

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION

July 8, 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 should 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 3401CSM 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 tape recorded; tapes are kept for one month.*

Government Code §54957.5 states that public records relating 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 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 later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

09-7-1 [Minutes of the Board Meeting of June 24, 2009](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

09-7-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

09-7-2A [Approval of Revision to Miscellaneous Pay Rates Salary Schedule](#)

NEW BUSINESS

09-7-100B [Update and Recommendation on Cañada Vista Construction and Subcontractors](#)

STUDY SESSION

09-7-1C [Update on Budget](#)

RECESS TO CLOSED SESSION

Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organization: CSEA

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

Minutes of the Meeting of the Board of Trustees
San Mateo County Community College District
June 24, 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 President Michael Claire, Cañada College President Tom Mohr, and College of San Mateo Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz announced that in order to allow optimal time for the study session topics, there will be no statements from executives and student representatives at this meeting.

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the minutes of the meeting of May 13, 2009. Trustee Mandelkern noted that on page 4, the date of the appellate court ruling referred to in the discussion on Rules and Regulations Section 2.30, Political Activity, is incorrect. The minutes will be amended to reflect the correct sequence of court hearings in the case. The motion to approve the minutes as amended carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

STUDY SESSION

FOLLOW-UP REPORT ON KCSM (09-6-1C)

KCSM General Manager Marilyn Lawrence reviewed the presentation on KCSM at the January 15, 2009 study session. KCSM-TV has been in deficit for years. KCSM-FM has been self-sustaining except for last year. Given the California budget problems, the District can no longer continue to cover the deficit or help financially support ancillary activities. To save the stations, drastic actions must be taken. Options presented were: (1) sell the TV station and keep the FM station; (2) sell the FM station and keep the TV station; (3) sell both stations; and (4) keep both stations but operate differently.

Since that meeting, Ms. Lawrence has talked with a number of station brokers. No one believed that selling the two stations together would bring optimal value. The general consensus is that the sale of a noncommercial television station in the Bay Area would bring in \$3 million to \$5 million. Ms. Lawrence approached Bay Star Communications and they are ready to make a \$5 million bid. If the television station is sold, the District will no longer be able to offer telecourses.

The value of the radio station could be as much as \$750,000. However, there are a number of jazz organizations in the Bay Area that could be approached to create a nonprofit foundation to run the jazz station, while no such possibility exists for the television station.

Trustee Miljanich asked if all bands would have to be sold if a decision was made to sell the television station. Ms. Lawrence said all rights to television programming would have to be relinquished.

Trustee Mandelkern asked what the actual operating loss is. Ms. Lawrence said it is \$1.8 million for the two stations combined.

Trustee Holober asked if there would be any restrictions on the use of funds received through selling either or both stations. Ms. Lawrence said there are no such restrictions.

Ms. Lawrence discussed steps that could be taken if the decision is made to keep the stations but operate differently: (1) investigate reducing or eliminating PBS/NPR/PRI; (2) cut all unnecessary expenditures; (3) staff reductions; and (4) look for alternative revenue streams.

On the radio side, NPR costs KCSM \$22,500 annually. However, streaming fees, paid for by the NPR affiliation, would cost the station \$50,000 to \$60,000 annually. Therefore, it would not make sense to eliminate the NPR affiliation.

PRI costs the radio station \$30,000 annually for the membership fee and for the popular RiverWalk program. Through negotiations, the cost was reduced to \$10,000. In addition, RiverWalk talent will produce pledge spots for the station.

Ms. Lawrence proposes keeping the same jazz format and same announcers for KCSM-FM. Expenses could be cut by use of artist recordings, different pledge strategy and thank you gifts, and more use of automation. Revenue opportunities include the recent addition of an Amazon link, adding advertising on the web page, and special events such as the upcoming fundraiser at Yoshi's.

On the television side, PBS costs \$368,000 annually. Next year, the cost would be more than \$400,000 and would include less content. Ms. Lawrence said the station will not be a PBS member as of July 1. In addition to saving money, it will allow the station to more easily target an audience of people in their 40s rather than 60s. Ms. Lawrence will also seek partnerships with educational institutions to put more local programming on the air. Ms. Lawrence said the negative side to eliminating the PBS membership is that it is a permanent decision.

Expenditure reductions for the television station would include the elimination of Arbitron, changing the Guide, minimizing vacation relief through use of automation, minimizing part-time staff, and monitoring and minimizing expendables. For 2010, there would be a total minimum savings of \$835,000 over 2009. Trustee Mandelkern asked if, with these savings, the combined operating loss would be \$1 million; Ms. Lawrence said that is correct.

The restructured television station would have multiple streams. A PBS-like stream would include themed nights skewed to a younger audience, telecourses, college promotion, Night Owl University, a younger audience block, and How-to Weekends. Other streams would include Worldview and leased channels or Mobile TV. Possible revenue streams include LinkTV, Stanford, Health and Wellness (Delta Dental, Kaiser), Religion, Aljazeera, Russian TV, French TV, and NASA. All of these have expressed interest in doing business with KCSM but the timing is not good because of the economy.

Trustee Mandelkern asked how many potential channels there could be for lease with the digital conversion. Ms. Lawrence said the SEC rule is that the majority of the bandwidth must be used for noncommercial, non-revenue generating programming. For example, one high definition stream would satisfy that requirement and leave two or three other streams that could be leased. Trustee Mandelkern said it appears there would two or three streams that could be leased with a potential revenue of \$200,000 to \$500,000 each; Ms. Lawrence agreed.

Trustee Holoher asked if lessees would have 24-hour control of the station they lease. Ms. Lawrence said an agreement could be structured in any way, but the lessees would prefer complete control. Trustee Holoher asked if lessees would be satisfied with less highly trafficked stations if KCSM were to keep the primary station. Ms. Lawrence said the issue is whether KCSM makes the cable transition. The signed agreement with the National Cable Television Association assumes that as soon as the station agrees to do digital carriage, all of its stations will get carried with equal opportunity to be seen as a primary channel. However, anyone who is still on analog services will not get the station at all. Trustee Mandelkern asked if there is an additional cost to making the transition. Ms. Lawrence said there is no further cost.

Trustee Mandelkern said he believes both stations are tremendous assets and would not like to see them go away. He said that if one or two digital channels could be leased, it should, along with the other cost reductions described, come close to covering the deficit.

Trustee Hausman said there was a similar discussion years ago and the Board at that time also felt the stations were assets worth saving.

Vice President Miljanich said a decision regarding KCSM must be made in context with all of the other decisions the District must make in the current economic environment.

Trustee Holoher asked if a ballpark figure on the general fund subsidy to the stations could be provided. CFO Kathy Blackwood said the District has been transferring about \$1 million per year and College of San Mateo has transferred approximately \$800,000 from its general unrestricted fund; this is the combined total for both stations. Chancellor Galatolo noted that these are direct costs only and that there are also indirect costs such as electricity, maintenance and overhead, as well as use of bond money for equipment and building renovation.

Trustee Holoher asked if and how staff reductions would be visible to viewers. Ms. Lawrence said viewers will see changes in programming but hopefully not in services.

Trustee Holoher said it is difficult to look at this issue in isolation from the discussion on the budget. He said he does not want to lose the stations but what he does not want to lose, first and foremost, are the educational functions which are the reason the District exists. The decision on where to make sacrifices is very difficult. Trustee Holoher said he believes the District is in a situation that is not sustainable. He would like to examine the budget in terms of the District's core function, i.e. how many courses will be cut and how many fewer students and faculty members there will be. Trustee Holoher said he agrees that leasing arrangements to bring in revenue should be examined. He said he would not rule out selling either or both of the stations but would be hesitant to do so at the bottom of the market.

Trustee Mandelkern asked if Ms. Lawrence could provide a reasonable expectation of when a lease agreement might be completed, followed by a second or third lease. Ms. Lawrence said that the Health and Wellness sector is the furthest away because they are waiting to see what happens at the federal level. Stanford would like to talk again in the fall. Ms. Lawrence added that she is still pursuing other leads. She asked if it would be helpful to provide quarterly updates to the Board. Trustee Mandelkern said it might be too long to wait for a quarterly report and he would like to see a plan at an earlier time. He suggested that those who were ready to make an offer to buy might be willing to lease immediately.

President Schwarz said she realizes the stations are not the District's core mission, but they are a community asset that the District has had for many years. She said she appreciates that Ms. Lawrence has worked hard and is keeping the doors open. President Schwarz agreed that it is a good idea to come back with a plan. Ms. Lawrence agreed that she will bring a plan to the August 19 Board meeting.

Executive Vice Chancellor Keller asked if there was consensus among Board members to agree to the reductions Ms. Lawrence described, such as elimination of the PBS affiliation. There were no objections.

President Claire said he recognizes the difficult decisions to be made and agrees that KCSM is an asset. He said another piece of information to consider is that the cost to run a class section is approximately \$5,000. Therefore, a \$500,000 operating deficit represents approximately 100 sections, which is 4.5 percent of College of San Mateo's offerings. President Claire said he is not advocating for any position, but is offering information to consider as the District struggles to deliver services. Vice President Miljanich said she appreciates this information and emphasized that decisions will have to be made in context of the entire budget.

REPORT ON CALIFORNIA AB 1455, COMMUNITY COLLEGE BACCALAUREATE DEGREE PILOT PROGRAM (09-6-2C)

Chancellor Galatolo said this bill was introduced by Assemblyman Jerry Hill a few months ago. In its original form, the bill included granting the ability for community colleges to confer baccalaureate degrees on a limited basis. The bill met with resistance from the University of California (UC) and California State University (CSU) Systems. As a result, the bill was amended so that all language regarding the ability to confer degrees was removed and all economic language was also removed. The bill now centers on community colleges being able to continue the dialogue with UC and CSU (predominantly CSU) regarding development of baccalaureate education on community college campuses. The bill passed through the Assembly with no resistance from UC and CSU and with near unanimous support in the Assembly. The bill recently went before the Senate Higher Education Committee where there was no opposition.

With this bill, the District's objective is to address the unmet need for baccalaureate education in San Mateo County, where there is no four-year public institution. Trustee Hausman pointed out that the District is a pioneer in the area of baccalaureate education because of its experience with the University Center at Cañada College.

Chancellor Galatolo said that he, Vice President Miljanich and Director of Community/Government Relations Barbara Christensen recently met with CSU Chancellor Charles Reed and California Community Colleges Chancellor Jack Scott. They told Chancellor Reed that the District's intent is to have a relationship whereby CSU would have a presence on the District's campuses, providing an opportunity for students to seamlessly transition to a university environment at the College they currently attend after they achieve a degree or earn enough credits to transfer. Chancellor Reed agreed to assign a new provost to work on this issue.

Chancellor Galatolo said that Chancellor Scott supports AB 1455 and is also working on providing an opportunity to have Bachelor of Science in Nursing (BSN) and teaching credential programs on community college campuses. Chancellor Scott agreed to assign the Vice Chancellor of Instruction to work with the CSU provost and District staff.

Ms. Christensen said an ultimate goal is to have a model like the University Center be part of the discussion of the Higher Education Master Plan. If a University Center-type concept is embedded in the Master Plan, there would be funding that could be attached to it. Chancellors Reed and Scott were agreeable to this concept.

Vice President Miljanich said the District agreed to work on some issues, including developing an AA degree that is completely transferrable to any CSU, course numbering and remedial education. Chancellor Galatolo added that Chancellor Reed's goal is for the community colleges to have a completely transferrable AA degree with the specific intent of transferring to a CSU. Chancellor Galatolo said the development of such a degree should be brought to the District Academic Senate.

Ms. Christensen said a meeting with the UC Vice Provost for Academic Programs and others is scheduled for July 1 and requested that President Schwarz or another Board member attend the meeting.

President Schwarz asked Ms. Christensen to report on a meeting with State Senator Leland Yee regarding some of the programs offered in the District. Ms. Christensen said that students who complete the nursing program at College of San Mateo can go through an advanced placement nursing program at San Francisco State and get a bachelor's degree with as few as 16 additional units. Ms. Christensen also said that professional organizations in

the field of respiratory therapy are considering requiring four-year degrees; such a program is not currently offered at any CSU and could be one of the programs offered on community college campuses.

Trustee Mandelkern said that it would be interesting to get an idea of programs that are relevant to our students who are not served by four-year institutions. In addition to the BSN degree and teaching credential, Trustee Mandelkern suggested areas such as biotechnology, software technology and electronic games. He said he would feel more comfortable going forward with AB 1455 if the Board has an idea of what some of the programs might be. Chancellor Galatolo said that Ms. Christensen has suggested conducting a community survey after this study session. Trustee Mandelkern asked if community sponsorship might be available for some programs. Chancellor Galatolo said the District could pursue support from education endowments and from foundations such as the Bill and Melinda Gates Foundation.

Trustee Holober said he believes the transferrable degree is an idea which should be pursued. He said that AB 1455 is currently noncontroversial but the baccalaureate degree will be controversial. He said that at a previous Board meeting at which the bill was discussed, the Board noted the need for input from faculty and others, and he asked if there is an interest locally or at the State level from the faculty senates. Chancellor Galatolo said that Chancellor Reed previously tried to bring the issue forward but met with great opposition from the UC and CSU faculty senates. Chancellor Galatolo believes this happened because Chancellor Reed went from the top down and, to be successful, it needs to go from the bottom up. Ms. Bennett said the District Academic Senate was provided a report on AB 1455 at their May 11 meeting. The Senate discussed the bill further after that meeting and is interested in pursuing further discussions.

Chancellor Galatolo said it is important to continue the dialogue. He said planning will take 36 to 48 months and the District must be ready to move from conversation to action after that time, when funding might be available. While seeking direction from the Board, staff will keep the Board fully informed and engaged. In the fall, staff will also engage the Academic Senate and other stakeholders in the conversation.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-6-1A)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 09-6-1A. Trustee Mandelkern noted that the report lists KCSM staff additions but no reductions. Vice Chancellor Harry Joel said that tonight the Board is being asked to approve only new classifications; the movement of people will come after the managed hiring process is completed. President Claire added that through managed hiring, the District opted not to fund certain existing positions, but they might stay on the books with a zero amount in order to provide some flexibility. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- | | |
|----------|---|
| 09-6-1CA | Adoption of Resolution No. 09-5 Establishing 2008-09 Budget Limits |
| 09-6-2CA | Approval of Service Agreement with Tele-Direct for Pledge Call Center Services, 2009-10 – KCSM |
| 09-6-3CA | Approval of Service Agreement with Goodman Marketing Partners for Membership Services, 2009-10 – KCSM |

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

Other Recommendations

CURRICULAR ADDITIONS AND DELETIONS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (09-6-1B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the additions and deletions as detailed in the report. There was a brief discussion about the content of the “Anthropology of Death” course. Trustee Holober asked about the inclusion of new electrical apprenticeship classes at College of San Mateo. Vice President Susan Estes said they are new courses but are replacing other courses; the purpose is to bring them more into line with what the apprenticeship programs would like. President Schwarz commented that the “Introduction to Scholarships” and “Introduction to Financial Aid” courses are creative and much needed. After this discussion, the motion carried, all members voting “Aye.”

APPROVAL OF SUB-GRANT WITH JEFFERSON UNION HIGH SCHOOL DISTRICT (09-6-100B)

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the sub-grant as detailed in the report. President Schwarz said she is pleased to see this project and asked if the South San Francisco Unified School District is also involved. President Morrow said Jefferson is the only district involved but once created, the project could be open to multiple districts. After this discussion, the motion carried, all members voting “Aye.”

APPROVAL OF AGREEMENT WITH SAN MATEO COUNTY HUMAN SERVICES AGENCY TO LAUNCH FOOD STAMP EDUCATION AND TRAINING PROGRAM AT SKYLINE COLLEGE (09-6-101B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the agreement as detailed in the report. Vice President Miljanich said that in the course of her work, she has seen a tremendous need to disseminate information about food stamps and she is very pleased to support this agreement. President Schwarz said the program could also be beneficial at the other Colleges and asked why it is proposed for Skyline only. President Morrow asked William Watson, Director of Workforce Development at Skyline, if he knew the degree to which students from other parts of the District might be able to access the service. Mr. Watson said the project could expand to include students from Cañada and College of San Mateo, but the initial pilot project is at Skyline. After this discussion, the motion carried, all members voting “Aye.”

ADOPTION OF THE 2009-10 TENTATIVE BUDGET (09-6-102B)

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to approve adoption of the tentative budget. CFO Blackwood said the tentative budget is not bound as it usually is because it is based on the Governor’s February budget and is very tenuous. CFO Blackwood thanked everyone at the Colleges who helped with development of the budget and recognized in particular Rachele Minong, District Budget Officer. A full budget will be brought to the Board in September.

CFO Blackwood said staff at the Colleges and District Office have been doing a tremendous amount of work on developing scenarios and all have identified 10 percent cuts to their budgets beginning July 1. CFO Blackwood now anticipates deeper cuts and expects mid-year cuts as well. The process is underway to identify tiers and come up with ideas to take back to the constituencies for another 5 percent of cuts. The State Chancellor’s Office has said that under current legislation, they are allowed to do workload adjustment. This means that districts will receive the same amount of money per FTES as they do now, so that whatever a district cuts, it can reduce the number of students it serves. CFO Blackwood said this is a mixed blessing because while it means we would be serving fewer students, at least districts would no longer be told to continue doing everything but with less money. Chancellor Galatolo said that it is possible that for the first time, graduating high school students will have no public option for higher learning.

Executive Vice Chancellor Keller acknowledged CFO Blackwood for her extraordinary work and noted that her presence on the Board of the Association of Chief Business Officials has been helpful.

Trustee Holober distributed a paper prepared by the Community College League of California showing the impact of proposed budget cuts on the District. The cuts go beyond those in the tentative budget and Trustee Holober asked if the League's numbers are accurate. CFO Blackwood said the League's numbers are more current but cautioned that the League's method of calculation might not be completely accurate. Trustee Holober said that it looks like there will be several more millions of dollars in cuts and, comparing last year's line items with next year's, it is difficult to see what the human toll will be, i.e. how many fewer faculty members, students and sections there will be. CFO Blackwood said it would be more useful to look at the budget in September because it will contain the additional cuts being identified now. She said funds will be cut from the adjunct faculty budget as we have become more productive and class size is growing. Funds will be cut from the classified budget as we go through the managed hiring process. We are also moving everything we can onto grants or some other funding source. We have also eliminated every bit of discretionary spending possible, such as travel, conferences and printing. In terms of the number of students, the current projection is that we will borrow about 300-400 FTES from next year which will result in a funded level decrease of less than one percent next year, mitigating the effect on students. Summer enrollment is strong and so far fall enrollment is strong, with many students registering early. The impact of a fee increase is unknown.

Trustee Mandelkern said it is important to think of all possible options to reduce operating expenses. As an example, the San Mateo Union High School District is considering solar implementation. Trustee Mandelkern said that at the same time, the District should consider other sources of revenue. One way is to be more dynamic in enrollment management in order to achieve full sections in courses that students want. Another way might be to move some credit classes to community education classes which are separate from State FTES and are fee-based. Chancellor Galatolo said this is an idea which is gaining traction among the College Presidents. Trustee Mandelkern said that similar to leasing television channels, there might be other services and/or facilities that the District can offer to corporations or governmental agencies in the County to bring in revenue.

Trustee Holober said he is in favor of moving classes to Community Education for avocational purposes, but we must be mindful not to take away opportunities from students who attend our Colleges to achieve a degree or certificate or to transfer. Chancellor Galatolo said there are many courses that are not degree driven, such as flower arranging and classes that will be offered at the new Wellness Center. Trustee Mandelkern said there are also courses that students take multiple times and perhaps the repeat courses could be in Community Education.

Trustee Holober requested that the September budget be provided to the Board one meeting prior to the one at which they will be asked to approve the budget so that they have time for review. Chancellor Galatolo said that if the State extends the September 15 deadline for submission of the District budget, the public hearing could be held at the September 9 Study Session and approval of the budget could be scheduled for the regular meeting on September 23. It is also possible that a special meeting could be called. CFO Blackwood said that by the August 19 meeting, she will know what the budget will look like and she will present the information even though it will not be in final printed form. Chancellor Galatolo said that, in response to Trustee Holober's comments, the Board will also be advised of the toll resulting from the cuts in terms of positions and courses cut. Chancellor Galatolo said a budget update will be on every meeting agenda until the September approval.

Chancellor Galatolo said it is very important that legislators not be allowed to take away property taxes; if that were to happen, the cuts to the District would be up to 25%. The human toll on programs and student services would be large, would fundamentally change how education is delivered, and could cause K-12 institutions and community colleges to go into receivership.

After this discussion, the motion to approve the tentative budget carried, all members voting "Aye."

APPROVAL OF 2011-2015 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (09-6-103B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the five-year plan as detailed in the report. Rick Bennett, Executive Director of Construction Planning, called attention to the two "Approved, State Funding Available" projects listed on pages 4 and 5. Mr. Bennett noted that the report states the District leadership has elected not to submit the risk assumption letters required by the State Department of Finance. Mr. Bennett said that yesterday, the decision was made to submit the letter for each of the two projects, but to alter the letter to reflect the State's promise, via email, that the District will eventually be reimbursed.

Trustee Mandelkern said the requirement for the risk assumption letters represents a continuation of the trend by the State to push the financial risk onto districts and he believes it is appropriate to push back.

Noting the statement in the report that "the Department of Finance (DOF) is requiring districts to assume all financial responsibility for projects in the event bonds cannot be sold," Trustee Holoher asked if these are current or future bonds. Mr. Bennett said they are current bonds, some of which have been sold and some not. Trustee Holoher asked if these projects are ones the District would be spending money on in the coming fiscal year; Mr. Bennett said they are. Trustee Holoher asked if the District could be more demanding that the State fund the projects since the State committed the funds and the voters approved the bonds. Chancellor Galatolo said the State is completely unpredictable at this time.

Trustee Mandelkern said that while renovation is important and is part of the economic stimulus, it is important that the District does not inadvertently increase operating expenses by bringing more square footage online. Mr. Bennett said most of the projects are renovation rather than new building and that with renovation comes energy savings.

After this discussion, the motion to approve the five-year plan carried, all members voting "Aye."

ADOPTION OF RESOLUTION 09-6 AUTHORIZING USE OF DESIGN-BUILD PROJECT DELIVERY METHOD (09-6-104B)

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve adoption of Resolution 09-6. The motion carried, all members voting "Aye."

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman attended the commencement ceremony at College of San Mateo and was moved by the granting of honorary degrees to former students who, along with their families, were sent to internment camps during World War II. Trustee Hausman said that President Claire's daughter, Megan, was one of the graduates and played a leading role in the ceremony as president of the student body. Trustee Hausman also attended the topping off ceremony for College of San Mateo Building 10N and commented on Mr. Bennett's interesting presentation on the history of this ritual.

Student Trustee Medrano Rosales also attended the topping off ceremony and is looking forward to being at the future ribbon cutting. She also attended the College of San Mateo commencement ceremony, the San Mateo Middle College commencement, and the Red Cross Heroes Breakfast at which Trustee Hausman received the Tom Lantos Humanitarian Award. Student Trustee Medrano Rosales announced that she won reelection for a second term. She also has been notified that she is a recipient of a Chicano Latina Foundation scholarship. She was also chosen to be interviewed by the Spanish language television network Univision.

Vice President Miljanich attended the Skyline commencement ceremony and commented on the wonderful relationships and spirit which are present at Skyline.

Trustee Mandelkern congratulated Student Trustee Medrano Rosales on her reelection. He also congratulated Trustee Hausman on her Tom Lantos Humanitarian Award. Trustee Mandelkern thanked President Schwarz for

forwarding copies of Skyline College's literary magazine, the Talisman, which contains student poetry, art, and short stories. He asked that President Morrow extend his thanks to Katharine Harer, the Talisman advisor.

President Schwarz attended the San Mateo Middle College commencement ceremony and noted that Devin Dee received a \$180,000 scholarship from the United States Navy. She also noted that Cañada Middle College graduate Joshua Steinberg has received a Pister Scholarship and will be attending the University of California at Santa Cruz. President Schwarz attended the commencement ceremony at Cañada College and said that students were very attentive to Congresswoman Anna Eshoo's speech. President Schwarz attended the Butterfly Class Graduation at Skyline, the Skyline Automotive Awards Banquet and the Skyline College Honors Transfer Program Mini-Symposium. President Schwarz attended the Red Cross Heroes Breakfast and said Trustee Hausman's award is well-deserved. At a celebration on May 20, President Schwarz presented a resolution of honor on behalf of the Board to retiring South San Francisco Unified School District Superintendent Barbara Olds. President Schwarz presented a certificate to Chancellor Galatolo, honoring him for ten years of service with the District.

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 8:50 p.m.

The Board reconvened to Open Session at 10:22 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 Mandelkern and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:25 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 8, 2009 meeting.

Patricia Miljanich
Vice President-Clerk

BOARD REPORT NO. 09-7-1A

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**A. SHORT-TERM, NON-CONTINUING POSITIONS**

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District	Construction Planning Department	1	7/9/2009	12/31/2009	Project Coordinator I: Acts as the District's representative to oversee, plan, organize, and coordinate the work of contractors and consultants to plan, develop, design and construct District capital projects using a wide variety of software and technical and computer graphic skills. Works a maximum of 20 hours per week and varies by demand.
Cañada	Business, Workforce & Athletics/Fashion Design Program	3	7/9/2009	6/30/2010	Fashion Design Program Assistant: Makes minor repairs to sewing machines, provides department tours, designs program websites, creates brochures and flyers to advertise classes and events, speaks at career days plans for events, and manages supplies and equipment for the Fashion Design Program. Hours and days are sporadic as needed.
Cañada	Business, Workforce & Athletics/DSPS	1	8/19/2009	12/31/2009	Instructional Aide I: Assists DSPS students in the Adaptive P.E. Program. Requires highly technical skill level to set up equipment and monitor students. Works a maximum of 16 hours per week while classes are in session.

Cañada	Humanities/Art/ Photography	1	8/1/2009	6/30/2010	Instructional Aide II: Maintains photo lab enlargers and all photographic equipment, assists ART 351 students with all aspects of black and white photography and darkroom techniques, maintains a safe and clean darkroom. Works 10 hours per week each semester.
Cañada	Humanities/Drama	4	7/9/2009	6/30/2010	Theatre Production Technician: Assists with constructing and implementing theatre sets, lighting, sound and other operational aspects of theatre events. Hours and days are sporadic according to production schedule.
Cañada	Humanities/TRIO Program	3	7/9/2009	6/30/2010	Instructional Aide I: Designs and offers instructional support services that meet the needs of developmental and lower level college students. Funded by Federal TRIO grant. Works approximately 18 hours per week and varies by demand.
Skyline	Language Arts/Learning Resources/TLC	1	8/1/2009	12/31/2009	Staff Assistant: Coordinates documentation of eligibility for student participants in federally-funded TRIO projects, preparation of annual performance report, and training of new Staff Assistant. Hours vary according to need but will not exceed 18 hours per week.
Skyline	Science/Math/ Technology	4	7/1/2009	6/30/2010	Instructional Aide I: Assists faculty and students to oversee skills for EMT students. Hours and days vary depending on skill days, number of available volunteers, and number of students in class.
Skyline	Science/Math/ Technology	2	7/1/2009	6/30/2010	Instructional Aide II: Oversees laboratory procedures for the EMC class and supervises Instructional Aide I. Hours and days vary depending on skill days, number of available volunteers, and number of students in class.
Skyline	Science/Math/ Technology	6	7/1/2009	6/30/2010	Laboratory Technician: Assists with various Biology, Biotechnology, and Physics lab classes. Hours and day vary, but on average 6 hours per week is required.
Skyline	Physical Education/ Athletics/Dance	1	8/1/2009	5/28/2010	Athletic Trainer: Assists full-time athletic trainer when multiple events are hosted and/or when large events are held. Hours and days are sporadic and depend upon athletic schedule.

Skyline	Physical Education/ Athletics/Dance	1	8/19/2009	5/28/2010	<p>Instructional Aide I: Provides functions that are integral to the Dance Production program and choreography, including assistance with rehearsals, public relations, event management, student segment coordination, sponsor solicitation, filing, and high school outreach. Hours and days are sporadic and depend on Dance Production schedule.</p>
---------	--	---	-----------	-----------	---

BOARD REPORT NO. 09-7-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

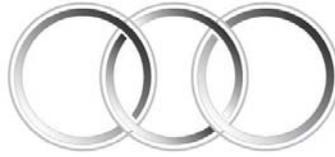
PREPARED BY: Harry W. Joel, Vice-Chancellor, Human Resources and Employee Relations
(650) 358-6767

APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE

The Miscellaneous Pay Rates Salary Schedule was originally established by the Board of Trustees in 1989 (Board Report No. 89-7-3A) for KCSM production crews and selected other services not covered by other District salary schedules. The classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

RECOMMENDATION

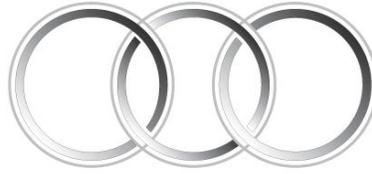
It is recommended that the Miscellaneous Pay Rates Salary Schedule be revised effective August 1, 2009 to include the proposed Fashion Design Program Assistant position as indicated on the attached pay schedule.



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Revised August 1, 2009)

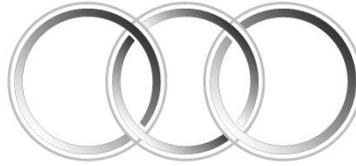
CLASSIFICATION	HOURLY PAY RATES
<p>KCSM Projects Leader Under direction of General Manager or other management staff, directs and coordinates contracts, technical requirements, compliance with Federal Communications Commission regulations, studio scheduling and other strategic planning and logistics for special station projects and productions.</p>	<p>\$60.00 Flat Rate</p>
<p>KCSM Production Operator Operates cameras; adjusts camera angles and apertures; makes minor repairs to equipment and supplies; serves as studio mixer; operates teleprompters.</p>	<p>\$35.00 – \$40.00 - \$45.00</p>
<p>KCSM Floor Director Works with producer and other directors to set up, monitor and adjust camera angles, cues, lighting and sound performance quality; supervises scripts, placement and performance of on-air talent.</p>	<p>\$30.00 – \$35.00 –\$40.00</p>
<p>KCSM Video Shader Operates cameras to monitor color and level of consistency throughout various programs.</p>	<p>\$30.00 – \$35.00 – \$40.00</p>
<p>KCSM Video Mixer Sets up production video consoles pursuant to producer/director requests. Serves as interface between producer/directors and crews.</p>	<p>\$35.00 – \$40.00 – \$45.00</p>
<p>Lifeguard Monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>	<p>\$8.50 – \$9.00 – \$9.50</p>
<p>Senior Lifeguard Trains and directs the work of Lifeguards; monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>	<p>\$10.50 – \$11.00 – \$11.50</p>



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

MISCELLANEOUS PAY RATES SALARY SCHEDULE (continued)
(Revised August 1, 2009)

CLASSIFICATION	HOURLY PAY RATES
<p>College Physician Plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organizations and other groups as assigned.</p>	<p>\$100 Flat Rate</p>
<p>Assistant Coach Provides support for coaching in a specific sport; supervises practices, assists at games.</p>	<p>Up to \$5,000 per season.</p>
<p>EMT I Proctor Assists Instructors in the various classes and schedules assignments to part-time instructors, which can result in work assignments varying from one to several class sessions per semester.</p>	<p>\$25.00 Flat Rate</p>
<p>Health Educator Assists in organizing and delivering health education programs and services to students. Provides proactive health information on an as-needed basis.</p>	<p>\$27.00 Flat Rate</p>
<p>Accompanist Plays piano to assist in voice classes and for choral groups.</p>	<p>\$26.00 – \$36.00</p>
<p>Fashion Design Program Assistant Makes minor repairs to sewing machines; provides department tours; designs program websites; creates brochures and flyers to advertise classes and events; speaks at career days; plans for events; and manages supplies and equipment for the Fashion Design program.</p>	<p>\$16.19 – \$16.98 – \$17.80</p>



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Revised August 1, 2009)

EMPLOYMENT REGULATIONS

Individuals who are employed in classifications listed on the Miscellaneous Pay Rates Salary Schedule are not a part of the classified service, are at-will employees, subject to unemployment insurance regulations, and are employed pursuant to California Education Code Section 88003.

The “Miscellaneous Pay Rates” classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

SALARY STEP PLACEMENT

The initial placement of individuals at one of three steps within a pay range, as well as their subsequent movement to a higher step within the range, is dependent upon relevant training and previous applicable work experience, and is at the discretion of hiring manager.

Individuals who are employed in any of the listed classifications are paid via timesheet, and are subject to payment at time and a half of the hourly rate for hours in excess of the regular District work day or work week.

EQUAL EMPLOYMENT OPPORTUNITY

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who present the rich diversity of cultures, language groups and abilities in its surrounding communities.

(Rev. 7/8/2009)

BOARD REPORT NO. 09-7-100B

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

**UPDATE AND RECOMMENDATION ON CAÑADA VISTA CONSTRUCTION
AND SUBCONTRACTORS**

Construction of Cañada Vista is proceeding on schedule and on budget. Foundations are being poured the weeks of July 7-21 and framing will start soon after that. Segue Construction expects that the building will be fully enclosed (all walls, windows and roofing will be in place) in early December and we are anticipating the end of construction in mid-June 2010 and possibly earlier.

Before the Board awarded the general contract to Segue Construction, Segue and the District had worked very hard to hone the bids of subcontractors in order to secure as many competitive union bids as possible. Through this effort, we were able to present to the Board a subcontractor list that represented 80% union work. However, there were several subcontractors (representing about 20% of the value of the work) that had submitted the low bid for their trade, but were non union, prevailing wage contractors, including:

Plumbing
Fire Sprinklers
Landscape
Finish Carpentry
Masonry
Stucco
Paint

At that time, staff told the Board that we would continue to negotiate with subcontractors to try to obtain more union contractors on this project. Following is a report on those efforts:

Plumbing and Fire Sprinklers: Segue Construction was able to contract with two union contractors for these two trades at prices that matched or beat other bids: Edgington Plumbing and RHL will be awarded these bids. **This will bring the total union work for the project to 90.1%.**

Landscaping: Native Sons, a prevailing wage contractor, came in with the lowest price for both landscaping and site furnishings, at a total price of \$161,178. Segue has solicited bids from three union landscape contractors and one other non union contractor and the next lowest union price was 29.8% higher than Native Son's price.

Finish Carpentry: Western Building Materials, a non union subcontractor, bid \$381,543 to supply and install interior and exterior doors, door hardware, baseboards sliding mirrored doors, sliding glass doors

and toilet accessories (mirrors and medicine cabinets). Segue contacted several union providers of this work, but none of them would bid the full scope of the subcontract which is to supply **and** install these items. The union contractors were only willing to provide a labor-only price and wanted the general contractor to be responsible to order and carry in inventory the miscellaneous items described above. Segue Construction has informed us that this is not a customary arrangement in multifamily construction and would add considerably to their contract price if they were required to provide this service for the subcontractor. Because of the unwillingness of the union subs to provide a supply and install price, there is no way to calculate if the union cost would be higher or lower. However, Segue Construction has indicated that Western Building Materials' price seems to be in line with other multifamily projects recently completed or under construction in the Bay Area.

Masonry: The non union sub bid \$76,574 for this work; the two union contractor prices received were 53.6% and 193% higher, respectively.

Stucco: The non union bid for this work was \$627,029; the one union bid received was 29.4% higher than the prevailing wage sub.

Painting: The non union price was \$179,600; the three union prices received were 34.7%, 49% and 75.5% higher than the prevailing wage price.

Flooring: The non union price from a local firm, Peninsula Flooring, was \$135,822; the two union contractors that bid were 31.6% and 58.4% higher. Segue has worked with San Mateo-based Peninsula Flooring on several jobs and vouches for their high quality work.

Conclusion: Despite the very best efforts, we were not able to award every trade to a union contractor because to do so would add substantial costs to the project and result in higher rents for the life of the project for our employees who will live there. Segue Construction has worked with every one of the contractors listed below and has verified that all of the firms below provide high quality, efficient work in the selected subcontractor areas.

Recommendation: District staff recommends that the District and Segue Construction award the bids to the following six contractors:

Landscaping	Native Sons	San Ramon
Finish Carpentry	Western Building Materials	Sacramento
Masonry	Hanson's	Dublin
Stucco	Ross	Anaheim/Union City
Painting	ADM	San Jose
Flooring	Peninsula Flooring	San Mateo

San Mateo County Community College District

July 8, 2009

BOARD REPORT NO. 09-7-1C

UPDATE ON BUDGET

There is no printed report for this agenda item.