

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA
REGULAR MEETING
July 23, 2008
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

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.*

**Government Code §54957.5 states that public records which relate to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for inspection. Members of the public should call 650-358-6753 to arrange a time for such inspection.*

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

08-7-2 [Minutes of the Study Session of the Board of Trustees of July 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

08-7-3A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.

08-7-2CA [Approval of Student Accidental Injury Insurance Program, 2008-09](#)

Other Recommendations

08-7-1B [Approval of Community Services Classes, Fall/Winter 2008 – Cañada College, College of San Mateo and Skyline College](#)

08-7-101B [Approval to Authorize Participation and Signing of PBS Amicus Brief on Behalf of the Public Television Community, 2008-09 – KCSM](#)

08-7-102B [Contract Award for Live X-Ray Equipment Purchase for Cañada College](#)

08-7-103B [Approval of Construction Consultants](#)

08-7-104B [Approval of Resolution No. 08-10, Regarding Board Absence Due to Illness](#)

INFORMATION REPORTS

08-7-3C [Surplus Sales for San Mateo County Community College District, FY 2007-2008](#)

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. **Employment:** **Cañada College** – Instructional Aide II, University Center & Academic Support Services; **Skyline College** – Instructional Aide I, Counseling Services; Cosmetology Aide, Business/Industry Relations
 - B. Public Employee Performance Evaluation
 1. President, Cañada College
 2. President, College of San Mateo
 3. President, Skyline College
2. Conference with Legal Counsel – Anticipated Litigation – 2 Cases

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

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

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

Board Members Present: President Richard Holober, Vice President-Clerk Karen Schwarz, Trustees Dave Mandelkern and Patricia Miljanich, and Student Trustee Virginia Medrano Rosales; Trustee Helen Hausman was absent due to recent surgery.

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College Vice President of Student Services Lori Adrian, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Holober said there was a request to remove item 07-7-2A from the agenda; this item will not be considered at tonight's meeting.

MINUTES

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of the Board of June 25, 2008. The motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Monica Malamud introduced herself to the Board as the new President of AFT Chapter 1493. She said she will be teaching on Wednesday evenings so will not be able to attend many Board meetings. Vice President Schwarz asked if another representative might be able to attend some meetings; Professor Malamud said she will try to arrange for this. The Board welcomed Professor Malamud as the new President.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-7-1A)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the actions in Board Report No. 08-7-1A. The motion carried, all members voting "Aye."

Approval of Consent Agenda

ADDENDUM TO RENEWAL OF AGREEMENT WITH AMERICAN INSTITUTE FOR FOREIGN STUDY (AIFS), 2008-09 (08-7-1CA)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the renewal of the agreement as described in the report. The motion carried, all members voting "Aye."

Other Recommendations

CONTRACT AWARD FOR THE CAÑADA COLLEGE BUILDING 8 PHASE 2 RENOVATION PROJECT (08-7-100B)

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to award the contract as described in the report. Regarding the statement in the report that "Staff believes that Schembri's bid, which is 2.07% over the Engineer's Estimate. . .," Vice President Schwarz asked if this percentage is within a normal range. Rick Bennett, Executive Director of Construction Planning, said it is and that it is also within the budget. Chancellor Galatolo

noted that there was a better bidder response than in the last couple of years. Trustee Mandelkern complimented the Construction Planning Department on their outreach efforts to attract multiple bidders. After this discussion, the motion carried, all members voting "Aye."

INFORMATION REPORTS

PRESENTATION ON STATE BUDGET BY STATE SENATOR LELAND YEE (08-7-1C)

Senator Yee introduced Dan Lieberman who is a District Representative in his office. Senator Yee said that in the latter part of last year, there was a precipitous drop in tax revenue, largely due to the drop in sales of luxury items as consumers became more cautious about spending. At the time of the Governor's January 2008 budget proposal, the State had a \$15 billion deficit which subsequently grew to \$16 billion. The legislature made mid-year adjustments, mainly through deferrals, which brought the deficit to approximately \$8 billion. However, the deficit has grown again and is currently approximately \$15 billion. Senator Yee said there is no clear solution. The Senate caucus has decided to make adjustments by implementing one-half budget cuts and one-half revenue increases. Proposals being discussed include increasing the tax rate on upper income residents and decreasing the child exemption. The State will borrow about \$10 billion through a Refund Anticipation Loan (RAL) to deal with anticipated revenue stream issues if a budget is not passed by early August. Senator Yee said there is a structural problem in the budget in that spending is continually higher than revenues; this structural problem needs to be addressed to prevent cobbling together a budget each year.

Regarding funding for education, Senator Yee said the Governor's budget was advantageous in that it did not call for suspension of Proposition 98; however, it did not allow for a COLA or growth.

Senator Yee asked the Board if they had questions. Trustee Mandelkern asked if it is likely that the Big Four (majority and minority leaders in both houses) proposal will gather support from Republicans and the Governor. Senator Yee said they have indicated no support for revenue increases and have been asked to present alternatives.

President Holober asked if there is a plan to target individual Republicans in order to win budget approval. Senator Yee said the change in Republican leadership, from Senator Ackerman to the more conservative Senator Cogdill, could make discussions more difficult; however, if the budget is not passed by early August and the State cannot pay its bills, there will be pressure on Republicans to help pass a budget.

Trustee Miljanich informed Senator Yee that she worked with troubled youth and asked if he has received communication from people who work with foster children as well as from community colleges. Senator Yee said that the foster child community has received substantial publicity lately but, because of the current economy, no extra money has been set aside for programs for this community. Regarding community colleges, Senator Yee said they are covered under Proposition 98 but have been a "stepchild" in terms of benefits and protection. He added that students have been the best advocates and because of their voices, along with parents and teachers, Proposition 98 funding was saved.

Continuing the discussion on Proposition 98, Chancellor Galatolo said community colleges receive 30% less funds than K-12 schools. Funding for community colleges is also shrinking relative to the UC and CSU Systems. Senator Yee said in the next couple of years, there will be discussion about a higher education master plan, including the roles of community colleges, UCs and CSUs. Chancellor Galatolo said the time has come to focus on a K-16 continuum, to break down barriers and examine the roles of the post-secondary institutions. For example, community colleges can deliver education for certain high-impact programs, such as nursing, most cost effectively. Community colleges can also deliver some baccalaureate programs such as the nursing and early childhood education programs offered at Cañada College through San Francisco State University. Senator Yee said the seamless concept articulated by Chancellor Galatolo is shared by many in the State Senate.

Chancellor Galatolo said mid-year budget reductions are very problematic for the District because of set costs and told Senator Yee that anything he can do to help prevent such reductions will be appreciated.

Trustee Mandelkern asked if consideration is being given to cancelling the rollback of vehicle license fees. Senator Yee said this would produce an ongoing revenue stream but that it is difficult politically because Governor Schwarzenegger promised he would protect the rollback. Trustee Mandelkern said that he attended a meeting at which State Senator Joe Simitian said citizens need to find a balance between levels of services and what they are willing to pay for.

On behalf of the Board, President Holober thanked Senator Yee for his presentation and for taking the time to answer questions.

STUDY SESSION

REPORT ON ENROLLMENT, MARKETING, AND OUTREACH (8-7-2C)

Barbara Christensen, Director of Community/Government Relations, reported that in a comprehensive effort to determine how to spend marketing funds, the District hired a firm to conduct a marketing audit. The Colleges are using the results of the audit to improve marketing to target audiences; a representative from each College will present a report tonight. Ms. Christensen said that at the District level, the “Find Your Future Here” career and technical education brochure has been very successful and required a second printing; it has been distributed at libraries, Chambers of Commerce, high schools and business resource centers. The “College Connections” brochure is targeted to high school students and their parents and, since its distribution, the District has seen significant increases in concurrent enrollment. The Distance Education Advisory Committee has developed a strategic plan and has been working on marketing efforts and the District has seen significant increases in distance education enrollments also. ITS helped develop a wait list system, which is an enrollment management technique and a marketing effort. Staff believes that implementation of the wait list option also positively affected enrollments. Ms. Christensen said that, as part of the Districtwide efforts focusing on career/technical education and concurrent enrollment, Jasmine Witham, Director of Web Services, developed web sites to compliment and extend the reach of the marketing brochures. The College Connections website for high school concurrent enrollment students has a content management system by which high school administrators can make changes. Ms. Witham also developed a Careers website on which students can perform a search of programs and careers. They can also complete a form requesting more information. The site is loaded into Google Analytic to track page views.

President Mohr said Cañada’s marketing plan is based on the College’s strategic plan which helps to assure that messages are targeted to specific groups. President Mohr introduced Robert Hood, Director of Public Relations at Cañada College. Mr. Hood distributed a summary of Cañada’s marketing initiative; a copy is attached to the official minutes of record. The strategies include: distribution of the Cañada Viewbook to high schools and the community, with the central message that Cañada provides a caring, personal atmosphere with small class sizes; television and radio ads which can efficiently and economically target specific target audiences through use of information from the national Student Media Preferences Survey; free media coverage generated through press releases to local newspapers and feature stories on television and radio; this year’s addition of advertising on Facebook; and hiring of a full-time college recruiter, Ariackna Alvarez, to organize outreach events at Cañada and in the community.

President Claire distributed a summary of College of San Mateo’s strategic directions in marketing; a copy is attached to the official minutes of record. Highlights include: restructuring of the Public Information Office; use of a comprehensive enrollment management cycle approach based on results from the Students Speak survey; and development of a research-based strategic marketing plan. Research results show that students want a “high-tech, high-touch” approach, e.g., use of Facebook, Wikipedia, etc. President Claire introduced Bev Madden, Director of College Development and Marketing. Ms. Madden outlined accomplishments within the last year, including: the Vision Project; improvement in “Contact CSM” to more efficiently field questions; a Google ad campaign; addition of a full-time marketing and research position; targeted mailings; presence in the community including the County Fair; a student-produced spot on KCSM; and the addition of Instant Messaging on the Admissions and Records site. Ms. Madden said the CSM website is also being redesigned and the home page will be launched on Opening Day.

Vice President Adrian distributed a summary of Skyline's marketing plan and activities; a copy is attached to the official minutes of record. She said Skyline used information derived from the Fresh Look Focus Group Study and the Media Preferences Survey to develop an integrated marketing plan. The plan is strategic and is informed by the College mission, educational master plan, Board goals and College goals. Skyline's primary marketing tool is the schedule. Results of the Preferences survey show that students prefer to receive the schedule by mail and 90,000 copies are mailed to current students and local residents. The schedules have a consistent, upbeat look with dynamic photos. The 2007 schedules won the National Council of Marketing and Public Relations silver medal award. The fall 2008 schedule highlights Student Services. The schedule also contains a College Connection page, financial aid information, program highlights and community focus events. Other marketing activities include mailing postcards as promotional material and as a reminder to students to register, and distribution of program brochures such as Women in Transition. Major marketing projects in progress include the website redesign, a College View Book, and publications review to ensure more consistency and College branding.

Trustee Mandelkern asked if there is a formal program through which the Public Information Officers and other marketing staff from the Colleges meet to share ideas and information. Ms. Christensen said meetings are held on an ad hoc basis. She said the District will investigate development of Districtwide television and radio spots and is also discussing hiring a photographer to take pictures at all of the Colleges for use in marketing.

President Holoher asked if College of San Mateo and Skyline also have a recruiter. President Claire said CSM utilized a vacant classified position to hire a recruiter. Vice President Adrian said Skyline is in the process of selecting an Outreach Coordinator.

RECESS TO CLOSED SESSION

The Board recessed to closed session at 8:08 p.m.

The Board reconvened to Open Session at 9:25 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 4-0 to approve the actions in Board Report No. 1-A and 1-B.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:26 p.m.

The next meeting of the Board will be a regular meeting on July 23, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 23, 2008 meeting.

Karen Schwarz
Vice President-Clerk

BOARD REPORT 08-7-3A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6767

APPROVAL OF PERSONNEL ITEMS

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

A. REASSIGNMENT

Cañada College

Carol Reed Lead Groundskeeper Facilities Planning & Operations

Promoted through the hiring process from a Groundskeeper into this full-time 12-month position, effective July 1, 2008, replacing Brendan O'Brien who resigned.

B. CHANGES IN STAFF ALLOCATION

Skyline College

Recommend an increase in staff allocation to add one part-time (56%) 12-month per year Theater Events Manager position (Grade 31 of the Classified Salary Schedule 60) in the Instruction Office, effective July 24, 2008. This increase will more effectively address the needs of the campus relating to the operation of the theater.

Cañada College

Recommend a change in title for the Operations Assistant II classification, at Grade 26 of the Classified Salary Schedule (60) to "Accounting Technician II" at the same level, effective July 24, 2008.

It is also recommended that the title of the incumbent, Rachel Corrales, be changed, effective July 24, 2008.

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:

BOARD REPORT NO. 08-7-3A

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Humanities/ESL	2	8/01/2008	6/30/2009	Instructional Aide II: Assists with tutoring and learning assistance to ESL students.
Cañada	Humanities/CBET (RCS D)	1	8/01/2008	6/30/2009	Instructional Aide I: Provides individual and follow up instructional assistance to CBET student.
Cañada	Humanities/CBET (Garfield)	1	8/01/2008	5/30/2009	Instructional Aide I: Provides individual and follow up instructional assistance to CBET student.
Cañada	Humanities/Theatre Arts	1	8/01/2008	6/30/2009	Instructional Aide II: Assists Drama faculty during auditions, rehearsals, and performances.
Cañada	Humanities/Art/Photography	1	8/01/2008	6/30/2009	Instructional Aide II: Assists students with all aspects of black and white photography and darkroom techniques and maintains photo lab enlargers and equipment.
Cañada	Humanities/Music	1	8/01/2008	6/30/2009	Accompanist: Plays piano to accompany Music 685 Peninsula Cantare course.
Cañada	University Center & Academic Support Services (TRIO)	1	7/01/2008	6/30/2009	Instructional Aide I: Designing and offering instructional support services for developmental, first generation, low-income college students. <i>(This position was scheduled to be approved by the Board in June and was inadvertently delayed at the campus level.)</i>
CSM	Student Services	1	7/01/2008	6/30/2009	College Physician: Provides medical advice and treatment in the College Health Center. <i>(This position was scheduled to be approved by the Board in June and was inadvertently delayed at the campus level.)</i>
CSM	Student Services	1	7/01/2008	6/30/2009	Health Educator: Assists in organizing and delivering health education programs and services to students. <i>(This position was scheduled to be approved by the Board in June and was inadvertently delayed at the campus level.)</i>
Skyline	Science/Math/Technology/MESA	3	7/24/2008	6/30/2009	Instructional Aide II: Assists with operations of the MESA Center and oversees student tutors.

BOARD REPORT NO. 08-7-2CA

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: James W. Keller, Executive Vice Chancellor, 358-6790

APPROVAL OF STUDENT ACCIDENTAL INJURY INSURANCE PROGRAM, 2008-09

The District has maintained a student accidental injury insurance program since 1961, providing coverage for all enrolled students of the District. In an attempt to minimize premium increases, the District conducts an annual search for an insurance plan that would provide features equitable with previous years' plans at a reasonable cost.

Student Insurance submitted a proposal which is comparable coverage for the major features of prior plans with a lower premium. The plan offers combined student/athlete accidental injury coverage and catastrophic coverage. The basic student/athlete accidental injury plan covers 100% reimbursement level for reasonable and customary charges, and a heart/circulatory benefit with no deductible. Additionally, the plan provides medical expenses for an accidental injury up to a limit of \$100,000 for expenses incurred during the two years following an injury, with a limit of \$25,000 for athletic injuries. An injured student's medical expenses are covered when in excess of benefits from any personal medical insurance carried by that student. The benefits of the plan are primary, however, for students with no other medical insurance. The premium for 2008-09 is \$127,000.

The combined plan offered by Student Insurance Services includes catastrophic coverage that the District has carried since 1989-90. The plan covers catastrophic injuries extending the benefit limits and period of coverage for athletic injuries for a premium of \$6,262. The plan provides catastrophic coverage to students other than athletes for a premium of \$3,993. The maximum lifetime benefit is \$1,000,000.

The total cost for combined programs is \$137,255 which is a 12% decrease, due to the diligent work of our insurance broker and the lower volume of claims in 2007-08. The annual cost for the basic and catastrophic coverage is offset somewhat by health fee income and is paid from the College budgets.

RECOMMENDATION

It is recommended that the Board of Trustees approve student accidental injury insurance and catastrophic injury programs through Student Insurance, as described above, for a total premium amount of \$137,255.

BOARD REPORT NO. 08-7-1B

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2008
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for fall/winter 2008. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

New Programs

Cañada College

None

College of San Mateo

Accounting Fundamentals
Baby Sign Language
Beauty Make-Over
Beginning Computers Windows and MS Word
Beginning Portrait Oil Painting
Cardio Aerobics and Strength
Ceramic and Raku Firing
Chocolate Truffles – Hands On
Conversational German
Getting to Know Your DSLR Camera
Graceful Hawaiian Hula
Guitar – Level I
Healthy Harmonica
Holiday Centerpiece and Flower Arrangements
Homeschool 101: How To Get Started Homeschooling
Intermediate Conversation in the French-Speaking World
Journey Through Holistic Nutrition
Landscape Design and Gardening
Mandarin Chinese for Travelers
Millionaire Memory

MS Excel, Beginning
Polaroid Image Transfer-Monotype Art
PSAT Crash Course
So You Want to be a Landlord... (or perhaps it's too late, and you already are)?
To Google and Beyond!
Ultimate Foot and Hand Massage
Wines and Cheeses of France and Italy
Wreath for the Holidays
Writing and Publishing Your 1st Book
Writing Effective College Admissions Essays

Skyline College

None

Off Campus

None

Continuing Programs

Cañada College

Conversational Italian II – The Language and Culture of Italy
Financial Strategies For Successful Retirement
Interior Decorating I
Interior Decorating II

College of San Mateo

Alternative Energy Systems
An Evening with Leonardo da Vinci
Astronomy - Constellations of the Fall
Basic Grooming for Your Dog
Basic Motorcycle Rider Course through Northern California Motorcycle Training
Become a Copyeditor or Proofreader
Become a Voiceover Artist (two sessions)
Beginning Blues Harmonica
Beginning Fencing
Belly Dance Fundamentals (two sessions)
Book Club
Breaking the Cycle of Stress: Skills for Health and Peak Performance
Building Your Financial Portfolio on \$25 A Month
Couple's Shiatsu Massage
Dog Obedience Training
Drawing Without Fear
Driver's Education (two sessions)
Fat Burning Weight Loss
Faux Finish
Fencing Club

Financial Strategies For Successful Retirement (two sessions)
Food Handling Test Preparation – ServSafe Food Safety Class & Test (three sessions)
Fun Part-Time Jobs
Get Organized: Paper Management
Getting More from Your Digital Camera (two sessions)
Getting Started in Digital Photography (two sessions)
Grid Intertie Photovoltaic System Installation
Home Electric Repairs Made Easy I (Basic)
Hot Salsa Dancing for Beginners
How to Become A Mystery Shopper
How to Buy & Sell on eBay, The Largest Online Marketplace in the World
How to Play Piano By Ear
How to Start a Small Business
Importing as a Small Business
Instant Piano for Hopelessly Busy People
Italian for Travelers – The Language and Culture of Italy
Let's Make Sushi
Luxurious Bath and Body Holiday Gifts
Magic Flutes, Flute Choir
Natural “A’s”
Oui! Conversation in the French-Speaking World
Peninsula Parks and Trails
Personal Fitness Trainer Certification
Pet First Aid/CPR
Positive Posture
QuickBooks Basics
SAT Prep
Spanish I
Spanish II
Sports Nutrition Consultant Certification
The Magic of Watercolor
Ultimate Neck and Shoulder Massage
What Were You Born To Do?
What You Need to Know About Self-Defense

Skyline College

Financial Strategies For Successful Retirement

Off Campus

Around the World – A Survey of the Worlds Best Wine Making Regions (Redwood City)
Beginning Glass Fusing (South Linden Station, South San Francisco)
Flowers In Frosting (Kathy’s Kreative Cakes, San Mateo)
Fused Glass Ornaments and Holiday Accents
Holy Cross Cemetery (Menlo Park)
Peninsula Parks and Trails (Field Trips)
St. John's Cemetery (San Mateo)
Union Cemetery (Redwood City)
You Can Decorate Your Cake and Eat it too! (Kathy’s Kreative Cakes, San Mateo)

Emeritus**New**

Queen Victoria-A Powerful Monarch and Unique Woman (Burlingame Recreation Center)
The American Revolution, 1763-1789 – Establishing Independence and Making it Work (Burlingame Recreation Center)

Continuing

Art of Listening to Music (Peninsula Volunteers Little House, two sessions)
Atlantic Crossings – An Incredible Saga of Ocean Travel From Sail to Steam and Beyond (San Mateo Senior Center)
Jazz From the Hill (The Peninsula Regent, two sessions)
The Good Old Colony Daze, 1607-1763 – Settling New England (San Mateo Senior Center)

Online Classes**New**

CSS and XHTML
Dreamweaver CS3
Forensic Science for Writers
HIPAA Compliance
Introduction to Microsoft Access 2007
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft Project 2007
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Visio 2007
Introduction to Outlook 2007
Introduction to Python 2.5 Programming
Managing Customer Service
Photoshop Elements 6.0 for the Digital Photographer
Publish it Yourself...
Python 2.5 Programming
The Analysis and Valuation of Stocks
Travel Photography for the Digital Photographer
Windows Vista

Continuing

101 Tips and Tricks for the iMac and Macintosh
A to Z Grant Writing
Accounting Fundamentals
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications & Fundamentals
Adobe FrameMaker 7.1
Advanced Grant Proposal Writing
ASP.NET

Assisting Aging Parents
Become a Veterinary Assistant I, II, III
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Conversational French
Beginning Writer's Workshop
Building Teams That Work
Building Wealth
Business and Marketing Writing
C#, C++, or Perl Programming
Communicating Like a Leader
Computer Skills for the Workplace
Creating a Successful Business Plan
Creating Web Graphics w/ Photoshop CS3
Creating Web Pages
Creating Your Own Nonprofit
Crystal Reports 10
Database Development
Debt Elimination Techniques That Work
Design Projects for Adobe Illustrator CS2
Designing Effective Websites
Discover Digital Photography
Drawing for the Absolute Beginner
Dreamweaver
Effective Business Writing
Effective Communication
Effective Selling
Enhancing Language Development in Childhood
Enjoying European Art Online
Fiction & Romance Writing
Flash 8
Fundamentals of Supervision and Management
Fundamentals of Technical Writing
GED Preparation
Genealogy Basics
Get Assertive!
Get Grants!
Get Paid to Travel
Goodbye to Shy
Grammar & Writing for ESL
Grammar Refresher
GRE, GMAT, LSAT Preparation
Guiding Kids on the Internet
Handling Medical Emergencies
Individual Excellence
Instant Italian
Introduction to Business Analysis
Introduction to Journaling
Introduction to Natural Health and Healing
Introduction to Nonprofit Management

Introduction to the Internet
Java
Keyboarding
Keys to Effective Communication
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Linux
Luscious, Low-Fat, Lightning-Quick Meals
Making Movies with Windows XP
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastery of Business Applications & Fundamentals
Medical Terminology-A Word Association Approach
Merrill Ream Speed Reading
Microsoft Access 2003
Microsoft Excel 2003
Microsoft Excel 2007
Microsoft Excel in the Classroom
Microsoft FrontPage 2003
Microsoft PowerPoint 2003
Microsoft PowerPoint in the Classroom
Microsoft Project 2003
Microsoft Publisher 2003
Microsoft Visio 2003
Microsoft Word 2003
Microsoft Word 2007
Microsoft Word in the Classroom
Music Made Easy
Networking
Outlook 2003
PC Security
PC Troubleshooting
Performing Payroll in QuickBooks 2007
Personal Finance
Photographing People with your Digital Camera
Photoshop CS2
Photoshop CS3
Photoshop Elements 4.0 & 5.0
PHP and MySQL
Pleasures of Poetry
Professional Sales Skills & Sales Management
Project Management
QuickBooks 2007
Real Estate Investing and Real Estate Law
Research Methods for Writers
Resume Writing Workshop
SAT/ACT Preparation
Secrets of Better Photography
Skills for Making Great Decisions
Solving Classroom Discipline Problems

Speed Spanish I, II, III
SQL
Start and Operate Your Own Home-Based Business
Start Your Own Consulting Practice
Stocks, Bonds, and Investing: Oh, My!
Successful Construction Business Management
Supply Chain Management Fundamentals
Survival Kit for New Teachers
The Craft of Magazine Writing
The Creative Classroom
The Keys to Effective Editing (US)
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Human Resources Function
Using the Internet in the Classroom
Visual Basic 2005
Where Does All My Money Go?
Windows XP
Write Like a Pro
Write Your Life Story
Writerific 1 & 2: Creativity for Training Writers
Writing Effective Grant Proposals
Writing for Children

RECOMMENDATION

It is recommended that the Board approve the list of Community Services classes to be offered for fall/winter 2008 at Cañada College, College of San Mateo and Skyline College as well as off-campus locations.

BOARD REPORT NO. 08-7-101B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Marilyn Lawrence, General Manager, KCSM 650-524-6905

APPROVAL TO AUTHORIZE PARTICIPATION AND SIGNING OF PBS AMICUS BRIEF ON BEHALF OF THE PUBLIC TELEVISION COMMUNITY, 2008-09 – KCSM

PBS will be submitting an amicus brief to the Supreme Court for the FCC V. Fox Television Stations case urging the rejection of the FCC's current approach to indecency enforcement in the area of explicit language. PBS has asked that KCSM TV, along with other PBS major producing stations including WGBH and WNET, participate and show our support by signing this brief.

The brief begins by setting the historical context for the FCC indecency enforcement. The brief argues that the FCC's indecency policy is unconstitutionally overbroad because the policy proscribes more protected speech than is necessary to further any legitimate role the FCC has in regulating indecent content. It further argues that, as the PBS stations' examples of editing programs reflect, the policy is so vague that a reasonable broadcaster cannot determine what speech is prohibited or what considerations will inform the FCC's decision in any future case.

The FCC's decision to propose a forfeiture against KCSM for broadcasting the Martin Scorsese documentary "The Blues: Godfathers and Sons" is used to illustrate the arbitrariness in the FCC's policy. In its decision, the FCC objected to eight instances in which two vulgar words were used by interviewees, even though its earlier decision regarding the fictional film *Saving Private Ryan* held profanity that much more extensive use of those words was not indecent. The brief argues that a different outcome of these decisions is unsupported by any reasoned explanation.

In addition, PBS believes that the court of appeals was correct to find that the FCC has not satisfied the requirement under the Administrative Procedure Act (APA) that it "supply a reasoned analysis for the change" in its indecency policy. The brief explains that the FCC's recent decision to find certain words presumptively indecent reflects an unexplained abandonment of the FCC's earlier policy of restraint, under which it would have afforded substantial deference to the editorial judgment of the broadcaster in airing programming that has redeeming social value. The brief also argues that the FCC cannot provide a reasoned explanation for its new policy because that policy produces arbitrary results.

In light of the substantial costs that the FCC's policy imposes on the public television community and the chilling effect that it has on public broadcasters' speech, the amicus brief urges the Supreme Court to reject it. The brief proposes that the FCC return to the more restrained approach that it had followed since the 1970s, when the Court last considered the FCC's indecency regime. Under that approach, the FCC accords substantial deference to the good-faith judgments of broadcasters in airing socially valuable programming, and

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it would find liability for indecency only if a broadcaster's use of expletives was so clearly gratuitous and shocking that no reasonable broadcaster could have believed that there was a valid reason for including them.

RECOMMENDATION

It is recommended that the Board of Trustees authorize Marilyn Lawrence, as KCSM General Manager, to sign the PBS Amicus Brief on Behalf of the Public Television Community filing, contingent upon confirmation that the final draft of this brief conforms to the nature and spirit of the executive summary provided above.

BOARD REPORT NO. 08-7-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Janet L. Stringer, MD, PhD, Dean, Science and Technology, Cañada College,
306-3322 and Rafael Rivera, Director of Radiologic Technology Program, 306-3283

**CONTRACT AWARD FOR LIVE X-RAY EQUIPMENT PURCHASE
FOR CAÑADA COLLEGE**

The radiologic technology program at Cañada College is well established and highly regarded. However, the only piece of equipment for students to train with is very old and only utilized to teach positioning. The actual training on live equipment must be done at local hospitals at times when the equipment is not being used for patient care. Thus, students are required to travel to the hospitals and clinics at odd hours and for limited times. The procurement of new on-campus live and non-live equipment would be a significant improvement in the program.

On May 14, 2008, the Department of General Services released Bid 86588 to the following vendors:

- California Radiographic
- Siemens
- GE
- Merry X-Ray
- Xelent X-Ray

California Radiographic was the only company who responded to the bid.

Vendor	Price	Sales Tax	Total
California Radiographic	\$177,920	\$ 14,678.40	\$192,598.40

The following is a description of the equipment in the California Radiographic proposal:

- **Quantum Floor Mounted Tube Stand Radiographic System:** This unit will permit our students to practice on-campus radiographic positioning, patient care and critical thinking skills in an atmosphere that will resemble a working radiology department. This is an energized unit and as such, will allow students to perform laboratory experiments in radiation physics, radiobiology and radiographic technique formulation that are required by the California Department of Public Health, Radiation Health Branch and by The Joint Review Committee on Education in Radiologic Technology (JRCERT).

- **Konica Nano Class Computerized Radiography (CR) package:** This unit is capable of turning x-rays into digital images for display on a computer monitor. With this system we eliminate chemical processing for film. Most hospitals have adopted computerized processing systems; therefore, our students will be practicing with technology they will encounter in most modern hospitals.
- **Picture Archive Communications System (PACS):** This system works in conjunction with the Konica CR and will allow us to store, import, export, backup and review radiographs done by the students. This will permit the instructors to do film critiques on the spot or at a later time.
- **The Quantum Floor Mounted Tube Stand “Teaching” Radiographic System (Non-X-Ray producing):** This non x-ray producing unit will be utilized to do radiographic positioning laboratories. This unit has all of the capabilities of the x-ray producing unit, except making x-rays. By having this unit along with the energized unit, we will have a lower student ratio per x-ray machine during laboratories.
- **Lorad Elite M4 Mammography Unit (Non-X-Ray Producing):** This item will replace a non-working 1970’s mammography unit. By acquiring this unit, the program will be able to teach students with a piece of equipment, which is the standard in any mammography department. It has all the components that will permit students to learn and practice mammography.

RECOMMENDATION

It is recommended that the Board of Trustees award Bid 86588 and the resultant contract for the procurement of the radiographic equipment for Cañada College, to California Radiographic in an amount not to exceed \$192,598.40 excluding additional warranties or service agreements.

BOARD REPORT NO. 08-7-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

APPROVAL OF CONSTRUCTION CONSULTANTS

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

Listed below are twelve prequalified consultants and independent contractors that the District expects to have under contract within the next six months in support of CIP2 planning and construction efforts.

Firm	Board Approval Requested	Activity/Projects
Beverly Prior Architects	\$1,200,000	Architectural Services for Buildings 15 and 17 at College of San Mateo
CIS Inc.	\$3,500,000	Construction Inspection Services for Buildings 10N and Buildings 15 and 17 at College of San Mateo, as well as Buildings 5 and 6 at Cañada College, and Building 4N at Skyline College
Cornerstone Earth Group, Inc.	\$125,000	Geotechnical Services for Buildings 2, 4, 14, 16, 5N, and 10N at College of San Mateo, Buildings 5 and 6 at Cañada College, and Building 4N at Skyline College
Dovetail Decisions Consultants, Inc.	\$300,000	Furniture, Fixtures, and Equipment Consulting Services for Districtwide CIP2 Projects
GRD Energy	\$300,000	Building Commissioning Services for Buildings 5 and 6 at Cañada College and Buildings 15 and 17 at College of San Mateo
Jeffrey Trust	\$75,000	Technical Computer Aided Design (CAD) Support for Building 8 and 5/6 at Cañada College, Buildings 15 and 17 at College of San Mateo, as well as future Swing Planning for all three Colleges
Kleinfelder	\$75,000	Inspection Services for Buildings 2, 4, 14, 16, 5N, and 10N at College of San Mateo, Buildings 5, 6, and 8 at Cañada College, and Buildings 4N and 11N at Skyline College

BOARD REPORT NO. 08-7-103B

MVE Institutional, Inc.	\$50,000	FPP preparation for State Capital Outlay Projects Districtwide (5 Year Construction Plan)
Ninyo & Moore	\$75,000	Inspection Services for Buildings 2, 4, 14, 16, 5N, and 10N at College of San Mateo, Buildings 5 ,6, and 8 at Cañada College, and Buildings 4N and 11N at Skyline College
Siemens	\$65,000	Monitoring, maintenance and testing of the Fire Alarm systems Districtwide
Signet Testing Labs, Inc.	\$50,000	Inspection Services for Buildings 2, 4, 14, 16, 5N, and 10N at College of San Mateo, Buildings 5 ,6, and 8 at Cañada College, and Buildings 4N and 11N at Skyline College
T.A.C.	\$120,000	Maintenance and service of the Building Management System (BMS) Districtwide

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

RECOMMENDATION

The District recommends that the Board of Trustees approve these construction consultant services, as detailed above, in an amount not to exceed \$5,935,000.00.

RESOLUTION NO. 08-10

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

RESOLUTION REGARDING BOARD ABSENCE DUE TO ILLNESS

WHEREAS, California Education Code states a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, California Education Code also states a member of a Governing Board who does not attend all meetings held by the Board in any month may receive, as compensation for his or her services, an amount not greater than a pro rata share of the number of meetings actually attended based upon his or her current compensation; and

WHEREAS, at the time of the July 9 and July 23, 2008 meetings of the Board, Trustee Helen Hausman was ill;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that at the time of the July 9 and July 23, 2008 Board meetings, Trustee Helen Hausman was ill and therefore, under current law, is entitled to receive the regular compensation for those meetings.

REGULARLY PASSED AND ADOPTED this 23rd day of July, 2008.

Ayes:

Noes:

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

BOARD REPORT NO. 08-7-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Jan Roecks, Director of General Services, 358-6879

**SURPLUS SALES FOR SAN MATEO COUNTY COMMUNITY
COLLEGE DISTRICT, FY 2007-2008**

This is an annual report on the surplus sales for the District. Over the course of the 2007-2008 fiscal year, the District Office and the three Colleges generated surplus due to obsolescence of equipment as well as replacement of aging items as the capital improvement program progresses. Items that were surplus to the District's needs included a 1992 John Deere tractor, numerous computers and computer parts, obsolete cameras and printers, miscellaneous furniture, lab equipment, and old cafeteria equipment from both Skyline and College of San Mateo. Below is a summary of category of items sold as well as net sales dollars the District received.

SMCCCD Surplus Sales for FY 07-08

Category	Quantity	Sales
Vehicles	4	\$3,823.00
Computers	41	\$2,800.00
Electronics	6	\$676.10
Furniture	28	\$1,053.35
Equipment	91	\$13,588.67
Total net sales	170	\$21,941.12

A majority of the items were sold utilizing the services of Interschola, a company that specializes in reselling educational surplus assets using an online auction process in the eBay marketplace. Interschola has an extensive database of buyers interested specifically in education surplus. Buyers include other educational institutions as well as private parties who can utilize the District's surplus items.