

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING AGENDA  
April 22, 2009, 6:00 p.m.  
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.*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

09-4-2            [Minutes of the Regular Meeting of March 25, 2009](#)

09-4-3            [Minutes of the Study Session of April 1, 2009](#)

09-4-4            [Minutes of the Special Closed Session of April 13, 2009](#)

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

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

**NEW BUSINESS**

09-4-2A            [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

- 09-4-3A [California School Employees Association \(CSEA\), Chapter 33 Initial Contract Proposal to the District and District's Initial Proposal to CSEA](#)

### **Approval of Consent Agenda**

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

- 09-4-1CA [Denial of Claim against the District by Michael Lynn Gabriel](#)

- 09-4-2CA [Ratification of Third Quarter District Warrants, 2008-2009](#)

### **Other Recommendations**

- 09-4-1B [Approval of San Mateo County Community College District Proposed 2009-10 Board Goals](#)

- 09-4-2B [Revision of Grading Policy: Plus/Minus Grading Pilot Study](#)

- 09-4-102B [Approval of Proposed Increase for Parking Permits and Fines](#)

- 09-4-103B [Authority to Execute an Agreement with SunGard Higher Education for Software Maintenance Services](#)

- 09-4-104B [Approval of Construction Consultants](#)

- 09-4-105B [Augmentation to Design Build Contract for Parking Infrastructure Improvements – Skyline College](#)

### **INFORMATION REPORTS**

- 09-4-2C [Report on Districtwide Emergency Preparedness](#)

- 09-4-3C [Discussion of California AB 1455, Community College Baccalaureate Degree Pilot Program](#)

### **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment
    1. Employment: **Cañada College** – Interim Dean, Counseling & Enrollment Services
  - B. Public Employee Discipline, Dismissal, Release

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
March 25, 2009  
San Mateo, CA**

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

**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober and Dave Mandelkern, and Student Trustee Virginia Medrano Rosales

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo Vice President of Instruction Susan Estes, Cañada College President Tom Mohr, and Skyline College Academic Senate President Ray Hernandez

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the minutes of the Study Session of March 11, 2009. The motion carried, all members voting "Aye."

It was moved by Trustee Holober and seconded by Vice President Miljanich to approve the minutes of the Special Closed Session of March 18, 2009. The motion carried, all members voting "Aye."

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the minutes of the Special Closed Session of March 20, 2009. The motion carried, all members voting "Aye."

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

**UPDATE ON DISTRICT TEXTBOOK RENTAL PROGRAM (09-3-3C)**

Tom Bauer, Director of Auxiliary Services, said the Higher Education Opportunity Act provides a \$10 million fund for textbook rental programs. Any public college or university can apply for funds to start a rental program. The California Community Colleges State Chancellor's Office wants to develop a system-wide grant application rather than having individual colleges apply for grants. Mr. Bauer and Don Newton at City College of San Francisco have been asked to develop the application and they hope to apply for a grant of approximately \$1 million.

Mr. Bauer said Cañada College continues to drive the progress of the District's textbook rental program. He introduced Jai Kumar, Bookstore Manager, along with Laura Brugioni and Brian Horwitz of the classified team. Mr. Kumar said he worked with Eliazer Ayala-Austin, Director of EPOS at Cañada, to reorganize EOPS program funding to add a rental component to the textbook purchase allowance. Cañada test piloted the program this semester and found that close to 150 additional students were served. Mr. Kumar presented information on the program to a regional EOPS body and it was very well received. He will present it to the State Chancellor's Office EOPS Department on April 2.

Mr. Bauer said the National Association of College Stores Foundation chooses four college presidents to highlight each year for an advertising campaign. Each ad contains a photograph of the president and stories about his/her campus. Mr. Bauer was successful in his request to have the District highlighted in an ad for this year, and he chose President Mohr because of his ardent support for the textbook rental program. Mr. Bauer

displayed a copy of the ad and also presented a framed copy to President Mohr. The ad will run in publications each month for the next twelve months. President Mohr said it is a privilege to work with Mr. Bauer and the Bookstore staff who take care of students in an extraordinary way.

### **STEM EDUCATION GRANTS (09-3-4C)**

Dr. Janet Stringer, Dean of Science & Technology at Cañada College, said the grant approval being sought tonight is the third STEM (Science, Technology, Engineering and Math) Education grant awarded to Cañada. The three grants are:

- A \$1.5 million, two-year CCRAA-HSI (College Cost Reduction and Access Act for Hispanic Serving Institutions) grant. Dr. Amelito Enriquez, Professor of Math, explained that this project offers a two-week program to help students prepare for the math placement test with the aim of raising their placement levels by at least one step. The goal is to help students who become discouraged and may drop out because of the number of courses they must complete before being able to transfer.
- A \$900,000, three-year Minority Science and Engineering Improvement Program, administered by the U.S. Department of Education. Dr. Stringer said this grant funds a collaborative program with San Francisco State University to improve the number of minority students entering engineering and science programs and completing degrees. Dr. Enriquez said that students attend a two-week summer engineering institute at San Francisco State University which provides exposure to more engineering courses and provides a context for students to understand why they must take the required math and science courses.
- A \$600,000, five-year National Science Foundation S-STEM program grant. The funds will provide scholarships to financially needy students working to transfer to a four-year university to complete an undergraduate degree in an engineering, mathematics or science major. Dr. Enriquez said the objective is to allow these students to attend school full-time. This grant is on the agenda for approval at tonight's meeting.

Vice President Miljanich said she is impressed that the grants offer a combination of supporting individual students and strengthening the institution. Trustee Hausman said it is important to emphasize math, science and engineering studies and she is encouraged by these programs. Student Trustee Medrano Rosales said she wants to disseminate information on the programs to students; Dr. Stringer said details can be found on the web sites. President Schwarz said she is impressed by the concern expressed for students, particularly the emphasis on addressing the reasons for students' success or failure. President Schwarz said she appreciated the presentation to the Board about the grants and hopes that this format will be followed in the future.

### **STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Executive Reports were presented by Chancellor Galatolo, President Morrow, Vice President Estes, President Mohr, Executive Vice Chancellor Keller, and President Hernandez. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo said that he and Barbara Christensen, Director of Community/Government Relations, presented before a Citizens Oversight Panel regarding funding requests the District submitted to Congresswoman Jackie Speier for 2010 appropriations. The District, in conjunction with College of the Canyons, requested \$2 million to bolster the University Center Consortium. Also in conjunction with College of the Canyons and Copper Mountain College, the District requested \$4 million to fund an alternative energy training institute.

Expanding on her written report, President Morrow said that a mural, designed by Paul Bridenbaugh and funded by the President's Innovation Fund, is now going up on the Gallery Theater wall. The mural's nine panels represent actual textile samples from parts of the world from which Skyline students come. President Morrow said the "Expanding Your Horizons" conference was held last Saturday and more than one thousand high school and middle school students and their parents attended. The annual President's Breakfast will be

held tomorrow. President Morrow distributed copies of Skyline's viewbook, "Achieve Now and Into the Future."

Highlighting the College of San Mateo President's written report, Vice President Estes reported on the March 5<sup>th</sup> groundbreaking ceremony for Buildings 10N and 5N. Vice President Estes said that CSM recently hosted a group of educators from a consortium of 50 universities in Japan who were interested in learning more about the community college system. Vice President Estes said CSM held emergency preparedness training, with four hours of classroom instruction followed by a hands-on exercise. The training was coordinated by Dean Virgil Stanford and his staff.

Highlighting his written report, President Mohr recognized Cañada's MESA program and its director, Cathy Lipe. The program has nearly doubled in the last two years. President Mohr said that Cañada's Phi Theta Kappa chapter was again recognized as a five-star chapter in the regional awards ceremony. Cañada student Ashley Cohen has been named to the 2009 Phi Theta Kappa All-California Academic Team. President Mohr announced that Dr. Amelito Enriquez received a "Best Paper of the Year" award from the American Society of Engineers. President Mohr also announced that Professor Patty Dilko will receive the San Mateo Association for the Education of Young Children's top award at the Association's recognition event on April 23.

Executive Vice Chancellor Keller said that staff from West Valley Mission College visited the District and received information from Vice Chancellor Nuñez to assist them in their consideration of using the design-build delivery method for their construction projects. Executive Vice Chancellor Keller said the District Office will conduct emergency preparedness training next week; the three Colleges have already completed the training.

Skyline Academic Senate President Hernandez said that at the beginning of the year, two new faculty members were hired. Skyline is also fortunate to have funding for a TRIO counselor. In addition, seven faculty members have reached tenure. Professor Hernandez said that Skyline faculty embrace and appreciate the opportunity to attend the Museum of Tolerance training and hope that the program can be restored when funding is available. Skyline faculty continue to move ahead on Student Learning Outcomes and Professor Hernandez thanked SLOAC Coordinator Karen Wong and the Steering Committee. Professor Hernandez said the Skyline Academic Senate has been charged with creating a taskforce to examine the cost of textbooks and he appreciated hearing Mr. Bauer's report on the rental program.

Chancellor Galatolo said that since many student leaders were attending a student leadership conference in Washington, D.C., there will not be a student report tonight.

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

Chris Stampolis, a member of the Board of Trustees at West Valley Mission Community College, asked the Board for their consideration when they vote to elect members to the Community College League of California Board later tonight.

#### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-3-3A)**

It was moved by Trustee Holober and seconded by Vice President Miljanich to approve the actions in Board Report No. 09-3-3A. The motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- 09-3-1CA Approval of Community Education Youth Programs, Summer 2009
- 09-3-2CA Approval of Community Education College of San Mateo Baseball Camp, Summer 2009
- 09-3-3CA Approval of Community Education Soccer Camps, Summer 2009
- 09-3-4CA Approval of Community Education Basketball Camps, Summer 2009

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the items on the consent agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **VOTE TO ELECT MEMBERS TO THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD (09-3-1B)**

President Schwarz said the Board may vote for a maximum of seven candidates. Vice President Miljanich said that while reading the candidates' statements, she focused on language regarding Proposition 98 because the issue of property taxes is very important for the District. She nominated Jerry Hart of Imperial CCD and Manny Ontiveros of North Orange County CCD. Chancellor Galatolo noted that the only candidate from a basic aid district is Jacqueline Simon of MiraCosta CCD. Trustee Hausman said that trustees from nearby districts would share commonality and she nominated Chris Stampolis of West Valley Mission CCD and Cy Gulassa of Peralta CCD. Trustee Holober agreed with nominations on the floor also nominated Trustee Simon whose statement addressed the issue of affordable textbooks and Trustee Douglas Otto of Long Beach CCD who addressed accreditation and SLOs. Based on the candidates' backgrounds, credentials and statements, Trustee Mandelkern agreed with nominations on the floor and also nominated Louise Jaffe of Santa Monica CCD. There were seven nominations on the floor and the Board agreed to vote on the slate, as follows:

- Cy Gulassa, Peralta CCD
- Jerry Hart, Imperial CCD
- Douglas W. Otto, Long Beach CCD
- Manny Ontiveros, North Orange County CCD
- Jacqueline Simon, MiraCosta CCD
- Christopher Stampolis, West Valley Mission CCD
- Louise Jaffe, Santa Monica CCD

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the slate as listed. The motion carried, all members voting "Aye."

#### **ACCEPTANCE OF S-STEM GRANT AWARD FROM THE NATIONAL SCIENCE FOUNDATION (NSF) FOR CAÑADA COLLEGE (09-3-101B)**

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to accept the grant award as described in the report. The motion carried, all members voting "Aye."

#### **ADDITION OF NEW POLICY TO DISTRICT RULES AND REGULATIONS, SECTION 1.01, DISTRICT MISSION AND REVISION OF SECTION 1.45, AGENDAS FOR MEETINGS (09-3-102B)**

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the addition and revisions as outlined in the report. The motion carried, all members voting "Aye."

#### **APPOINTMENT OF STUDENT REPRESENTATIVE TO BOND OVERSIGHT COMMITTEE (09-3-103B)**

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the appointment as outlined in the report. It was noted that Ms. Gonzalez's name is misspelled in the "Recommendation" portion of the report; it will be corrected in the official minutes. The motion carried, all members voting "Aye."

**APPROVAL OF RECOMMENDATION TO EDUCATION HOUSING PARTNERS ON GENERAL CONTRACTOR FOR CAÑADA VISTA FACULTY AND STAFF HOUSING PROJECT (09-3-104B)**

President Schwarz said it was requested that this item be deferred to the April 1<sup>st</sup> meeting in order to allow additional time to clarify bid details. The deferral will not delay construction of the project.

**AUGMENTATION TO DESIGN BUILD CONTRACT FOR THE CAÑADA COLLEGE GATEWAYS, CIRCULATION AND PARKING PROJECT (09-3-105B)**

It was moved by Vice President Miljanich and seconded by Trustee Hausman to authorize augmentation of the existing design build contract as outlined in the report. The motion carried, all members voting "Aye."

**AUGMENTATION TO THE DESIGN BUILD CONTRACT FOR COLLEGE OF SAN MATEO CIP2 DESIGN BUILD PROJECT (09-3-106B)**

It was moved by Trustee Hausman and seconded by Vice President Miljanich to authorize the Executive Vice Chancellor to execute change orders as outlined in the report. Linda da Silva, Executive Director of Construction Planning, said that in December 2007, the Board approved the award of a contract for the construction of the College of San Mateo CIP2 design-build project to McCarthy Building Companies in an amount not to exceed \$150,000,000. District staff negotiated an agreement with McCarthy for a starting contract value of \$142,500,000. The Executive Vice Chancellor has approved \$7,494,876 of change orders, which brings the McCarthy contract value to just below the Board-authorized \$150,000,000. Ms. da Silva reviewed each of these change orders, as described on pages 2-3 of the report. Staff now requests that the Board authorize additional modifications to the contract in an amount not to exceed \$21,100,000, using reserve contingencies in the project budget. Staff conferred with County Counsel and confirmed that it would be appropriate and consistent with the intent and letter of the design-build legislation for the Board to award additional authorization for contract changes. Ms. da Silva described the proposed contract changes as outlined on pages 4-5 of the report.

Trustee Holober asked if funds for the augmentations are in the budget and if other items will be put aside if the Board approves the request. Executive Vice Chancellor Keller said the District has been careful to stay within budget on the major projects at the Colleges by providing for allowances and contingencies from the beginning, and these major projects are within budget. Some of the outlying projects that were going to require a combination of bond and State funds may be in jeopardy because of the loss of State funds. The District will still try to secure State funds for projects that were scheduled to be completed last, and for which State funds were anticipated. Vice Chancellor Nuñez added that the District team is working with the Colleges to submit final project proposals to seek State funding for 2010. Trustee Holober asked if there are new cost items that are coming to the Board for the first time, such as the stelevator described in the report. Ms. da Silva said the stelevator was budgeted in the Building 2-4 renovation project; the funds will be moved to the design-build project but it is still within the scope of CIP2. The design-build project contingency fund contains money for changes that staff anticipated would fall within that project. Chancellor Galatolo added that the resources are available to cover all of the proposed changes and, if the Board approves the request, the funds will be passed to McCarthy.

Trustee Mandelkern said he is not concerned with the change orders that have already been executed, as they bring the cost to the Board-approved amount. However, he is concerned with the request for \$21,100,000 for additional change orders. He noted that this is fourteen percent of the original approved budget amount and over four percent of the total bond funds for CIP2. He said this is a large amount to be adding as an extension to the design-build project, especially with the loss of money from the State and from the County Fund, and he is concerned about the impact on other projects that might not be built. Trustee Mandelkern said he is also concerned that while the original, Board-approved design-build contract was for Buildings 10N and 5N, at least two of the proposed changes – site work improvements described in the third bullet point and the stelevator in Building 4 – are for items not connected with Buildings 10N and 5N. Trustee Mandelkern also addressed the issue of equipment procurement, stating that this has normally been a separate process rather

than part of a design-build project. In total, approximately \$10,100,000 is for equipment procurement and projects outside the scope of the approved contract for Buildings 10N and 5N.

Vice President Miljanich asked Trustee Mandelkern if he believes staff had not considered the “big picture” of all projects when putting this proposal together. Trustee Mandelkern said the issue is that the Board needs to understand all of the changes within the entire budget picture, i.e. the effect approval of this request might have on other proposed projects. Executive Vice Chancellor Keller said that from the beginning, the design-build project encompassed not only Buildings 10N and 5N, but a major portion of the CSM campus, including all of the surrounding parking areas. Within the large project, some buildings were held out because the delivery method was not determined (design-bid-build, multiple prime, etc.). The recommendation does not add to the project, but rather adds existing plans to this particular contract. For example, the elevator and stairway for Buildings 2 and 4 were in the existing project but were pulled because approval from the Division of the State Architect had not been secured. At issue is whether to assign the work on existing plans to McCarthy; staff believes that this is most efficient because of the excellent working relationship and to avoid problems of coordination. Vice President Miljanich said that at issue is how to come to a conclusion on where the focus should be, given the financial losses the District has suffered. Executive Vice Chancellor Keller said staff is continually evaluating how the overall CIP2 contingency is used and considering unforeseen needs that the Colleges will identify. President Schwarz said she generally does not like change orders but she is impressed that the District is preparing detailed and informative plans for contingencies that might arise, rather than the contractor identifying additional needs.

Chancellor Galatolo said the equipment procurement described in the report is actually real property improvement; the fitness machines are bolted down, other machines are wired and elements are attached to a wall. Chancellor Galatolo said that holding funds aside in a contingency fund, and holding off as long as possible on purchases, allows the District more flexibility and can save money as prices for equipment go down. By using the design-build method and holding money aside in the contingency fund, the District can more easily negotiate and is in control of the project.

Trustee Mandelkern asked if the timing of Board approval is urgent or if more time could be allowed for the Board to study and understand the issues more thoroughly. Trustee Holoher said his questions and concerns have been answered; his understanding is that approval would allow staff to merely move already allocated money into McCarthy’s scope of work and would not impact the total scope of work; the request does not ask for new spending on any new projects. Ms. da Silva and Vice Chancellor Nuñez confirmed that this is a correct interpretation. Trustee Hausman said if the Board is not happy with this recommendation, it would have to consider alternatives and this could be problematic in terms of timing. Executive Vice Chancellor Keller said timing is an issue in that staff wants to deliver the project on time or before, and within budget.

After this discussion, the motion to authorize the Executive Vice Chancellor to execute change orders as required to augment the existing design-build contract with McCarthy Building Companies in an amount not to exceed \$21,100,000, using reserve contingencies in the project budget, to complete the College of San Mateo CIP2 design-build project carried, all members voting “Aye.”

## **INFORMATON REPORTS**

### **SPRING 2009 CENSUS (09-3-5C)**

Vice Chancellor Jing Luan summarized the report. The spring 2009 headcount shows a 7.5 percent increase compared to spring 2008, and all three Colleges have shown increases. The increases are seen in younger and older students. By ethnicity, Hispanic students have increased by approximately 500 followed by African American students. Vice President Miljanich asked if there were specific efforts to increase students by ethnicity, particularly African Americans. President Morrow said Skyline targeted African American students through the ASTEP program, particularly the ASTEP math program. Trustee Mandelkern asked if a reason is known for the decrease in concurrently enrolled students at Cañada College while the number increased at the

other Colleges. President Mohr said one factor is that the Sequoia High District wants all concurrent enrollment courses taught at zero period or seventh period; this has caused contentiousness with AFT because of the concern that some students will go from regular classes to concurrent enrollment classes. President Mohr said he expects the number of concurrently enrolled students to increase in the fall term as Cañada works with charter schools in East Palo Alto. Chancellor Galatolo said the District is approaching funding caps because of the large enrollment increases and he commended the College presidents for their efforts to enhance enrollments. Regarding borrowing ahead of enrollment that the District has used in the past, Trustee Mandelkern asked if the District is now caught up. Chancellor Galatolo said there is no current liability.

### **STATEMENTS FROM BOARD MEMBERS**

Trustee Hausman said that last Friday, all inductees into the San Mateo County Women's Hall of Fame during the last 25 years were honored; Trustee Hausman was inducted in 1995. Congresswoman Jackie Speier started the program and was a speaker at the event.

Trustee Mandelkern attended the groundbreaking for Buildings 10N and 5N at College of San Mateo. He looks forward to hearing comments from students who will be the beneficiaries of the new buildings. On Monday, Trustee Mandelkern was in Sacramento for an advocacy day for another organization. He met with State Senate and Assembly members, including Jerry Hill and Ira Ruskin. The mood is still grim, with concern about the May 19 ballot measures, all of which must pass in order to support the signed budget. There is belief in Sacramento that there will likely be an \$8-10 billion deficit at the end of May and there is little sign of cooperation or compromise to deal with the problem. Trustee Mandelkern thanked AFT and *The Advocate* for printing his letter regarding the salary compensation issue.

Student Trustee Medrano Rosales commended the students who volunteered at the *WOW! Women on Writing Conference* at Skyline. These students had no incentive other than service. Student Trustee Medrano Rosales attended the United States Student Association Conference in Washington, D.C. Twelve students from the District attended and participated in legislative workshops along with a march and rally on the last day. Groups of students also met with assistants to Congresswomen Jackie Speier and Anna Eshoo and Senator Diane Feinstein. They were invited by Manuel Rosales, Legislative Director for the Latin Coalition in Washington, to attend a stimulus hearing, after which he spent time talking with the students.

Trustee Holober encouraged Board and administration members to attend the San Mateo County School Boards Association dinner meeting on March 30; the topic will be Distance Learning.

President Schwarz said she and Trustee Hausman attended the San Mateo County Community Colleges Foundation meeting on March 17 as representatives of the Board, where they heard a presentation on planned giving and an update on the annual campaign; the goal is \$165,000 and as of the meeting, \$133,000 had been raised. President Schwarz looks forward to attending the Skyline President's Breakfast and thanked Trustee Mandelkern for sending personal invitations. President Schwarz said that the Board normally rotates offices and, through an oversight, failed to recognize Trustee Hausman when she finished her term as President in 2007. President Schwarz presented Trustee Hausman with an award and thanked her for her service.

### **COMMUNICATIONS**

None

### **RECESS TO CLOSED SESSION**

President Schwarz announced that during Closed Session, the Board will discuss the personnel items listed as Items 1-A and 1-B on the printed agenda.

The Board recessed to Closed Session at 8:57 p.m.

The Board reconvened to Open Session at 9:46 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Schwarz 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 Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:48 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the April 22, 2009 meeting.

Patricia Miljanich  
Vice President-Clerk

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
April 1, 2009  
San Mateo, CA**

**The meeting was called to order at 5:00 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich (via telephone), Trustees Helen Hausman, Richard Holober and Dave Mandelkern, and Student Trustee Virginia Medrano Rosales

**Others Present:** Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, 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**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the minutes of the special closed session of March 26, 2009. Trustee Mandelkern suggested changing the wording in the sentence under "Closed Session Actions Taken" to read: "After full consideration of the entire record and the presentation of the parties, the Board voted unanimously in closed session in favor of the following motion. . ." This change will be reflected in the official minutes.

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

None

**UNFINISHED BUSINESS**

**APPROVAL OF RECOMMENDATION TO EDUCATION HOUSING PARTNERS ON GENERAL CONTRACTOR FOR CAÑADA VISTA FACULTY AND STAFF HOUSING PROJECT; APPROVAL OF AMENDMENT TO CONTRACT BETWEEN EDUCATION HOUSING PARTNERS AND THE DISTRICT (09-3-104B)**

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the recommendations as outlined in the report. Barbara Christensen, Director of Community/Government Relations, introduced William Thompson and Sean Sweeney of Education Housing Partners and Steve Gnider and Dave Dunlop of Segue Construction. Ms. Christensen said the development team and Segue construction have tried to get as many union subcontractors as possible and work on this matter is continuing; therefore, some lines on the subcontractor bid list attached to the report are listed as "to be determined." On page 2 of the subcontractor list, Western Building Spec. should be added under "Doors/Millwork/Hardware" with the bid listed as "to be determined." This addition will be reflected in the copy that is in the official minutes. It is recommended that the Board approve the recommendation to begin contract negotiations with Segue in an amount not to exceed \$12 million, while work continues on subcontractor bids. Trustee Holober asked if the Board will be asked to approve the subcontractor list after the process is completed; Ms. Christensen said she will bring the list back to the Board for final approval. It is also recommended that the Board approve a \$200,000 owner's contingency controlled by the District to be used for owner modifications and upgrades. It is further recommended that the Board approve an additional \$178,132 for pre-construction costs and design/build entity's fee due to the extended entitlement process. Ms. Christensen said this amount is modest given the delays caused by the redesign of the project and the additional hearings. After this discussion, 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 (09-4-1A)**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report No. 09-4-1A. The motion carried, all members voting "Aye."

## **Other Recommendations**

### **APPROVAL OF AGREEMENT WITH MILLER BROWN & DANNIS FOR LEGAL SERVICES (09-4-100B)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the agreement as outlined in the report. Trustee Holober said that while the Board does not normally like to give retroactive approval, the circumstance was urgent and required that the Board seek independent counsel. Trustee Mandelkern added that the decision to enter into the agreement was made with the advice and consent of the entire Board. After this explanation, the motion carried, all members voting "Aye."

### **ACCEPTANCE OF DEPARTMENT OF LABOR COMMUNITY BASED JOB TRAINING GRANT – SKYLINE COLLEGE (09-4-101B)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to approve acceptance of the grant. The motion carried, all members voting "Aye."

## **STUDY SESSION**

### **DISTANCE EDUCATION (09-4-1C)**

President Schwarz welcomed Dr. Jolanda Schreurs, a member of the Governing Board of the Cabrillo United School District, who was attending the Study Session as a guest. Dr. Schreurs met Vice Chancellor Jing Luan at a County School Boards Association meeting at which distance education was the topic.

Vice Chancellor Luan said Cañada College Professor Daniela Castillo will be the primary presenter of the report, supported by the three College Presidents, District Distance Learning Coordinator Betty Fleming and ITS Director Eric Raznick. President Claire and Vice Chancellor Luan also recognized Dean Martha Tillman who is responsible for distance education at College of San Mateo.

Vice Chancellor Luan said Title 5 defines distance education as instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. Courses may be offered as hybrid, or mixed format; online, in which the course is taught primarily by distance; or telecourse, which relies on cable or satellite and mailing of course materials. At least three states require that high school students take at least one distance education course as a requirement for graduation.

Vice Chancellor Luan reviewed regulations on distance education, including accreditation policies, Title 5 requirements and System Office guidelines.

In the District, KCSM was delivering telecourse instruction as early 1964. Over time, there was a trend toward online courses and in 2006, in response to requests from the Board and the Chancellor that the Colleges focus on distance education, the Distance Education Advisory Committee (DEAC) was formed, co-chaired by Vice Chancellor Luan and Professor Castillo. Many objectives have been achieved, including the writing and publication of the District Distance Education Strategic Plan. The Colleges have responded by forming committees, devising online courses and establishing their own goals.

Headcounts in the courses have increased since 2006 and have more than met the goals specified in the District Plan. Revenue from online courses is also growing. Vice Chancellor Luan said that distance education is

borderless and the District needs to be aggressive and strategic in preparing for growth. Headcount data shows that in the District, distance education tends to attract female, white and Asian students.

Vice Chancellor Luan said that success rates are of particular concern to faculty. The success rates for distance education courses are not as high as for face-to-face instruction, but the gap is narrowing. Data from 2005-06 shows that the District surpassed the Statewide success rate in the younger (18-24) and older (50+) age groups but was below the Statewide success rate in students aged 25-49.

Vice Chancellor Luan said the District is doing many things well with regard to distance education. Structured Training for Online Teaching (STOT) was formed and is in demand by faculty. ITS added the Web Distance Ed Gateway to WebSMART. Mr. Raznick demonstrated how students can find all distance education courses in one place and can click on a course to get more information. There are also links to faculty websites. In addition, online matriculation services, professional development and student and faculty feedback are available online. Skyline College has developed a self-assessment tool for students to see if distance education is right for them and this is also available online.

Professor Castillo said she has been teaching at Cañada College for nine years and began teaching online courses a few years ago. She said Cañada uses the hybrid model for all media courses. Professor Castillo described one of her online classes and complemented her narrative with a video. Students find the website either through the portal or through links on the multimedia website. Professor Castillo also sends a welcoming note to all enrolled students. Students can view the course syllabus, Professor Castillo's contact information, office hours and online chat times, grades and comments. Professor Castillo also provides specific to-do lists for the students. She provides different kinds of content, such as reading, video and forums.

Professor Castillo said online teaching is a very fulfilling experience. It requires great discipline and entails a long development process, but provides great rewards. Many tools are available to assist teachers. Professor Castillo said the secrets to success in online teaching include:

- Love what you do.
- Think about the learning process as an opportunity.
- Embrace the technology.
- Understand that, like in the classroom, you will have some successes and some failures.
- Do not expect more than you can give to your students.
- Keep your students engaged with stimulating visuals and interesting audio.

Vice Chancellor Luan said that Districtwide, fulfilling GE requirements via distance education is possible except for P.E. Many of the Associate/Certificate programs have 50 percent or more distance education content and each College has at least one program that can be completed online. As stated in the District Distance Education Strategic Plan, "The District envisions the expansion of distance education offerings to increase distance education-based degrees and certificates." The goals as stated in the Strategic Plan include increasing student success rates and achieving and maintaining 20 percent annual distance education enrollment growth in the next ten years. The Colleges are responding to the vision and goals by developing their individual plans and services. Vice Chancellor Luan said there is need for Districtwide coordination and a need to identify and eliminate barriers. He said that a fund for faculty support (course design and general tech support) would be helpful.

Vice Chancellor Luan asked if the Board had questions. Trustee Hausman asked why some states require that high school students take at least one distance education course. Vice Chancellor Luan said the answer is not clear; it is not yet known if the requirement has affected graduation rates. President Morrow hypothesized that it might be to insure that every graduate has at least a basic level of information competency. Trustee Hausman said that students from ethnic groups which do not utilize distance education at rates comparable to others could be at a disadvantage. Professor Castillo said this is a challenge but that rates should increase because accessibility to equipment is becoming more commonplace in high schools and libraries and use of technology

is beginning at earlier ages. President Claire said he believes the tipping point has been reached with the use of social networking sites and technology that younger students are familiar with.

President Schwarz asked how District students know that online courses are available and whether this delivery method would be a good fit for them. Vice Chancellor Luan said surveys show that most students are aware of the availability of distance education opportunities.

Trustee Mandelkern said that about a year ago, the Board voted on a contract with eCollege for a course management system and asked if the system is being utilized. Vice Chancellor Luan said that faculty wanted to have a choice between eCollege and WebAccess and that both platforms are being used. Professor Castillo said she has used both and finds the functionality to be similar. She added that most teachers choose one system and she believes it is important to offer choice.

Trustee Mandelkern noted that the focus is largely on converting existing courses for existing audiences into distance education courses. He said that, historically, it has been relatively easy to bring distance education to the workplace setting, with specific certificate programs, workplace enhancement and on-the-job training programs. He asked if the District has looked into capturing some of the expertise available at the campuses, such as biotechnology and allied health, and converting it into distance education programs which could reach new audiences. President Claire said that as plans are further developed, it is important to determine where the ready markets exist. He will take Trustee Mandelkern's comments to College of San Mateo's Distance Education Committee. Dean Tilmann said the workplace setting is an audience that bears looking at along with seniors and the disabled. Trustee Mandelkern asked if there is a strategy to target the different needs of these various populations. Dean Tilmann said College of San Mateo is looking at this issue. Vice Chancellor Luan added that the System Office guidelines address accessibility issues, focusing heavily on the disabled.

Professor Dilko said programs must be different for different audiences. She said strategy should be determined at the College level because each College will target different audiences. Professor Dilko said that faculty need assistance with developing programs and that STOT is a move in the right direction. President Mohr said that in Cañada's technology plan is the need for a trained technology resource specialist on campus, who could help teachers get programs online and could help through the first year. President Mohr added that he has seen data indicating that the fastest growing demographic in online courses is high school students. President Morrow said that the combination of face-to-face instruction and online courses is ideal for the student population at Skyline, many of whom work part-time and have other responsibilities.

Trustee Holober asked if there are courses and programs that are offered exclusively online. Professor Castillo said degree programs are also taught in the traditional method, but there are some specific courses which are taught online only. Trustee Holober asked if online teaching is voluntary for faculty; Vice Chancellor Luan said it is. Trustee Holober asked if there is a point at which, if the entire curriculum becomes available online, having the desire and ability to teach online might be a requirement for employment. Professor Dilko said it is currently considered desirable but not required. She said it could become a requirement if the Colleges were to design a fully online program. Trustee Holober asked if faculty go through any training on teaching in a non face-to-face manner. Vice Chancellor Luan said the first STOT class did not include a great deal on pedagogy but this was added in the second and third classes. Professor Dilko said that community college faculty are hired on discipline expertise rather than teaching. Ms. Fleming added that faculty often do not understand that there is a difference in the way content is delivered in distance education; new techniques and a different pedagogy need to be learned.

President Schwarz asked if there is a minimum number of students required per class. Vice Chancellor Luan said it is the same as for face-to-face classes.

Trustee Mandelkern asked if issues such as ownership of intellectual property, load, impact on office hours and compensation are affecting the rollout of distance education. AFT Executive Secretary Dan Kaplan said these issues are important and the District has been very slow in making progress. Vice Chancellor Harry Joel said he

believes progress was made in the Memorandum of Understanding negotiated between the District and AFT, and that conversations are ongoing. Professor Dilko said there is ambiguity which is preventing some faculty from entering into online teaching.

President Schwarz thanked all participants for an enlightening presentation.

Before adjourning to closed session, Trustee Holober announced that he has been asked to recruit people to participate in a conversation on foster youth, to be held the evening of June 1 at Hillsdale High School. Vice President Miljanich will be participating in the event. Trustee Holober said that anyone who is interested should let him know.

**RECESS TO CLOSED SESSION**

President Schwarz said that during Closed Session, the Board will consider the personnel items listed as 1-A and 1-B on the printed agenda.

The Board recessed to Closed Session at 7:10 p.m.  
The Board reconvened to Open Session at 7:30 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Schwarz 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 Holober and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye."

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the April 22, 2009 meeting.

Patricia Miljanich  
Vice President-Clerk

**MINUTES**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**CLOSED SESSION**  
**Monday, April 13, 2009, 8:30 a.m.**  
**District Office, Executive Conference Room**  
**3401 CSM Drive, San Mateo, CA 94402**

The Board convened the meeting at 8:30 a.m.

**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober and Dave Mandelkern

**1. Closed Session Personnel Items**

- A. Meeting conducted by Board as fact finder or arbitrator (Government Code section 3549.1(c), regarding Public Employee Discipline/Dismissal/Release (Government Code section 54957).

The Board reviewed its findings and conclusions which will be issued to the parties in writing on or before April 21<sup>st</sup>.

Submitted by

Ron Galatolo  
Secretary

Patricia Miljanich  
Vice President-Clerk

**BOARD REPORT NO. 09-4-2A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
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**

**District Office (Cañada College)**

**Thomasito Reyes** Public Safety Officer Public Safety

Reassigned from a part-time (48%) Public Safety Officer position at Skyline College into this full-time position at Cañada College, effective April 6, 2009. The change in staff allocation was Board approved on March 11, 2009.

**District Office**

**Michael Celeste** Director of Public Safety Public Safety

Reassigned through the hiring process from a Chief of Public Safety Officer at Skyline College into this full-time 12-month position, effective April 1, 2009. The change in staff allocation was Board approved on December 10, 2008.

**B. LEAVE OF ABSENCE**

**Skyline College**

**Cinthia Saenz** Cosmetology Aide Business Division

Recommend approval of a pregnancy disability leave of absence, effective March 24, 2009, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

**BOARD REPORT NO: 09-4-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry Joel, Vice Chancellor Human Resources, 358-6767

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

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

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

**RECOMMENDATION**

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

CSEA  
**CHAPTER 33**  
**TENTATIVE CONTRACT PROPOSAL**

***JULY 1, 2007-JUNE 30 2009***

1.1 Exclusive Agent: Subject to the rules of the Public Employment Relations Board (PERB), the SMCCCD 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 CSEA shall meet ~~and negotiate~~ at a regularly scheduled labor management committee meeting, in order to discuss **and negotiate** the proper 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.

**Add New Paragraph: The District shall provide release time for one (1) additional CSEA member to act as official Labor Management Committee Recorder. That CSEA member's sole purpose will be to officially document each meeting with meeting notes/minutes. The first agenda item for each meeting shall be the reading and approval of the prior meetings notes/minutes. Signed copies of the approved notes/minutes of the previous meeting, shall be provided to both the Labor Management Committee and the District by the end of the meeting.**

This shall not preclude the Business Agent of California School Employees State Association from representing members of CSEA, Chapter No. 33 in the employer/employee relations with the District under the terms of Government Code Section 3540 et seq.

1.2 Board Negotiates with Union: Pertaining to employees within this unit, the Board agrees not to meet and negotiate with any organization other than the CSEA for the duration of this Agreement; further, the Board agrees not to negotiate individually with any employee during the duration of this Agreement on matters subject to meeting and negotiating.

**Add New Paragraph: The Board agrees to provide release time for one (1) additional CSEA member to act as official Negotiations Recorder. That CSEA member's sole purpose will be to officially document each meeting with notes/minutes. The first agenda item for each meeting shall be the reading and approval of the prior meetings notes/minutes. Signed copies of the of the approved notes/minutes of the previous meeting, shall be provided to both the CSEA and the District by the end of the meeting**

Article 3.7 Classification Anniversary Date: ~~The effective date upon which an employee is hired into our District granted salary step advancement.~~ **Classification anniversary date is defined as the effective date upon which an employee is assigned to a new classification, within our district, at a higher salary range.** For persons assigned to a classification during the first sixteen (16) days of the month, the anniversary date is the first of that month. If assigned to a classification after the sixteenth of the month, the anniversary date is the first of the next month. Classification dates will not change when employees change to a new classification assigned to the same salary range as the previous classification.

Article 3.15 Employment Anniversary Date: **Defined as the date of hire by the San Mateo County Community College District regardless of class or classification,** upon which an employee's long service increments are based. For persons employed during the first sixteen (16) days of the month, the anniversary date is the first of that month. If employed after the sixteenth of the month, the anniversary date is the first of the following month.

Article 5.1 Regular Workday/Workweek: Add a second paragraph that states: **Within five (5) working days from the employees effective date of hire or any exceptions or modifications to the employees work schedule (as stated below in article 5.1.3 and 5.1.5), the District will forward to CSEA a signed copy of the Personnel Action form signed by the employee and the hiring Administrator. (Refer to Article 11.1)**

Article 5.3.1: The duties of certain classes of jobs are subject to fluctuations in daily working hours which are not susceptible to administrative control. As a consequence, the Board, in accordance with Education Code Section 88026, exempts these classes from overtime compensation for service in excess of the hours in the workday, but agrees that hours worked in excess of the hours in a workweek, or for hours worked on a holiday, will be compensated on an overtime basis. The classes to which this section applies are: Athletic Trainer, ~~and Theatre Technician/Events Coordinator and~~ **Theatre Events Manager.**

Article 6.11 WCIS Vacation: Vacation pay for WCIS employees will be paid at the end of the Fall and Spring semesters. **Need to remove after the district consolidation of our Security Departments (only area remaining that is scheduled while classes are in session or similar type scheduling of our old WCIS structure).** If the current public safety officers at Canada remain permanent part-time, no longer WCIS employees, will need to develop an MOU or new language with regards to vacation payout.

Article 8.3 Detail Assignments: When a detail assignment continues for any portion of two (2) or more working days within a fifteen (15) day calendar period, the employee's salary shall be adjusted upward for the entire period of the detail assignment in such an amount as will reasonable reflect normal and assigned duties. ~~The District shall provide the union with written notification of detail assignments and the rate of pay of such assignments in a timely manner.~~

**Within five (5) workings days after completion of the salary order by Human Resources, the District shall provide the President of CSEA with written notification of detail**

**assignments and the rate of pay of such assignments and the effective date of the detail assignment with the end date not to exceed 30 days.**

**If the current detail assignment will continue past 30 days, the current detail assignment will end five (5) working days prior to the 30 day limitation and said detail assignment will then be posted in accordance with article 8.3.4.**

Article 8.3.4 The District will post notices of **all classified** detail opportunities which are expected to last more than 30 days. Any unit member may apply for the detail assignment within five (5) working days of posting.

Article 8.5 Upward Step Placement: A member of the unit who is permanently assigned to a classification at a higher range will be placed on **any the lowest** step which will result in an increase of at least five percent (5%). If no step increase will result in an increase of five percent (5%), the employee will be placed on the highest step of the new range.

Article 8.6.2 Compensatory Time Off: Compensatory time is earned at time and one-half for each hour worked, in the same manner as pay is earned (as specified in 8.6.1) and may accrue up to a maximum of fifty (50) hours during each fiscal year. Once an employee has reached the maximum accrual of compensatory time off during the fiscal year, all overtime hours worked thereafter shall be paid. **If special agreements have been made between the supervisor, employee and the District, a copy of the special agreement will be forwarded to CSEA.** Compensatory hours must be utilized by the end of each fiscal year. All accrued but untaken hours as of June 30<sup>th</sup> of each year shall be paid at the current regular rate of pay. **If an employee has approval from their supervisor and the District to carry over any accrued but untaken hours into the next fiscal year, a copy of the approval will be sent to CSEA.**

Article 8.7 Salary Survey: **Need to negotiate effects of current salary surveys for changes that are retroactive to July 1, 2007.**

8.7 Salary Survey: At least once every four (4) years, a salary survey shall be completed with the following criteria:

- a. The compensation for each bargaining unit classification will be compared with the compensation for similar classifications using the Bay Ten community colleges and other organizations as mutually agreed upon by the District and CSEA. The District will review and update all generic job descriptions and send copies to CSEA for approval before the salary survey is begun. Only the job summary will be used in the survey and no reference to job titles will be included. Comparisons will be of monthly salaries for the organizations surveyed, adjusted for the number of hours worked per week. Monthly salaries in those organizations whose employees work a 40-hour week will be multiplied by a factor of .9375 to equate them to the monthly salaries of SMCCCD employees who work a 37.5-hour week.

For employees in classifications assigned to KCSM, the District and CSEA agree to utilize a mutually agreed upon alternate list of survey entities.

- b. Step one (1) will be used as the basis for comparison.
- c. The survey shall use the benchmark system.
- d. The grouping of the classification families to be reviewed shall be as described in Appendix F.
- e. Results of the survey will be utilized to show how our District compares to the fourth ranking of each classification.
- f. **CSEA will receive a copy of the survey and copies of all documents reaching those results shall be submitted to CSEA for verification prior to negotiations.**
- g. **Any classification and its' classification family that falls below fourth ranking shall be brought up to at least the minimum level equating to fourth rank, with any changes resulting from this survey to be retroactive to the previous July 1.**
- h. Salary surveys may include recommendations for **higher** adjustments; the results of the survey are negotiable.
- i. Salary surveys will be conducted for all groups together once every four years starting with the first survey in 1999-2000, followed by the next survey in 2003-4 and every four years thereafter.

Article 8.9.1 and 8.9.2 Security Officers and Safety Assistants **Public Safety Department Equipment and Supplies: need to clean up and separate out and make separate paragraphs for each item and also necessary title changes that were board approved Jan. 28, 2009.**

Article 8.9.1 Security **Public Safety Department Officers and Safety Assistants— Equipment and Supplies: Public Safety Department Employees are as follows: Public Safety Sergeant, Public Safety Officer and Public Safety Assistant.**

The District will provide bulletproof vests to **the Public Safety Department Employees Officers and Safety Assistants** while on duty; the type of vest to be custom fabric with interchangeable protective plates. Vests will be property of the District. Specific equipment for ~~security officers~~ **Public Safety Department Employees** is specified in Department Policy. Rain gear and Jackets remain the property of the District and shall be returned upon termination of employment.

Article 8.9.2 Effective July 1, 2004, each full-time ~~officer~~ **Public Safety Department Employee** will receive \$500 per year to cover laundry and cleaning costs, as well as normal replacement.

**(Separate paragraph for better clarification)** In addition, effective July 1, 2004, the District will provide a boot allowance of \$150 per year for purchase of approved footwear.

Effective July 1, 2005, each full-time ~~officer~~ **Public Safety Department Employee** will receive ~~\$600~~ **\$800** per year to cover laundry and cleaning costs, as well as normal replacement

Receipts must be submitted to claim reimbursement for these costs.

Article 8.9.3 Damage or loss of uniforms or equipment through no fault of the ~~officer~~ **Public Safety Department Employee** will be replaced by the District (provided adequate care and security measures were exercised by the officer).

Article 8.9.4 New Employees: Each ~~Security~~ **Public Safety Department Employee** ~~Officer and Safety Assistant~~, will be provided a basic uniform (boots, jacket, two pairs of trousers, three shirts, tie and tie bar) and all necessary equipment upon being hired. Upon successful completion of probation, each ~~Officer~~ **Public Safety Department Employee** shall receive \$300 uniform allowance. Thereafter on July 1st of each year, each ~~Officer~~ **Public Safety Department Employee** shall receive the uniform allowance specified in 8.9.2.

Article 8.9.5 Each part-time ~~officer~~ **Public Safety Department Employee** employed between 51% and 99% will receive a pro rata of the amounts stated in 8.9.2. ~~Officers~~ **Public Safety Department Employees** employed less than 51% will receive \$300 ~~\$400~~ per year. All officers will receive the full boot allowance of **\$150 per year** as provided full time employees. Receipts must be submitted to claim reimbursement for these costs.

**8.9.7 (New)** The District agrees to provide continuous, up-to-date training and any mandatory retraining as it pertains to any position within the District's Public Safety Department. The training put forth by District or its chosen representative shall be completed in a timely manner to prevent public and officer safety issues as well as exposure to deliberate indifference or vicarious liability.

Article 10.3 Family Illness Leave: Concurrent with any eligibility for Family Medical Leave under the law, an employee may be granted six (6) days paid leave per year in the event of the serious illness of a member of his/her immediate family. An employee may use up to six (6) days of accrued sick leave to attend to a spouse, child, parent, grandparent, grandchild, son-in-law, daughter-in-law, mother or father-in-law, sister, brother, **uncle and aunt**, domestic partner, domestic partner's child, domestic partner's parent, any person who stood in the place of a parent, or relative living in the immediate household of the employee. Such leave will be deducted from the employee's regular sick leave account.

Article 11.1 Assignment to Position: Each member of the unit is assigned to a position by Board action. Each position is assigned a job classification and is part of the Classified Service of the San Mateo County Community College District. Within Board authorization, the Chancellor-Superintendent has the authority to assign all employees as to location of assignment and specific hours and **workweek/workday** of employment.

**Upon Board approval the District will send within five (5) working days a copy of the Board approved Personnel Action Form, which states the employee's permanent work schedule. (Refer to Article 5.1)**

Article 12.5.3 Level III: The function of the arbitrator shall be:

- a. To hold a hearing concerning the grievance, and

- b. To render a **final and binding** award within thirty (30) days after the close of the hearing.

**Article 12.5.9(new) The decision of the arbitrator shall be final and binding.**

~~Article 12.6 Level IV: Either the District or the grievant may appeal the advisory award of the arbitrator to the Board of Trustees within ten (10) working days after the receipt of such advisory award. If neither party appeals the advisory award of the arbitrator, the decision shall become final and binding on both parties.~~

~~Article 12.6.1: If an appeal is filed, the Board of Trustees shall render its decision within twenty (20) working days after receipt of the appeal at this level, or twenty (20) working days after receipt of the transcript of the arbitration hearing, whichever comes later. The decision of the Board of Trustees shall be final and binding on all parties.~~

**Re-number all articles under 12.7, General Provisions, starting with Article number 12.6.**

**(Remove current) ~~article 12.7.8: Any grievance which arose prior to the effective date of this Agreement shall not be processed. (this should have been removed after the first writing of our collective bargaining agreement, no longer applies.)~~**

Article 14.2 Schedule of Evaluations: All unit members shall be evaluated by the immediate supervisor in conjunction with the responsible administrator as follows:

Probationary Employees-at the completion of the first three (3) and five (5) months of employment in the employee's position. **There will be no exception or waiver for this time period. Failure to adhere to this schedule will result in the employee becoming a Permanent Employee of the San Mateo County Community College District.**

Permanent Employees-annually on the employee's anniversary date in the position, however if two successive satisfactory evaluations are completed, the reviews are conducted biennially. **(Refer to article 3.7 for definition of anniversary date)**

**The evaluation process for permanent employees may begin 30 working days prior to the employee's anniversary date and must be completed within 30 working days after the employee's anniversary date.**

**If the immediate supervisor fails to complete the evaluation process within the 30 working days prior or the 30 working days after an employee's anniversary date, the evaluation will be deemed; meets expectations and will automatically count as a satisfactory evaluation and will be documented as such and placed in the employee's personnel file.**

Article 14.7 Disagree with Evaluations: A bargaining unit employee who disagrees with the evaluation may file a written response and/or request a meeting to review the evaluation with the respective College President or Vice chancellor, Human Resources. Employees in the District Office may appeal to the Executive Vice Chancellor or the Vice Chancellor, Human Resources. **Any appeals not responded to in writing to the employee and CSEA within 30 working**

**days the complete performance evaluation will then be deemed; meets expectations and will automatically count as a satisfactory evaluation.**

Article 14.8.1.: All information of a derogatory nature shall not be entered or filed in any personnel record unless and until the employee is given notice. ( Education Code 87081)

Upon receiving such notice the employee may:

1. Enter, and have attached to any derogatory statements, his/her own comments with regard to the information;
2. Request a hearing with the appropriate administrator. If the employee and the administrator cannot reach agreement, the employee may appeal to the Vice Chancellor, Human Resources **or the Executive Vice Chancellor** for final determination. **Any appeals not responded to in writing to the employee and CSEA within 30 working days, the complete performance evaluation will be deemed; meets expectations and will automatically count as a satisfactory evaluation.**

Article 20.3.1 Written Warning/Reprimand: The unit member will have ten work (10) days to request a meeting to contest the written reprimand. The Supervisor shall schedule a conference to hear the unit member's response. Following the conference, the Supervisor may recommend that the written warning/reprimand be modified in part or in whole or left as originally written and ~~may or may not be placed~~ **recommend placement in** into the unit member's personnel file.

Article 20.3.2: If the written warning/reprimand ~~is~~ **has been recommended to be** placed in the unit member's personnel file (**in accordance with education code 87031**), the unit member shall have the right within ten (10) days of the recommendation to appeal to the President of the College or the Vice-Chancellor, Human Resources for review and shall also have the right to attach his/her comments for inclusion should the President or Vice-Chancellor, Human Resources rule in favor of placement in the file.

**The President or Vice-Chancellor, Human Resources will have ten (10) days to respond to the unit members' appeal and give written notification to the unit member and CSEA with their ruling.**

Article 20.3.2.1: Unit members assigned to work at the District Office can appeal to the **Executive** Vice-Chancellor, ~~Human Resources~~ for review, and shall also have the right to attach his/her comments for inclusion should the **Executive** Vice-Chancellor, ~~Human Resources~~ rule in favor of placement in the file.

**The Executive Vice-Chancellor will have ten (10) days to respond to the unit members' appeal and give written notification to the unit member and CSEA with their ruling.**

**BOARD REPORT NO. 09-4-1CA**

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

**DENIAL OF CLAIM AGAINST THE DISTRICT BY MICHAEL LYNN GABRIEL**

On April 6, 2009, the District received a claim from Michael Lynn Gabriel seeking a return of the production cost in the amount of \$30,000 for a program called "Thy Car" and a release of the concept of the program. Mr. Gabriel alleges that KCSM breached an agreement which was entered into in March, 2004 for the production of a pilot for a television car restoration show and its subsequent marketing.

**RECOMMENDATION**

It is recommended that the Board of Trustees deny the claim of Michael Lynn Gabriel and refer the matter to the District's insurance and legal advisors.

**BOARD REPORT NO. 09-4-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF THIRD QUARTER DISTRICT WARRANTS, 2008-2009**

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 2009 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, 2009 through March 31, 2009 and ratify the contracts entered into leading to such payments.

## Exh A

WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
004788	01/08/09	Sarouhan, Dan E.	11,125.00	Districtwide FPO Consulting Services
004796	01/08/09	Goodman Marketing Partners Inc.	19,922.43	KCSM Direct Mailing Services
004817	01/15/09	Claycomb, Glenn D.	17,283.56	Districtwide CPD Consulting Services
004831	01/15/09	Sch Proj/Util Rate Reduc.	46,341.76	Utilities
004833	01/15/09	Swinerton Management & Consulting	43,432.00	Program Management Services
005131	01/22/09	Dovetail Decision Consultants, Inc.	26,645.70	Districtwide Furniture Design Standard Consulting Services
005133	01/22/09	GRD Energy Inc.	10,400.00	CSM Commissioning Services
005266	01/29/09	Bunton Clifford Associates, Inc.	17,621.58	Skyline & Cañada Architectural Services
005267	01/29/09	CIS, Inc	30,332.00	Districtwide DSA Inspection Services
005269	01/29/09	Dovetail Decision Consultants, Inc.	10,812.90	Districtwide Furniture Design Standard Consulting Services
005275	01/29/09	Sch Proj/Util Rate Reduc.	51,337.24	Utilities
412668	01/05/09	Atlas/Pellizzari Electric Inc.	14,917.00	District Office Electrical Services
412669	01/05/09	Bay City Boiler & Engineering Company, Inc.	10,090.00	Skyline Boiler Repair Services
412673	01/05/09	Dallas County Community College District	11,461.00	CSM Telecourse Licensing Fees
412686	01/05/09	Pac Gas & Elec Co	11,992.68	Utilities
412687	01/05/09	Pac Gas & Elec Co	12,506.39	Utilities
412694	01/05/09	Strata Information Group	50,504.00	ITS Consulting Services
412709	01/05/09	CalPERS	469,377.70	CAL-PERS Contribution Advance
412805	01/08/09	Berliner Cohen Attorneys at Law	30,254.16	Districtwide Legal Services
412812	01/08/09	Constellation NewEnergy Inc.	39,783.68	Utilities
412813	01/08/09	Cornerstone Earth Group, Inc.	38,164.40	CSM Ground Motion Consulting & Testing Services
412815	01/08/09	D & B Power Associates, Inc.	48,018.38	Districtwide Networking Support
412817	01/08/09	Dell Computers	19,136.35	Skyline Computer Purchase
412819	01/08/09	Dell Computers	19,136.35	Skyline Computer Purchase
412820	01/08/09	Dell Computers	15,404.71	District Hardware Purchase
412823	01/08/09	DES Architects	21,331.13	CSM Architectural Services
412832	01/08/09	Kleinfelder	11,353.95	CSM Material Testing Services
412838	01/08/09	Pac Gas & Elec Co	13,656.20	Utilities
412840	01/08/09	Pac Gas & Elec Co	17,182.28	Utilities
412844	01/08/09	Robert A. Bothman	178,012.41	Cañada Construction Services
412848	01/08/09	Sutro Tower Inc.	16,673.00	KCSM Transmitter Leasing Fee
412856	01/08/09	Wesco Graphics, Inc.	21,566.15	Community Education Catalog Printing Services
412880	01/08/09	Public Empl Ret Sys	1,118,296.76	Health Insurance Monthly Premium
412885	01/08/09	U.S. Postal Services	10,000.00	Skyline Postage Purchase

Exh A

WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
412886	01/08/09	U.S. Postal Services	10,000.00	Skyline Postage Purchase
412889	01/08/09	Wells Fargo Bank	212,929.77	District Procurement Card Payment
412904	01/12/09	Cengage Learning	10,340.00	Community Education on-line classes delivery & services
412920	01/12/09	Krueger International	196,286.84	CSM Furniture Purchase
412921	01/12/09	Landscape Forms	62,746.58	Cañada Furniture Purchase
412925	01/12/09	Parsons Commercial Technology Group Inc.	22,416.67	Districtwide CIP Professional Services
412926	01/12/09	Parsons Commercial Technology Group Inc.	33,067.50	Districtwide CIP Professional Services
412946	01/12/09	Calif State Teachers Retirement System	43,859.94	CAL-STRS Cash Balance Contribution
412967	01/12/09	SMCCCD Revolving Account	26,246.22	Flex Spending Account Balance
412968	01/12/09	Soyombo, Richard A.	10,000.00	International Travel Advance Payment
413010	01/15/09	Beverly Prior Architects	12,750.00	CSM Architectural Services
413032	01/15/09	Hartford Life & Accident Insurance Co.	35,120.05	Districtwide Life Insurance Premium Payment
413048	01/15/09	OmniUpdate, Inc.	23,288.00	Districtwide Software Licenses
413071	01/15/09	Swinerton Management & Consulting	329,862.10	Program Management Services
413080	01/15/09	Wide Angle Communications, LLC	17,000.00	Districtwide Strategic Marketing Plan Services
413089	01/15/09	Swinerton Management & Consulting	19,646.16	Program Management Services
413118	01/15/09	SMCCCD Revolving Account	30,000.00	Flex Spending Account Advance
413127	01/20/09	S.M.C.S.I.G.	149,860.14	Dental Premium Payment
413128	01/20/09	S.M.C.S.I.G.	19,883.28	Vision Premium Payment
414372	01/22/09	Ascent Elevator Services	41,796.00	Skyline Elevator Replacement Services
414392	01/22/09	Constellation NewEnergy Inc.	26,380.49	Utilities
414405	01/22/09	Golden Project Management& Install LLC	15,574.50	CSM & Skyline Furniture Installation Services
414409	01/22/09	Hensel Phelps Construction Co.	919,800.00	Skyline Construction Services
414413	01/22/09	John Plane Construction	37,175.00	Skyline Construction Services
414426	01/22/09	McCarthy Building Companies	4,542,631.73	CSM Construction Services
414440	01/22/09	Pac Gas & Elec Co	10,623.33	Utilities
414448	01/22/09	Q Builders, Inc.	136,334.19	Skyline Construction Services
414458	01/22/09	Schembri Construction Co., Inc.	182,941.20	Cañada Construction Services
414459	01/22/09	Schindler Elevator	11,463.00	Districtwide Elevator Maintenance Services
414470	01/22/09	Strata Information Group	50,504.00	ITS Consulting Services
414480	01/22/09	City of Pacifica Child Care	43,845.00	Cañada Childcare Services
414486	01/22/09	Employment Development Department	70,938.07	Unemployment Services Payment
414487	01/22/09	Hensel Phelps Construction Co.	102,200.00	Skyline Construction Services
414496	01/22/09	Q Builders, Inc.	15,148.24	Skyline Construction Services
414498	01/22/09	Schembri Construction Co., Inc.	20,326.80	Cañada Construction Services
414501	01/22/09	SMCCCD Revolving Account	20,000.00	Flex Spending Account Advance

Exh AWARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
414503	01/22/09	McCarthy Building Companies	504,736.86	CSM Construction Services
414541	01/26/09	Pac Gas & Elec Co	24,082.09	Utilities
414563	01/26/09	Associated Std -Cañada	15,697.00	December 2008 Student Body Fees Income
414565	01/26/09	Associated Std-CSM	24,605.50	December 2008 Student Body Fees Income
414567	01/26/09	Associated Std-Skyline	21,445.50	December 2008 Student Body Fees Income
415001	01/29/09	Atlas/Pellizzari Electric Inc.	11,697.00	CSM Camera Installation Services
415016	01/29/09	Constellation NewEnergy Inc.	27,335.18	Utilities
415024	01/29/09	Fisher Scientific Co	25,267.50	Skyline Equipment Purchase
415035	01/29/09	John Plane Construction	55,722.00	Skyline Construction Services
415036	01/29/09	Krueger International	31,099.46	Skyline Furniture Purchase
415044	01/29/09	Pac Gas & Elec Co	28,403.24	Utilities
415047	01/29/09	Parsons Commercial Technology Group Inc.	22,416.67	Districtwide CIP Professional Services
415056	01/29/09	San Mateo Co Office Ed/Supt Sch	14,040.00	Cañada Gene Connection Services
415057	01/29/09	San Mateo Lockworks	20,160.48	CSM Locksmith Services
415066	01/29/09	Sutro Tower Inc.	16,673.00	KCSM Transmitter Leasing Fee
415084	01/29/09	AIG Valic	29,849.78	Tax Shelter Annuities
415087	01/29/09	American Federation of Teachers	42,781.28	Union Dues
415092	01/29/09	CalPERS	461,163.48	CAL-PERS Contribution Advance
415094	01/29/09	Capital Guardian Trust Co.	47,715.49	Tax Shelter Annuities
415096	01/29/09	City of Redwood City	28,800.00	Cañada Housing Project City Fees
415097	01/29/09	City of Redwood City	73,982.06	Cañada Housing Project City Fees
415106	01/29/09	Fidelity Service Company	52,894.00	Tax Shelter Annuities
415112	01/29/09	Franklin Templeton Trust Company	25,426.33	Tax Shelter Annuities
415114	01/29/09	Galic Disbursing Company	19,924.99	Tax Shelter Annuities
415120	01/29/09	Hartford Retirement Plans Service Center	44,014.48	Tax Shelter Annuities
415129	01/29/09	Metropolitan Life Insurance Company	12,205.00	Tax Shelter Annuities
415143	01/29/09	SMC College Ed. Housing Corp.	44,828.00	College Vista Rent Payment
415146	01/29/09	SMCCCD Bookstore	11,614.05	Employee Loan to own payments

District Payroll Disbursement (excluding Salary Warrants)

79336	01/21/09	US Treasury - Union Bank	50,554.75	Federal Tax
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Exh A

WARRANT SCHEDULE EQUAL TO OR GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>SMCCCD Bookstores</u>		
104515	01/08/09	SMCC College District	317,666.03	Salary & Benefits October & November 2008
104528	01/14/09	MBS Textbook Exchange	102,788.91	Purchase of Inventory
104531	01/14/09	Nebraska Book Company	26,229.11	Purchase of Inventory
104534	01/14/09	Roadway Express	20,598.75	Purchase of Inventory
104552	01/27/09	Cengage Learning	155,701.43	Purchase of Inventory
104562	01/27/09	Douglas Stewart Company	16,298.50	Purchase of Inventory
104599	01/27/09	Nebraska Book Company	23,792.21	Purchase of Inventory
104605	01/27/09	Pearson Education	10,675.94	Purchase of Inventory
		Subtotal	<u>12,459,943.70</u>	82%
		Warrant Issued ≤ \$10,000	<u>2,703,735.91</u>	18%
		Total Non-Salary Warrant Issued	<u><u>15,163,679.61</u></u>	100%

District Accounts Payable	412663-415156, DD4768-DD5285	14,277,912.48
District Payroll	36723-37649, DD40964-DD42347	4,923,463.99
SMCCCD Bookstores	104467-104627, EFT#74441 & #74569	<u>832,156.40</u>
	Total Warrant Including Salaries - January 2009	<u><u>20,033,532.87</u></u>

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-28, 2009  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
005349	02/05/09	Sarouhan, Dan E.	12,250.00	Districtwide FPO Consulting Services
005352	02/05/09	Goodman Marketing Partners Inc.	11,943.49	KCSM Direct Mailing Services
005353	02/05/09	Noll & Tam	95,929.00	Cañada Design Services
005445	02/19/09	Claycomb, Glenn D.	17,283.56	Districtwide CPD Consulting Services
005458	02/19/09	CIS, Inc	16,740.00	Districtwide DSA Inspection Services
005459	02/19/09	Cor-O-Van Moving & Storage Co.	10,993.26	Districtwide Moving Services
005461	02/19/09	Dovetail Decision Consultants, Inc.	10,919.79	Districtwide Site Furniture Design Standard Consulting Services
005462	02/19/09	Goodman Marketing Partners Inc.	15,919.93	KCSM Direct Mailing Services
005467	02/19/09	Noll & Tam	80,516.65	Cañada and CSM Design Services
005468	02/19/09	Northern Distributing/Clean Source	11,056.75	Skyline Custodial Supplies Purchase
005469	02/19/09	Swinerton Management & Consulting	16,978.00	Program Management Services
415165	02/02/09	Bayside Heating & Air Conditioning	19,292.00	Cañada and CSM HVAC Repair Services
415192	02/02/09	Rodan Builders, Inc.	90,182.75	Districtwide ACAM Installation Services
415196	02/02/09	SunGard SCT, Inc.	286,825.00	Districtwide Banner TCP Maintenance Services
415216	02/02/09	Public Empl Ret Sys	1,108,749.93	Health Insurance Monthly Premium
415217	02/02/09	Rodan Builders, Inc.	10,020.31	Districtwide ACAM Installation Services
415469	02/05/09	Action Sign Systems	10,004.28	CSM new Signage Installation Services
415472	02/05/09	Atlas/Pellizzari Electric Inc.	10,410.00	CSM Electrical Services
415485	02/05/09	Fisher Scientific Company	86,789.05	Skyline Science Equipment Purchase
415492	02/05/09	Hartford Life & Accident Insurance Co.	34,981.43	Districtwide Life Insurance Premium Payment
415493	02/05/09	Hill-Rom	10,283.75	Skyline Furniture Purchase
415516	02/05/09	Rodan Builders, Inc.	353,847.13	CSM Construction Services
415529	02/05/09	VAH, Ltd.	20,545.00	Skyline Science Equipment Purchase
415537	02/05/09	Calif State Teachers Retirement System	27,007.18	CAL-STRS Cash Balance Contribution
415547	02/05/09	McCarthy Building Companies	114,968.70	CSM Construction Services
415559	02/05/09	S.M.C.S.I.G.	149,675.21	Dental Premium Payment
415560	02/05/09	S.M.C.S.I.G.	19,885.25	Vision Premium Payment
415562	02/05/09	Rodan Builders, Inc.	39,316.35	CSM Construction Services
415569	02/05/09	McCarthy Building Companies	12,774.30	CSM Construction Services
415572	02/05/09	Wells Fargo Bank	188,340.34	District Procurement Card Payment
415579	02/09/09	C S E A	11,736.77	Union Dues
415618	02/09/09	SMCCCD Revolving Account	12,288.45	Flex Spending Account Advance
415621	02/09/09	Strategic Energy Innovations	14,946.75	Skyline CITD Program Management Services
415854	02/11/09	ABC School Equipment, Inc.	27,574.50	CSM Whiteboards Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-28, 2009  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
415864	02/11/09	Atlas/Pellizzari Electric Inc.	24,320.00	CSM Electrical Services
415867	02/11/09	Berliner Cohen Attorneys at Law	32,079.00	Districtwide Legal Services
415874	02/11/09	Cornerstone Earth Group, Inc.	26,784.04	CSM Ground Motion Consulting & Testing Services
415880	02/11/09	DES Architects	17,999.43	CSM Architectural Services
415895	02/11/09	Krueger International	43,980.49	CSM Furniture Purchase
415896	02/11/09	Krueger International	11,511.30	CSM Furniture Purchase
415900	02/11/09	Mac Donald, Donald J.	18,874.00	CSM Bookstore Wall Damage Repair Services
415905	02/11/09	Pac Gas & Elec Co	10,097.99	Utilities
415911	02/11/09	Q Builders, Inc.	81,480.56	Skyline Construction Services
415916	02/11/09	San Mateo Lockworks	11,639.75	CSM Locksmith Services
415951	02/11/09	SMCCCD Bookstore	55,051.78	Skyline EOPS Program Book Purchase
415953	02/11/09	SMCCCD Revolving Account	18,846.80	Flex Spending Account Advance
416016	02/19/09	California Radiographics, Inc.	74,898.17	Cañada X-Ray Equipment Purchase
416027	02/19/09	Dell Computers	12,794.36	Cañada Computer Purchase
416050	02/19/09	John Plane Construction	486,337.22	Skyline Construction Services
416055	02/19/09	Krueger International	49,940.93	Skyline Furniture Purchase
416074	02/19/09	P.L. Annuzzi, Inc.	38,490.67	CSM Construction Services
416088	02/19/09	Rodan Builders, Inc.	166,834.80	CSM Construction Services
416100	02/19/09	Steinberg Architects	10,653.50	Skyline Architectural Services
416102	02/19/09	Swinerton Management & Consulting	314,247.26	Program Management Services
416128	02/19/09	John Plane Construction	54,037.18	Skyline Construction Services
416134	02/19/09	Swinerton Management & Consulting	16,539.33	Program Management Services
416138	02/19/09	Hensel Phelps Construction Co.	77,175.00	Skyline Construction Services
416146	02/19/09	Hensel Phelps Construction Co.	694,575.00	Skyline Construction Services
416151	02/19/09	McCarthy Building Companies	2,926,205.77	CSM Construction Services
416157	02/19/09	Official Payments Corporation	18,390.08	ASP Service Fee
416161	02/19/09	Rodan Builders, Inc.	18,537.20	CSM Construction Services
416164	02/19/09	SMCCCD Bookstore	20,162.51	Cañada ECE Program Books Purchase
416174	02/19/09	McCarthy Building Companies	325,133.97	CSM Construction Services
417720	02/26/09	Ascent Elevator Services	24,786.00	Skyline Elevator Replacement Services
417734	02/26/09	Constellation NewEnergy Inc.	24,839.63	Utilities
417735	02/26/09	Constellation NewEnergy Inc.	22,702.56	Utilities
417738	02/26/09	Coulter Construction Inc.	17,038.00	Skyline Construction Services
417742	02/26/09	eCollege.com	29,862.00	Districtwide Annual Gateway License
417757	02/26/09	Keenan & Associates	82,779.00	Skyline Construction Project Insurance
417761	02/26/09	Landscape Forms	29,613.96	Cañada Outdoor Furniture Purchase

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-28, 2009  
WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
417778	02/26/09	Pac Gas & Elec Co	14,414.07	Utilities
417780	02/26/09	Pac Gas & Elec Co	17,078.15	Utilities
417784	02/26/09	Pac Gas & Elec Co	10,538.34	Utilities
417792	02/26/09	Pitney-Bowes Inc.	20,000.00	Cañada Postage Purchase
417800	02/26/09	Sutro Tower Inc.	17,173.00	KCSM Transmitter Leasing Fee
417816	02/26/09	AIG Valic	29,899.78	Tax Shelter Annuities
417819	02/26/09	American Federation of Teachers	53,132.28	Union Dues
417831	02/26/09	C S E A	13,406.82	Union Dues
417833	02/26/09	Capital Guardian Trust Co.	47,015.49	Tax Shelter Annuities
417834	02/26/09	Carrubba, Francesco	14,061.75	Coastside Office Rent
417843	02/26/09	Fidelity Service Company	59,694.00	Tax Shelter Annuities
417856	02/26/09	Franklin Templeton Trust Company	37,576.33	Tax Shelter Annuities
417858	02/26/09	Galic Disbursing Company	18,024.99	Tax Shelter Annuities
417861	02/26/09	Hartford Retirement Plans Service Center	43,760.48	Tax Shelter Annuities
417871	02/26/09	Metropolitan Life Insurance Company	12,205.00	Tax Shelter Annuities
417882	02/26/09	San Mateo Co Office Ed/Supt Sch	20,000.00	Skyline Gene Connection Activities
417890	02/26/09	SMC College Ed. Housing Corp.	44,828.00	College Vista Rent Payment
417893	02/26/09	SMCCCD Bookstore	11,594.38	Employee Loan to own payments
417895	02/26/09	SMCCCD Revolving Account	24,262.16	Flex Spending Account Advance
417903	02/26/09	TIAA	10,475.00	Tax Shelter Annuities
417904	02/26/09	U.S. Postal Services	16,139.51	KCSM Postage Purchase
417905	02/26/09	U.S. Postal Services	60,000.00	KCSM Postage Purchase
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
91691	02/02/09	US Treasury - Union Bank	1,324,365.17	Federal Tax
91897	02/02/09	US Treasury - Union Bank	230,875.88	State Tax
28618	02/18/09	US Treasury - Union Bank	61,011.78	Federal Tax
JE256783	02/02/09	State Teacher Retirement System	542,292.29	STRS Retirement
<u>SMCCCD Bookstores</u>				
104630	02/03/09	Apple Computer Inc.	14,380.00	Purchase of Inventory
104633	02/03/09	Cengage Learning	86,282.75	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 FEBRUARY 1-28, 2009  
 WARRANT SCHEDULE GREATER THAN \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
104659	02/03/09	MPS	34,420.18	Purchase of Inventory
104660	02/03/09	NACSCORP	20,515.54	Purchase of Inventory
104664	02/03/09	Pearson Education Inc.	36,425.01	Purchase of Inventory
104672	02/03/09	SMCC College District	151,403.10	Salary & Benefits December 2008
104680	02/03/09	Vista Higher Learning	10,520.00	Purchase of Inventory
104684	02/17/09	Apple Computer Inc.	31,522.85	Purchase of Inventory
104697	02/17/09	Cengage Learning	24,495.31	Purchase of Inventory
104720	02/17/09	Grace Training Supply	14,081.30	Purchase of Inventory
104733	02/17/09	MBS Textbook Exchange	128,018.16	Purchase of Inventory
104734	02/17/09	McGraw-Hill Company	113,667.02	Purchase of Inventory
104739	02/17/09	Nebraska Book Company	39,473.60	Purchase of Inventory
104744	02/17/09	Pearson Education Inc.	344,364.23	Purchase of Inventory
104783	02/23/09	Follett Higher Education	19,603.82	Purchase of Inventory
104800	02/23/09	MBS Textbook Exchange	17,139.15	Purchase of Inventory
104801	02/23/09	McGraw-Hill Company	22,010.58	Purchase of Inventory
104813	02/23/09	Pearson Education Inc.	11,751.95	Purchase of Inventory
EFT06756	02/27/09	State Board of Equalization	185,985.76	Sales Tax January 2009
		Subtotal	<u>12,910,099.06</u>	80%
		Warrant Issued ≤ \$10,000	<u>3,198,200.73</u>	20%
		Total Non-Salary Warrant Issued	<u><u>16,108,299.79</u></u>	100%
Accounts Payable		415157-417910, DD5304-DD5840	12,381,276.67	
District Payroll		37650-38540, DD42348-DD43714	7,716,279.48	
SMCCCD Bookstores		104628-104834 & EFT#06756	<u>1,564,523.23</u>	
		Total Warrant Including Salaries - February 2009	<u><u>21,662,079.38</u></u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
005903	03/05/09	Sarouhan, Dan E.	11,125.00	Districtwide FPO Consulting Services
005905	03/05/09	Bayview Environmental Services	13,655.00	CSM and Cañada Hazardous Materials Abatement Services
005906	03/05/09	Bunton Clifford Associates, Inc.	16,160.82	Cañada Architectural Services
005907	03/05/09	CIS, Inc	30,926.00	Districtwide DSA Inspection Services
005909	03/05/09	Dovetail Decision Consultants, Inc.	16,171.46	Districtwide Site Furniture Design Standard Consulting Services
005911	03/05/09	GRD Energy Inc.	10,865.00	Cañada and CSM Commissioning Services
005917	03/05/09	Sch Proj/Util Rate Reduc.	42,091.62	Utilities
005958	03/12/09	Tanaka, Danny G.	19,800.00	Districtwide CPD Consulting Services
005962	03/12/09	Bayview Environmental Services	15,633.19	Skyline Hazardous Materials Abatement Services
005964	03/12/09	Casey Printing ,Inc.	30,114.25	CSM Schedules Printing Services
005966	03/12/09	Cor-O-Van Moving & Storage Co.	31,391.10	CSM Moving Services
005968	03/12/09	Dovetail Decision Consultants, Inc.	15,565.85	Districtwide Site Furniture Design Standard Consulting Services
005969	03/12/09	GRD Energy Inc.	12,000.00	CSM Commissioning Services
005970	03/12/09	Krueger International	93,344.51	CSM Furniture Purchase
005971	03/12/09	Noll & Tam	94,429.50	CSM Design Services
005974	03/12/09	Swinerton Management & Consulting	23,125.00	Program Management Services
006002	03/19/09	Claycomb, Glenn D.	15,610.96	Districtwide CPD Consulting Services
006010	03/19/09	CIS, Inc	15,295.00	Districtwide DSA Inspection Services
006013	03/19/09	GRD Energy Inc.	12,195.00	Skyline and Cañada Commissioning Services
006015	03/19/09	Krueger International	28,438.27	Skyline Furniture Purchase
006016	03/19/09	Little Giant Bldg. Maint. Co.	15,700.00	Skyline and Cañada Cleaning Services
006201	03/26/09	Bunton Clifford Associates, Inc.	11,137.58	Skyline and Cañada Architectural Services
006202	03/26/09	CIS, Inc	25,478.00	CSM and Cañada DSA Inspection Services
006204	03/26/09	GRD Energy Inc.	15,585.00	CSM and Cañada Commissioning Services
006207	03/26/09	Sch Proj/Util Rate Reduc.	41,571.62	Utilities
417913	03/02/09	Anasazi Instruments, Inc.	113,013.00	Cañada Equipment Purchase
417920	03/02/09	B.T. Mancini Co. Inc.	20,467.00	CSM Construction Services
417923	03/02/09	Bayside Heating & Air Conditioning	18,819.00	CSM A/C Equipment Purchase and Installation Services
417924	03/02/09	Bayview Environmental Services	310,138.72	CSM Hazardous Materials Abatement Services
417927	03/02/09	John Plane Construction	53,810.20	Cañada Construction Services
417929	03/02/09	California Radiographics, Inc.	12,167.29	Cañada Equipment Purchase
417933	03/02/09	Cornerstone Earth Group, Inc.	15,958.50	CSM Ground Motion Consulting & Testing Services
417938	03/02/09	Education Housing Partners, LLC.	63,368.00	Cañada Housing Project Consulting Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
417947	03/02/09	John Plane Construction	484,291.80	Cañada Construction Services
417957	03/02/09	Robert A. Bothman	585,788.72	Cañada Construction Services
417958	03/02/09	Rountree Plumbing, Heating Inc.	15,475.00	CSM Plumbing Services
417960	03/02/09	Schembri Construction Co., Inc.	219,040.20	Cañada Construction Services
417986	03/02/09	Public Empl Ret Sys	1,105,030.78	Health Insurance Monthly Premium
417987	03/02/09	Schembri Construction Co., Inc.	24,337.80	Cañada Construction Services
417988	03/02/09	Robert A. Bothman	30,830.99	Cañada Construction Services
417989	03/02/09	SMCCCD Bookstore	16,826.52	Cañada Middle College Books Purchase
418198	03/05/09	Bayside Heating & Air Conditioning	10,671.00	Skyline A/C Equipment Purchase and Installation Services
418200	03/05/09	Berliner Cohen Attorneys at Law	22,343.16	Districtwide Legal Services
418213	03/05/09	CSW-Stuber-Stroeh Engineering Group, Inc.	20,630.07	CSM and Skyline Construction Services
418214	03/05/09	Cumming Corporation	43,074.44	CSM and Skyline Construction Services
418246	03/05/09	Parsons Commercial Technology Group Inc.	15,640.00	Districtwide CIP Professional Services
418261	03/05/09	Sugimura & Associates Architects	38,322.83	CSM Architectural Services
418275	03/05/09	City of Redwood City	86,355.84	Cañada Housing Project City Fees
418309	03/09/09	Keenan & Associates	13,247.13	CSM Construction Project Insurance
418324	03/09/09	Keenan & Associates	133,331.00	CSM Construction Project Insurance
418331	03/09/09	Calif State Teachers Retirement System	52,208.84	CAL-STRS Cash Balance Contribution
418332	03/09/09	CalPERS	466,264.75	Cal PERS Contribution Advance
418340	03/09/09	S.M.C.S.I.G.	149,247.61	Vision Premium Payment
418341	03/09/09	S.M.C.S.I.G.	19,999.39	Dental Premium Payment
418347	03/09/09	Wells Fargo Bank	292,819.95	District Procurement Card Payment
418445	03/12/09	David L. Gates & Associates	26,336.00	Cañada Architectural Services
418459	03/12/09	Hartford Life & Accident Insurance Co.	34,910.36	Districtwide Life Insurance Premium Payment
418471	03/12/09	Noll & Tam	214,612.50	CSM Design Services
418472	03/12/09	Octagon Risk Services, Inc.	11,000.00	Districtwide Workers' Comp Administration Fees
418484	03/12/09	S.B.R.P.S.T.C.	127,541.32	South Bay Regional Public Safety Training Fee
418495	03/12/09	The Denali Group	19,998.73	CSM Pre-occupancy IAQ Survey Services
418533	03/12/09	Mondo USA Inc.	11,930.88	CSM Outdoor Track Repair Services
418546	03/12/09	SMCCCD Bookstore	83,773.50	CSM Special Programs Books Purchase
418547	03/12/09	SMCCCD Bookstore	43,537.70	Cañada Special Programs Books Purchase
418568	03/16/09	Mobile Modular Mgmt. Corp	12,864.09	CSM Trailer Purchase and Installation Services
418577	03/16/09	SolarCity Corporation	30,409.83	Skyline Equipment Purchase
418669	03/19/09	California Radiographics, Inc.	18,467.45	Cañada Equipment Purchase
418678	03/19/09	Coulter Construction Inc.	62,128.43	Skyline Elevator Construction Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
418680	03/19/09	David L. Gates & Associates	24,009.95	Cañada Architectural Services
418686	03/19/09	Fisher Scientific Company	23,424.78	Skyline Equipment Purchase
418688	03/19/09	Goodman Marketing Partners Inc.	23,366.79	KCSM Direct Mailing Services
418692	03/19/09	Hensel Phelps Construction Co.	358,200.00	Skyline Construction Services
418695	03/19/09	James Middleton and Associates, Inc.	11,095.63	CSM Parking Meter Machine Purchase
418697	03/19/09	John Plane Construction	67,898.29	Skyline Construction Services
418698	03/19/09	John Plane Construction	19,427.00	Skyline Construction Services
418723	03/19/09	Radiometer America Inc.	14,671.40	Skyline Equipment Purchase
418726	03/19/09	Rodan Builders, Inc.	38,113.20	CSM Construction Services
418728	03/19/09	Schembri Construction Co., Inc.	15,267.00	Cañada Construction Services
418733	03/19/09	Swinerton Management & Consulting	309,580.42	Program Management Services
418750	03/19/09	Swinerton Management & Consulting	16,293.71	Program Management Services
418751	03/19/09	City of Redwood City	15,152.00	Cañada Housing Project City Fees
418755	03/19/09	Hensel Phelps Construction Co.	39,800.00	Skyline Construction Services
418771	03/19/09	U.S. Postal Services	25,000.00	Cañada Postage Purchase
418772	03/19/09	U.S. Postal Services	10,000.00	Skyline Postage Purchase
418888	03/23/09	Carrubba, Francesco	16,401.75	Coastside Office Rent
418898	03/23/09	Sugimura & Associates Architects	14,296.74	CSM Architectural Services
418906	03/23/09	McCarthy Building Companies	3,716,099.33	CSM Construction Services
418912	03/23/09	McCarthy Building Companies	412,899.93	CSM Construction Services
419011	03/26/09	Ascent Elevator Services	16,218.00	Skyline Elevator Replacement Services
419019	03/26/09	Constellation NewEnergy Inc.	27,301.11	Utilities
419020	03/26/09	Cornerstone Earth Group, Inc.	18,835.30	CSM Ground Motion Consulting & Testing Services
419021	03/26/09	County of San Mateo	17,004.60	Districtwide Legal Services
419035	03/26/09	JH Technolgies, Inc.	96,594.58	Skyline Equipment Purchase
419042	03/26/09	NetVersant Northern California, Inc.	24,000.00	Districtwide Maintenance Agreement Contract
419044	03/26/09	Pac Gas & Elec Co	19,971.17	Utilities
419047	03/26/09	Pac Gas & Elec Co	11,129.08	Utilities
419062	03/26/09	Strata Information Group	101,008.00	ITS Consulting Services
419063	03/26/09	Sutro Tower Inc.	17,173.00	KCSM Transmitter Leasing Fee
419075	03/26/09	Datam SF, LLC	20,608.94	Skyline Conference Hosting Services
419091	03/26/09	SMCCCD Revolving Account	39,485.87	Flex Spending Account Advance
419097	03/30/09	Advanced System Group	13,038.35	District Equipment Purchase
419102	03/30/09	Bailey Pottery Equipment Corporation	21,327.66	CSM Equipment Purchase
419104	03/30/09	Cumming Corporation	16,364.70	Skyline Construction Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2009  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
419116	03/30/09	James Middleton and Associates, Inc.	31,019.01	Cañada Parking Meter Machine Purchase
419121	03/30/09	Krueger International	62,312.44	Cañada Furniture Purchase
419124	03/30/09	MBS Systems, LLC	59,823.02	Bookstore POS System Upgrade Services
419126	03/30/09	Netxperts, Inc.	85,149.37	CSM IT Equipment Purchase
419128	03/30/09	Parsons Commercial Technology Group Inc.	17,243.56	Districtwide CIP Professional Services
419129	03/30/09	Parsons Commercial Technology Group Inc.	16,130.00	Districtwide CIP Professional Services
419147	03/30/09	AIG Valic	29,999.78	Tax Shelter Annuities
419150	03/30/09	American Federation of Teachers	56,030.66	Union Dues
419152	03/30/09	C S E A	13,448.35	Union Dues
419157	03/30/09	Capital Guardian Trust Co.	45,480.49	Tax Shelter Annuities
419165	03/30/09	Fidelity Service Company	63,824.00	Tax Shelter Annuities
419176	03/30/09	Franklin Templeton Trust Company	28,376.33	Tax Shelter Annuities
419178	03/30/09	Galic Disbursing Company	20,905.99	Tax Shelter Annuities
419181	03/30/09	Hartford Retirement Plans Service Center	45,946.48	Life Insurance Payment
419187	03/30/09	Metropolitan Life Insurance Company	12,205.00	Life Insurance Payment
419197	03/30/09	SMC College Ed. Housing Corp.	45,010.00	College Vista Rent Payment
419200	03/30/09	SMCCCD Bookstore	14,728.50	Employee Loan to own payments
419201	03/30/09	SMCCCD Bookstore	12,028.54	Cañada Books Purchase Reimbursement
419209	03/30/09	The Annenberg Foundation	13,035.00	CSM Annual Telecourse Licensing Fees
419210	03/30/09	TIAA	10,875.00	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
65258	03/02/09	US Treasury - Union Bank	1,462,784.79	Federal Tax
65345	03/02/09	US Treasury - Union Bank	252,689.27	State Tax
49396	03/18/09	US Treasury - Union Bank	43,285.87	Federal Tax
JE258376	03/03/09	State Teacher Retirement System	597,712.90	STRS Retirement
JE260090	03/31/09	State Teacher Retirement System	619,538.20	STRS Retirement
<u>SMCCCD Bookstores</u>				
104841	03/04/09	Cengage Learning	22,261.66	Purchase of Inventory
104854	03/04/09	Follett Higher Education	22,278.84	Purchase of Inventory
104863	03/04/09	McGraw-Hill Companies	46,337.68	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 MARCH 1-31, 2009  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
104868	03/04/09	Nebraska Book Company	32,224.48	Purchase of Inventory
104872	03/04/09	Pearson Education Inc.	137,673.60	Purchase of Inventory
104880	03/04/09	SMCC College District	158,421.41	Salary & Benefits January 2009
104902	03/10/09	McGraw-Hill Companies	10,741.89	Purchase of Inventory
104911	03/17/09	SMCC College District	19,937.13	Purchase of Inventory
104916	03/23/09	Apple Computer Inc.	36,655.57	Purchase of Inventory
104949	03/23/09	Nebraska Book Company	40,577.95	Purchase of Inventory
EFT 23215	03/24/09	Board Of Equalization	27,724.72	Sales Tax February 2009
		Subtotal	15,653,915.81	90%
		Warrant Issued ≤ \$10,000	1,832,980.92	10%
		Total Non-Salary Warrant Issued	17,486,896.73	100%
District Accounts Payable	417911-419214, DD5856-DD6211		13,808,805.30	
District Payroll	38541-39464, DD43715-DD45132		8,772,939.89	
SMCCCD Bookstores	104835-104973 & EFT#23215		699,809.00	
	Total Warrant Including Salaries - March 2009		23,281,554.19	

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
PROPOSED 2009-10 BOARD GOALS  
APRIL, 2009**

**Integration of Planning, Budget and Resource Allocation:** In order to develop a shared vision of the future that faculty, staff, students and community understand and support, the District, through its shared governance processes, has been working to develop an integrated strategic planning model. This model incorporates and builds upon five elements: the College Educational Master Plans; the Facilities Master Plan; a coordinated institutional research component; a comprehensive program review process; and an annual budget that is based upon the other four elements.

Specific goals for 2009 include:

***Education and Planning Goals***

1. Continue to address recommendations from the Accreditation Commission for Cañada College and College of San Mateo; present progress reports to the Board as needed.
2. Work with the District Academic Senate to effect the remaining standardization of graduation requirements across the District.
3. Examine the potential for a Districtwide compressed calendar, including review of prior research and investigation of both opportunities and logistical requirements as identified by colleges which currently utilize the compressed calendar.
4. In 2009, develop a plan that would move KCSM TV/FM toward financial independence from the District over a three-year period by increasing revenues (e.g., forming partnerships, leasing channels, increasing underwriting opportunities, etc.) and streamlining operations (automation, program mix, etc.).
5. California recently passed AB 32, the landmark global warming legislation; it is estimated that that, if 100 percent of the reduction targets mandated under AB 32 are met, the Gross State Product (GSP) will increase by about \$76 billion, real household incomes will rise up to \$48 billion, and as many as 403,000 new efficiency and climate action-related jobs will be created. To meet this demand, the District will explore opportunities for expanding “green/clean” classes with a goal of creating either a Districtwide and/or College program that trains students for emerging green/clean jobs in the County.
6. Continue efforts in College Connection to improve high school to college transition and success (e.g., CalPASS, Summer Bridge Academy, Jump Start, Hermanos, concurrent enrollment, etc.) and expand the number of concurrent enrollment classes on high school campuses and on college campuses. The District and the Colleges will develop a comprehensive plan for concurrent enrollment with clearly defined targets and measurable performance outcomes.
7. Expand the Skilled Trades Prep program by identifying potential partners and developing articulation agreements with appropriate educational providers to foster the movement of students from these providers to CSM. Develop and execute a marketing plan and related recruiting strategies for San Mateo County high schools immediately, with the goal of developing a thirty student cohort. Expand course offerings to include the CSM campus in 2009-2010 academic year.

***Human Resources/Recruitment/Retention Goals***

8. Continue to conduct diversity train-the-trainer sessions, as funding allows. The goal is to have all permanent employees experience diversity training as a supplement to our twice yearly Museum of Tolerance trainings.
9. Make every effort to implement (through the collective bargaining process) the human resources recommendations from the Accreditation Team that call for the District to incorporate effectiveness in producing student outcomes into the evaluation of faculty and others responsible for student progress.
10. To reach reductions in spending in fiscal year 2009 – 2010 without imposing lay-offs, implement the early retirement incentive and voluntary separation program to create vacancies into which we can reallocate classified staff through managed hiring to produce more efficient and effective operations.
11. Establish a consolidated Districtwide Public Safety Department that will provide for the efficient use of resources. Provide for and ensure continuous 24/7 public safety coverage of personnel and property with the integration of technology. Negotiate a Memorandum of Understanding with the Organization of Emergency Services, and local law enforcement & fire responder agencies on the use of District assets and combined emergency preparedness training.

***Facilities Goals***

12. Evaluate and refine the Capital Improvement Program's revenue "sources and uses" document to assure that there is adequate funding available from all sources (bond, State, private donations and other local revenues) to complete all projects.
13. Focus the Capital Improvement effort to ensure that all existing buildings that have not been addressed as part of the first phase of construction, and not slated for demolition, are modernized to meet the needs of the instructional and support mission of the Colleges.
14. Develop a comprehensive plan to provide the increased maintenance staff needed as new buildings are brought on line.

***Finance Goals***

15. Maintain fiscal stability; develop strategies and actions to manage the effects of the State's budget deficit on our District. Reduce operational costs to the greatest extent possible by continuing efforts to build energy efficient infrastructure and facilities and by adopting green/clean operational procedures.
16. Improve and expand on efforts to sustain and increase student enrollment within the state funding limits. Continue to refine marketing messages through various media to recruit particular groups of potential students.
17. Resolve the funding disputes that exist with the Brisbane and San Carlos Redevelopment Agencies.
18. Establish a post-retirement benefits substantive plan in compliance with the requirements of GASB 43 and 45 and establish a trust fund for the benefits.
19. Develop a plan and secure a source of funding for replacement of technology-based equipment which no longer meets minimum standards, such as computers, printers, network components, servers and software applications.

**BOARD REPORT NO. 09-4-2B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Patty Dilko, President, District Academic Senate, 306-3115

**REVISION OF GRADING POLICY: PLUS/MINUS GRADING PILOT STUDY**

During the 2007-2008 academic year, faculty across the District engaged in an extensive debate regarding the merit of offering the option of plus and minus grading in final grades, on students' official transcripts. Advocates expressed that to do so would give students a more refined understanding of their academic standing, and detractors expressed that it may negatively impact students' GPA's. During these deliberations it became clear that opinion was divided, so the District Senate sponsored a survey to gather more information. The survey results showed that 69.23% of faculty responding answered yes when asked the question "In your opinion, should SMCCCD modify Web Smart to include plus and minus grading options?" It should be noted that when plus and minus grades are provided, the education code stipulates that there shall be no A+ and no C-.

In a survey of surrounding institutions, it was determined that all high schools in the District service area include pluses and minuses in their grading system, and the four-year institutions to which we send the majority of our students do as well. In addition, when four-year institutions or specific departments within those institutions receive transcripts that are inconsistent with their admissions criteria, they recalculate the students GPA in a manor consistent with all other transcripts.

During the fall of 2008, the District Senate read and considered the results from the Foothill DeAnza Plus/Minus Grading Pilot Study which indicated that there was no adverse impact on their students' GPA's. Senate members determined that a similar study, in the San Mateo Community College District, would give the faculty the information that they need to come to agreement on the best path to take for students.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a pilot to study the effects of the adoption of plus/minus grading on the grade point averages (GPA's) of the students in the District. This pilot study will begin in July of 2009 and terminate in June of 2010, at which time full implementation of plus/minus grading will commence unless substantial adverse impact on students is demonstrated. Students and faculty will be surveyed about their opinion on the potential effects of implementation after data from the fall 2009 semester is compiled and analyzed. Results will be shared with all, and incorporated into the final recommendation to the Trustees.

**BOARD REPORT NO. 09-4-102B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Kathy Blackwood, Chief Financial Officer 358-6869

**APPROVAL OF PROPOSED INCREASE FOR PARKING PERMITS AND FINES**

The Board approved an increase in the fees for semester and academic year parking permits in August, 2007. At the time, the cost of a replacement parking permit was not revised. Currently, students may purchase a Fall or Spring semester permit for \$40, a Summer permit for \$20 and an academic year permit for \$70. Students who qualify for a Board of Governor's Grant (BOG Waiver) pay only \$20 for Fall, Spring or Summer. Replacement permits cost \$20 regardless of the type of permit. A student is not allowed to purchase more than one BOG permit.

The parking bail is \$25 and is issued for a car parked in any lot without a permit or in a staff lot with a student permit. The parking bail has not been changed for more years than anyone can remember. In addition, there is a new law that took effect January, 2009, that shifted \$4.50 of the District's fine to the State, that is, the District will not be able to keep \$4.50 of the fine.

After discussion with students as well as all constituents in the District Shared Governance Council, the following recommendations were approved:

*There should be no replacements for semester length parking permits. Academic year permits should be replaced on a sliding scale, depending on the point in the academic year. Permits lost during the Fall term should cost \$60 to replace and permits lost during the Spring term should cost \$30 to replace. The parking bail should be increased to \$35 for 09/10 and \$40 for 10/11.*

**RECOMMENDATION**

Staff recommends that the Board of Trustees set the replacement cost for a lost academic year permit at \$60 during the Fall term and \$30 during the Spring term and increase the parking bail on all violations by \$10 effective July 1, 2009 and another \$5 effective July 1, 2010. All delinquent charges are double the initial fine.

**BOARD REPORT NO. 09-4-103B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Frank Vaskelis, Information Technology Services, 358-6720

**AUTHORITY TO EXECUTE AN AGREEMENT WITH SUNGARD HIGHER EDUCATION  
FOR SOFTWARE MAINTENANCE SERVICES**

The District purchased the SunGard Higher Education (SHE) Banner administrative information systems in October, 1990, and included a contract for maintenance and technical support services. The maintenance and support agreement was renewed in May 1995 and again in January 2002 for seven-year terms.

SHE calls their maintenance and support services offering the Technical Currency Program (TCP). Through participation in TCP, the District receives enhancements to the Banner products which provide new functionality and improved capabilities on a regular basis. Product updates are also provided in response to changes in supported Federal and State of California regulations, for example regulatory changes by the Department of Education related to financial aid. The District also has access to technical support resources from SHE to assist with the resolution of any problems or defects that are reported. The products that are covered in this maintenance agreement are:

- Banner Finance
- Banner Financial Aid including INAS
- Banner Human Resources
- Banner Student
- Banner Employee Self-Service
- Banner Faculty and Advisor Self-Service
- Banner Students Self-Service
- Banner WebXtender (document imaging)

ITS has been negotiating with SHE to reduce the overall costs for these services. SHE offered the following options:

1. Four-year extension with an 8% cap on annual price increases; or
2. Six-year extension with a 6% escalation cap; or
3. Eight-year extension with a 5% escalation cap; or
4. Five-year extension with a 4% escalation cap and a requirement for a second four-year extension with a 4% escalation cap, in essence making this a nine-year agreement. A restriction is that if the District were to terminate this agreement after the first five-year term, the District would be charged a "termination for convenience" fee of \$98,609 which represents the discount over the five-year initial term based on the difference in escalation caps (6% vs. 4%).

Upon the expiration of the current TCP agreement, SHE will increase the escalation cap to 10% on an annual basis, unless the District enters into one of these longer term agreements.

It is recommended that the District enter into an agreement with SHE for the nine-year (one five-year term plus an additional four-year term) option with the 4% escalation cap. The cost savings to the District over the nine-year period is more than \$1,130,000 when comparing the 10% escalation cap to the recommended 4% escalation cap.

This agreement will be effective February 1, 2009 and will continue until January 31, 2018. The first payment will be due January 1, 2010.

**RECOMMENDATION**

It is recommended that the Board authorize the Chancellor to execute a five-year agreement with a four-year extension with SunGard Higher Education for software maintenance and support services in an amount not to exceed \$299,900 plus applicable taxes for the first year and to be increased by not more than four percent each subsequent year of the contract term.

**BOARD REPORT NO. 09-4-104B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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 fifteen 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.

<b>Firm</b>	<b>Board Approval Requested</b>	<b>Activity/Projects</b>
Advance Soil Technology, Inc.	\$100,000	Geotechnical Testing and Inspections Services for the Skyline College Corporation Yard Project
Bunton Clifford Associates, Inc.	\$50,000	Architectural Services for Cañada College Buildings 5, 6, and the Facilities Maintenance Center
Construction Testing Services	\$400,000	Inspections and Materials Testing Services for Skyline College Building 11 as well as the College of San Mateo Building 4 Elevator and Chiller Plant
Cumming Corporation	\$100,000	Cost Estimating Services for Districtwide Projects
Dan Sarouhan	\$150,000	Project Management Services for Districtwide Projects
Dovetail Decisions Consultants, Inc.	\$100,000	Furniture, Fixture, and Equipment Consulting Services for the College of San Mateo Buildings 12, 15, 17, and 34
Gates & Associates	\$100,000	Landscape Architectural Services – Additional Service Requests for the Cañada College Gateways Project
gkkworks	\$50,000	Final Project Proposal Review Re-write for Skyline College Building 1
Interface Engineering	\$50,000	Electrical Engineering Services for the College of San Mateo Building 9 HVAC System Improvements
Kleinfelder, Inc.	\$250,000	Inspections and Materials Testing Services for Skyline College Building 4
MVE Institutional, Inc.	\$35,000	Final Project Proposal preparation for State Capital Outlay Projects Districtwide (5 Year Construction Plan)
Signet Testing Labs, Inc.	\$200,000	Specialty Testing and Inspections Services for Skyline College Buildings 11 and 5

Firm	Board Approval Requested	Activity/Projects
Transitions, Inc.	\$100,000	Move planning and transitions services for College of San Mateo Buildings 12, 15, 17, and 34 project, as well as CIP2 Design Build Projects at the College of San Mateo and Skyline College
TRC Lowney	\$200,000	Geotechnical Consulting Services for the Skyline College 12kv Electrical Load Center Replacement and the Skyline CIP2 Design Build Project
Urtext	\$250,000	Project Management Services for Skyline College CIP2 Projects

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 \$2,135,000.00.

**BOARD REPORT NO. 09-4-105B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**AUGMENTATION TO DESIGN BUILD CONTRACT FOR PARKING INFRASTRUCTURE  
IMPROVEMENTS – SKYLINE COLLEGE**

On May 14, 2008, the Board authorized the Executive Vice Chancellor to execute a design-build contract with Robert A. Bothman, Inc. for the construction of the Cañada College Gateways, Circulation and Parking Project (Board Report No. 08-5-103B) in the amount of \$7,639,735. On March 25, 2009 the Board authorized the augmentation of the design-build contract with Robert A. Bothman in the amount of \$594,000 (Board Report No. 09-3-105B).

The District has a pressing need to construct additional parking at Skyline College due to the impact of campuswide construction resulting from the Skyline design build project. District staff investigated additional parking possibilities and ascertained that the construction of a new parking lot could add approximately 115 parking spaces in the most convenient location on campus for faculty, student and ADA parking. District staff has verified that the addition of 115 spaces will help ease the current impact on parking and will meet the College’s current and future parking needs.

One of the distinct advantages of a design-build entity is the ability to add scope to an existing contract with a vendor that has already been approved by the District for a similar project. The District has received a design-build proposal from Robert A. Bothman in the amount of \$356,800 to provide a new parking lot, drive lanes, lighting, concrete curbing, bio-swales and connection to the College’s drainage system. To seek due diligence, the District also requested quotes from Hensel Phelps Construction and McCarthy Building Co. and their proposals offered the same scope for higher prices. Following is a list of the proposals received:

Hensel Phelps Construction:	\$657,493
McCarthy Building Co:	\$390,503
Robert A. Bothman:	\$356,800

In any construction contract, the District bears the burden of unforeseen conditions. In light of the nature of the excavation, connection to existing storm drainage and power infrastructure, and the high probability of encountering extreme soils conditions, staff recommends that the Board authorize an additional \$200,000 for owner-approved additional work related to roadway and pedestrian infrastructure.

The funding source for this contract scope change is Measure A general obligation bond funds.

**RECOMMENDATION**

It is recommended that the Board authorize augmentation of the existing design-build contract with Robert A. Bothman, Inc. in an amount not to exceed \$356,800.

**BOARD REPORT NO. 09-4-2C**

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

**DISTRICTWIDE EMERGENCY PREPAREDNESS**

The District has made great progress over the last year to raise the level of emergency preparedness, training, and awareness Districtwide. The California Community Colleges Chancellor's Office (CCCCO) introduced the Disaster Resistant California Community Colleges program to aid all districts and colleges in establishing compliance with Federal National Incident Management System (NIMS) and State Standardized Emergency Management System (SEMS) emergency preparedness mandates. To be NIMS/SEMS compliant, districts must provide specific training for all college personnel. The CCCCCO has hosted free training workshops which San Mateo Community College District administrators and key personnel have attended including a Hazard, Vulnerability, and Risk Assessment workshop, Crisis Communication and the Media Training, and a "Train the Trainer" SEMS/NIMS State Level workshop for emergency personnel. More workshops are scheduled and District employees are already planning to attend.

In April 2008, the District hired Emergency Management Consultants to update the Emergency Operations Plans Districtwide to ensure compliance with NIMS/SEMS requirements, and to provide a comprehensive emergency management training program for the three Colleges and District Office staff.

The consultant, Joe Horton, met with the Vice President of Student Services for each College, the Vice Chancellor of Facilities, Maintenance and Operations, and the Director of General Services to review previous emergency preparedness training and to develop a strategy for proceeding. The consultant then visited each campus to meet with the College's emergency preparedness team and safety committee members to discuss any specific campus issues before updating the Emergency Operations Plans.

The consultant worked with a point of contact at each College and at the District office to customize each plan. The detailed emergency plans include "Immediate Action and Event Specific Checklists" for many events such as Bomb Threats, Shooter on Campus, Fire, Power Outage, and Earthquakes, etc. The plan also provides "Emergency Operations Activation Procedures and Checklists" as a guide to mobilize and set up an Emergency Operations Center (EOC), as well as emergency notification contact information for administrative staff and city/county agencies.

Upon the completion of the Emergency Operations Plans, each campus and the District Office participated in a two day training program comprised of classroom training for the emergency response teams and a functional table top exercise. The training objectives were for primary emergency response personnel and their alternates to understand and practice EOC staff roles and responsibilities as well as to engage in a hands-on exercise to practice EOC procedures and documentation.

Each of the Colleges and the District Office experienced a mock earthquake with a magnitude 7.2 on the San Andreas Fault in their exercise drill. Damages were described as major throughout the county and at the campuses. The consultant acted as a facilitator while each College reacted to the earthquake and activated their Emergency Operations Centers. Staff at each site were each assigned a specific assignment in their EOCs and were able to practice their Emergency Operations Center function through simulated emergency phone calls coming into the EOC from the “outside” – parents, county agencies, CNN, etc. The EOCs became beehives of activities in trying to best respond to the earthquake disaster.

All three Colleges and the District Office have now successfully survived their simulated Earthquake Emergencies with over 150 key staff members taking part and learning from this experience. The trainings helped the Colleges and the District Office to test our ability to respond to a disaster and provided each College and the District Office valuable information to use in evaluating how to best protect the students, employees, and members of the community should an actual event occur. The consensus was that it was an extremely valuable exercise, increasing our knowledge and understanding of what is required to be prepared for an emergency. At the same time, it was evident that continual education and practice is necessary to be ready to meet the challenge of any major incident.

Planning is in progress for future training including quarterly meetings of the EOC sections of Operations, Planning, Finance, and Logistics Districtwide to practice the roles and responsibilities of EOC assignments; annual review and update of the Emergency Operation Plans for all four sites and a combined exercise of all three campuses and the District Office; and offering Community Emergency Response Team (CERT) training to interested staff that educates people about disaster preparedness.

Another avenue of training was online classes offered through the Emergency Management Institute. Two classes were facilitated at the District Office for about 60 staff from all three campuses and the District Office. Participants earned Certificates of Achievement for successfully completing National Incident Management System (NIMS) 100, an Introduction to Incident Command Systems, and NIMS 700, an Introduction to National Incident Command Systems. These classes are for general personnel who may be asked to provide support during any disaster or incident.

Facilities, in collaboration with the Districtwide Public Safety Department, have improved their ability to communicate with the addition of UHF radios, which will be critical in the case of an emergency. Three new UHF repeaters are now being used at the three Colleges and support the campus on which they operate. Public Safety Officers/Facilities personnel utilize mobile two-way handheld radios to communicate while on campus.

The current system also allows for Districtwide communication campus-to-campus by way of the handheld radios and also Base Stations located on desk tops. Each campus currently has a Base Station. Skyline College and College of San Mateo each have a Base Station located in the Public Safety Department. Cañada College currently has a Base Station located in Building 9. The District Office also has a Base Station and handheld radios within the District offices.

UHF handheld radios have been distributed to the Public Safety Department as well as the Facilities Department on each campus and distribution is underway for the Nurses at the Colleges as well. During an emergency, the UHF Radios system will be used by the Public Safety Officers, Facilities personnel, College Emergency Operations Centers (if activated), and administrators. Even if landlines and cell phones are not working, this system will work and be able to communicate Districtwide.

The District has just finalized a Memorandum of Understanding with the County of San Mateo's Office of Emergency Services that outlines a collaborative effort between the two organizations to provide emergency shelter for disaster displaced members of the community, emergency medical treatment/inoculations sites, and access to KCSM radio and logistic staging areas for emergency response and recovery efforts if needed. The District previously had a Memorandum of Understanding with the Red Cross that recently expired. The Red Cross falls under the umbrella of the Office of Emergency Services in a disaster so this new Memorandum incorporates the Red Cross activities as well.

The District has made significant steps over the past year to revitalize and improve Emergency Preparedness at all three Colleges and the District Office. The ability to respond effectively in the case of any major incident or disaster is imperative in being able to meet immediate post disaster needs of our students and staff. Maintaining, evaluating, practicing, and revising the Colleges and the District Office emergency preparedness plans will continue to be a high priority to help keep the campuses safe.

San Mateo County Community College District

April 22, 2009

**BOARD REPORT NO. 09-4-3C**

**DISCUSSION OF CALIFORNIA AB 1455, COMMUNITY COLLEGE  
BACCALAUREATE DEGREE PILOT PROGRAM**

**There is no printed report for this agenda item.**