

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
May 12, 2010, 6:00 p.m.  
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
  - *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
  - *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM Drive, San Mateo, CA 94402.*
  - *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
  - *Regular Board meetings are tape recorded; tapes are kept for one month.*
  - *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*
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6:00 p.m.      **ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

10-5-1      [Minutes of the Regular Meeting of April 28, 2010](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES**

10-5-1C      [Basic Skills Initiative at College of San Mateo](#)

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

**NEW BUSINESS**

10-5-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

## **Approval of Consent Agenda**

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

- 10-5-1CA      [Approval of Trustees' Fund for Program Improvement Projects for Cañada College and Skyline College](#)
- 10-5-2CA      [Ratification of Third Quarter District Warrants, 2009-2010](#)
- 10-5-3CA      [Approval of Community Education Women's Basketball League, Summer 2010](#)
- 10-5-4CA      [Approval of Community Education Weekend Basketball Tournaments, Summer 2010](#)

## **Other Recommendations**

- 10-5-100B      [Consideration of Service Award for 2009-10 Student Trustee](#)
- 10-5-101B      [Approval of Changes to District Rules and Regulations: Adoption of New Policies 6.24, Articulation and 7.26, Prevention of Theft in Student Financial Transactions; Amendment of Policies 3.10, Selection Procedure and 6.45, Field Trips and Excursions](#)
- 10-5-102B      [Approval of Telecommunications Agreement with T-Mobile – Skyline College](#)
- 10-5-103B      [Approval of Augmentation to Design-Build Contract for the Skyline College Facilities Maintenance Center Slope Stabilization and Erosion Mitigation Project](#)

## **INFORMATION REPORTS**

- 10-5-2C      [Update on San Mateo Athletic Club](#)

## **STATEMENTS FROM BOARD MEMBERS**

## **COMMUNICATIONS**

## **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Employee Organizations: AFT, AFSCME and CSEA
3. Conference with Legal Counsel – Potential Litigation – 1 Case

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
April 28, 2010  
San Mateo, CA**

**The meeting was called to order at 6:02 p.m.**

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

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the minutes of the Study Session of April 14, 2010. The motion carried, all members voting "Aye."

**PRESENTATIONS TO THE BOARD BY STUDENTS IN THE COLLEGE OF SAN MATEO HORTICULTURE AND FLORISTRY PROGRAMS (10-4-2C)**

College of San Mateo student Brenda Bennett read a statement on behalf of the Student AIFD (American Institute of Floral Designers) Board, horticulture students and some instructors regarding plans for the Building 20 Complex; a copy of the statement is attached to the official minutes of record. President Miljanich thanked Ms. Bennett and others in attendance for their presentation. She said this is not an appropriate time for the Board to respond but they will make sure there is a response from administration. President Miljanich said the Board appreciates the group's interest in working with the District.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Executive Reports were presented by Skyline College Vice President Adrian, College of San Mateo President Claire, Cañada College President Mohr, Executive Vice Chancellor Keller, District Academic Senate President Dilko and Associated Students of Skyline College (ASSC) President Denisse Gonzalez. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo said he was asked to present at the Annual Trustees Conference in Long Beach. Trustee Hausman will be recognized for twenty years of service as a trustee at the Conference's Sunday luncheon.

Vice President Adrian highlighted items in President Morrow's written report, including awards to the Skyline Chapter of Phi Theta Kappa, the March 17 Career Networking Night, and the 40<sup>th</sup> Anniversary Celebration to be held on May 6. Vice President Adrian announced that Skyline student Stephanie Nales was selected as a recipient of a Pister Scholarship awarded by the University of California-Santa Cruz.

President Claire said that Political Science Instructor Frank Damon invites elected officials to speak to students in his classes and Congresswoman Jackie Speier has done so many times. Congresswoman Speier will be the commencement speaker this year. Five CSM student-veterans were honored by Congresswoman Speier and President Claire thanked Mario Mihelcic, Admissions Assistant and Certified Official for Veterans Benefits, for his contributions to the veterans program.

President Mohr said two Cañada College students were selected for the All-California Academic Team by Phi Theta Kappa. Two students are recipients of John Kent Cooke scholarships. President Mohr asked Dr. Dilko to introduce two Honors Transfer Program students who presented at the First Annual Student Research Presentations today.

Nina Chen discussed her research topic, Krautrock, an obscure form of rock music which came out of Germany in the late 1960s. Krautrock was a direct response to issues of de-Nazification and was closely aligned with left-wing politics and the German student movement. Popular music of the time avoided any reference to Nazism and nationalism, while Krautrock sought to engage with these issues through the expression of the highly intellectual music of the German avant-garde of the 1950s and also through American rock.

Veo Rice discussed her topic, Chattel to Citizen-Children's Medical Rights versus Parental Religious Rights. Ms. Rice looked into faith-based healing and the exemptions allowed by some states, including absolution from prosecution in case of the death of a child. Ms. Rice also looked at the journey it took for children to become citizens as opposed to property and where children's constitutional rights have been violated by allowing parents full exemption due to religious beliefs. Ms. Rice said there is a movement to have the laws reviewed and modified.

Executive Vice Chancellor Keller said the District is preparing its tentative budget based on the information available. Governor Schwarzenegger promised to veto any budget that does not include the increases in funding for public universities and community colleges that he proposed earlier in the year. Chancellor Galatolo said it will be difficult for the Governor to keep this promise because of the continuing deficit.

President Dilko said the three College Senates have been responding to program revisions and program reviews which were submitted. The District Senate hosted a meeting with the AFT Executive Committee, at which they developed proposals to improve communication and effectiveness in areas of shared interest. Senate presidents and vice presidents attended the Spring Plenary Session of the State Academic Senate. There was discussion about legislative bodies' attempts to make community colleges do a better job regarding transfers, without recognition of the role that must be played by the UCs and CSUs. Among the resolutions passed at the Plenary Session were: Ongoing Concerns with the Accrediting Commission for Community and Junior Colleges; Adopt the *Student Equity: From Dialog and Access to Action* Paper (authored by Cañada Professor David Clay); Comprehensive Funding for Child Development Labs (authored by Professor Dilko); and Opposition to Proposed Modification of the Community College Mission. CSM Professor Diana Bennett authored the "Senate Support for AB 2400" which was referred to the Executive Committee.

Ms. Gonzalez said that in response to budget cuts, the Associated Students of Skyline College (ASSC) launched a Student Advocacy Campaign. Activities included a voter registration and postcard drive; distribution of a fact sheet; a mass email to students to inform them of upcoming events and ways to become involved; and the "Organize Don't Agonize" teach-in and workshop. ASSC collaborated on the organization of a "Stop the Education Cuts" rally. They also organized Skyline's participation in the March in March for which 111 Skyline students went to Sacramento. While in Sacramento, Ms. Gonzalez and other Skyline students met with State Senator Leland Yee to discuss their concerns about the budget. ASSC hosted the Student Senate for Community Colleges Region 3 meeting. ASSC also co-sponsored the Haiti Now Benefit Concert and supported other activities including the Journalism Conference, American Medical Student Association Pre-Med Club Conference, Career Night and several club activities. Five ASSC members will attend the Student General Assembly in Los Angeles this weekend. ASSC elections will be held next week. Trustee Schwarz asked Ms. Gonzalez if Senator Yee was receptive during their meeting. Ms. Gonzalez said he was both receptive and supportive as they discussed how cuts to categorical programs would be detrimental to students, particularly in a community as diverse as Skyline's. President Miljanich asked Ms. Gonzalez how the student voter registration was received. Ms. Gonzalez said not many students were registered previously. She said students generally did not understand how the budget problems affected them. In response to the outreach efforts, students are interested and receptive and there is good momentum at Skyline. Trustee Holober said he hopes students will use this momentum and enthusiasm to work in support of Measure G.

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

Mario Mihelcic said five CSM student-veterans were honored by Congresswoman Jackie Speier at a recent Young Adults Town Hall Meeting. The Veterans Program has submitted a proposal to the State Chancellor's Office for a Veterans Resource Center. If approved, there will be a dedicated academic counselor onsite six hours per week. The Veterans Program is working on getting support to fly POW and MIA flags during certain holidays and Mr.

Mihelcic thanked President Claire for his leadership and support on this issue. Mr. Mihelcic said the number of veterans being certified for benefits increased again this semester. Trustee Hausman said the least the District can do for students who served their country is to reciprocate by serving them. Trustee Schwarz said the Veterans Program began with Mr. Mihelcic helping with a book and, through his generosity, the program has grown. Trustee Schwarz said Mr. Mihelcic is an excellent example of volunteerism for our students.

Violeta Grigorescu, lab tech at CSM, said CSEA is part of a new organization called C.A.U.S.E. (California Advocates United to Save Education). The organization is committed to resisting further budget cuts to education in California. A rally will be held at CSM on May 19 from 4:30 to 6:30 in the Quad. Local elected officials will be invited to attend. Ms. Grigorescu encouraged all present to attend the rally as well.

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (10-4-2A)**

It was moved by Trustee Holoher and seconded by Trustee Hausman to approve the actions in Board Report No. 10-4-2A. The motion carried, all members voting "Aye."

### **APPROVAL OF CONSENT AGENDA**

President Miljanich said the Consent Agenda consists of Board Report 10-4-2CA, Acceptance of Gifts by the District. It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the consent agenda. The motion carried, all members voting "Aye."

## **Other Recommendations**

### **APPROVAL OF SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT PROPOSED 2010-11 BOARD GOALS (10-4-100B)**

It was moved by Trustee Hausman and seconded by Trustee Holoher to approve the proposed goals. Trustee Holoher said that goal #3, "Aggressively protect property taxes by maintaining a presence in Sacramento and good communication with our local legislators" might need to be more clearly described. President Miljanich suggested changing the wording to "Aggressively protect local control and retention of property taxes. . ." All Board members agreed and the motion to approve the goals as amended carried, all members voting "Aye."

### **ACCEPTANCE OF EXTERNAL FUNDS FROM THE STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION AND ADOPTION OF RESOLUTION NO. 10-8 AUTHORIZING EXECUTION OF AGREEMENT (10-4-101B)**

It was moved by Trustee Schwarz and seconded by Trustee Holoher to accept the funds as detailed and adopt Resolution No. 10-8. The motion carried, all members voting "Aye."

### **APPROVAL OF CONTRACT FOR COLLEGE OF SAN MATEO BULLDOGS WEIGHT TRAINING ROOM PROJECT (10-4-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Holoher to approve the contract as detailed in the report. The motion carried, all members voting "Aye."

### **APPROVAL OF SPECTRUM USE AGREEMENT WITH SEZMI CORPORATION (10-4-103B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the agreement as detailed in the report. KCSM General Manager Marilyn Lawrence said she learned last Wednesday that County Counsel wants to make one final change to the agreement. Sezmi Corporation's president is out of the country and, therefore, is not available to approve the final agreement. Ms. Lawrence asked the Board to approve the amended agreement pending Sezmi's approval. If there are material modifications, the agreement will be brought back to the Board. The Board agreed to this request and voted unanimously to approve the amended contract pending Sezmi's approval, assuming no material modifications.

**APPROVAL TO APPOINT MEMBERS TO THE SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION BOARD (10-4-104B)**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the appointment as detailed in the report. The motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**PROSPECT AND TAXPAYER BENEFITS OF REFINANCING DISTRICT BONDS (10-4-2C)**

John Sheldon, Managing Partner at Morgan Stanley, said the reason to refinance the general obligation bonds would be to capture savings which would then be passed on to taxpayers. If the decision was made to refinance, the District would issue a new set of bonds which would produce proceeds to the District. The proceeds would be placed into an escrow account and would be invested in securities. The proceeds would remain in the escrow account until the call date on the bonds which are being refinanced; the escrow then pays off the refunded bonds and they are legally defeased.

Factors which affect the decision on whether to refinance include:

- the interest rates on existing debt
- new borrowing rate
- negative arbitrage – the proceeds from the new bonds must remain in the escrow account until the call dates on the existing bonds; there is negative arbitrage because the District would be borrowing at a higher rate than what the proceeds in the escrow account yield; the District would lose money on the investment for the first couple of years until the old bonds are retired
- projection for interest rates in the future
- cost of District time spent on refunding

The District's existing bond rates are in the 5% range and new bond rates are in the 3.5% range. Morgan Stanley's projection for the 10 Year U.S. Treasury rate (currently 3.76%) is 5.50% for the fourth quarter of 2010.

If the District refinanced approximately \$60 million of its bonds and used a level savings structure, the net present value savings would be approximately \$2 million; this is equivalent to an annual tax rate reduction of \$0.13 per \$100,000 of assessed value. An accelerated savings structure could also be used and the refunding would generate the majority of cash flow savings in 2014. The savings would be substantially higher if the District waits until after the call dates on the current bonds, thereby avoiding negative arbitrage; however, there is uncertainty about what the interest rates might be at that time.

Vice President Mandelkern asked where the proceeds from the refunded bonds would be escrowed. Mr. Sheldon said the two general options are cash or U.S. Treasury securities. The County Pool is not a vehicle for the escrow. Vice President Mandelkern asked what interest rate variation would be acceptable if the District waited to refinance until closer to the 2012 call date. Mr. Sheldon said he will run an analysis to get precise numbers, but his guess is that the District could withstand 20 to 30 basis points. Vice President Mandelkern asked if Morgan Stanley's fee and other fees are factored into the savings. Mr. Sheldon said they are; the savings shown are net.

Trustee Holober noted that the amount that can be refinanced changed from \$100 million to approximately \$60 million during the period of time Morgan Stanley has been assessing the refunding. Mr. Sheldon said this is because municipal bond rates went higher and the new borrowing cost rates went up. Trustee Holober asked what the length of time is from approval to refinance to the actual sale date. Mr. Sheldon said the process takes from 45 to 75 days. Trustee Holober asked if there is the ability to increase or decrease the amount to refinance before the final sale date. Mr. Sheldon said the Board would pass a resolution stating they will refinance any bonds that save a certain percent of their par amount, and staff would make certain that the stated target is met when the bonds are priced. Alternatively, the Board could specify that there must be a certain percentage of savings overall. Trustee Holober asked if, during the two year escrow period, the District would be locked into particular treasuries or if short-term notes could be bought and rolled over. Mr. Sheldon said escrow rates are locked in at the time of borrowing. Trustee Holober asked how the District would cover the cost of the new bonds during the two-year period of negative

arbitrage. Mr. Sheldon said the County would levy the tax against the new bonds, while the old bonds would be paid from the escrow account.

In anticipation of questions from the public if the Board moves forward with refinancing, Vice President Mandelkern said he would like to clarify what happened in the past. He said it is his understanding that the issuance of Measure A bonds in 2006 was timed to near all-time low interest rates; therefore, refinancing of these bonds would not be an attempt to correct something that was done incorrectly. Mr. Sheldon said this is correct; the timing on both issuances was excellent. Vice President Mandelkern asked Mr. Sheldon if he believes there was anything in the way the District handled taxpayer money with regard to the bond issuances to indicate that mistakes were made or poor judgment was exercised. Mr. Sheldon said the District handled its general obligation bond issuances better than most school districts in the State because (1) it captured extremely low interest rates in both issuances and (b) the bonds were issued early, providing the chance for the funds to grow over time. Vice President Mandelkern said the bonds were issued in 2006 with the intention of earning more money, and the District would have made more money had the County Pool investment fund not lost a substantial portion in Lehman Brothers securities. Vice President Mandelkern clarified that since the District had no control over this investment, the loss of \$25 million rests with the County Treasurer rather than with the District. Mr. Sheldon concurred and said that Morgan Stanley recommended during the process that the District invest its money elsewhere. Chancellor Galatolo said the District tried to do so.

Trustee Holober asked where the District stands in terms of its rating when it goes out to market. Mr. Sheldon said the District is one of the highest rated community colleges in the State and its bonds will be extremely well-received. Executive Vice Chancellor Keller said the District was reviewed by Standard & Poor's less than six months ago and sustained the rating it had. Vice President Mandelkern asked if the negative publicity that the County has received has cast a negative reflection on the District. Mr. Sheldon said there might be a little focus on it but San Mateo County is still more highly rated than most counties in the State. He said Morgan Stanley will guide the rating agencies toward recognizing that the security to the bonds is property taxes within the County.

Vice President Mandelkern asked if this topic will be brought back to the Board for further discussion. Chancellor Galatolo said he believes the Board should have further discussions about setting a target for overall savings and about the issue of public perception. Recognizing that the District could save approximately \$2 million but would be paying underwriters, bankers and lawyers approximately \$500,000, the Board must grapple with whether to pursue the savings in light of how it might be perceived. Chancellor Galatolo said that if the Board achieves a level of comfort after these discussions, he would recommend that refinancing be brought forward as an action item.

#### **DISCUSSION OF AT-LARGE ELECTIONS FOR COUNTYWIDE OFFICES (10-4-4C)**

Trustee Holober said there is currently the threat of a lawsuit against San Mateo County because of the way it conducts elections for the Board of Supervisors. At issue is the question of whether an at-large system dilutes the ability of minority residents, as a protected class, to elect candidates of their choice or otherwise influence the outcome of an election. Trustee Holober said that although the District's situation is different because everyone runs at-large for the Board of Trustees, the District could be exposed and the issue should be examined. President Miljanich said the purpose of this discussion is to introduce the issue and consider discussing it further in the future, perhaps at a study session.

Vice President Mandelkern said the Board should examine the issue seriously and he is in favor of bringing the topic to a study session. He said that although the District's situation is different than the Board of Supervisors, there is a history of approaching school districts with the same issues. Vice President Mandelkern said it would be helpful for the Board to have data, e.g. how other countywide school districts conduct elections.

Trustee Hausman said that considering the problems currently facing the District, it is interesting that this topic should come to the Board before the District is even approached on the issue. She said that while trying to get more minorities involved is a worthy goal, the outside group which brought this forward does not know San Mateo County. Trustee Hausman said there are many affected groups and it is a very complex issue to study, and she is not sure about putting it on the agenda for a study session. President Miljanich said this discussion is being held to determine the opinions of the Board. She added that it is a reality that the Board does not reflect the diversity of the community.

Trustee Schwarz said she read an article regarding the Board of Supervisors issue which concluded that changing the method of voting probably would not make much difference. Trustee Schwarz said she believes that money spent on campaigns is a more important factor and she would prefer to see a cap put on what can be spent. Trustee Schwarz said she sees no reason to talk about this further.

Vice President Mandelkern said he would like to consider the issue in terms of being ahead of the curve, as the financial impact of losing a case in litigation could be substantial. Trustee Hausman said she would question a group that would put any district in a position of having to spend money on legal fees.

President Miljanich said the scope of the conversation could be expanded to include examining other ways to assist in diversifying the Board of the future. Trustee Holoher agreed that if the Board continues to examine the issue, it should also discuss the financing of races. Trustee Schwarz said she believes the motivation for some of the people bringing this issue forward might be to advance their position for future elections. Trustee Hausman agreed that there is a group that might be already determined on their point of view. Chief Financial Officer Kathy Blackwood said she heard at a meeting of the Association of Chief Business Officials that a group of attorneys is bringing these potential lawsuits forward as a way to make a living.

Lacking consensus to consider the issue further, President Miljanich suggested that the Board table the topic for the time being, monitor what happens with the Board of Supervisors issue, and bring the topic up again if needed. There were no objections from the Board to this suggestion.

#### **STATEMENTS FROM BOARD MEMBERS**

Vice President Mandelkern congratulated Trustee Hausman on her 20 years of service and on being honored this coming weekend. He also congratulated Doug Williams on his 50<sup>th</sup> win as College of San Mateo's head baseball coach. Vice President Mandelkern attended the Skyline President's Council meeting which is hosting the 40<sup>th</sup> Anniversary Celebration on May 6, to which everyone is invited.

#### **COMMUNICATIONS**

None

#### **ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:04 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the May 12, 2010 meeting.

Dave Mandelkern  
Vice President-Clerk

## SMCCD BOARD STATEMENT

APRIL 28, 2010

Thank you for letting us speak to the San Mateo Community College Board this evening. We are here with our SAIFD Student Board, horticulture students, and some Instructors, again. Although this presentation is important, instruction is what we are all about. One of our classes is in session and cannot be here. Therefore, the class is with us in spirit. We asked to be placed on the agenda this time because our intent was to come before you and say how encouraged we were over work being done by the Volunteer Committee.

We just learned that the Edison Parking Lot is on hold based on meetings held the past two days. We appreciate the action of the college to postpone the Edison Parking Lot Project until a fair consideration of feasible alternatives can be worked out. All along, we have wanted to support a workable plan to preserve our program and facilities. As professionals and future business owners, we wanted to support a plan that would accomplish construction needs while upgrading Building 20 Complex.

However, it was not lost on us or our supporters that there seems to have been a breakdown in planning and communications regarding this project. We have a number of questions to pose to the Board and we are seeking answers about the process going forward.

AS STATED IN OUR LAST MEETING, THE EDISON PROJECT WAS PRESENTED TO US IN NOVEMBER 2009 AND ORIGINALLY SCHEDULED FOR THE END OF THE SPRING 2010 SEMESTER. WE HAVE THE FOLLOWING QUESTIONS:

1. How is the District able to proceed with a project of this scope by end of this semester, without communicating through the planning process established for the District? What is the process? We sought answers by examining the Construction Update web site. We note that the current project, as described in the Construction Update, still calls for remodeling and upgrading the Building 20 Complex and facilities, not demolition and replacement of the facilities with the parking lot.

2. In fact, the “Edison Parking Lot Project” is not discussed anywhere on any of the Construction Updates that we can find. Every document on the site still shows the Building 20 complex as an upgrade and renovation project. At the same time, there is plenty of information about every other project on campus, including Buildings 5, 10, the North Gateway Project, etc.

3. This project (the parking lot), as proposed, is not shown on the 2006 Master Plan. This was also noted the Resolution on CSM Plans for B20, B20A and Adjacent Greenspaces (Resolution) passed unanimously by the Academic Senate.

The proposed project does not seem to be consistent with the intent of the CIP 2 Project:

Quote:

*“In 2006 the District reviewed and updated the master plan. The outcome of that eight-month planning process is the [2006 Facilities Master Plan](#). The second phase of the capital improvement program (CIP2) will be comprised of projects identified in this updated master plan.”*

The Master Plan still lists the Building 20 Complex as a project on the list and as a renovation and upgrade project.

4. In the open meetings that have been held by the Volunteer Committee members heard that the current facilities are not DSA compliant. We would like to know why this is so. The information provided for Building 20 complex states that the buildings are sound. There is no other update on this assessment. Why is Building 20 different from Building 19, Building 12, Building 1, and other buildings on campus that will not be demolished?

5. We also heard in these open meetings that the college has a large pile of dirt (fill) to get rid of. We understand the convenience of using our green space to deposit this dirt, but is this really the right thing to do? Is it appropriate to re-purpose an academic facility for dirt disposal and a parking lot? Documents on the public domain refer to specific projects, appropriate uses of bond funds, and certain facilities that should not be funded under Title 5, specifically mentioning

parking lots. We are not experts on these things, but we are studying and will continue to study this issue as it pertains to the Building 20 Complex.

6. This plan was proposed without consideration or consultation of the academic programs using the complex, as noted in the Resolution. We want to point out that the Horticulture Program is not the only user of the facilities. We feel it is a false premise to devalue the complex just based on the size of the horticulture uses of the space.

7. The information for the Building 20 Complex on the Construction Update Site speaks to the importance of the horticulture program and the fact that enrollments have suffered because of the condition of the facilities:

Quote:

*This Initial Project Proposal will renovate Building 20 (13,126 GSF), which is in poor condition, but because of the concrete construction maintains structural integrity. It is a 40-year building that has not been modernized since it was built. The focus of this project will be to improve the classroom space and support CSM's important Horticulture and Floristry programs, which feed into San Mateo County's critical agricultural industry. Modernizing the adjacent greenhouses and improving the outdoor classroom spaces is integral to this project with the goal of providing modern, controlled plant growth facilities and instructional laboratories. Bringing green technological solutions to an old building will allow the program to use such solutions as part of the educational mission, and use the building as a marketing tool to future students.*

Based on this initial assessment, the use of the facilities by a number of academic programs, and the importance of "green technological solutions" to our future, we think a green industry place of learning fits right in with the goals of the college "Going Green" and sustainability mission.

Last meeting, you heard from business representatives on the quality and value of the education provided by the program. This is a Catch-22 here. The complex is considered less valuable because of horticulture enrollments, but it was considered important enough to upgrade the condition of the facilities to increase enrollments.

8. There are contradictions here on the process followed, appropriate use of bond funds, and the real necessity of a parking lot in place of the Building 20 Complex.

9. We can only point these out to you and our information is based on what is made public to the community on the Construction Update site and what we have heard in open meetings.

In conclusion, we the students of horticulture and floristry still have serious concerns about the process used to convert an upgrade of a teaching facility to a parking lot project. Taking away our natural green space, AND THE LOSS OF A Multi-departmental TEACHING SPACE THAT IS UNIQUE AND IMPORTANT TO San Mateo COUNTY NEEDS TO BE BALANCED AGAINST a need to deposit extra dirt and to create parking spaces.

WE DO SUPPORT A FAIR CONSIDERATION OF SEVERAL ALTERNATIVES WITH DISCUSSION AND DISCLOSURE OF THE DECISION PROCESS FOR EVERYONE TO SEE.

AS CURRENT AND FUTURE PROFESSIONALS AND BUSINESS OWNERS WE WOULD LIKE TO HELP WITH THE DEVELOPMENT OF AN EQUITABLE SOLUTION. PLEASE LET US KNOW HOW WE CAN HELP! WE UNDERSTAND AND ACCEPT THE FACT THAT 6,000 FT OF THE CURRENT GREENHOUSE SPACE COULD BE USED FOR ADDITIONAL PARKING. WE THINK THERE ARE POSSIBLE PROJECTS OUT THERE THAT MIGHT NEED FILL DIRT. WE MAY BE ABLE TO ASSIST YOU WITH THIS. THROUGH OUR STUDENT MAILING LIST OUR PARTNERSHIPS WITH VARIOUS VOLUNTEER ORGANIZATIONS AND THE INDUSTRY, WHO KNOWS, WE MAY HAVE ENOUGH PICK-UP TRUCKS TO HAUL IT AWAY!

WE THINK THE COMPLEX CAN BE UPGRADED WITH SOME REASONABLE IMPROVEMENTS IN THE EXISTING BUILDING AND ON THE GROUNDS AND AT A REASONABLE COST. WITH AN UPDATED FACILITY WE BELIEVE WE CAN BE A GREAT ASSET TO THE COLLEGE AND IT'S FUTURE. WE WANT TO HELP YOU GET THERE.

PLEASE GIVE THE BUILDING 20 COMPLEX AND OUR BEAUTIFUL GREENSPACES ANOTHER LOOK.

We urge the Board to consider these concerns.

We continue to receive letters of support from the community and industry. We would like to provide those to you at a later date.

Thank you.

San Mateo County Community College District

May 12, 2010

**BOARD REPORT NO. 10-5-1C**

**BASIC SKILLS INITIATIVE AT COLLEGE OF SAN MATEO**

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

**BOARD REPORT 10-5-1A**

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

**APPROVAL OF PERSONNEL ITEMS**

**A. REASSIGNMENT**

**Skyline College**

**Margarita Baez** Division Assistant Counseling Services

Reassigned through the managed hiring process from a part-time (60%) Financial Aid Assistant position (Grade 22) at Cañada College into this full-time 12-month position at Grade 24 of the Classified Salary Schedule (60), effective May 17, 2010.

**B. LEAVES OF ABSENCE**

**Skyline College**

**Goldie Lee** Program Services Coordinator Counseling Services

Recommend approval of a pregnancy disability leave of absence, effective April 12, 2010, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

**BOARD REPORT NO. 10-5-1CA**

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

**APPROVAL OF TRUSTEES' FUND FOR PROGRAM IMPROVEMENT PROJECTS  
 FOR CAÑADA COLLEGE AND SKYLINE COLLEGE**

On September 9, 2009, the Board of Trustees approved a special appropriation for the Trustees' Fund for Program Improvement, set at the same level as in prior years, or \$50,000 (Board Report No. 09-9-100B). Additionally, \$37,895.85 was carried over to continue programs committed in prior years but not completed by June 30, 2009. The total 2009-10 allocation and 2008-09 carryover was allocated as follows:

	<b>09-10 Allocation</b>	<b>08-09 Carryover</b>	<b>Total Funds Available</b>
Cañada College	\$12,170.69	\$ 9,824.08	\$21,994.77
College of San Mateo	20,036.89	15,658.36	35,695.25
Skyline College	<u>17,792.42</u>	<u>12,413.41</u>	<u>30,205.83</u>
Total	\$50,000.00	\$37,895.85	\$87,895.85

On December 9, 2009, the Board approved submissions from College of San Mateo in the amount of \$10,499.20 and Skyline College in the amount of \$5,110.00.

Also on December 9, because of the budget crisis, the Board agreed that they would cap the program for the current year and not allocate monies for the program in 2010-11. It was agreed that College of San Mateo, which has used more of its allocation than the other Colleges, will be capped immediately. Cañada College and Skyline College will be allowed to spend up to the same percentage of their allocations as College of San Mateo has spent and then be capped.

Staff calculated the percentages and concluded that Cañada College may submit new requests in an amount up to \$6,377.24 and Skyline College may submit requests in an amount up to \$4,213.23.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the projects submitted by Cañada College in the amount of \$6,377.24 and Skyline College in the amount of \$4,213.23, as described in the attached Exhibits A and B for Trustees' Fund for Program Improvement support.

Cañada College  
Trustees' Fund for Program Improvement

Project Title: Research Skills for the 21<sup>st</sup> Century: Embedded Information Literacy at Cañada College, Library

Project Director: Michelle Morton, Reference Librarian  
David Patterson, Reference Librarian  
Instruction Office – Cañada College

Project Amount: \$1,200.00

Our goal is to pilot an embedded approach to information literacy in a variety of courses, including Anthropology 110, Biology 130, Early Childhood Education 201, and English 100. We will collaborate with instructors to develop an approach to information literacy instruction that is closely linked to course assignments and to evaluate the results of our collaboration. Courses from the humanities, social sciences, sciences, and workforce development have been selected in order to assess approaches to information literacy in a broad range of disciplines and for a diverse group of students. The ultimate goals will be to use what we learn to create a plan for effectively embedding information literacy in courses across the curriculum and instituting an information literacy requirement for the AA and AS degrees at Cañada College.

Project Title: Spanish for Medical Professions (New Course)

Project Director: Monica Malamud, Professor, Spanish  
Humanities & Social Sciences, Cañada College

Project Amount: \$1,792.20

Current course offerings in Spanish do not meet the needs of those working or planning to work in health related fields, due to the length of the regular Spanish program and the lack of specificity for the medical field. A new course, “Spanish for Medical Professions” will be developed. This course will equip students with the language tools they need in order to communicate with Spanish-speaking patients: rudimentary – yet flexible and high frequency – elements of grammar, medical terminology, and cultural differences in health practices and communication styles. Equipped with this kind of knowledge, students will be more competitive when applying for a job and will be better able to interact with the large number of Spanish-speaking patients in our county and our state.

Project Title: Laboratory Manual for Biology 225

Project Director: Carol Rhodes, Professor, Biology  
Science & Technology – Cañada College

Project Amount: \$1,227.40

The project goal is to create a laboratory manual that will improve student learning in Biology 225 and create costs savings for students and the division. The core course Biology 225 is required for biology majors and transfer students. Lab sessions are a vital part of the learning experience and contribute to student success in subsequent biology and allied health courses. Currently the instructor uses a combination of commercial texts and handouts for these lab sessions. Advances in technology and changes in career opportunities have made different topics more important for students to practice first-hand. Lab sessions can incorporate activities which better help students with special needs and to reflect current best practices for teaching scientific reasoning and critical thinking.

Project Title: Reducing the Cost of Students' Required Textbooks While Enhancing the General Chemistry Curriculum with Mastering Chemistry Software

Project Director: Mimosa Burr, Adjunct Faculty, Chemistry  
Co-Sponsoring Full-time Faculty, Jeanette Medina, Professor, Chemistry  
Science & Technology – Cañada College

Project Amount: \$1,100.00

The goal of this project is to lower material costs for students and to enhance learning in the CHEM 210/220 series, particularly among the lower-performing students, by incorporating Mastering Chemistry software into the curriculum. Some students find the price prohibitive when combined with textbook costs and this project will decrease costs by customizing the textbook to include only the chapters that are used in each course.

Project Title: Developing an Ecological Lesson Plan Using Olive Trees for Biology 110

Project Director: Diego Nieto, Adjunct Faculty, Biology  
Co-Sponsoring Full-time Faculty, Carol Rhodes, Professor, Biology  
Science & Technology – Cañada College

Project Amount: \$1,057.64

There is no current ecology laboratory lesson plan for Biology 110 that requires experimentation or applications of ecological principles. The goal of this proposal is to utilize an olive fruit fly biological control project to create a much needed ecology laboratory lesson for Biology 110. Students will be able to utilize the olive orchard at the base of the campus to meet two objectives: 1) participate in an outdoor ecological project and 2) design and conduct applied research at Cañada College.

Skyline College  
Trustees' Fund for Program Improvement

Project Title: Development of a Leadership Retreat for Puente, LASO, Hermanas and PODER

Project Director: Lucia Lachmayr, Language Arts/Learning Resources; Sandra Rodrigues, Students Services; and Darlene Cardenas, Student Services

Project Amount: \$2,013.23

This proposal will help create a stronger sense of shared community. It will foster the leadership potential that is so high in many students in the Latino community. It will provide a space in which students who have assumed leadership positions within various groups who often have shared interests can come together to create strong community bonds.

Building upon advisors' prior efforts to foster collaboration on school events, this proposal will provide students the opportunity to convene to learn leadership skills, develop a sense of cooperation and interdependence. As well, the proposal will foster a sense of global unity – they are all a part of one larger community. To this end, this proposal would result in the creation of a twice a year retreat, one in winter, one in summer, in which the leadership talent of Latino students on campus will be cultivated and harmony between all students will be promoted.

Project Title: Skyline College Athletic Web Page Redesign

Project Director: Kevin Corsiglia, PE/Athletics/Dance

Project Amount: \$2,200.00

Construction and operation on the Skyline College Athletics Web Page was funded through a Partnership for Excellence proposal several years ago. Since that time, Skyline College has updated its web site utilizing Omni Update. The request for funding is to have a template constructed for the athletics web page that is consistent and has the same interface as the update. The athletics web page is an important public relations, information and recruitment tool for the College. As such, it is linked to the main page that all visitors to our site see. It is important that the link from our main page has the same look, feel, and function as other pages. The athletic web page gets 40,000 hits over the course of the year. These are people who are interested in schedules, players, results and Skyline College in general. It is vital that this information be current, topical, organized and consistent with the look and content of our other pages.

San Mateo County Community College District

May 12, 2010

**BOARD REPORT NO. 10-5-2CA**

TO: Member of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RATIFICATION OF THIRD QUARTER DISTRICT WARRANTS, 2009-2010**

Attached as Exhibits A, B and C are the warrants in excess of \$10,000 that were issued in the months of January, February, and March 2010 respectively. The schedules include total warrants issued for the subject period in addition to the warrant sequences. Education Code Section 85266 requires that the Board of Trustees approve warrants issued by the District. Accordingly, the District now seeks Board approval of the warrants listed in the attached Exhibits.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the warrants issued during the period January 1, 2010 through March 31, 2010 and ratify the contracts entered into leading to such payments.

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2010  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
010512	01/05/10	Constellation NewEnergy Inc.	115,271.78	Utilities
010515	01/05/10	Krueger International	14,157.48	CSM Furniture Purchase
010516	01/05/10	NetVersant Solution II LP	13,333.00	Districtwide Monitoring Services
010517	01/05/10	Siemens Industry, Inc.	12,470.00	Cañada Sprinkler and Standpipe Certification
010520	01/05/10	Sutro Tower Inc.	17,173.00	KCSM Transmitter Leasing Fee
010653	01/14/10	Dovetail Decision Consultants, Inc.	13,335.32	Districtwide Site Furniture Design Standard Consulting Services
010654	01/14/10	Education Housing Partners, LLC.	16,500.00	Cañada Housing Project Consulting Services
010661	01/14/10	Noll & Tam	32,030.46	CSM Architectural Services
010666	01/14/10	Schneider Electric Buildings Americas, Inc.	11,444.40	CSM Construction Project
010667	01/14/10	SMCCCD Bookstore	43,429.86	Computers and Books Purchase
010670	01/14/10	Urtext	16,187.50	Districtwide CPD Consulting Services
010672	01/14/10	Xerox Corporation	10,024.10	Skyline Copiers Lease and Use Charges
011299	01/21/10	Krueger International	23,673.77	CSM Furniture Purchase
011301	01/21/10	NetVersant Solution II LP	13,333.33	Districtwide Monitoring Services
011304	01/21/10	Rodan Builders, Inc.	96,241.70	Districtwide ACAM Project
011305	01/21/10	Siemens Industry, Inc.	29,121.25	Districtwide Fire Alarm Monitoring Services
011472	01/28/10	Computerland	72,543.71	Computers and Software Purchase
011473	01/28/10	Constellation NewEnergy Inc.	23,090.40	Utilities
011474	01/28/10	Constellation NewEnergy Inc.	86,248.66	Utilities
011475	01/28/10	DRB Management Services Corporation	15,025.00	Districtwide Project Management Services
011482	01/28/10	Shannon - Leigh Associates	16,462.18	CSM and Skyline Design Services
011484	01/28/10	SMC College Ed. Housing Corp.	52,974.99	College Vista Monthly Rent
011485	01/28/10	SMCCCD Bookstore	10,339.54	Districtwide Loan to Own Payments
011486	01/28/10	Sutro Tower Inc.	17,173.00	KCSM Transmitter Leasing Fee
011487	01/28/10	VALIC Retirement Services Company	237,355.78	Tax Shelter Annuities
426604	01/05/10	Education Housing Partners, LLC.	925,569.00	Cañada Housing Project Consulting Services
426609	01/05/10	McCarthy Building Companies	729,570.60	CSM Construction Project
426613	01/05/10	Netxperts, Inc.	63,231.51	CSM IT Equipment Purchase
426614	01/05/10	Pac Gas & Elec Co	16,824.29	Utilities
426623	01/05/10	McCarthy Building Companies	81,063.40	CSM Construction Project
426635	01/05/10	Public Empl Ret Sys	1,114,128.54	Health Insurance Monthly Premium
426640	01/05/10	Wells Fargo Bank	166,525.53	District Procurement Card Payment
426642	01/11/10	Advance Soil Technology Inc.	25,711.00	Skyline Soil Testing Services
426658	01/11/10	Hensel Phelps Construction Co.	263,623.50	Skyline Construction Project
426660	01/11/10	Hensel Phelps Construction Co.	2,372,611.50	Skyline Construction Project
426698	01/11/10	SCMS Inc.	20,126.04	KCSM Equipment Purchase
426710	01/11/10	Xap Corporation	12,671.88	Annual Admission Application Contract
426728	01/11/10	Hartford Life & Accident Insurance Co.	32,536.65	Life Insurance Premium
426760	01/14/10	Beverly Prior Architects	67,155.00	CSM Design Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2010  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
426765	01/14/10	Claridge Products and Equipment	12,334.26	CSM Classroom Materials Purchase
426770	01/14/10	Dell Computers	30,802.49	Printers and Computer Purchase
426772	01/14/10	Education Housing Partners, LLC.	687,760.00	Cañada Housing Project Consulting Services
426792	01/14/10	Pac Gas & Elec Co	18,966.32	Utilities
426794	01/14/10	Pac Gas & Elec Co	10,654.27	Utilities
426805	01/14/10	Schindler Elevator Corporation	12,793.89	Districtwide Elevator Maintenance Services
426808	01/14/10	Sony Electronics Inc.	38,168.16	KCSM Equipment Purchase
426813	01/14/10	Strategic Energy Innovations	15,757.49	Skyline BAYCEC Program Development Services
426827	01/14/10	Employment Development Department	68,109.23	Quarterly Unemployment Payment
426853	01/21/10	B.T. Mancini Co. Inc.	19,580.15	Skyline Construction Project
426871	01/21/10	Coulter Construction Inc.	19,267.00	Skyline Construction Project
426877	01/21/10	Dell Computers	77,079.44	CSM and Skyline Computer Purchase
426915	01/21/10	McCarthy Building Companies	9,785,396.70	CSM Construction Project
426926	01/21/10	Pac Gas & Elec Co	11,528.44	Utilities
426929	01/21/10	Pankow Special Projects, L.P.	1,170,472.50	CSM Construction Project
426948	01/21/10	McCarthy Building Companies	1,087,266.30	CSM Construction Project
426970	01/21/10	Pankow Special Projects, L.P.	130,052.50	CSM Construction Project
426973	01/21/10	State Board of Equalization	12,227.00	Quarterly Use/Sales Tax Payment
426979	01/25/10	Associated Std -Canada	17,185.83	Quarterly Student Body Fees Payment
426980	01/25/10	Associated Std-CSM	31,050.50	Quarterly Student Body Fees Payment
426981	01/25/10	Associated Std-Skyline	29,191.01	Quarterly Student Body Fees Payment
426986	01/25/10	Carrubba, Francesco	11,700.00	Coastside Office Rent
427004	01/25/10	Pac Gas & Elec Co	22,297.75	Utilities
427036	01/28/10	Comp View, Inc.	22,812.51	CSM Projector Purchase
427038	01/28/10	Cypress Mandela Training Center, Inc.	10,000.00	Skyline BAYCEC Program Development Services
427051	01/28/10	Godbe Research & Analysis	25,000.00	General Obligation Bond Survey Services
427071	01/28/10	OmniUpdate, Inc.	23,288.00	Districtwide OU Campus License Purchase
427073	01/28/10	Pac Gas & Elec Co	15,425.17	Utilities
427075	01/28/10	Peninsula Library System	12,109.00	Districtwide Gale Database Annual Fee
427106	01/28/10	American Federation of Teachers	41,347.14	Union Dues
427113	01/28/10	C S E A	11,840.29	Union Dues
427137	01/28/10	Hartford Retirement Plans Service Center	68,502.18	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1003176	01/20/10	US Treasury - Union Bank	54,567.28	Federal Tax
JE276451	01/31/10	State Teacher Retirement System	515,718.45	STRS Retirement
<u>SMCCCD Bookstores</u>				
106087	01/11/10	Apple Computer Inc.	23,913.71	Purchase of Inventory

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 JANUARY 1-31, 2010  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
106093	01/11/10	Gengage learning	31,484.75	Purchase of Inventory
106128	01/11/10	MBS Textbook Exchange	111,778.10	Purchase of Inventory
106129	01/11/10	McGraw-Hill Companies	18,789.26	Purchase of Inventory
106131	01/11/10	MPS	13,583.50	Purchase of Inventory
106134	01/11/10	NACSCORP	15,862.32	Purchase of Inventory
106136	01/11/10	Nebraska Book Company	100,584.55	Purchase of Inventory
106155	01/11/10	SMCC College District	147,658.48	Salary & Benefits November 2009
106164	01/11/10	Pea Press	13,854.81	Purchase of Inventory
106171	01/11/10	Roadway Express	17,732.55	Purchase of Inventory
106213	01/26/10	Kendall/Hunt Publishing Company	11,147.94	Purchase of Inventory
106217	01/26/10	McGraw-Hill Companies	10,283.85	Purchase of Inventory
106220	01/26/10	MPS	36,245.26	Purchase of Inventory
106242	01/26/10	SMCC College District	146,043.33	Salary & Benefits December 2009
		Subtotal	21,719,502.31	86%
		Warrants Issued ≤ \$10,000	3,398,175.71	14%
		Total Non-Salary Warrants Issued	<u>25,117,678.02</u>	100%
District Accounts Payable	426599-427161, 905565-907864, DD10510-DD11489		23,668,891.84	
District Payroll	47209-47963, DD56087-DD57432		5,241,938.10	
SMCCCD Bookstores	106084-106248		872,092.98	
	Total Warrants Including Salaries - January 2010		<u>29,782,922.92</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 FEBRUARY 1-28, 2010  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
<u>District Accounts Payable</u>				
011581	02/04/10	CIS, Inc	29,462.00	CSM DSA Inspection Services
011585	02/04/10	Education Housing Partners, LLC.	16,500.00	Cañada Housing Project Consulting Services
011587	02/04/10	GRD Energy Inc.	23,520.00	CSM and Skyline Commissioning Services
011588	02/04/10	NetVersant Solution II LP	31,760.28	Districtwide Maintenance Services
011592	02/04/10	SM County Community College District	30,687.01	Replenish Account to Balance
011594	02/04/10	TRC Engineers, Inc.	16,323.66	Skyline Geotechnical Investigation Services
011667	02/11/10	Dovetail Decision Consultants, Inc.	11,153.79	Districtwide Site Furniture Design Standard Consulting Services
011669	02/11/10	Education Housing Partners, LLC.	21,843.16	Cañada Housing Project Consulting Services
011672	02/11/10	Krueger International	98,317.59	CSM Furniture Purchase
011673	02/11/10	Krueger International	97,740.40	CSM Furniture Purchase
011677	02/11/10	Performance Abatement Services, Inc.	19,175.00	CSM Hazardous Materials Abatement Services
011678	02/11/10	Schneider Electric Buildings Americas, Inc.	36,898.87	Districtwide Maintenance Services
011681	02/11/10	SMCCCD Bookstore	23,400.28	Special Projects Books Purchase
011777	02/18/10	Constellation NewEnergy Inc.	90,564.85	Utilities
011778	02/18/10	Cor-O-Van Moving & Storage Co.	26,384.35	Districtwide Moving Services
011780	02/18/10	DRB Management Services Corporation	26,982.50	Districtwide Project Management Services
011785	02/18/10	NetVersant Solution II LP	15,647.38	Districtwide Maintenance Services
011788	02/18/10	Performance Abatement Services, Inc.	37,424.23	CSM Hazardous Materials Abatement Services
011789	02/18/10	SMCCCD Bookstore	45,096.49	Special Projects Books Purchase
011790	02/18/10	SMCCCD Bookstore	32,308.79	Special Projects Books Purchase
011792	02/18/10	Sutro Tower Inc.	16,815.00	KCSM Transmitter Leasing Fee
012499	02/25/10	Automatic Door Systems, Inc.	20,315.00	CSM Door Repair Services
012502	02/25/10	CIS, Inc	77,900.00	CSM DSA Inspection Services
012503	02/25/10	Constellation NewEnergy Inc.	23,912.59	Utilities
012505	02/25/10	Dovetail Decision Consultants, Inc.	11,012.25	Districtwide Site Furniture Design Standard Consulting Services
012506	02/25/10	GRD Energy Inc.	34,400.00	CSM Commissioning Services
012510	02/25/10	Peninsulators, Inc.	11,570.00	KCSM Window Shades Installation
012511	02/25/10	Performance Abatement Services, Inc.	34,642.00	CSM Hazardous Materials Abatement Services
012515	02/25/10	SMCCCD Bookstore	11,597.86	Special Projects Books Purchase
012517	02/25/10	Urtext	19,187.50	Districtwide CPD Consulting Services
427169	02/01/10	CIS, Inc	96,855.00	Districtwide DSA Inspection Services
427178	02/01/10	Education Housing Partners, LLC.	123,018.00	Cañada Housing Project Consulting Services
427189	02/01/10	Kleinfelder	27,915.60	Cañada Materials Testing and Inspection Services
427203	02/01/10	Public Empl Ret Sys	1,093,212.07	Health Insurance Monthly Premium
427204	02/01/10	Pugh, John W.	18,000.00	Skyline Mural Creation and Installation
427208	02/01/10	S.M.C.S.I.G.	144,846.20	Dental Premium Payment
427209	02/01/10	S.M.C.S.I.G.	18,830.98	Vision Premium Payment
427234	02/04/10	Cornerstone Earth Group, Inc.	22,670.70	CSM Geotechnical Services
427261	02/04/10	Pac Gas & Elec Co	10,712.27	Utilities

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
FEBRUARY 1-28, 2010  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
427284	02/04/10	Calif State Teachers Retirement System	27,679.12	CAL-STRS Cash Balance Contribution
427285	02/04/10	CalPERS	449,145.09	Cal PERS Contribution Advance
427291	02/04/10	Hartford Life & Accident Insurance Co.	32,327.84	Life Insurance Premium
427301	02/04/10	Wells Fargo Bank	173,998.41	District Procurement Card Payment
427394	02/11/10	B.T. Mancini Co. Inc.	12,339.51	Skyline Construction Project
427395	02/11/10	Balanced Body Inc.	11,115.69	CSM Fitness Center Equipment Purchase
427408	02/11/10	Coulter Construction Inc.	23,486.00	Skyline CPD Moving Repair Services
427426	02/11/10	Krueger International	175,975.38	CSM Furniture Purchase
427427	02/11/10	Landscape Forms	36,970.21	CSM Recycling & Trash Containers Purchase
427435	02/11/10	Netxperts, Inc.	200,022.63	CSM IT Equipment Purchase
427439	02/11/10	Parsons Commercial Technology Group Inc.	12,500.00	Districtwide CIP Professional Services
427457	02/11/10	SunGard SCT, Inc.	299,563.00	Districtwide Banner TCP Maintenance
427497	02/18/10	Brayer Construction Design	27,479.85	CSM Construction Small Project
427503	02/18/10	Swinerton Management & Consulting	32,574.15	Program Management Services
427504	02/18/10	Commercial Energy of Montana, Inc.	74,436.87	Utilities
427510	02/18/10	Hensel Phelps Construction Co.	369,441.70	Skyline Construction Project
427514	02/18/10	Godbe Research & Analysis	15,790.00	General Obligation Bond Survey Services
427516	02/18/10	Hensel Phelps Construction Co.	3,324,975.30	Skyline Construction Project
427526	02/18/10	McCarthy Building Companies	3,935,294.10	CSM Construction Project
427533	02/18/10	Pac Gas & Elec Co	23,138.52	Utilities
427539	02/18/10	Performance Abatement Services, Inc.	189,237.00	Cañada Hazardous Materials Abatement Services
427553	02/18/10	Swinerton Management & Consulting	618,908.76	Program Management Services
427557	02/18/10	McCarthy Building Companies	437,254.90	CSM Construction Project
427559	02/18/10	University of New Mexico	11,470.00	KCSM Uplink and Downlink Services
427579	02/18/10	Power Systems, Inc.	22,066.56	CSM Fitness Center Equipment Purchase
427582	02/18/10	State Board of Equalization	40,070.00	CSM Hazardous Waste Generator Fee
427685	02/25/10	Carrubba, Francesco	13,275.00	Coastside Office Rent
427690	02/25/10	Club One, Inc.	15,000.00	CSM Fitness center Support Services
427696	02/25/10	Dell Computers	23,531.75	Districtwide Computer Purchase
427698	02/25/10	Education Housing Partners, LLC.	1,091,026.00	Cañada Housing Project Consulting Services
427729	02/25/10	Pac Gas & Elec Co	19,833.96	Utilities
427731	02/25/10	Pac Gas & Elec Co	16,283.41	Utilities
427770	02/25/10	American Federation of Teachers	51,549.51	Union Dues
427772	02/25/10	C S E A	12,081.28	Union Dues
427800	02/25/10	Hartford Retirement Plans Service Center	45,079.82	Tax Shelter Annuities
427825	02/25/10	U.S. Postal Services	10,000.00	District Postage Purchase
		<u>District Payroll Disbursement (excluding Salary Warrants)</u>		
J1003208	02/01/10	US Treasury - Union Bank	1,274,313.71	Federal Tax

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 FEBRUARY 1-28, 2010  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
J1003208	02/01/10	US Treasury - Union Bank	271,028.45	State Tax
J1003503	02/17/10	US Treasury - Union Bank	41,749.95	Federal Tax
JE277557	02/28/10	State Teacher Retirement System	571,827.95	STRS Retirement
<u>SMCCCD Bookstores</u>				
106262	02/05/10	Cengage Learning	51,230.63	Purchase of Inventory
106285	02/05/10	Follett Higher Education	18,246.47	Purchase of Inventory
106290	02/05/10	Grace Training Supply	14,255.35	Purchase of Inventory
106310	02/05/10	McGraw-Hill Companies	17,657.15	Purchase of Inventory
106351	02/16/10	SMCCD	21,125.66	Purchase of Inventory
106355	02/23/10	Cengage Learning	96,603.35	Purchase of Inventory
106356	02/23/10	Douglas Stewart Company	13,700.67	Purchase of Inventory
EFT 68644	02/24/10	Board of Equalization	197,520.53	Sales Tax January 2010
Subtotal			17,012,784.84	80%
Warrants Issued ≤ \$10,000			4,340,091.58	20%
Total Non-Salary Warrants Issued			<u>21,352,876.42</u>	100%
District Accounts Payable	427162-427831, 907865-910580, DD11517-DD12521		18,605,941.61	
District Payroll	47964-48722, DD57433-DD58800		7,436,649.32	
SMCCCD Bookstores	106249-106357, EFT68644		584,764.57	
Total Warrants Including Salaries - February 2010			<u>26,627,355.50</u>	

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2010  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
		<u>District Accounts Payable</u>		
012588	03/04/10	Education Housing Partners, LLC.	16,500.00	Cañada Housing Project Consulting Services
012591	03/04/10	NCS Pearson, Inc	30,281.00	Districtwide Annual Gateway License Fees
012593	03/04/10	SM County Community College District	38,778.25	Flex Spending Account Reimbursement
012594	03/04/10	SMC College Ed. Housing Corp.	46,415.00	College Vista Monthly Rent
012595	03/04/10	SMCCCD Bookstore	10,439.32	Districtwide Loan to Own Payments
012596	03/04/10	SMCCCD Bookstore	16,755.51	Special Projects Books Purchase
012597	03/04/10	SMCCCD Bookstore	13,796.91	Special Projects Books Purchase
012605	03/04/10	VALIC Retirement Services Company	223,557.29	Tax Shelter Annuities
012664	03/11/10	CIS, Inc	37,050.00	Districtwide DSA Inspection Services
012701	03/18/10	Casey Printing, Inc.	14,392.81	CSM Class Schedule Printing Services
012704	03/18/10	Constellation NewEnergy Inc.	57,894.63	Utilities
012705	03/18/10	Constellation NewEnergy Inc.	53,166.86	Utilities
012707	03/18/10	Goodman Marketing Partners Inc.	51,168.68	KCSM Direct Mailing Services
012708	03/18/10	GRD Energy Inc.	12,320.00	CSM Commissioning Services
012709	03/18/10	Intermountain Electric Company	11,112.50	Cañada Electrical Project
012710	03/18/10	Keenan & Associates	11,625.45	Cañada Project Insurance Services
012712	03/18/10	NetVersant Solution II LP	13,865.33	Districtwide Monitoring Services
012713	03/18/10	Official Payments Corporation	10,662.85	District Banking Charges/ASP Services
012718	03/18/10	Sutro Tower Inc.	432,814.00	Purchase & Installation of Main and Auxiliary Antennas
012719	03/18/10	TRC Engineers, Inc.	15,014.53	Skyline Geotechnical Investigation Services
012720	03/18/10	Urtext	19,125.00	Districtwide CPD Consulting Services
012882	03/25/10	Constellation NewEnergy Inc.	24,651.90	Utilities
012885	03/25/10	DRB Management Services Corporation	16,807.50	Districtwide Project Management Services
012888	03/25/10	Performance Abatement Services, Inc.	13,392.00	CSM Hazardous Materials Abatement Services
427847	03/01/10	Club One, Inc.	10,654.96	CSM Fitness Center Support Services
427849	03/01/10	Construction Testing Services, Inc.	22,995.78	Skyline Inspection Services
427857	03/01/10	Folsom Lake Ford	20,606.02	Districtwide Mailroom Van Purchase
427864	03/01/10	Pac Gas & Elec Co	20,250.77	Utilities
427866	03/01/10	Pac Gas & Elec Co	11,906.78	Utilities
427886	03/04/10	AT&T/MCI	10,411.99	Utilities
427919	03/04/10	S.M.C.S.I.G.	145,788.60	Dental Premium Payment
427920	03/04/10	S.M.C.S.I.G.	18,872.56	Vision Premium Payment
427926	03/04/10	Strata Information Group	50,504.00	ITS Consulting Services
427936	03/04/10	CalPERS	454,864.32	Cal PERS Contribution Advance
427944	03/04/10	Public Empl Ret Sys	1,091,920.67	Health Insurance Monthly Premium
427949	03/04/10	Wells Fargo Bank	221,127.49	District Procurement Card Payment
427979	03/08/10	Hartford Life & Accident Insurance Co.	32,282.00	Life Insurance Premium
428001	03/08/10	PG&E Energy Services	90,881.99	Utilities
428017	03/08/10	U.S. Postal Services	10,000.00	Postage Purchase for Skyline

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2010  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
428018	03/08/10	U.S. Postal Services	10,000.00	Postage Purchase for Skyline
428030	03/11/10	B.T. Mancini Co. Inc.	10,915.00	CSM Construction Project
428045	03/11/10	Education Housing Partners, LLC.	611,929.00	Cañada Housing Project Consulting Services
428064	03/11/10	Ninyo & Moore	10,140.25	Cañada Asbestos Testing Services
428066	03/11/10	Pacific West Sound	156,066.54	Skyline Theatre New Audio System Purchase & Installation
428069	03/11/10	Q Builders, Inc.	16,280.00	Cañada Construction Project
428082	03/11/10	West Coast Arborists, Inc.	94,400.00	Cañada Tree Trimming Project
428095	03/11/10	Employment Development Department	14,097.88	Quarterly Unemployment Payment
428133	03/15/10	SCMS Inc.	40,726.04	KCSM Equipment Purchase
428136	03/15/10	U.S. Postal Services	25,000.00	Postage Purchase for Cañada
428159	03/18/10	Commercial Energy of Montana, Inc.	32,819.05	Utilities
428165	03/18/10	Dell Computers	44,968.54	Districtwide Computer Purchase
428189	03/18/10	Miss.Valley Ford Truck Sales	10,198.00	Skyline Facilities Truck Repair
428197	03/18/10	Pac Gas & Elec Co	11,827.26	Utilities
428198	03/18/10	Pac Gas & Elec Co	25,074.01	Utilities
428203	03/18/10	Performance Abatement Services, Inc.	110,388.00	Cañada Hazardous Materials Abatement Services
428204	03/18/10	Pitney-Bowes Inc.	20,000.00	Postage Purchase for Cañada
428213	03/18/10	Keenan & Associates	186,514.00	Cañada Project Insurance Services
428217	03/18/10	United California Glass Co.	11,494.42	CSM & Skyline Glass Installation Services
428339	03/22/10	Dick Blick Company	11,307.38	Skyline Ceramics Lab Table Purchase
428341	03/22/10	Hensel Phelps Construction Co.	275,236.10	Skyline Construction Project
428343	03/22/10	Hensel Phelps Construction Co.	2,477,124.90	Skyline Construction Project
428346	03/22/10	McCarthy Building Companies	3,406,916.70	CSM Construction Project
428351	03/22/10	Pac Gas & Elec Co	17,103.14	Utilities
428354	03/22/10	Pacific West Sound	12,279.70	Skyline Theatre New Audio System Purchase & Installation
428355	03/22/10	Pankow Special Projects, L.P.	214,448.40	CSM Construction Project
428357	03/22/10	Pankow Special Projects, L.P.	23,827.60	CSM Construction Project
428362	03/22/10	McCarthy Building Companies	378,546.30	CSM Construction Project
428370	03/25/10	B.T. Mancini Co. Inc.	14,289.00	CSM Construction Project
428384	03/25/10	Carrubba, Francesco	12,225.00	Coastside Office Rent
428394	03/25/10	County of San Mateo	23,037.52	Districtwide Legal Services
428395	03/25/10	DAVCO Waterproofing Services, Inc.	16,500.00	Skyline Roof Repairing Services
428410	03/25/10	Krueger International	110,154.65	CSM Furniture Purchase
428420	03/25/10	Pac Gas & Elec Co	25,233.82	Utilities
428429	03/25/10	Q Builders, Inc.	40,758.00	CSM Construction Project
428465	03/25/10	City of San Mateo	34,493.00	CSM Construction Project
428479	03/25/10	U.S. Postal Services	10,000.00	Postage Purchase for CSM
428480	03/25/10	U.S. Postal Services	30,000.00	Postage Purchase for CSM
428481	03/25/10	U.S. Postal Services	30,000.00	Postage Purchase for CSM
428482	03/25/10	U.S. Postal Services	30,000.00	Postage Purchase for CSM
428506	03/29/10	CIS, Inc	37,130.00	CSM DSA Inspection Services

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
 MARCH 1-31, 2010  
 WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
428507	03/29/10	CIS, Inc	72,320.00	Districtwide DSA Inspection Services
428509	03/29/10	Education Housing Partners, LLC.	39,941.00	Cañada Housing Project Consulting Services
428517	03/29/10	LEED Environments, Inc.	26,990.00	CSM Wall Protection Purchase & Installation
428523	03/29/10	Pac Gas & Elec Co	16,971.95	Utilities
428524	03/29/10	Pac Gas & Elec Co	13,011.01	Utilities
428531	03/29/10	Strata Information Group	101,008.00	ITS Consulting Services
428540	03/29/10	American Federation of Teachers	54,612.51	Union Dues
428541	03/29/10	C S E A	12,039.98	Union Dues
428567	03/29/10	Hartford Retirement Plans Service Center	39,545.18	Tax Shelter Annuities
<u>District Payroll Disbursement (excluding Salary Warrants)</u>				
J1003676	03/01/10	US Treasury - Union Bank	1,357,036.99	Federal Tax
J1003676	03/01/10	US Treasury - Union Bank	287,192.54	State Tax
J1003975	03/10/10	State Teacher Retirement	51,930.98	STRS Retirement
J1004218	03/19/10	US Treasury - Union Bank	44,698.93	Federal Tax
JE279300	03/31/10	State Teacher Retirement	587,227.10	STRS Retirement
<u>SMCCCD Bookstores</u>				
106396	03/03/10	El Dorado Trading Group	10,826.62	Purchase of Inventory
106404	03/03/10	Follett Higher Education	18,797.49	Purchase of Inventory
106430	03/03/10	MBS Textbook Exchange	187,884.38	Purchase of Inventory
106431	03/03/10	McGraw-Hill Companies	83,435.06	Purchase of Inventory
106442	03/03/10	Nebraska Book Company	14,016.15	Purchase of Inventory
106451	03/03/10	Pearson Education Inc.	437,048.84	Purchase of Inventory
106469	03/03/10	SMCC College District	165,570.25	Salaries & Benefits January 2010
106494	03/22/10	SMCC College District	200,519.70	Salaries & Benefits February 2010
106505	03/24/10	Apple Computer Inc.	14,492.00	Purchase of Inventory
106537	03/24/10	Nebraska Book Company	36,992.86	Purchase of Inventory
106551	03/24/10	SMCC College District	10,599.19	Purchase of Inventory
EFT 94072	03/24/10	Board of Equalization	32,550.98	Sales Tax February 2010
Subtotal			15,995,364.14	89%
Warrants Issued ≤ \$10,000			2,059,181.83	11%
Total Non-Salary Warrants Issued			<u>18,054,545.97</u>	100%

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 1-31, 2010  
WARRANT SCHEDULE GREATER THAN OR EQUAL TO \$10,000

Check Number	Check Date	Vendor Name	Check Amount	Description
District Accounts Payable		427832-428580, 910581-911125, DD12530-DD12916	14,256,553.02	
District Payroll		48723-49530, DD58801-DD60208	7,824,389.75	
SMCCCD Bookstores		106358-106558, EFT94072	1,459,346.95	
		Total Warrants Including Salaries - March 2010	<u>23,540,289.72</u>	

**BOARD REPORT NO. 10-5-3CA**

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

**APPROVAL OF COMMUNITY EDUCATION WOMEN'S  
BASKETBALL LEAGUE, SUMMER 2010**

The Division of Community Education requests the approval of a women's high school age basketball league to be offered in Summer 2010. The women's basketball league will be run in partnership with the College of San Mateo's Physical Education Department and the CSM women's basketball coach, Michelle Warner.

League play will be offered on Thursday and Friday evenings for six weeks in the College of San Mateo gym. Community Education plans to offer the Summer league June 17th through July 23rd. Basketball coaches will register players as a team, and liability forms for each player will be required. The registration fee for each team is \$350 which will pay for referees, player insurance, and a league coordinator. This program will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board approve the Community Education Women's Basketball League as detailed in the report.

**BOARD REPORT NO. 10-5-4CA**

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

**APPROVAL OF COMMUNITY EDUCATION WEEKEND  
BASKETBALL TOURNAMENTS, SUMMER 2010**

The Division of Community Education requests the approval of summer weekend basketball tournaments for high school students. The weekend tournaments will be run in partnership with the College of San Mateo's Physical Education Department and the CSM women's basketball coach, Michelle Warner.

The basketball tournaments are sanctioned by the Amateur Athletic Union of the U.S., Inc., and are a good source of recruiting players for the College. The series of tournaments will be held on Saturdays and Sundays at the College of San Mateo's gyms. The tournament dates will be: May 22-23, June 12-13, June 19-20, July 17-18, August 14-15 and September 25-26. The players will be registered as a team, and liability forms for each player will be required. The registration fee for each team is \$300 which will pay for the officials and player insurance. This program will be self-supporting.

**RECOMMENDATION**

It is recommended that the Board approve the Community Education Weekend Basketball Tournaments to be held at College of San Mateo, as detailed in the report.

**BOARD REPORT NO. 10-5-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations  
574-6560

**CONSIDERATION OF SERVICE AWARD FOR 2009-2010 STUDENT TRUSTEE**

Currently, the Student Trustee earns a maximum of \$268 per month for serving as Trustee and is eligible, at the Board's discretion, for an additional \$3,216 service award if s/he has fulfilled the duties of the position for a 12-month period. Payment for service of fewer than 12 months may be made at the discretion of the Board.

Student Trustee Virginia Medrano Rosales has served as Student Trustee for the past 12 months and has fulfilled all requirements of the office as specified in the Education Code and District Rules and Regulations.

**RECOMMENDATION**

It is recommended that the Board authorize payment of a \$3,216 service award to Student Trustee Virginia Medrano Rosales, in accordance with District Rules and Regulations Section 1.05.

**BOARD REPORT NO. 10-5-101B**

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

**APPROVAL OF CHANGES TO DISTRICT RULES AND REGULATIONS:**

**ADOPTION OF NEW POLICIES 6.24, ARTICULATION AND 7.26, PREVENTION OF THEFT  
IN STUDENT FINANCIAL TRANSACTIONS**

**AMENDMENT OF POLICIES 3.10, SELECTION PROCEDURE AND 6.45, FIELD TRIPS  
AND EXCURSIONS**

In the continuing effort to review and update District Rules and Regulations, the policies listed in the title of this report have been reviewed.

New Policy 6.24 – Language as suggested the Community College League of California Policy and Procedures Service (CCLC Service); incorporates Title 5 and Education Code requirements. This proposed policy has been reviewed and approved by the District Academic Senate and has been shared with the District Shared Governance Council.

New Policy 7.26 – Language as suggested by the CCLC Service; incorporates regulations as provided for in the Fair and Accurate Credit Transactions Act. This proposed policy has been reviewed and approved by the District Shared Governance Council.

Revised Policy 3.10 – Includes new language suggested by the CCLC Service and revised language to accurately reflect the current practices of the District. This proposed policy has been reviewed and approved by the District Shared Governance Council.

Revised Policy 6.45 – Change in language as suggested by the CCLC Service in accordance with Title 5 regulations. This proposed policy has been reviewed and approved by the District Academic Senate and has been shared with the District Shared Governance Council.

**RECOMMENDATION**

It is recommended that the Board approve the additions and amendments to District Rules and Regulations as detailed in this report and shown on the attached.

## **6.24 Articulation**

In order to assure students the opportunity to move seamlessly from one educational institution to the next level, the Colleges will establish procedures that provide appropriate articulation of the District's educational programs with local high schools and with the various California State University campuses and University of California campuses.

**Reference:** Title 5, Section 51022(b); Education Code section 66720-66744.

(5/10)

**7.26 Prevention of Identity Theft in Student Financial Transactions**

The District is required to identify, detect and respond to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students’ financial transactions. This is due to the fact that the District serves as a creditor in relation to its students. The District shall develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

Reference: Fair and Accurate Credit Transactions Act (Pub.L. 108-159); 16 C.F.R. § 681.2

(5/10)

### 3.10 Selection Procedure

The Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to Title 5 and Board Policy 2.20.
2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures ~~regarding~~ incorporating the Academic Senate's mandated role in local decision making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.
5. The Chancellor ~~Superintendent~~ and the College Presidents, after appropriate consultation with ~~the~~ faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring ~~members of the~~ faculty is specified in the ~~Selection Procedures for Faculty Members~~ Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the Classified Staff and Managers Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. ~~The Office of Human Resources~~ Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-~~appointment~~ employment documents. Salary placement and related paperwork for hourly temporary faculty, ~~short-term temporary employees and student assistants~~ are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of ~~contract and~~ regular faculty and classified staff shall be given by the Office of Human Resources ~~Office~~ to each person selected for employment as soon as possible upon Board approval of the hiring. ~~after the Board acts. A faculty member who fails to file written acceptance within the time period specified in the notification shall be deemed to have declined the offer.~~

(~~Rev. 7/90~~ Revised 5/10)

**6.45 ~~Required and Nonrequired Instructional Trips~~ Field Trips and Excursions**

1. A required ~~instructional-field~~ trip is a ~~school~~ college-sponsored, off-campus activity which is considered a mandatory part of the curriculum or course of instruction for which students are expected to attend and are given some credit for attendance or penalty for non-attendance.
2. A non-required ~~instructional-field~~ trip is any travel activity which is voluntary in nature and which students are not required to attend as part of their course work. All persons making the ~~student-field~~ trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip **and shall sign a statement waiving such claims.**
3. Instructors supervising field trips must be familiar with ~~rules and regulations~~ **procedures** dealing with transportation (Rules and Regulations 8.45).
4. ~~The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.~~
5. ~~The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.~~
6. ~~Students, faculty and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.~~
- ~~4. ~~Instructors must carry a complete first aid kit on all field trips.~~~~
7. ~~No student shall be prevented from taking a required field trip because of insufficient funds. The Colleges shall coordinate efforts of community service groups to supply funds for students in need.~~
8. All student trips must be approved **in advance and** in writing by the appropriate ~~Director and the Dean of Instruction~~ **Dean and Vice President.** The approval shall indicate whether the activity is required or voluntary.
9. The above activities are not to be confused with Study/Travel Tours (Rules and Regulations 8.47) or Student Activities (Rules and Regulations 7.60).

Reference: Title 5 Section 55220

(Revised 5/10)

**BOARD REPORT NO. 10-5-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José Nuñez, Vice Chancellor of Facilities Planning, Maintenance & Operations,  
358-6736

**APPROVAL OF TELECOMMUNICATIONS AGREEMENT  
WITH T-MOBILE – SKYLINE COLLEGE**

In recent years, the Board has authorized the District to execute a series of agreements with wireless communication companies for installation of radio equipment at various District sites. Recently, T-Mobile West Corporation, a Delaware corporation (T-Mobile) approached the District with a request to install its equipment at Skyline College. After review of the equipment installation proposal, the District negotiated a favorable agreement with T-Mobile.

The District now seeks Board approval of the agreement with T-Mobile for an initial five-year period, including renewal options for three additional five-year terms. T-Mobile will pay the District \$36,000 per year, in advance. Payments due to the District will increase annually by 5%. Additionally, T-Mobile will be required to pay the actual cost of utilities it uses each month plus 8% administrative fee for the duration of the agreement. The District or T-Mobile may terminate the agreement with a 90-day written notice.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement with T-Mobile West Corporation for the installation of wireless communications equipment at Skyline College, as detailed above.

**BOARD REPORT NO. 10-5-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**AUGMENTATION TO DESIGN-BUILD CONTRACT FOR THE SKYLINE COLLEGE  
FACILITIES MAINTENANCE CENTER SLOPE STABILIZATION  
AND EROSION MITIGATION PROJECT**

On May 14, 2008 the Board authorized the Executive Vice Chancellor to execute a design-build contract with Robert A. Bothman, Inc. for the construction of the Cañada College Gateways, Circulation and Parking Project (Board Report No. 08-5-103B) in the amount of \$7,639,735. On March 25, 2009 the Board authorized the augmentation of the design-build contract with Robert A. Bothman in the amount of \$594,000 (Board Report No. 09-3-105B) and authorized the augmentation of the design-build contract on April 22, 2009 in the amount of \$356,800 (Board Report No. 09-4-105B).

The District has a pressing need to mitigate soil and water erosion caused by severe storms along all slopes at the Skyline College Facilities Maintenance Center. Mitigation measures will include an improved storm drainage system that will manage excessive water runoff and flooding around the facility and waste management yard. Measures were considered with sensitivity to the ecosystem.

One of the distinct advantages of a design-build delivery method is the ability to add scope to an existing contract with a vendor that has already been approved by the District. As such, the District solicited proposals from four active design-build contractors working on projects in the District. The District has received a design-build proposal from Robert A. Bothman in the total amount of \$469,449 to provide sub-grade improvements, manage hillside water, construct retaining walls, divert roof run-off, remedy soil disturbance and provide new ground cover. Countermeasures were requested to avert rain water from collecting in the Facilities Maintenance Center's vehicle bays and workshops. To seek due diligence, the District also received proposals from Hensel Phelps Construction and Pankow Builders. McCarthy Building Co did not submit a proposal. The two accompanying proposals submitted offered unique design approaches. Unfortunately, they offered a lower core competence when considering crucial task, goals, and value. Robert A. Bothman is the preferred contractor for this work as they offer true value-based, one-stop solutions with a high degree of site work expertise and extensive knowledge, as well as proven engineering capabilities.

Following is a list of the proposals received:

<b>Contractor</b>	<b>Bids</b>
Hensel Phelps Construction:	\$802,400
Robert A. Bothman:	\$469,449
Pankow Builders:	\$465,201
McCarthy Building Co.:	no bid

The contract award was based on the following criteria:

- 40% Price points can be achieved from the value associated with the cumulative price of all items. “Value” is determined by low price, adherence to SMCCCD Facilities Design and Construction Standards, and conformance with Title 24, A.D.A. and Field Act.
- 30% Price Certainty points can be achieved from the price certainty offered in the design-builder’s proposal, specific to confidence in the proposed price and the anticipation of cost changes as design and construction progresses.
- 30% Project Management Plan points can be earned with a superior construction logistics plan, quality assurance/quality control plan, construction administration, safety plan, project schedule, and other aspects of project management and administration

The proposals were analyzed by the District’s internal staff and its resources of architects, engineers and contractors who work in the Facilities Planning, Maintenance & Operations and Construction Planning Departments. Staff is requesting this authorization to augment the Robert A. Bothman contract to accommodate Skyline College Facilities Maintenance Center Erosion Control and Slope Stabilization.

In any construction contract, the District bears the burden of unforeseen conditions. In light of the nature of the scope, meetings with our design-build partners and developing a design which restores serious civil issues, and the high probability of encountering extreme soils conditions, staff recommends the Board authorize an additional 15% (\$70,500) for owner-approved additional work related to unforeseen conditions. The funding source for this contract scope change is Measure A general obligation bond funds.

#### **RECOMMENDATION**

It is recommended that the Board authorize augmentation of the existing design-build contract with Robert A. Bothman, Inc. in an amount not to exceed \$539,949.

San Mateo County Community College District

May 12, 2010

**BOARD REPORT NO. 10-5-2C**

**UPDATE ON SAN MATEO ATHLETIC CLUB**

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