

***Debt Coverage Ratios*** –Maximum debt coverage ratios are based on the strength of the buyer. Generally, debt coverage ratios (for housing and personal debt) should not exceed 45%.

**SMCCCD Second Loan Program Requirements  
Revised May 1, 2008**

- Ten year loan; maximum amount of \$75,000
- Restricted to owner-occupied homes within reasonable commute distance to the District.
- Interest and payment free for five years; required interest payment is due when the employee sells or refinances the home, or at the end of the 10 year term of the loan.
- Beginning in year six, 4% simple interest for the term of the loan, paid monthly
- When the employee sells, refinances or leaves District employment (other than retirement) the College District will be paid the required interest payment for the first 5 years of the loan which is calculated as: District loan amount divided by purchase price times (sale or refinance or appraised) value less original purchase price less improvements paid for by the employee.
- Loan can be called or converted to the current market rate (at the District's discretion) if the employee leaves College District employment.
- The program prohibits the use of loans that have negative amortization, pre-payment penalties, and shorter term interest-only options. Variable rate loans will normally not be allowed without the express written consent from the District.
- Employees must meet the following underwriting guidelines:

Low FICO Score Range	High FICO Score Range	Down Payment Required	Months Reserve Required	CLTV Including SMCCCD Loan	Homebuyer Education Requirement	Homebuyer Counseling Requirement	Maximum Back Ratio Allowance
640	659	20%	3	80%	Yes	Yes	45%
660	679	10%	3	90%	Yes	Yes	45%
680	719	5%	3	95%	Yes	Yes	45%
720	850	3%	3	97%	Yes	Yes	45%

**Eligibility:**

- All regular District employees.
- Adjunct faculty members who have been continuously employed for three years or six semesters.
- Employees cannot be under federal or state mandated wage garnishment or involved in progressive disciplinary procedures.

**BOARD REPORT NO. 08-4-103B**

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

**CONTRACT AWARD FOR THE COLLEGE OF SAN MATEO BUILDINGS 14 AND 16 MODERNIZATION PROJECT**

This project will add to the inventory of much needed, refurbished, general assignment classroom options for the College of Mateo College campus. Improved lighting and acoustical treatment, requisite painting, flooring, casework, window treatment improvements, as well as fully accessible and updated restrooms, are included in the project. All classrooms will receive District Standard “Smart Classroom” modernizations, bringing the teaching environment into the 21<sup>st</sup> century. Bringing this building up to the newly implemented District Standards for security (centralized locking and monitoring systems) and full accessibility via lift/elevator to both floors of Building 16 is also part of this project.

The District contracted with DES Architects + Engineers in the summer of 2007 to manage the design development of this work and the DES team worked diligently with the Construction Planning Department to create new classrooms, reappointed lobby and general circulation areas within the established project budget. The goal is to have construction completed and the buildings turned back to CSM in time for the spring 2009 semester.

A legal advertisement for competitive bids was placed on February 11, 2008 and February 18, 2008. Nineteen pre-qualified bidders attended the mandatory pre-bid conferences held on February 19 and 21, 2008. Bids were opened on Thursday, April 3<sup>rd</sup> at 2:00 pm. Of the nineteen firms, three attended the bid opening; however only two were able to formally submit bids, which are listed below:

<b>General Contractor</b>	<b>Bid</b>
John Plane Construction, Inc.	Did not submit bid
<b>Rodan Builders, Inc.</b>	<b>\$3,086,600.00</b>
Gonsalves & Stronck	\$3,828,000.00

Of the two responsive bidders, and after required background qualifications of all subcontractors were confirmed, it was determined that RODAN BUILDERS, INC. was deemed the lowest responsible bidder, based on the total bid of **\$3,086,600.00**.

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 with RODAN BUILDERS, INC. for construction services for the Buildings 14 and 16 Modernization Project, College of San Mateo, in the amount of **\$3,086,600.00**.

**UPDATE ON SKYLINE COLLEGE FACILITIES MAINTENANCE CENTER**

There is no printed report for this agenda item.

**UPDATE ON CAÑADA VISTA**

There is no printed report for this agenda item.