

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA
REGULAR MEETING
July 22, 2009
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 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 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

09-7-2 [Minutes of the Study Session of the Board of Trustees of July 8, 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

09-7-3A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

09-7-4A [American Federation of Teachers \(AFT\), Local 1493, AFL-CIO Initial Contract Proposal to the District and District's Initial Proposal to AFT](#)

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.

- 09-7-1CA Acceptance of Gifts by the District
- 09-7-2CA Approval of Budgetary Transfers for the Period Ending May 31, 2009 and Adoption of Resolution No. 09-7 Authorizing Budget Transfers for 2008-09
- 09-7-3CA Approval of Voluntary International Student Insurance Program, 2009-10

Other Recommendations

- 09-7-1B Approval of Community Services Classes, Fall/Winter 2009 – Cañada College, College of San Mateo and Skyline College
- 09-7-2B Approval of Revisions to District Rules and Regulations, Chapter 7, Sections 7.39, Matriculation and 7.50, Student Financial Aid Programs; and Addition of Section 7.45, Transfer Center
- 09-7-100B Adoption of Resolution 09-8 Establishing a Trust Fund for Post-Retirement Benefits and a Retirement Board of Authority
- 09-7-101B Approval of Contracts for Trust and Advising Services
- 09-7-102B Authorization and Utilization of San Diego County Contract for Custodial Supplies
- 09-7-103B Approval to Amend Agreement with Commercial Energy for Natural Gas – Districtwide
- 09-7-104B Contract Award for Printing and Mailing Services
- 09-7-105B Approval of Construction Consultants
- 09-7-106B Renewal of Contract with Tom Casey

INFORMATION REPORTS

- 09-7-2C Naming of the Fitness and Aquatics Centers at College Of San Mateo
- 09-7-3C Surplus Sales for San Mateo County Community College District, FY 2008-2009
- 09-7-4C Update on Budget

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: None
 - B. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
July 8, 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, and Cañada College President Tom Mohr

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said there was a request to remove item 09-7-100B, Update and Recommendation on Cañada Vista Construction and Subcontractors, from the agenda; this item will be brought to the Board at a future meeting.

President Mohr introduced two new Vice Presidents at Cañada College: Peter Barbatis, Vice President, Student Services and Sarah Perkins, Vice President, Instruction.

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the minutes of the June 24, 2009 meeting of the Board. The motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-7-1A)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the actions in Board Report No. 09-7-1A. The motion carried, all members voting "Aye."

APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (09-7-2A)

It was moved by Trustee Holober and seconded by Vice President Miljanich to approve the revised pay schedule as detailed in the report. Trustee Mandelkern noted that lifeguard positions are listed but there are no pools open. Vice Chancellor Harry Joel said that positions may be listed even if they are not filled. After this discussion, the motion carried, all members voting "Aye."

STUDY SESSION

UPDATE ON BUDGET (09-7-1C)

Chief Financial Officer Kathy Blackwood distributed copies of her presentation; a copy is attached to the official minutes of record. Discussion points included the status of the State and District budgets, FTES, basic aid status, cash flow, and expectations for 2010-2011 and beyond.

2008-09: CFO Blackwood said there is a 1.5% deficit factor in the State budget due to shortfalls in property taxes and fee and base allocations; the District's share is \$1,626,633. In addition, the District must cover the approximately \$4 million loss in the general fund from the collapse of Lehman Brothers. Because the District anticipated the deficit, the anticipated revenues are close to the budgeted amount, with a revenue shortfall of just \$338,000. The District's actual expenses, including carryovers, were \$1,566,000 less than the budgeted expenses, resulting in a net savings of \$1,228,000 after subtracting the revenue shortfall. This amount will be carried forward to help with the 2009-10 budget. CFO Blackwood emphasized that the 2008-09 numbers are not final because the District has not closed the books and the State may still make adjustments.

Trustee Holoher asked why there is a net savings when expenses were greater than revenue. CFO Blackwood said it is because the money in the reserves which was set aside for carryovers was over and above the amount of the actual carryover expenses. Trustee Mandelkern asked the status of the 5% which must remain in the reserves. CFO Blackwood said the total amount in the reserves will be slightly higher next year. Trustee Mandelkern asked about the "rainy day fund" discussed by the Board at an earlier meeting; CFO Blackwood said it has not yet been possible to start the fund.

2009-10: CFO Blackwood reviewed current assumptions for the District which include a State apportionment cut of \$4,164,000; categorical cuts of \$5,000,000 with a potential, one-time backfill of \$1,300,000 from federal stimulus funds; and the likelihood of unallocated budget cuts of \$1,606,500. Programs that will be affected include Career/Technical Education, Instructional Equipment and Library Materials which will be cut 100%. There will also be cuts to Economic Development, EOPS, CARE, and Apprenticeship Programs, among others. Trustee Mandelkern said he has read that while the State is cutting funding for categoricals, it is also allowing flexibility to reallocate funds locally. CFO Blackwood said there is a proposal for some flexibility but the reallocation would have to be between like programs such as EOPS, CARE and Basic Skills. Chancellor Galatolo said that current language also provides for shifting between categoricals. Trustee Holoher asked if funds from the unrestricted general fund are used to augment categoricals. CFO Blackwood said most programs have a specified match which is required by statute. If the funding decreases, the amount of the match also decreases.

Chancellor Galatolo said he will talk at length with President Claire about the apprenticeship programs, which the District no longer has the luxury to subsidize. He also said the District might be forced to use bond money for instructional equipment and for scheduled and deferred maintenance and repairs. Chancellor Galatolo noted that part-time faculty compensation, health insurance and office hours have been negotiated on the salary schedule; categorical funding for these items is now being cut but the expense is still on the schedule. He said that the District has to consider how to negotiate in the future because it cannot rely on the State to fulfill its obligations to local agencies.

FTES: CFO Blackwood said legislation provides that if a District knows in advance that it will have a deficit, it can continue to receive its current amount of funding per student, but it must lower its cap. The District will have to reduce its workload by 4.3%. For 2008-09, the District is borrowing 88 FTES from next year in order to get to the anticipated maximum number for which funding will be provided. The 4.3% workload reduction, along with optimal enrollment management, results in 431 unfunded FTES for 2009-10. Trustee Holoher asked if putting those students into larger classes would eliminate the added cost of the unfunded FTES; CFO Blackwood said it would. Chancellor Galatolo pointed out that if student fees are increased, there will likely be a drop in enrollments which could eliminate the unfunded FTES. CFO Blackwood said the assumption is that there will be funding for 1% growth in 2010-11 and there would be no unfunded FTES.

Basic Aid Status: CFO Blackwood reviewed how basic aid vs. revenue limit status is determined and said the District is once again close to becoming a basic aid district. Calculations for 2009-10 show approximate apportionment revenue of \$101,931,000 and local funding of \$101,495,000, leaving the District \$436,000 above basic aid. CFO Blackwood described the factors which will influence whether the District is more or less likely to become a basic aid district. The first property tax reports are due at the end of December and the first period State revenue information is sent at the end of February; it will be at this time that the District's status can be

determined. Chancellor Galatolo said one of the most important factors that would prevent basic aid status is if the State takes away local property tax revenue. He said that AB 551, which would have allowed the State to take away 25% of local property taxes, is dead but could be resurrected. Trustee Miljanich asked if a District can go in and out of basic aid status. CFO Blackwood said it can and new calculations are done every year.

Trustee Mandelkern asked what would change in terms of budgeting and operations if the District becomes basic aid. CFO Blackwood said there are cash flow issues and differences in the way enrollment is managed. In the past, enrollment was managed to maximize revenue whereas in a basic aid district it would be managed for other reasons, one of which is to minimize expenses. Chancellor Galatolo said the District would look at other ways of generating marginal revenue outside of traditional means, such as increasing international students and community and contract education. For example, increasing FTES by 2,000 through international education would generate marginal revenue; increasing FTES by 2,000 on a revenue limit basis would generate marginal revenue only to the extent it is funded by growth and, if the District is at cap, no revenue would be received. Chancellor Galatolo said the risk is that the State could change its way of funding and the District would be left with a model that no longer works. Therefore, if a district is only a few percentage points above basic aid, it should operate as if it is a revenue limit district in case the State makes adjustments. Trustees Holober and Mandelkern agreed that even if the District achieves basic aid status, it would be smart to budget as if it were revenue limit until it is comfortably above the limit. Chancellor Galatolo said that, overall, becoming basic aid is favorable because historically the funding from the State is below what the current local assessed valuation is.

Cash Flow: CFO Blackwood said the State continues to use deferrals, thereby using schools as a bank. For 2009-10, the District is borrowing \$30 million in Tax and Revenue Anticipation Notes, the largest amount ever, in order deal with the cash flow problem. Basic aid status affects cash flow; if a district is not basic aid, the County deducts the full amount of the triple flip deficit from the December payment which resulted in a December payment to the District of only \$1.6 million. If the District were to notify the County that it will be a basic aid district, it would receive half of its \$91 million in December and receive an apportionment. If basic aid status is not achieved, the District would have to pay back the apportionment but it would help with the cash flow problem. Trustee Mandelkern asked if there is speculation on whether the District will receive vouchers from the State rather than cash. CFO Blackwood said at this point K-12 schools and community colleges are supposed to be the first priority to receive funds but that certainty cannot be guaranteed. Executive Vice Chancellor Keller said that if it were to happen, the District has the ability to issue its own registered warrants.

K-12 districts are also affected by basic aid status. Non-basic aid districts receive apportionments assuming that they will also receive property taxes. The State will get notice in December that these districts are not eligible for property taxes and in February the State will acknowledge that it owes the districts money. The State will spread the payments from February through June, creating a cash flow problem for the districts. The districts may be able to jointly issue a Tax and Revenue Anticipation Note or borrow from the County's comingled fund.

Chancellor Galatolo asked CFO Blackwood to explain the effect of Proposition 98 on the budget. CFO Blackwood said that when State revenue falls, the Proposition 98 funding guarantee generally falls as well. In a year like 2008-09, when revenues fall substantially below projections, the budgeted Proposition 98 funds do not fall accordingly. Proposition 1B on the May 19 ballot would have reduced Proposition 98 funding for 2008-09 by \$3.2 billion in order to close the gap, but that bill failed. Because Proposition 98 stipulates that the amount of funding for the current year must be guaranteed for the following year (maintenance of effort), the guarantee for 2009-10 will still not be reduced and will have an impact on the 2009-10 budget and beyond. In addition, rules for federal stimulus money also require maintenance of funding levels for education. Chancellor Galatolo said that the federal administration is looking at states which are high-performing and are generally not impressed with California. He also said that federal stimulus dollars would provide one-time money which would do nothing solve the long-term, structural problems of California's budget.

Trustee Mandelkern asked if Proposition 98 might be suspended. Chancellor Galatolo said it has been in the past and very likely will be again. Trustee Holober noted that this would likely end up in court.

2010-11 and Beyond: CFO Blackwood said the District may go in and out of basic aid status in the coming years. She said mid-year cuts in 2009-10 and further cuts in 2010-11 are expected and the District will need to continue to trim its budget. The Colleges, District Office and Facilities have made cuts of 10% for 2009-10 but this will not be enough. The District will use some of its reserves to balance the budget and the Colleges are using carryover funds, but these are one-time monies. CFO Blackwood said the best scenario is for another 5% in cuts and the worst scenario is for an additional 15% in cuts. Additional rounds of managed hiring may be required. Trustee Mandelkern said that most of the District's expenses are people-related, such as salaries and benefits, and asked if cuts will have to be centered on these areas. Chancellor Galatolo said this is correct.

Chancellor Galatolo asked the Board for patience as the District continues to weave its way through statutes and regulations which are constantly changing. Trustee Hausman said the District is fortunate to have a competent financial staff. Trustee Mandelkern agreed and said that, speaking as an individual Board member, he applauds the use of flexibility and creativity in looking out for the good of the District. Trustee Holober said there is a bill moving quickly through the legislature which would allow vendors who receive IOU's from the State to also make any payments they owe to the State with those IOU's. Trustee Holober suggested asking lawmakers to provide the same opportunity to the education sector in the case of funds being withheld by the State.

Trustee Holober said it is clear there will be no non-cut outcomes and that it is time to inform faculty, staff, students and the general community that the District is not immune and to move into a more public discussion as other districts in the County have done. Trustee Mandelkern said some districts have not managed the process as well and have had to make announcements about items such as March 15 notices and layoffs. He said the District has become somewhat complacent because it has managed the process better, but we are now at a point not experienced before and with no clear solution.

Trustee Holober asked if the District has the ability to announce how many fewer classes will be offered next year and how many fewer students will be served. Chancellor Galatolo said the number is not yet known. He said the District will continue to enroll all students who apply but they might be forced to take fewer units than they would like because the number of offerings and sections will be reduced. President Morrow said students are aware of the problem and that many students report they have been sent to Skyline by San Francisco City College. President Mohr said Cañada's registration is 37% higher than this time last year and the load has jumped dramatically. President Claire said all of the Colleges are ahead of their registration cycles because students are aware of the limited seating. Chancellor Galatolo commended the Colleges for trying to meet demands of students by aligning their schedules with student demand.

Trustee Mandelkern asked how enrollments should be managed to most fairly allocate the scarce resource of classes. Chancellor Galatolo said registration is based on seniority and this might work best in order to keep moving students through, thus opening new slots. Vice Chancellor Jing Luan said there is a list of students who receive priority registration as required by Title 5, although local governing boards have some ability to assign priority for additional groups. Trustee Mandelkern suggested a follow-up report on what the Title 5 requirements are and on the role of governing boards.

President Schwarz suggested that Chancellor Galatolo's remarks on Opening Day be strong and clear about the complicated, serious budget situation. Trustee Mandelkern said it might be helpful to have a speaker at the State level, such as Senator Simitian, who could address the crisis.

President Schwarz said her main concern is to educate District employees. Trustee Miljanich asked the College Presidents for their sense about the awareness by people on the campuses. President Morrow said there has been a barrage of information, including an unusually large number of messages from Chancellor Galatolo, frequent updates from CFO Blackwood, open forums on all of the campuses, College Budget Committees' activities, defunding of classified positions and a job faire. As a result, there is a very high level of awareness that this is a very serious situation and unlike any prior cases. President Mohr said that everything concerning the budget is on Cañada's website. There are weekly messages from his office and notices are automatically sent from the State office. He said there is a high level of awareness and faculty are talking with each other on a continual

basis. President Claire said that in addition to the same functions described by Presidents Morrow and Mohr, CSM has developed a Twitter account which he updates personally each day and which has a growing number of followers. He said there is a high degree of awareness and a certain degree of fear. He said there is a group that may assume they are untouchable and this could present difficulties as cuts must go beyond 10%.

Trustee Miljanich asked for discussion about what might be done to educate the general community. Chancellor Galatolo said the District has been somewhat hesitant to release information because of the uncertainties. He said the District has always been known for delivering credible information and he is reluctant to take away from that trust. Trustee Mandelkern agreed that the District's credibility is very important. He said the uncertainty itself is the story. Without damaging its credibility, the District can deliver the message that it is very difficult to manage the institution in a state of such uncertainty. Chancellor Galatolo agreed and said it could be announced, without giving specific numbers, that the District will be able to serve fewer students and that there will not be enough slots in classes for all students who want to take them.

Trustee Miljanich agreed that the focus should be on the uncertainty and the challenges faced by the District. She suggested that the Board wait until the next meeting to make a decision on the public release of information. Chancellor Galatolo said staff will work on developing a draft and bring it to the Board.

RECESS TO CLOSED SESSION

President Schwarz said that during Closed Session, the Board will hold a conference with the labor negotiator as shown on the printed agenda.

The Board recessed to Closed Session at 8:30 p.m.
The Board reconvened to Open Session at 10:25 p.m.

CLOSED SESSION ACTIONS TAKEN

President Schwarz reported that no actions were taken at the Closed Session just concluded.

ADJOURNMENT

It was moved by Trustee Holoher 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 July 22, 2009 meeting.

Patricia Miljanich
Vice President-Clerk

BOARD REPORT 09-7-3A

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. REASSIGNMENT

Skyline College

Angelica Gorostiza Division Assistant Business Division

Reassigned through the managed hiring process from a Career Resources/Counseling Aide at Skyline College into this full-time 12-month position, effective August 3, 2009, replacing Stanlee Garriott who is retiring.

District Office

James Peacock Bookstore Textbook Manager Auxiliary Services

Reassigned through the managed hiring process from a Bookstore Operations Assistant into this full-time 12-month position, effective August 1, 2009. The change in staff allocation was Board approved on June 24, 2009.

B. LATERAL TRANSFER

District Office

Sekope Tagilala Public Safety Officer Public Safety

Transferred through the managed hiring process from a 31% position into this full-time 12-month position, effective July 20, 2009, replacing Brian Tupper who was reassigned.

C. CHANGE IN STAFF ALLOCATION

District Office

Recommend a change in staff allocation to combine three part-time Public Safety Officer positions (1C0240, 1C0243, and 1C0257) into one full-time 12-month position, effective July 23, 2009. This change will more closely meet the needs of the Public Safety Department and is funded by student parking fees.

D. 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	Bookstore (Cañada)	3	7/23/2009	6/30/2010	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (CSM)	10	7/23/2009	6/30/2010	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (Skyline)	10	7/23/2009	6/30/2010	Cashier/Clerk: Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
Cañada	Business, Workforce & Athletics	12	7/23/2009	6/30/2010	Assistant Coach: Assisting with coaching, recruiting, practice planning/implementation, record-keeping, & filming practices/games. Coaches will be assigned to support Men's and Women's Soccer, Men's Basketball, Men's and Women's Golf, Baseball.
CSM	Business/Technology/ Fire Technology	6	7/23/2009	6/30/2010	Instructional Aide II: Assist Fire Technology instructors during manipulative skills exercises in the Firefighter I Academy, assist EMT instructors during skills practice and testing in the EMT course, and assist the Recruit Firefighter Academy instructors for the county academy, including special assignments as needed. Days and hours are sporadic as the need requires.
CSM	Student Services/Health Center	1	7/6/2009	6/30/2010	Health Educator: Oversees the practices of the nurse practitioner, 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.

Skyline	Business/Cosmetology	10	7/23/2009	6/30/2010	Cosmetology Aide: Assist students during practical application lab experiences and assist faculty in classes with close supervision of students. Days and hours are sporadic as the need requires.
Skyline	Language Arts/Learning Resources	16	7/23/2009	6/30/2010	Instructional Aide II: Provide tutorial services to students in specific subject areas (i.e. chemistry, math, English, etc.) over the course of a 12-hour day; assist students in the use of instructional materials; assist with presentations and study groups. Average workload per position is 5 to 10 hours per week on an as needed basis.
Skyline	Social Science/Creative Arts	2	8/17/2009	5/30/2010	Accompanist: Plays piano for Voice and Choir classes. Hours are sporadic and are on an as-needed basis.

BOARD REPORT NO. 09-7-4A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Harry Joel, Vice Chancellor - Human Resources, 358-6767

**AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493, AFL-CIO
INITIAL CONTRACT PROPOSAL TO THE DISTRICT
AND
DISTRICT'S INITIAL PROPOSAL TO AFT**

The Board is in receipt of a proposal from AFT, Local 1493 as required by the Educational Employment Relations Act. This proposal includes an 11% salary increase in the first year of the contract for all faculty, modifications to the salary schedule, increases in the medical premium cap and non-economic items for a new contract to be effective July 1, 2009 and expiring June 30, 2012.

The District proposes adjustments to compensation that correspond with the current economic climate, State budget cuts and their impact on the overall District's budget for fiscal years 2009/10 - 2011/12.

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

RECOMMENDATION

It is recommended that the Board of Trustees accept receipt of AFT's initial proposal (copy attached) and accept receipt of the District's initial proposal to AFT, and hold a public hearing on the proposals at the next regularly scheduled Board meeting.

July 6, 2009

To: Harry Joel, Vice-Chancellor, Human Resources and Employee Relations
San Mateo County Community College District

From: Joaquín J. Rivera, Chief Negotiator
San Mateo Community College Federation of Teachers, AFT Local 1493,
AFL-CIO

Re: Contract Proposals for the 2009-2012 Contract of Academic Employees in the
San Mateo County Community College District

Please transmit these contract proposals to the Board of Trustees in order to initiate the negotiations process for a new three years contract.

Article 2: Organizational Rights

- Add to 2.1: Notwithstanding the foregoing, the Union shall have the right to distribute, using its own personnel, Union newsletters to faculty boxes, without reservation.

Article 5: Peaceful Settlement of Differences

- Delete Section 5.3

Article 7: Hours of Employment

- Change the workweek for nurses so that it is the same as for librarians.
- Language to modify this article will be forthcoming.

Article 8: Pay and Allowances

- The Regular Faculty Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- The Adjunct Faculty Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- The Faculty Overload Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- The Post-Retirement Salary Schedule shall be increased by 11% for the 2009-10 academic year.
- Add MA w/ 75 units to column 5 of the Regular Faculty Salary Schedule.
- Reinstate the 12 month option for paycheck distribution.
- Provide additional compensation for combined-level classes.
- Provide compensation for committee work, program review, SLO development and other administrative functions.

Article 9: Health and Welfare Benefits

- Effective August 17, 2009, the District will adjust the employer paid premium cap for the PERS Health Plans medical coverage using Kaiser as the benchmark. The District will increase the medical cap as follows: Full coverage for single employees in all plans except PERS Care which will be capped at \$604.00 per month. For 2-Party and Family Kaiser coverage the employee out of pocket will not exceed \$40.00 per month. For 2-Party and Family coverage for all other medical plans the Employer contribution established for the Kaiser Health Plan will apply to these plans.
- The District will provide the medical stipend to part-time faculty who are employed in the District 20% or more of a full-time load (3/15 FLC).
- Change Disability insurance benefits for faculty to the same received by administrators.

Article 10: Retirement

- Faculty on post-retirement contracts will not lose their seniority on the part-time seniority list.

Article 11: Leaves

- Language to modify this article will be forthcoming.

Article 13: Professional Development Program

- Language to modify this article will be forthcoming.

Article 14: Layoffs

- Add to 14.2 that the Union will also receive notice of the names of those identified for layoff.

Article 17: Grievance Procedure

- Add binding arbitration as the last step of the grievance procedures.

Article 18: Summer Session Employment

- Add Article 19 to 18.1

Article 19: Part-Time Employment

- The District will provide part-time faculty access to a group health plan.
- Increase to five (5), the number of semesters a break in service can exceed before the person's name is to be removed from the seniority list.
- Language strengthening seniority rights for part-timers in the areas of assignment and retention and for preference for full-time positions will be forthcoming.

Article 22: Unit Banking

- Increase to 30 the number of units that could be accumulated before having to sue them.

Appendix F: FLC Allocation

- Increase Biological Sciences and Physical Sciences to 1 FLC per hour.
- Increase Cosmetology laboratory classes to .70 FLC per hour.

Add an Academic Freedom clause to the contract.

Language to modify the MOU's on Distance Education and large classes will be forthcoming.

Add a progressive discipline system to the contract that includes a Skelly clause.

We reserve the right to add to, modify or delete proposals at any time for any reason.

BOARD REPORT NO. 09-7-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$250 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. Following are gifts that have been offered for use in various departments at the Colleges from January through June 2009. Donor information is also included.

GIFTS

DONOR

College of San Mateo

Supplies for Use in Cosmetology Labs
(See attached list)
Value: \$1,397.00

George Ferrer, President
XL Salon Inc.
53 E. Third Ave.
San Mateo, CA 94401

Donor : George Ferrer/ X L salon**Address:** 53 East Third Avenue**City:** San Mateo**State:** California**Zip:**

94401

Phone: (650) 342-3929**Date:**

30-Jul-08

	ITEM	QTY	VALUE	TOTAL
1	Artec double tint bowls	7	\$5.00	\$35.00
2	Small Wella tint bowls	7	\$4.00	\$28.00
3	Redken double tint bowls	6	\$5.00	\$30.00
4	Logics tint bowl	6	\$6.00	\$36.00
5	Quick nail dryer - fan (used)	1	\$25.00	\$25.00
6	UV Nail dryer (used)	2	\$40.00	\$80.00
7	Timer	3	\$2.00	\$6.00
8	Small Redken tint bowls	14	\$2.50	\$35.00
9	Artemis tint brush kit	2	\$10.00	\$20.00
10	Tint brushes (used)	27	\$2.00	\$54.00
11	Bristle paint brushes	4	\$2.00	\$8.00
12	Facial gowns	18	\$30.00	\$540.00
13	Cosmetologist smocks	31	\$10.00	\$310.00
14	Artec shampoo bottles	18	\$2.00	\$36.00
15	Light Works hi-lite strips	5	\$5.00	\$25.00
16	Flash Wraps	12	\$5.00	\$60.00
17	Fancy Tail pony tail styler	3	\$4.00	\$12.00
18	VCR Tapes	3	\$5.00	\$15.00
19	Tint bottles no lids (used)	12	\$1.00	\$12.00
20	Tint bottles with lids (used)	15	\$2.00	\$30.00
	TOTAL:	196		\$1,397.00

BOARD REPORT NO. 09-7-2CA

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

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING
 MAY 31, 2009 AND ADOPTION OF RESOLUTION NO. 09-7 AUTHORIZING
 BUDGET TRANSFERS FOR 2008-09**

Section 58307 of Title 5 Regulations requires that the Board approve all transfers between expenditure classifications made after final adoption of the annual budget. Additionally, District Rules and Regulations Section 8.11 specifies that budgetary transfers will be authorized only when expenditures in certain accounting classifications are in excess of amounts budgeted and when there are amounts in other classifications that will not be required for expenditures in those classifications. The changes to the final adopted budget are submitted to the Board semi-annually.

The 2008-09 final budget (adopted by the Board in September 2008), mid-year changes approved by the Board in February 2009, and transfers below are summarized as follows:

	2008-09 Final Budget	Transfers 12/31/08	Transfers 5/31/09
General Fund (Unrestricted)	\$ 118,780,202	\$145,570	\$107,911
Self-Insurance Fund	1,109,617	0	0
Debt Service Fund	32,129,136	0	0
General Fund (Restricted)	24,641,507	1,798,843	1,999,806
Capital Projects Fund	107,803,471	815,187	(22,674,631)
Bookstore Fund	8,748,653	0	0
Cafeteria Fund	209,373	0	0
Child Development Fund	1,178,764	31,600	7,859
Trust Fund (Financial Aid)	7,664,596	40,052	10,290
Post-Retirement Benefits	<u>2,591,750</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 304,857,069</u>	<u>\$ 2,831,252</u>	<u>\$(20,548,765)</u>

Detailed budget transfer records are maintained in the District’s Administrative Services Office and serve as support documentation for the summary report information below. This report highlights increases and decreases in major classifications of object accounts for each fund and provides a brief explanation for changes in the fund totals that have occurred since the mid-year transfer report.

Unrestricted General Fund – Fund 1Adjust the **EXPENDITURE** amounts in the following classifications:

1000 Academic Salaries	\$(550,147)
2000 Classified Salaries	67,765
3000 Employee Benefits	2,086
4000 Materials & Supplies	(136,122)
5000 Operating Expenses	678,930
6000 Capital Outlay	45,400
7000 Other Outgo	<u>0</u>
Total	\$107,911

Adjust the **REVENUE** amounts in the following classifications:

8800 Local Revenues	\$101,328
8900 Other Sources	<u>6,583</u>
Total	\$107,911

Large transfers in expenditure budgets in the Unrestricted General Fund are a result of transfers of site ending balances as well as between position control and hourly accounts, and Foundation reimbursements.

Restricted General Fund – Fund 3Adjust the **EXPENDITURE** amounts in the following classifications:

1000 Academic Salaries	\$590,670
2000 Classified Salaries	383,595
3000 Employee Benefits	192,613
4000 Materials & Supplies	485,711
5000 Operating Expenses	145,202
6000 Capital Outlay	146,020
7000 Other Outgo	<u>55,997</u>
Total	\$1,999,806

Adjust the **REVENUE** amounts in the following classifications:

8100 Federal Revenues	\$937,901
8600 State Revenues	664,756
8800 Local Revenues	372,530
8900 Other Sources	<u>24,619</u>
Total	\$1,999,806

Increases in the Restricted General Fund budget occurred as a result of new external programs and grants as shown on Exhibit A.

Capital Outlay Projects Fund – Fund 4Adjust the **EXPENDITURE** amounts in the following classifications:

4000 Materials & Supplies	\$408,015
5000 Operating Expenses	1,494,114
6000 Capital Outlay	(24,598,344)
7000 Other Outgo	<u>21,585</u>
Total	\$(22,674,631)

Adjust the **REVENUE** amounts in the following classifications:

8600 State Revenues	\$594,253
8800 Local Revenues	(23,268,884)
8900 Other Sources	<u>0</u>
Total	\$(22,674,631)

The decrease in Capital Outlay revenue and expenditure is mainly due to the Lehman Brothers investment loss with the County of San Mateo.

Child Development Fund – Fund 6

Adjust the **EXPENDITURE** amounts in the following classification:

4000 Materials & Supplies	\$5,359
5000 Other Operating Expenses	(1,000)
6000 Materials & Supplies	<u>3,500</u>
Total	\$7,859

Adjust the **REVENUE** amounts in the following classifications:

8100 Federal Revenues	\$6,039
8800 Federal Revenues	<u>1,820</u>
Total	\$7,859

The net increase in expenditure and revenue budgets in the Child Development Fund relate to the receipt of one-time federal grants passed through the California Department of Education that require local matching funds.

Trust Fund (Financial Aid) – Fund 7

Adjust the **EXPENDITURE** amounts in the following classification:

7000 Other Outgo	<u>10,290</u>
Total	\$10,290

Adjust the **REVENUE** amounts in the following classifications:

8900 Other Sources	<u>10,290</u>
Total	\$10,290

Budget augmentations occurred to recognize incoming transfers from CARE, EOPS, and TRIO grants within the Restricted General Fund (Fund 3). Direct payments to students from federal and state grants are shown within the Financial Aid Fund.

To close the fiscal year, a blanket budgetary transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2008-09.

RECOMMENDATION

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2009 through May 31, 2009 and that the Board adopt Resolution No. 09-7, authorizing budgetary transfers for 2008-09, as listed and as needed for year-end closing activities.

Exhibit A

San Mateo County Community College District
2008-09 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS
January 1, 2009 through May 31, 2009

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Canada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Totals</u>
30071	VTEA/Econ Dev Region	Federal	39,790				39,790
30078	BARTPC Peralta CCD	Federal			5,000	(5,000)	0
30082	SAFE - Sequoia Union	Federal		26,900			26,900
30083	WIA - EWD/Allied Health	Federal		46,011			46,011
30084	VITA - United Way	Federal	3,000				3,000
30085	USDOL-ETA CBJTG BayC	Federal			760,000		760,000
30086	NSF S-STEM (M-SETS)	Federal		54,110			54,110
30087	USDOE-CDDSD-WestEd-CC	Federal			8,090		8,090
31002	AB 77/DSPS/Handicap	State		3,461	1,998		5,459
31003	Extended Opportunity	State		7,196			7,196
31004	Care/EOP	State		2,372			2,372
31016	AB602 FA Admin Allow	State	1,500	1,500	1,500		4,500
31028	Block Grant	State	84,343	41,331	68,050		193,724
31035	Ctr for Intl Trade	State			35,000		35,000
31043	Transfer and Articul	State	3,000	3,000	3,000		9,000
31045	AB1725 Staff Diversity	State				(105)	(105)
31065	Canada/RCSO CBET Pro	State		83,449			83,449
31069	Lottery -- Prop 20 -	State	93,706	48,922	71,808	(191,020)	23,416
31080	Canada/SUHSD CBET Pr	State		41,060			41,060
31086	2005-06 Block Grant	State				(206,442)	(206,442)
31097	Canada/Garfield CBET	State		15,794			15,794
31106	CTE Com Collaborative	State			399,701		399,701
31107	Entrepreneurship Car	State			50,000		50,000
32058	CPB Digital Dist Fun	Local	241,383				241,383
32070	AACU VALUE grant	Local	5,000				5,000
32072	UC Aurora Project	Local	6,000				6,000
32073	Foothill-DeAnza-UC	Local	2,400				2,400
32074	Chabot-Las Positas	Local			18,500		18,500
35001	Miscellaneous Donation	Local	12,195	888	11,920	19,119	44,122
35003	Physical Education	Local		10,000			10,000
35005	Toyota T-Ten	Local			824		824
35014	Expand Your Horizons	Local			8,180		8,180
35041	Ctr for Int'l Trade	Local			37,182		37,182
35045	Financial Aid Admin	Local	4,025	2,945	5,630		12,600
35048	SMCCC Fdntn Donation	Local	913				913
38001	Contract/Community Ed	Local	3,503			431	3,933
38163	Terra Firma Diversion	Local	6,745				6,745
Totals 2008/09 Fund 3 Budget Revenue Adj.			<u>507,502</u>	<u>388,939</u>	<u>1,486,383</u>	<u>(383,018)</u>	<u>1,999,806</u>

RESOLUTION NO. 09-7

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

**RESOLUTION AUTHORIZING
BUDGETARY TRANSFERS FOR 2008-09**

WHEREAS, Section 58307 of Title 5 Regulations provides that the governing board of a community college district may authorize transfers between expenditure classifications at any time by written resolution of the board of trustees of a district; and

WHEREAS, the governing board of the San Mateo County Community College District deems it necessary to make such budgetary transfers between expenditure classifications in the current year's budget as required to permit the payment of obligations of the District incurred during said fiscal year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2008-09 budget as required to permit the payment of obligations of the District during the 2008-09 fiscal year.

REGULARLY PASSED AND ADOPTED this 22nd day of July, 2009.

Ayes:

Noes:

Attest:

Patricia Miljanich, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 09-7-3CA

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

**APPROVAL OF VOLUNTARY INTERNATIONAL STUDENT INSURANCE PROGRAM,
2009-10**

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

The District seeks Board approval to offer the international student insurance program from Makshin Group. Makshin Group is underwritten by National Union Fire Insurance Company and offers many user-friendly features for students including on-line enrollment and reimbursement process, availability of emergency care, and translations of benefits brochures in various languages.

The maximum benefit per injury or illness per student under the insurance is \$200,000. Included in the coverage are hospital room, physician expenses, dental care, X-ray, and laboratory with \$25 co-pay which is waived if referred by the Student Health Center. The policy meets all of the mandates of federal regulations by providing medical evacuation and repatriation of remains benefits. The reimbursement rate for services provided is 100% with no deductible for the students if services are rendered at the Student Health Center, and \$100 per year deductible for dependents. The 2009-10 premium will be \$780 per student per year, which is a \$40 increase from 2008-09.

RECOMMENDATION

It is recommended that the Board approve the 2009-10 voluntary insurance program for international students underwritten by National Union Fire Insurance Company and administered through Makshin Group, as detailed above.

BOARD REPORT NO. 09-7-1B

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2009
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for fall/winter 2009. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available College facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

New Programs

Cañada College

None

College of San Mateo

All-Time Favorite Thai Salads
Basics of Selling on eBay
Beyond Entrepreneurship - Practical Keys to Running Your Business
Challenges in Raising Your Teenage Daughter
Conversation English for Non-Native Speakers
Decorative Handmade Soaps
Dog Obedience Training – All Levels
Fall Floral Creation
Fascinating Wine Flavors and Aromas
Fashion Sketching & Illustration
Fun Digital Filmmaking for Teens
Guitar Ensemble Workshop
Guitar - Level II
Hands-on Car Care Workshop for Women
How to Buy Foreclosures, Short Sales and Bank Owned Homes
How to Eat Well and Not Wear It!
HR Bootcamp for Small Business Owners
Liven Up Your Room With Color!
Manga Mania

Peninsula Parks & Trails (Lecture)
Peninsula Photography Field Trips
Pharmacy Technician Training
Powerful Writing Skills for the Workplace
Secrets to Relaxation
The Joy of Knitting
The Winning Interview
Vibrant Acrylic Painting
Voice and Pronunciation Improvement for Your Success
What Happens If I Die Without a Will?
Which Fork Do I Use?!

Skyline College

None

Coastside, Half Moon Bay

Writing, Publishing & Marketing Your 1st Book

Off Campus

Champagne: A Shared Passion (Redwood City)
Peninsula Parks & Trails (Field Trips)
Tranquil Yoga (Burlingame)

Continuing Programs

Cañada College

Earn Extra Income as a Mystery Shopper
Financial Strategies For Successful Retirement

College of San Mateo

All About Patents & Intellectual Property
An Evening with Leonardo da Vinci
An Introduction to Voiceovers
Astronomy - Constellations of the Fall
Basic Dog Grooming
Basic Motorcycle Rider Course through Northern California Motorcycle Training
Beginning Blues Harmonica
Beginning Fencing
Book Club
Breaking the Cycle of Stress: Skills for Health and Peak Performance
Building Your Financial Portfolio on \$25 A Month
Conversational French I
Conversational French II
Conversational Italian II – The Language and Culture of Italy

Digital Photography: Capture the Moment!
Driver's Education (two sessions)
Enchanting Belly Dance (two sessions)
Fat Burning Weight Loss
Fencing Club
Financial Strategies for Successful Retirement
Getting More from Your Digital Camera
Getting Started in Digital Photography
Getting to Know Your DSLR Camera
Graceful Hawaiian Hula
Guitar - Level I
Healthy Harmonica
Home Electric Repairs Made Easy I (Basic)
Home Electric Repairs Made Easy II (Advanced)
Homeschooling: How To Get Started
Hot Salsa Dancing for Beginners
How to Play Piano By Ear
How to Start a Small Business
Instant Piano for Hopelessly Busy People
Interior Redesign and Staging
Italian for Travelers (Beginning Level)
Landscape Oil Painting
Let's Make Sushi
Magic Flutes, Flute Choir
Make Money from Your Inventions
MS Excel - Beginning
Natural "A's"
Notary Public Workshop and Exam
Organize Your Home, Office and Life
Pampering Foot and Hand Massage for Couples
Passport to Retirement with Retirement Recovery Strategies
Personal Fitness Trainer Certification
Pet First Aid/CPR
Positive Posture
PSAT Crash Course
Quickbooks for Small Business and Non-Profit Organizations
Relaxing Shiatsu Massage for Couples
SAT Prep
Secrets of a Super Memory
Servsafe Food Handling Workshop and Exam (two sessions)
Sizzling Zumba
So You Want to be a Copyeditor or Proofreader
Spanish I
Spanish II
Spontaneous Watercolor
Sports Nutrition Consultant Certification
Therapeutic Neck & Shoulder Massage for Couples
Total Beauty Make-Over
What You Need to Know About Self-Defense
Writing Impressive College Admissions Essays

Skyline College

An Introduction to Voiceovers
Fun Part-Time Jobs
Importing as a Small Business

Coastside, Half Moon Bay

Beginning Blues Harmonica
Drawing Without Fear
Fantastic Cheese and Wine Pairings of the World
Healthy Harmonica
Passport to Retirement with Retirement Recovery Strategies

Off Campus

Beginning Glass Fusing (South Linden Station, South San Francisco)
Bernal Heights (San Francisco)
Flower Icing on Cakes (Kathy's Kreative Kakes, San Mateo)
Fused Glass Ornaments and Holiday Accents (South Linden Station, South San Francisco)
Play Golf the Right (Fun) Way (Crystal Springs, Burlingame, four sessions)
Potrero Hill (San Francisco)
St. John's Cemetery (San Mateo)
The Fillmore and Nihonmachi (San Francisco)
Union Cemetery (Redwood City)
You Can Decorate Your Cake and Eat it too! (Kathy's Kreative Kakes, San Mateo)

Emeritus

New Programs

The Hohenzollerns-Prussia, Germany and the Great War - Making of a 20th century tragedy (Burlingame Recreation Center)
The Hohenzollerns-Prussia, Germany and the Great War - Making of a 20th century tragedy (San Mateo Senior Center)
Vignettes of the War Between The States, 1861-1865 (Burlingame Recreation Center)

Continuing Programs

Art of Listening to Music (Peninsula Volunteers Little House, two sessions)
Jazz From the Hill (The Peninsula Regent, two sessions)
Peninsula High Society in the Twentieth Century-Enclaves of Privileges (San Mateo Senior Center)

Online Classes

New Classes

Conversational Japanese
Creating a Classroom Web Site
Easy Classroom Podcasting

Homeschool With Success
Intermediate Microsoft Access 2007
Intermediate Microsoft Word 2007
Introduction to InDesign CS3
Introduction to Photoshop CS4
Introduction to QuickBooks 2009
Introduction to Ruby Programming
Introduction to Visual Basic 2008
Photographing Nature with Your Digital Camera
Photoshop Elements 7 for the Digital Photographer

Continuing Classes

A to Z Grantwriting
A Writer's Guide to Descriptive Settings
Accounting Fundamentals
Accounting Fundamentals II
Achieving Success with Difficult People
Achieving Top Search Engine Positions
Administrative Assistant Applications
Administrative Assistant Fundamentals
Advanced Fiction Writing
Advanced Grant Proposal Writing
Advanced Microsoft Excel 2003
Advanced Microsoft Word 2003
Advanced PC Security
An Introduction to Teaching ESL/EFL
Assisting Aging Parents
Become a Physical Therapy Aide
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Become an Optical Assistant
Becoming a Grant Writing Consultant
Beginner's Guide to Getting Published
Beginning Braille Transcription
Beginning Conversational French
Beginning Writer's Workshop
Big Ideas in Little Books
Breaking Into Sitcom Writing
Building Teams That Work
Building Wealth
Business Law for the Small Business Owner
Business Marketing Writing
C# Programming for the Absolute Beginner
Computer Skills for the Workplace
Constitutional Law: Bill of Rights
Creating a Successful Business Plan
Creating the Inclusive Classroom: Strategies for Success
Creating User Requirements Documents
Creating Web Graphics with Photoshop CS3

Creating Web Pages
Creating Web Pages II
Creating Your Own Nonprofit
Customer Service Fundamentals
Debt Elimination Techniques That Work
Design Projects for Adobe Illustrator CS2
Designing Effective Websites
Differentiated Instruction in the Classroom
Discover Digital Photography
Distribution and Logistics Management
Drawing for the Absolute Beginner
Effective Business Writing
Effective Selling
Employment Law Fundamentals
Enhancing Language Development in Childhood
Enjoying European Art Online
Everyday Math
Evidence Law
Forensic Science for Writers
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Fundamentals of Technical Writing
GED Preparation
Genealogy Basics
Get Assertive!
Get Funny!
Get Grants!
Get Paid to Travel
GMAT Preparation
Goodbye to Shy
Grammar for ESL
Grammar Refresher
GRE Preparation - Part 1
GRE Preparation - Part 2
Growing Plants for Fun and Profit
Guided Reading and Writing: Strategies for Maximum Student Achievement
Guided Reading: Strategies for the Differentiated Classroom
Guiding Kids on the Internet
Handling Medical Emergencies
High Speed Project Management
HIPAA Compliance
Human Anatomy and Physiology
Imaging for the Web Using Fireworks MX 2004
Individual Excellence: Secrets of Career Success
Instant Italian
Integrating Technology in the Classroom
Intermediate C# Programming
Intermediate CSS and XHTML
Intermediate Dreamweaver CS3
Intermediate Java Programming
Intermediate Microsoft Access 2003

Intermediate Microsoft Excel 2003
Intermediate Microsoft Word 2003
Intermediate Networking
Intermediate Oracle
Intermediate Photoshop CS2
Intermediate Photoshop CS3
Intermediate PHP and MySQL
Intermediate Visual Basic 2005
Interpersonal Communication
Introduction to Algebra
Introduction to Alice 2.0 Programming
Introduction to ASP.NET
Introduction to Business Analysis
Introduction to C++ Programming
Introduction to CorelDRAW X3
Introduction to Criminal Law
Introduction to Criminal Law II
Introduction to Crystal Reports 10
Introduction to CSS and XHTML
Introduction to Database Development
Introduction to Dreamweaver 8
Introduction to Dreamweaver CS3
Introduction to Flash 8
Introduction to Flash MX 2004
Introduction to Illustrator CS3
Introduction to Internet Writing Markets
Introduction to Java Programming
Introduction to Journaling
Introduction to Linux
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft FrontPage 2003
Introduction to Microsoft Office Accounting Professional 2008
Introduction to Microsoft Outlook 2003
Introduction to Microsoft Outlook 2007
Introduction to Microsoft PowerPoint 2003
Introduction to Microsoft PowerPoint 2007
Introduction to Microsoft Project 2003
Introduction to Microsoft Project 2007
Introduction to Microsoft Publisher 2003
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Visio 2003
Introduction to Microsoft Visio 2007
Introduction to Microsoft Word 2003
Introduction to Microsoft Word 2007
Introduction to Natural Health and Healing
Introduction to Networking
Introduction to Nonprofit Management
Introduction to Oracle

Introduction to PC Security
Introduction to PC Troubleshooting
Introduction to Peachtree Accounting 2009
Introduction to Perl Programming
Introduction to Photoshop CS2
Introduction to Photoshop CS3
Introduction to PHP and MySQL
Introduction to Python 2.5 Programming
Introduction to QuickBooks 2007
Introduction to QuickBooks 2008
Introduction to SQL
Introduction to Stock Options
Introduction to the Internet
Introduction to Visual Basic 2005
Introduction to Windows Vista
Introduction to Windows XP
Keyboarding
Keys to Effective Communication
Leadership
Learn to Buy and Sell on eBay
Legal Nurse Consulting
Listen to Your Heart, and Success Will Follow
LSAT Preparation - Part 1
LSAT Preparation - Part 2
Luscious, Low-Fat, Lightning-Quick Meals
Making Movies with Windows XP
Manufacturing Applications
Manufacturing Fundamentals
Marketing Your Business on the Internet
Marketing Your Nonprofit
Mastery of Business Applications
Mastery of Business Fundamentals
Medical Coding
Medical Terminology: A Word Association Approach
Merrill Ream Speed Reading
Microsoft Excel 2003 in the Classroom
Microsoft Excel 2007 in the Classroom
Microsoft PowerPoint 2007 in the Classroom
Microsoft Word 2003 in the Classroom
Microsoft Word 2007 in the Classroom
Music Made Easy
Mystery Writing
Performing Payroll in QuickBooks
Performing Payroll in QuickBooks 2007
Personal Finance
Photographing People with your Digital Camera
Photoshop CS2 for the Digital Photographer
Photoshop CS3 for the Digital Photographer
Photoshop Elements 5.0 for the Digital Photographer
Photoshop Elements 5.0 for the Digital Photographer II
Photoshop Elements 6.0 for the Digital Photographer

Photoshop Elements 6.0 for the Digital Photographer II
Pleasures of Poetry
PowerPoint in the Classroom
Prepare for the GED Language Arts, Writing Test
Prepare for the GED Math Test
Principles of Sales Management
Professional Sales Skills
Project Management Applications
Project Management Fundamentals
Publish It Yourself: How to Start and Operate Your Own Publishing Business
Purchasing Applications
Purchasing Fundamentals
QuickBooks 2007 for Contractors
QuickBooks for Contractors
Ready, Set, Read!
Real Estate Investing
Real Estate Investing II: Financing Your Property
Real Estate Law (US)
Research Methods for Writers
Response to Intervention: Reading Strategies That Work
Resume Writing Workshop
Romance Writing Secrets
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2
Secrets of Better Photography
Secrets of the Caterer
Singapore Math Strategies: Model Drawing for Grades 1-6
Six Sigma: Total Quality Applications
Skills for Making Great Decisions
Solving Classroom Discipline Problems
Solving Classroom Discipline Problems II
Speed Spanish
Speed Spanish II
Speed Spanish III
Start and Operate your own Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Consulting Practice
Start Your Own eBay Drop Off Store
Start Your Own Small Business
Stocks, Bonds, and Investing: Oh, My!
Successful Construction Business Management
Supply Chain Management Applications
Supply Chain Management Fundamentals
Survival Kit for New Teachers
Teaching Math: Grades 4-6
Teaching Science: Grades 4-6
Teaching Students With Autism: Strategies for Success
Teaching Writing: Grades 4-6
The Analysis and Valuation of Stocks
The Classroom Computer
The Craft of Magazine Writing

The Creative Classroom
The Keys to Effective Editing
The Magic of Hypnosis
Total Quality Fundamentals
Travel Photography for the Digital Photographer
Travel Writing
Twelve Steps to a Successful Job Search
Understanding Adolescents
Understanding the Human Resources Function
Using the Internet in the Classroom
Where Does All My Money Go?
Winning Strategy for the Courtroom
Wireless Networking
Workers' Compensation
Working Successfully With Learning Disabled Students
Wow, What a Great Event!
Write Like a Pro
Write Your Life Story
Writeriffic: Creativity Training for Writers
Writeriffic 2: Advanced Creativity Training for Writers
Writing Effective Grant Proposals
Writing for Children
Writing for ESL

RECOMMENDATION

It is recommended that the Board approve the list of Community Services classes to be offered for fall/winter 2009 at Cañada College, College of San Mateo and Skyline College, as well as off-campus locations.

BOARD REPORT NO. 09-7-2B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

**APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS, CHAPTER 7,
SECTIONS 7.39, MATRICULATION AND 7.50, STUDENT FINANCIAL AID PROGRAMS;
AND ADDITION OF SECTION 7.45, TRANSFER CENTER**

Following the recommendation of the Accrediting Commission and direction from the Board, staff has been reviewing District Rules and Regulations.

The proposed revisions to Chapter 7, Sections 7.39 and 7.50 (changed to 7.43) are based primarily on changes in Title 5, changes in terminology used by the District, and changes advised by the Community College League of California service to which the District subscribes.

The addition of Section 7.45, Transfer Center, is also based on Title 5 and Education Code requirements.

These proposed revisions and addition have been reviewed and approved by the District Shared Governance Council.

RECOMMENDATION

It is recommended that the Board approve the addition and revisions to District Rules and Regulations as shown in the attached.

7.39 ~~Policy on~~ Matriculation

1. Matriculation is the process which brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies, and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of A.A./A.S. or higher degrees), are expected to complete matriculation requirements.
2. In accordance with the California Code of Regulations, Title 5, the College provides matriculation services organized in several interrelated components:
 - a. Admissions: Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
 - b. Skills Assessment and Placement Testing: Measures students' abilities in English, reading, mathematics, and learning and study skills and assesses students' interests and values related to the world of work. In addition to helping students with course selection, assessment results are used to determine honors eligibility and for referral to specialized support services.
 - c. Orientation: Acquaints students with College facilities, special programs and services, as well as academic expectations and procedures.
 - d. Advisement/Counseling and Course Selection: A process in which students meet with a counselor/advisor to develop an individual educational plan, choose specific courses, and update their plans periodically.
 - e. Student Follow Up: Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.
3. Each matriculated student is expected to:
 - a. Express at least a broad educational intent at entrance and be willing to declare a specific educational goal following the completion of 15 semester units of degree-applicable credit coursework.
 - b. Attend classes regularly and complete assigned coursework.
 - c. Cooperate in the development of a student educational plan within 90 days after declaring a specific educational goal and subsequently abide by the terms of this plan or approved revision thereof, making continued progress toward the defined educational goal. The College may withhold matriculation services from students failing to cooperate in meeting the above expectations.
4. Each matriculated student is entitled to:
 - a. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the appropriate College manager.
 - b. Be given equal opportunity to engage in the educational process regardless of sex, marital status, disability, race, color, religion, or national origin. A student who alleges s/he has been subject to unlawful discrimination may file a grievance with the appropriate College manager.

7.39 Matriculation (continued)

- c. Challenge any prerequisite, using established procedures through appropriate channels, on one or more of the following grounds:
 - i. the prerequisite is not valid because it is not necessary for success in the course for which it is required;
 - ii. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite; or
 - iii. the prerequisite is discriminatory or is being applied in a discriminatory manner.
 - d. Obtain a waiver from the appropriate College manager of any prerequisite or corequisite course for a particular term because the course is not available during that term.
 - e. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by using established procedures through appropriate channels.
 - f. Review the matriculation regulations of the California Community Colleges and exemption criteria developed by this District and file a complaint when s/he believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the appropriate College manager.
5. Alternative matriculation service are available for students who require special accommodations in the educational setting:
- a. Students with physical, visual, communication, or learning disabilities are advised to contact the office of the appropriate College manager.
 - b. Students with difficulty in reading, writing, math, and other basic skills are advised to contact the office of the appropriate College manager.
 - c. Students who speak English as their second language may contact the office of the appropriate College manager.
6. Any student who wishes to challenge any requirement of matriculation should contact the office of the ~~appropriate College manager~~ Vice President of Student Services.
7. Each College shall establish procedures to assure implementation of matriculation services that comply with Education Code and Title 5 regulations.

Reference: Education Code Sections 78210, et seq; Title 5, Section 55500

(Rev. 7/09)

7.50 43 Student Financial Aid Programs

1. The District shall participate in Federal, State, and local financial aid programs approved by the Board. These programs may include but are not limited to: **Federal** College Work Study, Supplemental Educational Opportunity Grants, Pell Grants, Perkins Loans, ~~Guaranteed Student Loan Programs~~, ~~Stafford Loan Programs~~, ~~Parent Loan Program~~, ~~Academic Competitiveness Grant~~, ~~California Cal Grant B and C~~, Board of Governors' Waivers, Extended Opportunity Programs and Services, **and scholarships**. These programs shall be implemented to assist students who, without financial assistance, might be denied a college education. All financial aid programs will operate within Federal and State laws and regulations as well as District Rules and Regulations.
2. The ~~Associate Executive Vice~~ Chancellor shall have the responsibility for insuring the overall coordination of District and College financial aid programs with respect to accounting, record-keeping, and reporting functions.
3. ~~The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in the Title IV student aid programs.~~
4. The District Financial Aid Advisory Committee shall function as a coordinating body between District **Instructional Technology Services** and College Financial Aid Offices. The Committee shall be responsible for insuring that appropriate procedures, policies, and printed materials are used to implement District financial aid programs.
5. Responsibility for the Financial Aid Program at each College shall rest in the Office of the Vice President, Student Services **with operational responsibility designated to the Director of Financial Aid**. The Vice President shall insure that College programs are operated in accordance with Federal and State laws and regulations and District Rules and Regulations. The Vice President **or the Director of Financial Aid** will also insure that funds are distributed in accordance with approved criteria and that required records relating to eligibility and disbursement are maintained to verify the equitable and effective utilization of available funds.

Reference: 20 U.S.C. Sections 1070, et seq.; 34 CFR Section 668; Education Code Section 76300

(Rev. 7/09)

7.45 Transfer Center

1. The District incorporates as part of its mission the transfer of students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.
2. The Chancellor shall assure that Transfer Center plans are implemented at each of the Colleges that identify appropriate target student populations, are designed to increase the transfer applications of underrepresented students and comply with law and regulations.

Reference: Title 5 Section 51027; Education Code Section 66720-66744

(7/09)

BOARD REPORT NO. 09-7-100B

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

ADOPTION OF RESOLUTION 09-8 ESTABLISHING A TRUST FUND FOR POST-RETIREMENT BENEFITS AND A RETIREMENT BOARD OF AUTHORITY

During the past several years, the Board of Trustees has received periodic updates concerning the requirement for public entities to comply with new accounting standards requiring full disclosure and funding of benefits for retirees. Governmental Accounting Standards Board (GASB) Circulars 43, the reporting of the District's GASB liability and 45, the requirements of funding of the District's GASB liability, outline the requirements for public entities to address the issue of retiree health benefits that have not been pre-funded.

The GASB standards have become effective for all national public entities on a phased in basis. Phase II public entities, which San Mateo County Community College District falls under, are to be in compliance with the GASB guidelines as of June 30th of this current fiscal year.

The Governmental Accounting Standards Board (GASB) currently requires public employers to disclose the existence and/or cost of retiree health benefits. Establishing a "plan" is the next step in the GASB compliance guidelines through an irrevocable trust or other arrangement that is exclusively for retiree health benefits and the assets of which are protected from creditors. Establishing an irrevocable trust allows the District to invest the funds in more long-term and more lucrative investments and also to allow the retirement reserve to actually reduce the District's liability for post-retirement benefits. Establishing the trust and the agreements does not obligate the District to place funds in the trust, and funds may be disbursed from the trust for any current retiree benefit expense. This tends to lessen the negative aspects of the trust and continues to allow the District cash management flexibility.

Prefunding by a Public Entity of the current and future financial liabilities for Other Pension Employee Benefits (OPEB) program creates the need to establish a Retirement Board of Authority (RBOA) to oversee the District's compliance with the GASB 43 & 45 compliance guidelines.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 09-8 establishing the trust fund for post-retirement benefits and the Retirement Board of Authority.

RESOLUTION NO. 09-8
BY THE GOVERNING BOARD OF
THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA

RESOLUTION ESTABLISHING A TRUST FUND FOR POST-RETIREMENT BENEFITS
AND A RETIREMENT BOARD OF AUTHORITY

WHEREAS, the Board of Trustees (the “**Board**”) of San Mateo County Community College District (“**Employer**”) desires to establish a trust (the “**Trust**”) to be used for the purposes of: (i) investment and disbursement of funds irrevocably designated by Employer for the payment of its obligations to eligible employees (and former employees) of Employer and their eligible dependents and beneficiaries for life, sick, hospitalization, major medical, accident, disability, dental and other similar benefits (sometimes referred to as “other post-employment benefits,” or “**OPEB**”), in compliance with Governmental Accounting Statement Nos. 43 and 45; and (ii) investment and disbursement of excess funds held by Employer for future use in connection with any lawful purpose of Employer, as further described herein; and

WHEREAS, the Board has the authority and desire to establish a five (5) member Retirement Board of Authority for the Trust (the “**Retirement Board of Authority**”), which shall be appointed, terminated or replaced by the Employer at any time to serve at the pleasure of the Board, to have the authority to engage other necessary providers of services in connection with the Program, including the adoption of the Trust, the appointment of a fiduciary trustee and custodian, as well as to make any and all other decisions in the name of an on behalf of the Employer with regard to the Trust and other applicable agreements;

NOW, THEREFORE, BE IT RESOLVED, that the Trust shall be established for the purposes described above, and that the Retirement Board of Authority shall be established to serve at the pleasure of the Employer, with authority to make decisions on behalf of and in the name of the Employer with regard to the implementation of the Trust and other corresponding agreements and the following persons shall be appointed as the members of the Retirement Board of Authority, until such time as their successors shall be appointed by the Employer:

Chief Financial Officer
Controller
Vice Chancellor of Human Resources
Classified Employee appointed by CSEA
Faculty Employee appointed by AFT

BE IT FURTHER RESOLVED that the Retirement Board of Authority is hereby authorized and directed to execute the Adoption Agreement to implement the Trust; it is authorized and directed to

execute the Futuris Program Services Agreement; and it is authorized to execute any other necessary agreements and take other action as is necessary to appoint the Trustee and any investment manager, as well as appoint any other “Authorized Representatives” who may act on behalf of the Employer in accordance with the terms of the Trust; and

BE IT FURTHER RESOLVED that decisions of the Retirement Board of Authority shall require an affirmative vote of at least a majority of the members of the Retirement Board of Authority and that the decisions of the Retirement Board of Authority may be made in accordance with Government Code §§ 54950 et seq. (the “Brown Act”); and

BE IT FURTHER RESOLVED that the members of the Retirement Board of Authority shall meet periodically, for regular or special meetings to be held at any place which has been designated from time to time by resolution of the Retirement Board of Authority, on such date as they shall determine but not less than every twelve (12) months, with the notice of such time and place of each meeting being provided with no less than seventy-two (72) hours notice that is delivered personally or electronically by telephone, facsimile or other electronic means, to review the investments held in the Trust and to transact such other business and make such other decisions as are required to be made by the Retirement Board of Authority; and

BE IT FURTHER RERSOLVED that any meeting, regular or special, may be held in any manner consistent with the Brown Act; and

BE IT FURTHER RESOLVED that the members of the Retirement Board of Authority shall receive no compensation for serving as members of the Retirement Board of Authority; and

BE IT FURTHER RESOLVED that the members of the Retirement Board of Authority are hereby authorized and directed to take any and all other actions as they deem necessary and appropriate to carry out the purposes of these resolutions, including the execution of any and all applicable agreements to implement the Trust and to carry out the purposes of the Program as otherwise described therein; and

BE IT FURTHER RESOLVED that the members of the Retirement Board of Authority are hereby authorized to review and approve an Investment Policy Statement developed by the Trustee through consultation with the investment manager selected by the Trustee, which shall provide the guidelines for investment of funds and assets contributed by the Employer to the Trust, and that the Retirement Board of Authority are further authorized to amend the Investment Policy Statement from time to time as they shall determine appropriate based upon consultation and advice received from the Trustee and the investment manager; and

BE IT FURTHER RESOLVED that the Trustee shall have the authority to cause any or all of the assets of the Trust to be commingled, if the investment and the issuance of such investment thereof would be exempt under the provisions of Sections 2(a)(36), 3(b)(1) or 3(c)(11) of the Investment Company Act of 1940 or Section 3(a)(2) of the Securities Act of 1933, with the assets of trusts created by others, causing such money to be invested as part of a common and/or collective trust fund; and

BE IT FURTHER RESOLVED that the Retirement Board of Authority shall provide information and copies of investment statements and other similar reports regarding the Trust and its applicable investment performance to the Board on a not-less-than quarterly basis.

REGULARLY PASSED AND ADOPTED THIS 22ND DAY OF JULY, 2009.

Ayes:

Noes:

Abstentions:

Attest: _____
Patricia Miljanich, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 09-7-101B

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

APPROVAL OF CONTRACTS FOR TRUST AND ADVISING SERVICES

In July, 2008, the District entered into a contract with RPM Consultant Group to lead the District through a process to learn about the requirements of GASB45 (the Governmental Accounting Standards Board pronouncement directing the accounting treatment of post-retirement benefits) and to select a team that would provide trust and investment services for our post-retirement benefits reserve.

The team consisted of Union and District representatives. The team met three times over the course of several months to learn the process, and write the Request for Proposal (RFP). The RFP was sent to 11 companies and received five proposals from the following companies:

- Community College League of California
- California School Boards Association (CSBA) in partnership with Public Agency Retirement Services (PARS)
- Keenan and Associates - Futuris Public Entity Investment Program
- Public Financial Management (PFM) Asset Management LLC
- Wells Fargo Institutional Trust Services

The District team invited the companies to give presentations to the group at the end of January. Each vendor presentation consisted of a vendor "team" made up of the program sponsor, the trust company, and the registered investment advisor. All vendors were asked an extensive list of interview questions.

A Comprehensive Proposal Analysis of the five vendors was prepared by the consultant and reviewed with the group. Included in the vendor comparison matrix were profiles of each firm; qualifications and experience; vendor clients and references; identification and resumes of vendor personnel who will directly supervise the program and work with the District; scope of work provided by the program coordinator/sponsor/administrator, the trust and fiduciary services, and the investment and management services; investment platforms available; samples of agreements; and samples of plan investment with various risk tolerance allocations.

After a thorough review and analysis, the group determined that Keenan and Associates' Futuris program provided the best solution for the District. Keenan presented a comprehensive, well-organized and financially sound proposal for the District. Keenan will be the Program Coordinator/Sponsor/Administrator of the GASB compliance plan, in partnership with the

Benefit Trust Company and Morgan Stanley who will be the Investment Manager for the plan. Specific reasons the Futuris program was selected by the District Vendor Selection Committee were as follows:

1. Fees were competitive for the services provided.
2. Assistance with the development of the “Substantive Plan.”
3. The independence of the various vendors from each other. Separate ownership by each firm.
4. Low to high risk investment platform selection flexibility.
5. Service Team capability, quality and experience.
6. Community College experience.
7. The number of current GASB compliance clients (12).
8. Fiduciary Mitigation structure of compliance plan.
9. Final contract and agreement language provided to the District.

The District engaged County Counsel to review and approve all contracts, documents and agreements prepared and submitted by Keenan and Associates to the District.

RECOMMENDATION

It is recommended that the Board of Trustees approve the contracts with Keenan & Associates and Benefit Trust Company for trust and advising services.

BOARD REPORT NO. 09-7-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**AUTHORIZATION AND UTILIZATION OF SAN DIEGO COUNTY
CONTRACT FOR CUSTODIAL SUPPLIES**

In September 2004, the Board of Trustees approved the bid award to Clean Source for custodial and paper products (Board Report No. 04-9-103B). The contract will expire in September 2009. The District researched several state and public contracts and discovered that San Diego County, through National Intergovernmental Purchasing Alliance, awarded its janitorial supplies contract to Clean Source because of its competitive pricing.

The District has worked primarily with Clean Source, which has demonstrated good service and competitive pricing. Accordingly, the District is interested in piggybacking on the San Diego County contract awarded to Clean Source for the purchase of janitorial supplies used throughout the District.

This contract renewal is valid from August 1, 2009 through December 31, 2009 with four one-year option renewals.

RECOMMENDATION

It is recommended that the Board of Trustees approve the District's piggybacking onto the contract from San Diego County with Clean Source for janitorial supplies through December 31, 2009 with four one-year option renewals. The District anticipates spending \$31,000 from August 1 through December 31, 2009 and \$300,000 from January 1, 2010 through June 30, 2013, for a total amount not to exceed \$331,000 plus applicable sales taxes.

BOARD REPORT NO. 09-7-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL TO AMEND AGREEMENT WITH COMMERCIAL ENERGY
FOR NATURAL GAS – DISTRICTWIDE**

In these times of fluctuating natural gas prices, the District continues its efforts to find ways to reduce its utility expenses.

In 2008, the Board approved a contract with Commercial Energy (Board Report Nos. 08-3-101B and 08-8-105B), a third party supplier, for purchase of natural gas for all eight of its core natural gas accounts.

The District's current natural gas agreements are at collared rates. Spot market prices for natural gas have once again dropped dramatically this month. Having the flexibility to amend pricing options with the District's natural gas suppliers would allow us to take advantage of dips in natural gas prices during the fiscal year and possibly lock in rates at opportune times to have more budget certainty.

RECOMMENDATION

It is recommended that the Board authorize the Executive Vice Chancellor to amend pricing agreements with Commercial Energy for provision of natural gas, as needed, throughout fiscal year 2009-2010.

BOARD REPORT NO. 09-7-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jan Roecks, Director of General Services, 358-6879
Frank Vaskelis, Chief Technology Officer, 358-6780

CONTRACT AWARD FOR PRINTING AND MAILING SERVICES

Since 2003, the District has relied on a printing firm, Prestige Graphics, to produce and mail required correspondence to students, including schedule bills, appointment notices, and Dean's List letters. The appointment notices and Dean's List letters are printing jobs requiring simple data file merges. However, producing schedule bills involves a complex file interchange requiring "screen scraping technology" to capture data on select reports from the Banner system, which then are merged with specific College information to produce an accurate schedule bill. All of the mailings require sensitivity to precision, confidentiality and a rapid turnaround and posting. The District's contract with Prestige Graphics has expired and a Request for Bid was issued on May 20 of this year. On May 20 and 27, a notice advertising the printing and mailing bid was published in the local newspaper and emailed to approximately eight printing vendors. All vendors received the bid via the Internet, thus saving the District duplicating and mailing costs. From this pool, the District received three replies by the closing date of June 10, 2009, and one late submission from Credentials Solutions. Bid submittals were received from Prestige Graphics, Inc. located in San Diego; Bayside Printed Products of South San Francisco; Independent Business Group (IBG) of Hayward; and Credentials Solutions of Northfield, Illinois.

Credentials Solutions was disqualified for the following deficiencies in its bid: (1) late submission of the Request for Bid, and (2) bid did not address the request for mailing and printing of schedule bills, appointment notices, and Dean's List letters. The bid committee analyzed the three remaining responsive and competitive quotes.

Prestige Graphics met all of the bid requirements and was the lowest responsive responsible bidder. Prestige Graphics has been in business since 1977 and has been providing the District printing and mailing services since December 2003.

The District has been pleased with the quality of work and the responsiveness of Prestige Graphics in processing these mailings to District students over the past five years. Prestige Graphics also currently works with East Los Angeles College and Grossmont Cuyamaca Community College District. Below is a cost matrix of the vendors who submitted bids.

Item	Annual Qty	Prestige Graphics	Bayside	IBG
Registration Statement	80,000	\$44,000.00	\$44,400.00	\$42,883.20
Appointment Postcards	120,000	\$34,800.00	\$40,200.00	\$51,535.00
Dean's List Letters	4,500	\$3,330.00	\$2,488.50	\$4,277.72
Past Due Notice	26,800	\$13,936.00	\$14,820.40	\$15,242.56
TOTAL		\$96,066.00	\$101,908.90	\$113,938.48

Prestige Graphics' bid totaled \$34,224 for services and their estimate of the postage was \$61,842. (Postage costs will vary depending on price increases and the number of letters and postcards required.) The total Prestige Graphics price was approximately \$5,800 less than the next closest bid presented by Bayside Printed Products. Additionally, at the end of every contract term, Prestige Graphics will provide each College with a \$500 student scholarship. The scholarships will be processed through the San Mateo County Community Colleges Foundation.

The initial contract term is two years (to commence on July 23, 2009), with three additional one-year renewal options.

RECOMMENDATION

It is recommended that the Board of Trustees award a two-year printing and mailing contract beginning July 23, 2009 to Prestige Graphics, Inc. in an amount not to exceed \$100,000.00 plus applicable taxes, with three additional one-year renewal options.

BOARD REPORT NO. 09-7-105B

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 each 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 District employees do not provide such expertise. Services provided include architectural, engineering, master scheduling, project management, program information and project controls, building commissioning, construction testing and inspection, environmental, documentation for construction planning, as required by the State Chancellor’s office, and construction-related legal services.

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

Firm	Board Approval Requested	Activity/Projects
Cornerstone Earth Group, Inc.	\$200,000	Geotechnical Services for Districtwide CIP2 Projects
DRB Associates	\$250,000	Project Management Services for Skyline B1 Skylights and Ceramics Lab small projects; CSM B12/15/17/34 Design Build Project and other various projects
NetVersant	\$200,000	Districtwide Access Controls and Video Surveillance Programming, Testing and Consulting Services
Salas O’Brien Engineers	\$100,000	Districtwide Mechanical Engineering Services
Shannon Leigh Associates	\$80,000	Design Services for exterior way finding signage for CSM Design Build Project.
Siemens	\$80,000	Districtwide Centralized Fire Alarm Systems Programming, Testing, Inspection and Consulting Services
TAC Americas	\$125,000	Districtwide Building Management Systems Programming, Testing and Consulting Services
TRC Engineers, Inc.	\$250,000	Observation and Testing Services for Skyline Building 11 - Automotive Technology and other Districtwide CIP2 Projects
WRNS Studio	\$500,000	Design Services for Skyline College and Cañada College Electrical Infrastructure Replacement Project

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 \$1,785,000.

BOARD REPORT NO. 09-7-106B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

APPROVAL OF CONTRACT WITH THOMAS F. CASEY FOR LEGAL COUNSEL SERVICES

In December 2007, the Board approved a six-month contract to engage the services of Thomas F. Casey, former County Counsel. In June 2008, the Board approved another one-year contract with Mr. Casey. During this time, he has assisted the District with a variety of legal issues including the Cañada Vista housing project, redevelopment, governmental relations and tax legislation, among others.

The District would like to extend the contract with Mr. Casey for the 2009-10 academic year. During this time, he will conduct management training sessions on a variety of topics including conflict of interest, liability issues, employment law, etc. He will also continue to assist with redevelopment matters and a variety of other legal issues.

Mr. Casey's hourly rate is \$150.00.

RECOMMENDATION

It is recommended that the Board authorize the Executive Vice Chancellor to enter into a contract to retain Thomas F. Casey for the legal work described above beginning July 1, 2009 through June 30, 2010, at an hourly rate of \$150.00, for a total amount not to exceed \$20,000.00.

San Mateo County Community College District

July 22, 2009

BOARD REPORT NO. 09-7-2C

NAMING OF THE FITNESS AND AQUATICS CENTERS AT COLLEGE OF SAN MATEO

There is no printed report for this agenda item.

BOARD REPORT NO. 09-7-3C

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

**SURPLUS SALES FOR SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
FY 2008 - 2009**

This is an annual report on the surplus sales for the District. Over the course of the 2008 - 2009 fiscal year, the District Office and the three Colleges generated surplus due to obsolescence of equipment as well as replacement of aging items as the capital improvement program progresses. Items that were surplus to the District's needs included a 1984 Ford Van, numerous computers and computer parts, obsolete TVs and typewriters, miscellaneous furniture, lab equipment, and old cafeteria equipment from Building 5 at CSM. Below is a summary of category of items sold as well as net sales dollars the District received.

SMCCCD Surplus Sales for FY 08-09

Category	Quantity	Sales
Vehicles	3	\$3,198
Computers	53	\$4,103
Electronics	24	\$650
Furniture	21	\$158
Equipment	50	\$13,336
Total net sales	151	\$21,445

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

San Mateo County Community College District

July 22, 2009

BOARD REPORT NO. 09-7-4C

UPDATE ON BUDGET

There is no printed report for this agenda item.