

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**July 28, 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 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.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

10-7-2      [Minutes of the Study Session of July 14, 2010](#)

**SPECIAL PRESENTATION – PRESENTATION OF PLAQUE TO OUTGOING DISTRICT ACADEMIC SENATE PRESIDENT PATTY DILKO**

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

10-7-3C      [Presentation of Above and Beyond Awards to Vice Chancellor José Nuñez, Patty Della Bona, Silvia Martinez, Richard Inokuchi and Brad Witham](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

10-7-4C      [Math Jam at Cañada College](#)

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

### **NEW BUSINESS**

10-7-4A      [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.*

10-7-1CA      [Acceptance of Gifts by the District](#)

10-7-2CA      [Approval of Service Agreement with Goodman Marketing Partners for Membership Services, 2010-2011 – KCSM](#)

10-7-3CA      [Renewal of Contract with Thomas F. Casey for Legal Services](#)

10-7-4CA      [Disposition of District Records](#)

10-7-5CA      [Approval of Budgetary Transfers for the Period Ending May 31, 2010 and Adoption of Resolution No. 10-10 Authorizing Budget Transfers for 2009-10](#)

10-7-6CA      [Approval of Updated Cooperative Work Experience Education Local Program Plan for Title 5 Permissive Changes](#)

### **Other Recommendations**

10-7-100B      [Adoption of Resolution No. 10-11 Establishing Parcel Tax Rate and Authorization for Collection](#)

10-7-101B      [Approval of Transfer of Funds into Post-Retirement Trust](#)

10-7-102B      [Approval to Execute an Agreement with a Third Party Supplier for Purchase of Natural Gas – Districtwide](#)

10-7-103B      [Approval of Revision to District Rules and Regulations, Policy 8.14, Bond Oversight Committee and Accountability Measures](#)

10-7-104B      [Contract Award for Districtwide Interior and Exterior Unit Price Painting](#)

10-7-105B      [Approval of Agreement for Compensation with the South Bay Regional Public Safety Training Consortium for the 2009-2010 and 2010-2011 Peace Officers Training Academy – College of San Mateo](#)

## **INFORMATION REPORTS**

- 10-7-5C      [Discussion – Time, Place and Manner](#)
- 10-7-6C      [Utilization of Measure G Funds](#)
- 10-7-7C      [Discussion of State Propositions for November 2010 Ballot](#)

## **STATEMENTS FROM BOARD MEMBERS**

## **COMMUNICATIONS**

## **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Employment: **Skyline College** – Interim Vice President, Student Services
  - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Employee Organizations: AFT, AFSCME and CSEA

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
July 14, 2010, San Mateo, CA**

**The meeting was called to order at 6:08 p.m.**

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

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College Director of Business Services Eloisa Briones, 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

President Miljanich called on Ms. Briones, who introduced Joseph Madrigal, Interim Vice President of Student Services at Skyline College. Mr. Madrigal earned his Master's Degree in Education from Harvard University. Over the past 35 years, he has been actively involved in community colleges, holding various leadership roles at Hartnell College, Mendocino College and Palomar College. He retired from Palomar one year ago. Mr. Madrigal will serve at Skyline until a permanent Vice President of Student Services is hired. The screening process is beginning now and the goal is to have the selection made by the end of the year.

**MINUTES**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the minutes of the June 23, 2010 meeting of the Board. Trustee Schwarz asked that the statement that she began her friendship with Trustee Hausman when they served on a previous board together (page 1) be amended to read that their friendship began while they served on separate boards. The motion to approve the minutes as amended 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 (10-7-1A)**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report No. 10-7-1A. The motion carried, all members voting "Aye."

**HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829, COUNCIL 57 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFSCME; ADOPTION OF DISTRICT'S INITIAL PROPOSAL (10-7-2A)**

President Miljanich declared the public hearing open and asked if there were questions or comments. Hearing none, President Miljanich declared the public hearing closed. It was moved by Trustee Hausman and seconded by Vice President Mandelkern to adopt the District's Initial Proposal to AFSCME. The motion carried, all members voting "Aye."

**HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO CSEA; ADOPTION OF DISTRICT'S INITIAL PROPOSAL (10-7-3A)**

President Miljanich declared the public hearing open and asked if there were questions or comments. Hearing none, President Miljanich declared the public hearing closed. It was moved by Trustee Schwarz and seconded by Trustee Hausman to adopt the District's Initial Proposal to CSEA. The motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**PARCEL TAX; ACCOUNTING, UTILIZATION AND OVERSIGHT COMMITTEE (10-7-1C)**

Chancellor Galatolo said that with passage of the parcel tax measure, there are documentation and compliance issues that must be addressed. He said he would like to engage the Board in a dialogue about accounting, utilization of the monies, and the composition of the mandatory oversight committee.

Accounting: Chancellor Galatolo said that money from the parcel tax is a special revenue stream. The District will treat it as a separate fund and account for it outside of the unrestricted general fund, as a resource distinct and separate from the apportionment and property taxes that are received. The accounting will capture all revenues and expenditures from the fund.

Utilization: Because the Measure G campaign emphasized the large waitlist and other academic and support-related issues, Chancellor Galatolo recommends using a large portion of the funds to cover adjunct faculty salaries as more core sections are added. The three Colleges will also be provided an opportunity to come up with plans on how they would identify expenditures relative to the support services needed to accomplish the addition of more classes.

Trustee Schwarz said devising plans on how the money should be spent will be an involved process and she asked about a timeline. Chancellor Galatolo said that during the summer, dialogue will begin with the College presidents and their executive teams. When the fall semester begins, the College Councils will be engaged and a more defined budget and refined plan will be brought to the Board shortly thereafter. Trustee Schwarz recalled that during the discussion of budget cuts last year, it was agreed that no decisions would be made over the summer; she asked if this would apply in this case as well. Chancellor Galatolo said it is important to develop a framework, set the groundwork and build a foundation and then, in the fall, engage with the College Councils to develop more specifics of a plan. He said that unless the Board objects, he wants to focus almost solely on academic and support-related services and he assumes that the lion's share will go to adjunct faculty salaries. Chancellor Galatolo added that it is critical to keep in mind that the parcel tax provides funds only for a four-year period and the budget must be reflective of the one-time nature of the monies.

Trustee Holober said that the needs were presented to the public as urgent. He said that although the first influx of money will not have been received, he would urge that some of the money be used to restore classes for the fall semester, anticipating that it will have to be backfilled. Chancellor Galatolo said there is a 60 day period during which people can challenge the election and it could present a risk to start using the funds before that period has passed. He agreed, however, that there are some immediate needs and it might be worth taking a risk on these.

Professor Dilko said the desire to meet immediate needs and utilization of shared governance are diametrically opposed because the shared governance process could not be started until fall. Chancellor Galatolo said there might be emergency items that could be addressed, e.g. classes that were let go at the last minute or addition of high-demand classes. Professor Dilko agreed, but cautioned that this must be carefully managed if shared governance is to be honored. Trustee Holober noted that the ways in which funds will be used are governed by what was in the ballot language. He said it is also important to pay particular attention to what voters were told about the purposes for which the funds would be used, including nursing and allied health, public safety, and academic programs that move students toward transfer to four-year institutions. Trustee Holober added that significant cuts were made to classified staff who are integral to the District's ability to deliver academic programs, and this issue should be addressed as well.

Vice President Mandelkern said that, with all due respect to the risk of potential challenges and respect for the shared governance process, there are opportunities to track enrollment where there is high demand for certain classes and to prepare responses, such as identifying adjunct faculty to be hired to teach these classes. Hopefully, the shared governance process can then move rather quickly. Chancellor Galatolo said he is asking the College presidents to set the groundwork as suggested by Vice President Mandelkern in preparation of unveiling it to the shared governance bodies at the Colleges in the fall.

Vice President Mandelkern asked if there could be an opportunity to use a Tax and Revenue Anticipation Note (TRAN) in order to get money during the fall semester which would be repaid with money coming in during winter; because a TRAN can be rolled over if needed, this would put the District at less risk than using general fund dollars which would have to be backfilled. He said it is important to keep in mind that this is an emergency measure meant to deal with an urgent situation this semester. He said the public expectation is that we would be able to act quickly and it would be disappointing to wait another semester before beginning to provide the public benefit. Chancellor Galatolo said a TRAN was issued and staff can see if any of the resources can be used for this purpose. Executive Vice Chancellor Keller said the TRAN was not sized with the expectation that a State budget would not be passed until late October and this presents a considerable challenge.

Trustee Hausman said that while everyone is aware of the urgency, this is a multifaceted problem to solve and she urged everyone to be very careful and thorough. Chancellor Galatolo said the goal is to do pre-planning and lay the groundwork. He said there may be emergency needs that could be treated as exceptions; if the College presidents identify urgent needs because of a huge demand from students, they could bring those needs to the Board in time to hire adjunct faculty. Constituent groups that are present during summer would be informed and shared governance would be engaged quickly in the fall. President Claire said that he believes sections could be added in the fall in critical high-demand areas at a cost that would not put the District at risk. President Mohr said he believes the presidents could move forward with a list of needs; he said some needs are more dire than others and the presidents know with some certainty what needs to be done at once.

Trustee Schwarz said she believes the public is aware that the money will not be available right away and they do not expect changes to be made before the money is received. Trustee Schwarz said quickly addressing emergency needs is a good idea; however, she is not supportive of putting the District at any kind of risk. She said she believes the voting public will understand if nothing can be done until the second semester.

Oversight Committee: Chancellor Galatolo said the composition of bond oversight committees is clearly defined in Proposition 39, but the size and duration of terms for parcel tax oversight committees are less clearly defined. Chancellor Galatolo asked the Board to discuss the recommendation that the committee be composed of seven members, as follows:

- one individual from the three major Chambers of Commerce in the north, south and mid-County
- possibly approach former trustee and current Controller Tom Huening because he knows the District from different perspectives
- a tax accountant or CPA
- a County Supervisor (currently, Rose Gibson Jacobs serves on the Bond Oversight Committee)
- an active community member who has been engaged with the District at some level, e.g. Memo Morantes or Virginia Chang Kiraly

President Miljanich said the composition of the committee should be such that the public will be confident in the oversight, as is the case with the Bond Oversight Committee. Chancellor Galatolo said the District has received two commendations from the Civil Grand Jury for the Bond Oversight Committee and it would be wise to use the same structure and level of individuals for the parcel tax oversight committee. Vice President Mandelkern agreed that it would be reasonable to adopt a similar structure. Trustee Holober agreed with using the Bond Oversight Committee as a model; however, he does not think it would be a good idea to have elected officials on the committee because of public perception, right or wrong, of politicians “having each others’ backs.”

Trustee Schwarz said that some employees are critical of the Bond Oversight Committee because they don't understand what they do, and she would like to have employees serve on the committee if it is allowed. Chancellor Galatolo said it is important to clarify that the purpose of the oversight committee is not to give direction on policy; rather, it is to verify that the money is spent in accordance with the language in the ballot argument. He said he would recommend against employees serving on the committee in order to prevent the possible perception of a conflict of interest.

President Miljanich suggested that the parcel tax oversight committee might not need as many members because the funding is much less than bond funds. Vice President Mandelkern agreed, but expressed concern that, with fewer members, it could be difficult to get a quorum at meetings.

Chancellor Galatolo said further clarification is needed regarding Trustee Holober's concern about elected officials serving on the committee. Trustee Schwarz said it is her preference that no elected officials be named. Trustee Hausman said that Tom Huening might be an exception because he was a member of the District Board of Trustees for many years. Vice President Mandelkern said he would be comfortable with either none or one elected official on the committee.

Regarding Trustee Schwarz' wish to have employees on the committee, Chancellor Galatolo said it could be problematic if committee members are perceived to have decision-making authority. He suggested that there be ex-officio members who would represent employee groups. Trustee Schwarz agreed with this idea. Vice President Mandelkern said he shares the concern about active staff members having potential conflicts of interest, but believes retirees could serve without this perception. He mentioned Dick Claire as a retiree who has an accounting background and knowledge of the community.

President Miljanich said there seems to be an issue of communication and asked what employees' expectations of the Bond Oversight Committee are, e.g. do they believe the committee has influence on particular projects. Vice Chancellor Nuñez emphasized that the role of the committee is to ensure that the money is spent in accordance with the ballot language. He added that all agendas, minutes and reports are posted on the committee website. Trustee Holober said it might be helpful to issue a separate annual report that is easy for the public to read and understand.

Professor Dilko said that faculty feel a disconnect from the District Office and Board of Trustees and allowing ex-officio advisory members might be a way to send a positive message. Trustee Holober said it is very important that everyone, including committee members, understand that the role of oversight committees is not policy making. He said his main concern about disconnect was when a member of the Bond Oversight Committee expressed to the press an unawareness about funding of a particular project. Trustee Holober said committee members must be informed of their role and be provided all appropriate information. Trustee Hausman said it should be noted that the Grand Jury commended the District twice on the Bond Oversight Committee. Chancellor Galatolo added that the proceedings of the Committee have been very transparent and it would be unwise to make changes because one member of the Committee did not correctly understand information that was provided.

Vice President Mandelkern said he agrees with trying to encourage greater engagement with faculty and staff, but believes the oversight committees are not the best avenues because their roles are limited to compliance. He said the focus should be on other venues, such as Board meetings, since the Board is a policy-making body where issues such as these are discussed.

President Miljanich said the Board wants to be transparent and wants people to understand what it is doing. She said it is appropriate to remind people where they can get information, including information about Board meetings. She said that people also must take some responsibility to reach out and express what they don't understand.

Chancellor Galatolo said the Board has provided direction and staff will continue to work on recommendations for the formulation of a parcel tax oversight committee.

**PRESENTATION BY COLLEGE OF SAN MATEO PROFESSORS MOHSEN JANATPOUR AND DARRYL STANFORD (10-7-2C)**

Professor Janatpour introduced his co-presenters, Professor Stanford and Dean Drumheller, Astronomy Technician. Their presentation included discussion of exoplanets, paths of the planets, and the various compositions of stars. Using the STAR projector, they demonstrated what will be visible in the sky at different times this evening and into the near future. A video demonstrated how ancient Egyptian culture was heavily influenced by astronomy; for example, pyramids and temples were built and positioned in relation to the stars and the Egyptian calendar was based on astronomical indicators.

President Miljanich thanked Professors Janatpour and Stanford and Mr. Drumheller for a very informative and interesting presentation.

President Miljanich said that President Mohr has requested that tonight's meeting be adjourned in memory of J. William Wenrich, who passed away on July 6. Dr. Wenrich was President of Cañada College from 1975-79. Most recently, he was Chancellor of the Dallas County Community College District, the largest undergraduate institution of higher education in the state of Texas.

**RECESS TO CLOSED SESSION**

President Miljanich said that during Closed Session, the Board will consider the personnel items listed as 1A on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA.

The Board recessed to Closed Session at 8:15 p.m.

The Board reconvened to Open Session at 9:55 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Miljanich reported that at the Closed Session just concluded, the Board voted 5-0 to approve the items listed as 1A on the printed agenda.

**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 9:59 p.m. in memory of J. William Wenrich.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the July 28, 2010 meeting.

Dave Mandelkern  
Vice President-Clerk



**BOARD REPORT NO. 10-7-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**PRESENTATION OF ABOVE AND BEYOND AWARDS TO  
VICE CHANCELLOR JOSÉ NUÑEZ, PATTY DELLA BONA,  
SILVIA MARTINEZ, RICHARD INOKUCHI AND BRAD WITHAM**

Skyline College has seen its veteran student population double this year and expects it to continue increasing in the coming years. With the help of Silvia Martinez, a Veterans Certified Official and counselor, the returning veterans have taken it upon themselves to establish a Veterans Club. In order to provide additional support to the Veterans Club, Skyline College administration coordinated with the District Facilities, Planning, Maintenance and Operations Department to establish a suitable space and create a Veterans Resource Center.

Patty Della Bona, Facilities Project Manager, planned and oversaw the details of the project. Both Patty and the Skyline Facilities staff, under the leadership of Facilities Operations Manager Richard Inokuchi, were instrumental in getting the area ready. Skyline engineers replaced ceiling tiles, fixed faulty light fixtures, assembled various furniture items and made sure the HVAC system serving the space was functioning properly. Skyline custodians stripped and waxed the floors. Skyline groundskeepers also pitched in and moved furniture into the area. Under the leadership of Brad Witham, Information Technology Services provided data drops, computers and internet access. Donated materials and furniture were acquired through the District's surplus process. In recognition of each branch of service (Army, Air Force, Navy, Marines, and Coast Guard), the team procured official display flags to formalize the space. A small section was also dedicated in honor of the missing, fallen and POW veterans.

The new Veterans Resource Center opened in early May 2010 and is located on the second floor of Building 2. The Veterans Club and all student veterans now have a dedicated and comfortable area where they can network, receive academic and student services support, and simply get away.

The Veterans Resource Center is also used for the following purposes:

- Conduct orientation for new veterans
- Conduct Veterans Student Club meetings
- Meeting location for external VA representatives & Districtwide personnel
- Primary location to meet with College support services and resources, i.e. Financial Aid, Counseling, PSY Services, and DSPS
- Provide a tour to new veterans
- Inform veterans of study areas and computer availability

Veteran students face many challenges as they transition back to civilian life and return to further their education. Skyline College takes pride in the veterans' loyalty, patriotism, and self-sacrifice.

Special recognition and thanks go to José Nuñez, Silvia Martinez, Patty Della Bona, Richard Inokuchi and Brad Witham, among many others at Skyline College, Facilities, and ITS.

**BOARD REPORT NO. 10-7-4C**

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND  
SUPPORT SERVICES: MATH JAM AT CAÑADA COLLEGE**

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

**BOARD REPORT 10-7-4A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF PERSONNEL ITEMS**

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

**A. REASSIGNMENT**

**Cañada College**

**Kathy Kerwin** Office Assistant II Vice President of Instruction

Reassigned through the managed hiring process from an Instructional Aide II position (Grade 22) at Cañada College into this part-time (50%) 12-month position at Grade 18 of the Classified Salary Schedule (60), effective August 1, 2010. The remainder of the assignment (Office Assistant II -50%) in the Public Safety Department was Board approved on March 24, 2010.

**Skyline College**

**Kennya Zepeda** Division Assistant Language Arts

Reassigned through the managed hiring process from an Admissions & Records Assistant II position (Grade 20) at Skyline College into this full-time 12-month position at Grade 24 of the Classified Salary Schedule (60), effective July 26, 2010, replacing Kathy Fitzpatrick who was reassigned.

**B. TRANSFER**

**Skyline College**

**Steven Cooney** Professor (Cooperative Education) Business/Industry

Transferred due to program need from College of San Mateo to Skyline College.

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

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Business, Workforce & Athletics	1	8/1/2010	6/30/2011	<b>Fashion Design Program Assistant:</b> Make minor repairs to sewing machines, provide department tours, design program websites, create brochures and flyers to advertise classes and events, speak at career days, plan for events, and manage supplies and equipment for the Fashion Design Program. Hours and days are sporadic as needed.
Cañada	Business, Workforce & Athletics	10	7/1/2010	6/30/2011	<b>Assistant Coach:</b> Assist with coaching, recruiting, practice planning/implementation, record-keeping, and filming practices/games. Coaches will be assigned to support baseball, basketball, soccer, and golf.
CSM	KCSM	1	7/29/2010	12/31/2010	<b>Web Programmer Analyst:</b> Develop content/graphics into website: assist with development of virtual tour; build and implement database application to support online sites; research and develop mobile website, phone applications, and other online communications.
CSM	President's Office/Community Relations & Marketing	1	7/29/2010	12/31/2010	<b>Web Programmer Analyst:</b> Develop content/graphics into website: assist with development of virtual tour; build and implement database application to support online sites; research and develop mobile website, phone applications, and other online communications.
CSM	President's Office/Planning, Research & Institutional Effectiveness	1	7/29/2010	9/30/2010	<b>Administrative Analyst:</b> Data and environmental scan analyses; analysis of a variety of reports; accreditation and institutional planning; posting data to PRIE website; substantive change report to ACCJC and program review.
Skyline	Student Services/CARE & CalWorks	1	8/1/2010	12/30/2010	<b>Program Services Coordinator:</b> Serve as liaison between student program participants and campus departments; refer students to outside resources; follow up to determine student needs.

**BOARD REPORT NO. 10-7-1CA**

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. The following gifts were received since the last report.

**GIFT**

**DONOR**

**College of San Mateo Cosmetology Department**

New hair products from major manufacturers  
To be used for teaching, lab assignments and other  
daily activities  
Donor's estimated value: \$3,727.70

George Ferrar  
XL Salon  
53 E. Third Avenue  
San Mateo, CA 94401

**Cañada College Science and Technology Division**

VWR Model #1500E Incubator  
To be used in Biology Labs  
Donor's estimated value: \$400.00

Bio-Link Depot  
200 Clearwater Drive  
South San Francisco, CA 94080

**BOARD REPORT NO. 10-7-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF SERVICE AGREEMENT WITH GOODMAN MARKETING PARTNERS  
FOR MEMBERSHIP SERVICES, 2010-2011 - KCSM**

KCSM relies on a multi-effort direct mail strategy to raise more than 25% of its annual operating budget. The direct mail campaign designed for fiscal year 2010-2011 has been scaled down from previous years, and includes annual renewal notices for TV and Radio members, four Facebook advertisements, and a special “personalized” gift for FM members which includes design, creation and fulfillment of the gift package. Goodman Marketing Partners will write and design all materials, administer printing, production and mailing services, and submit reports to KCSM evaluating the productivity of the program. KCSM will retain the right to review and approve the content of all mailings and the number of pieces mailed. Under the agreement, Goodman Marketing Partners will also provide ongoing consulting services.

The District will pay Goodman Marketing Partners an amount not to exceed \$160,000 during 2010-11, to be funded from membership revenues. The agreement will be effective from July 1, 2010 through June 30, 2011 and may be terminated on 90 days’ advance written notice.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement with Goodman Marketing Partners for provision of membership acquisition and renewal services, special appeals to members, and ongoing consulting services, as detailed above, during the period July 1, 2010 through June 30, 2011 at a cost not to exceed \$160,000. KCSM recommends the contract for KCSM’s direct mail program be awarded to Goodman Marketing Partners in San Rafael.

**BOARD REPORT NO. 10-7-3CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**RENEWAL OF CONTRACT WITH THOMAS F. CASEY FOR LEGAL 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 and July 2009, the Board approved additional one-year contracts 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 2010-11 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 July1, 2010 through June 30, 2011, at an hourly rate of \$150.00, for a total amount not to exceed \$ 30,000.00.

**BOARD REPORT NO. 10-7-4CA**

**TO:** Members of the Board of Trustees

**FROM:** Ron Galatolo, Chancellor

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

**DISPOSITION OF DISTRICT RECORDS**

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. In conjunction with an annual review of records, District staff classified and boxed the records listed in Exhibit A and requests the Board's approval for the destruction of the records in Exhibit A.

For the Board's information, the record types are summarized:

- Class 1: Permanent Records
- Class 2: Optional Records – Any record worthy of further preservation but not classified as Class 1.
- Class 3: Disposable Records.

The records in Exhibit A are confined to Class 2 and Class 3 records. Per California Education Code, the Class 2 records have been reclassified as Class 3 records and are disposable as such. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

**RECOMMENDATION**

It is recommended that the Board approve destruction of the obsolete records listed as Class 2 and Class 3 records in Exhibit A.



**Exhibit A****District Office**

<b>Box</b>	<b>Description</b>	<b>Class</b>	<b>Year</b>	<b>Date Eligible for Destruction</b>
40060	Purchase Orders A-C	3	2005	10/2008
40061	Purchase Orders D-I	3	2005	7/08
40062	Purchase Orders J-N	3	2005	7/08
40072	Mixture of P.O.'s	3	2006	1/2009
40073	Purchase order J-Z	3	2006	1/2009
40074	Purchase Order A-Z	3	2006	1/2009
40075	Purchase Order A-D	3	2005	1/2008
40076	Purchase Order D-R	3	2005	1/2008
40077	Purchase Order S-Z	3	2005	1/2008
60054	A/P External Funds	2	01/02	1/2006
60055	A/P External Funds	2	01/02	1/2006
60056	A/P External Funds	2	01/02	1/2006
60061	A/P External Funds	2	01/02	1/2006
60039	A/P Fund 31003-31033	2	01/02	1/2006
95032	Foundation Check Copies	2	00/01	1/2008
95034	Foundation Bank Statements, Deposits, Journal entries	2	00/01	1/2008
95037	Foundation Transmittal	2	02/04	1/2009
10592	Bookstore Student Loan	3	1/2006	1/2010
10595	Bookstore Student Loan	3	1/2006	1/2010
10594	Bookstore Student Loan	3	1/2006	1/2010
10593	Bookstore Student Loan	3	1/2006	1/2010
10608	Bookstore Skyline Sales Report	3	00/01	1/2006
10609	Bookstore Canada Sales Report	3	00/01	1/2006
10747	Bookstore CSM Checks	3	04/05	1/2009
10752	Bookstore Canada Checks	3	04/05	1/2009
10757	Bookstore Canada Checks	3	04/05	1/2009
10758	Bookstore CSM Checks	3	04/05	1/2009
10760	Bookstore Skyline Checks	3	04/05	1/2009

Box	Description	Class	Year	Date Eligible for Destruction
10766	Bookstore CSM Bank Reconciliation	3	04/05	1/2009
10767	Bookstore Skyline Peachtree	3	04/05	1/2009
10644	Bookstore CSM Checks	3	01/02	1/2007
10705	Bookstore CSM Bank Statements	3	02/03	1/2008
10610	Bookstore CSM Sales Reports	3	00/01	1/2006
10612	Bookstore Skyline Sale Reports	3	00/01	1/2006
10613	Bookstore Canada Sales Reports	3	00/01	1/2006
10616	Bookstore Canada Sales Reports	3	00/01	1/2006
10617	Bookstore Skyline Sales Reports	3	00/01	1/2006
10618	Bookstore Skyline Invoices	3	00/01	1/2006
10606	Bookstore BT Conversion	3	04/05	1/2009
10607	Bookstore BT Conversion	3	04/05	1/2009
10605	Bookstore Sales Tax Return	3	97/00	1/2004
20026	Payroll Classified Hourly Employee	2	89/90	1/1994
20027	Payroll Classified Hourly Employee	2	89/90	1/1994
20028	Payroll Classified Hourly Employee	2	88/89	1/1994
20032	Payroll Certified Hourly	3	88/89	1/1994
20041	Payroll Classified Hourly (microfilmed 1993)	2	87/88	1/1993
20047	Payroll W-2's Employees (microfilmed 1993)	2	85	1/1995
20051	Payroll Classified Termination A-O	2	89	1/1994
20055	Payroll Certified YTD Earnings Report	2	87-91	1/1995
20066	Payroll Certified Volunteer Invoices (microfilmed 7/93)	2	89/91	7/1993
20067	Payroll Certified Hourly Records (microfilmed 6/95)	2	93-94	1/1997
20069	Payroll Certified Timesheets (microfilmed 7/93)	2	1990	1/1995
20073	Payroll Classified Hourly Records	2	90-91	1/1995
20332	Payroll Certified Hourly Records (scanned)	2	99-2000	2010
20279	Payroll Classified Timesheets A-Z (scanned)	2	96	2010

Box	Description	Class	Year	Date Eligible for Destruction
20374	Payroll Certified Records (scanned)	2	2005	2010
20375	Payroll Certified Records (scanned)	2	2005	2010
20376	Payroll Certified Records (scanned)	2	2006	2010
20387	Payroll Certified Records (scanned)	2	2006	2010
20388	Payroll Certified Records (scanned)	2	2006	2010
N/A	Budget Reports ( 6 boxes)	3	2005	2009
N/A	Accounts Payable Reports (6 boxes)	3	2005	2009
N/A	Human Resources Reports (7 boxes)	3	2004	2008

**District - Total of 51 Boxes**

### **College of San Mateo**

Box	Description	Class	Year	Date Eligible for Destruction
N/A	Student Services scholarship, and interview records (1 box)	3	2005	2009
N/A	Financial Aid records (10 boxes)	3	2005	2009
N/A	Counseling records (10 boxes)	3	2005	2009
N/A	KCSM membership, TV/FM logs, invoices (30 boxes)	3	2006	2009
N/A	Nursing student records (10 boxes)	3	1960-1970	2007
N/A	Math/Science student records (8 boxes)	2	2005	2009
N/A	Presidents Office (5 boxes)	3	2005	2009
N/A	Business Office (10 boxes)	3	2005	2009

**CSM - Total of 84 Boxes**

**BOARD REPORT NO. 10-7-5CA**

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, 2010 AND ADOPTION OF RESOLUTION NO. 10-10 AUTHORIZING  
BUDGET TRANSFERS FOR 2009-10**

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 2009-10 final budget (adopted by the Board in September 2009), mid-year changes approved by the Board in February 2010, and transfers shown below are summarized as follows:

	<b>2009-10 <u>Final Budget</u></b>	<b>Transfers <u>12/31/09</u></b>	<b>Transfers <u>5/31/10</u></b>
General Fund (Unrestricted)	\$ 113,881,208	\$510,813	\$219,698
Self-Insurance Fund	1,090,472	0	0
Debt Service Fund	25,148,544	0	0
General Fund (Restricted)	27,623,020	806,063	2,406,094
Capital Projects Fund	176,757,204	28,430,381	4,686,474
Bookstore Fund	8,957,700	0	0
Cafeteria Fund	216,549	0	0
Child Development Fund	1,150,371	0	983
Trust Fund (Financial Aid)	10,173,444	152,418	417,736
Post-Retirement Benefits	<u>2,676,250</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b><u>\$ 367,675,032</u></b>	<b><u>\$ 29,899,675</u></b>	<b><u>\$7,730,985</u></b>

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 1**Adjust the **EXPENDITURE** amounts in the following classifications:

1000 Academic Salaries	\$(345,946)
2000 Classified Salaries	201,991
3000 Employee Benefits	82,002
4000 Materials & Supplies	140,589
5000 Operating Expenses	(65,134)
6000 Capital Outlay	5,584
7000 Other Outgo	<u>200,661</u>
Total	\$219,698

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

8600 State Revenues	\$(1,600,000)
8800 Local Revenues	1,814,183
8900 Other Sources	<u>5,515</u>
Total	\$219,698

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 surplus sales proceeds. Changes in revenue amounts are correcting entries to the proper fund sources.

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

1000 Academic Salaries	\$630,198
2000 Classified Salaries	589,880
3000 Employee Benefits	364,961
4000 Materials & Supplies	113,018
5000 Operating Expenses	(102,194)
6000 Capital Outlay	454,909
7000 Other Outgo	<u>355,322</u>
Total	\$2,406,094

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

8100 Federal Revenues	\$969,404
8600 State Revenues	461,439
8800 Local Revenues	775,251
8900 Other Sources	<u>200,000</u>
Total	\$2,406,094

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 4**Adjust the **EXPENDITURE** amounts in the following classifications:

2000 Classified Salaries	\$30,716
4000 Materials & Supplies	174,741
5000 Operating Expenses	294,699
6000 Capital Outlay	4,186,318
7000 Other Outgo	<u>0</u>
Total	\$4,686,474

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

8600 State Revenues	\$(23,971,415)
8800 Local Revenues	28,220,860
8900 Other Sources	<u>437,029</u>
Total	\$4,686,474

Adjustments in revenue amounts are due to reclassifications to the appropriate fund sources.

#### **Child Development Fund – Fund 6**

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

4000 Materials & Supplies	\$943
5000 Other Operating Expenses	<u>40</u>
Total	\$983

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

8100 Federal Revenues	\$983
8600 State Revenues	20,000
8800 Local Revenues	<u>(20,000)</u>
Total	\$983

The budget augmentation is due to one-time California Department of Education funding for instructional materials. The offsetting transfer in revenue budgets in the Child Development Fund relates to a decrease in a planned donation that was discontinued and an increase to State subsidized Child Development funds.

#### **Trust Fund (Financial Aid) – Fund 7**

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

7000 Other Outgo	<u>\$417,736</u>
Total	\$417,736

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

8800 Federal Revenues	\$352,410
8900 Other Sources	<u>65,326</u>
Total	\$417,736

Budget augmentations occurred to recognize incoming transfers from CARE, EOPS, and TRIO grants, and NSF scholarships within the Restricted General Fund (Fund 3) as well as SMCCC Foundation scholarships that are now being disbursed through District accounts. 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 2009-10.

#### **RECOMMENDATION**

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2010 through May 31, 2010 and that the Board adopt Resolution No. 10-10, authorizing budgetary transfers for 2009-10, as listed and as needed for year-end closing activities.

**RESOLUTION NO. 10-10**

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

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**RESOLUTION AUTHORIZING  
BUDGETARY TRANSFERS FOR 2009-10**

**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 28<sup>th</sup> day of July, 2010.

Ayes:

Noes:

Attest:

\_\_\_\_\_  
Dave Mandelkern, Vice President-Clerk  
Board of Trustees

## San Mateo County Community College District

## 2009-10 FUND 3 BUDGET REVENUE ADJUSTMENTS - SPECIALLY FUNDED PROGRAMS

January 1, 2010 - May 31, 2010

<u>Fund</u>	<u>Program</u>	<u>Source</u>	<u>College of San Mateo</u>	<u>Cañada College</u>	<u>Skyline College</u>	<u>Chancellor's Office</u>	<u>Total</u>
30004	TRIO/Student Support Services	Federal			4,138		4,138
30038	Child Dev Consortium - Yosemite CCD	Federal			3,750		3,750
30078	Cabrillo CCD - BACPA	Federal		5,000	5,000		10,000
30084	VITA - United Way - IRS	Federal	8,000		5,000		13,000
30089	Santa Clarita CCD-Univ. Ctr. Consrt	Federal		52,000			52,000
30090	SMC HSA SKY BESST FSET-USDA CDSS	Federal			332,644		332,644
31003	Extended Opportunity Prog & Services	State		1,623			1,623
31012	Foster Parent Training Recr	State		(5,000)			(5,000)
31016	AB602 FA Admin Allowance	State	1,500	1,500	1,500		4,500
31031	CalWORKs	State		12,150			12,150
31033	Temp Assistance to Needy Families	Federal	35,293	42,122	26,472		103,887
31043	Transfer and Articulation	State	(1,520)	(1,520)	(1,520)		(4,560)
31045	AB 1725 Staff Diversity	State				62	62
31078	Enrollment Growth AD Nursing	State	13,750				13,750
31105	Basic Skills 08-09 Appropriation	State		568	1,151		1,719
31107	Entrepreneurship Career Pathways	State			35,000		35,000
31108	LCCCD - CCC ESL/BSI Prof Dev Grant	State		62,500			62,500
31109	Basic Skills 09-10 Appropriation	State		3,764	9,911		13,675
31110	CTE Com Collab. Proj. 2010-2012	State			309,998		309,998
31112	Los Rios CCD-Kaiser RWT-Canada	State		11,080			11,080
32003	Public Bdcst CSG TV	Local	24,046				24,046
32004	Public Bdcst CSG FM	Local	7,831				7,831
32005	Public Bdcst Intrcnct	Local	117				117
32047	UC Regents-Puente Project-Skyline	Local			1,500		1,500
32058	CPB Digital Dist Fund Phase 2	Local	432,814				432,814
32072	UC Aurora Project	Local	6,700				6,700
32073	Foothill-DeAnza-UC Aurora Project	Local	1,875				1,875
32074	Chabot-Las Positas - FINP - MOU	Local			18,500		18,500
32075	SF Fdtn - BAWFC - SSS Grant	Local			100,000		100,000
32076	SDSU-CRMSE-FACCTS	Local	9,000				9,000
32079	The Grove Foundation-SKY CTE Schol	Local			100,000		100,000
32080	The Grove Foundation-CAN CBET	Local		25,500			25,500
32081	SMCGS Grant - Canada Coll Library	Local		2,877			2,877
35001	Miscellaneous Donations	Local	15,708	1,705	13,403		30,816
35014	Expand Your Horizons	Local			12,145		12,145
35015	OPEB Obligation	Local				200,000	200,000
35045	Financial Aid Admin Cost Allowance - Pell	Local	6,400	4,560	7,945		18,905
36014	County of San Mateo WIA ARRA	Local	79,047	112,000	258,938		449,985
38001	Contract/Community Educ Indirect	Local			30		30
38165	SMC HSA Ind Liv Prog C&CE	Local	(19,500)				(19,500)
38179	SMC HSA Business Writing Academy	Local		3,377			3,377
38180	Butte-Glenn CCD CACC Ciena Skyline	Local			3,500		3,500
39021	Summer Camp Basketball-Canada	Local		160			160
<b>Total 2009-2010 Fund 3 Budget Revenue Adjustments</b>			<b>621,061</b>	<b>335,966</b>	<b>1,249,005</b>	<b>200,062</b>	<b>2,406,094</b>



**BOARD REPORT NO. 10-7-6CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREAPRED BY: Jing Luan, Vice-Chancellor, Educational Services and Planning, 358-6880

**APPROVAL OF UPDATED COOPERATIVE WORK EXPERIENCE EDUCATION LOCAL  
PROGRAM PLAN FOR TITLE 5 PERMISSIVE CHANGES**

The California Community Colleges Board of Governors initially authorized Cooperative Work Experience Education (CWEE) in December 1969 through the adoption of Title 5 regulations. In collaboration with business and industry, faculty, and practitioners in the field, the California Community Colleges Board of Governors has updated Title 5 regulations regarding CWEE to better reflect the current workplace and circumstances of work related to the internship experience that the CWEE program provides.

These updates to Title 5 are permissive and, in addition to non-substantial technical cleanup, include changes to

- the total number of units of credit students can take in cooperative work experience courses;
- eligibility requirements students must meet to be enrolled in cooperative work experience;
- alternatives to in-person visits by CWEE Instructors/Coordinators to workplace

In order for the CWEE program at the San Mateo County Community Colleges District to operate under these changes, the District is required to file a Board-approved update of its Cooperative Work Experience Education Local Program Plan with the California Community Colleges Chancellor's Office no later than August 31, 2010.

The CWEE Coordinators at each College, under the direction of the College Vice Presidents of Instruction and Workforce Development Deans, have collaborated on a revised local plan for the District's CWEE program that will allow the District and its CWEE students to operate under the updated Title 5 regulations. The updated local plan is attached to this Board report.

**RECOMMENDATION**

It is recommended that the Board approve the updated CWEE Local Program Plan so that the District can operate its CWEE program under the new, permissive provisions of the Title 5 regulations.

**PART I**  
**CONTACT INFORMATION**

**DISTRICT/College(s)**

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Canada College	College of San Mateo	Skyline College

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

**Name:** Anne Nicholls, Chester Jones, Eileen O'Brien      **Title:** Coop Coordinators

**District:** San Mateo Community College District      **Email:** nicholls@smccd.edu (650) 306-3296;  
jonesc@smccd.edu (650) 738-4262; o'brien@smccd.edu (650) 574-6619

**Phone:** (    )    -

**PART II**  
**RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

**(1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor**  
(§55251)

Date plan approved by local board: 7/28/2010 (Please also attach Board minutes or other documentation.)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

Current plan was revised/developed by Chet Jones, Anne Nicholls, Steve Cooney, and Eileen O'Brien who represent each of the three colleges in the SMCCCD district. The Plan was revised using a template provided by the State Chancellor's Office and by referring to the Alternatives to "In-Person" Consultations Cooperative Work Experience Education by Jose Millan, Vice Chancellor Economic Development and Workforce Preparation from the State Academic Chancellor's Office, California Community Colleges. This guidance is a result of consultation with, and relies primarily on the advice and judgment of, the Statewide Academic Senate for the California Community Colleges.

**(2) Specific description of** (§55251):**(a) District responsibilities** (§55251):

*Background: Title 5 criteria and requirements*

**District Services.** (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- (3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

☒ District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

N/A

**(a) District responsibilities***Background: Title 5 criteria and requirements***Records.** (§55256).

(a) The district shall maintain records which shall include at least the following::

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
  - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
  - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
  - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
  - (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
  - (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
  - (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
  - (2) Personal consultation(s) with the student.
  - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
  - (4) The final grade.

☒ District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

N/A

**(b) Student responsibilities** (§55251):

*Background: Title 5 criteria and requirements*

**Student Qualifications** (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
  - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
  - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
  - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

District will comply with these student responsibility requirements.

**(c) Employer responsibilities** (§55251):

*Background: Title 5 criteria and requirements*

**Records.** (§55256).

(a) The district shall maintain records which shall include at least the following:

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
- (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
- (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

- (1) Consultation(s) in person with the employer or designated representative.
- (2) Personal consultation(s) with the student.
- (3) Evaluation of the student's achievement of the on-the-job learning objectives.
- (4) The final grade.

**Job Learning Stations.** (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

☒ District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

N/A



**(c) Employer responsibilities** (§55251):

*Background: Title 5 criteria and requirements*

**Consultation(s) in person with the employer.** (§55255).

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

☒ District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

☐ District will not use alternatives "Consultation(s) in person," as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Cooperative Work Experience Education can be expected to be shaped by the 21<sup>st</sup> Century forces at work in shaping the workforce of the future. It will need to rely on the professional judgment of instructors and/or program coordinators. To that end, regulatory change permitting more flexibility in the supervision of Cooperative Work Experience Education has occurred.

Several limited circumstances occur when districts might reasonably permit an alternative to an "In-person" visit.

The most common circumstances include the following:

- The worksite is hosted by a reliable entity with a strong track record. Cooperative Work Experience Education benefits from employers who actively support student work experience and establish long-term relationships with colleges. When such robust work experience education opportunities are available, little benefit occurs from constant "In-person" consultation, and employers appreciate their trusted partnerships with colleges.
- The student and supervisor are repeating Work Experience—they know about the program and instructors know them. Again, when the circumstances of the work experience education are well understood by the instructor and/or coordinator, little benefit may accrue from additional in-person contact.

Other Limited Circumstances may occur when Districts Might Reasonably Permit an Alternative to an "In-person" Visit.

(FOR REMAINDER OF TEXT, SEE ATTACHMENT "Employer Responsibilities 2c")

**(d) Other cooperating agencies in the operation of the program, if any. (§55251)**

Comments on other cooperating agencies in the operation of the program, if any.

There are no other cooperating agencies in the operation of the CWEE program.

**(3) Specific description of each type of CWEE (§55251):**

## Types of Cooperative Work Experience Education (§55252)

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at the district:

- ☒ (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- ☒ (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- ☒ Minor Students in Work Experience  
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).
- ☒ Work Experience Programs for Students with Developmental Disabilities. (§55250.4)  
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.  
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.
- ☒ Work Experience Education Involving Apprenticeable Occupations. (§55250.5)  
Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

**(4) A description of HOW the district will (§55251)**

**(a) *Provide guidance services* (§55251):**

Describe the specifics on how district will achieve this requirement.

The district will provide appropriate and continuing guidance services to students throughout their enrollment in Cooperative Work Experience Education by certificated instructors involved in Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the in-person consultation for a student who is out of the college's geographic region, state or country.

The district will make certain that for each semester in which a student is engaged in work that it is of a useful, educational nature and represents new learning situations. This determination will be made by certified instructors through their visits to the student's place of work.

The district will give evidence, through the maintenance of adequate records, that students have made satisfactory progress on their learning objectives during the semester and will issue appropriate grades for the work accomplished.

In addition, all CWEE coordinators will perform the following instructional duties to ensure that students receive proper guidance services:

- \* Meeting with CWEE students at least twice during a semester
- \* Assist students in writing clear, challenging and measurable learning objectives
- \* Making a minimum of one on-site visit during the semester to the student's work station
- \* Fully explain the program to employers during the visit. Act as the students' advocate and enlist the assistance of the supervisor in helping student/employees to attain their objectives
- \* Apprise student/employees of their progress and achievement, their educational growth on-the-job at the end of the semester.
- \* Performing all necessary recordkeeping and assign appropriate grades to CWEE students

**(b) Assign a sufficient number of qualified certificated personnel to direct the program (§55251):**

Describe the specifics on how district will achieve this requirement.

The district will ensure this through:

- 1 The recruitment of certificated instructors from within the college(s) and district as well as outside to meet the needs of the CWEE program and student enrollees
2. Initiation and maintenance of on-the-job learning stations through CWEE coordinators and college employment services in the development of new job learning stations, through CWEE coordinators' encouragement of new work assignments by employment supervisors and by CWEE instructors keeping abreast of local labor market trends and the availability of college career programs to meet these needs.
3. Program coordination and student supervision. A program supervisor will be assigned to oversee the CWEE program and to ensure the regular semester visits with employers to develop new work assignments.
4. Sharing of on-the-job supervision with employer supervisors. Coordinators and instructors will personally visit and confer with employers a minimum of once each semester to evaluate students' work and learning experiences and to ensure that they are of educational value to students. Written evaluation of the students' progress toward work learning objectives is obtained each semester through the consultation by coordinators with employers. The coordinators/instructors personally meet with students individually or in groups each semester to facilitate students' educational growth and to assist them in developing job-related learning objectives.

**(1) Initiate and maintain learning stations** (§55251)***Background: Title 5 criteria and requirements***

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

**Work Experience Outside of District.** (§55250.6).

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district

**Wages and Workers' Compensation.** (§55250.7).

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

**Job Learning Stations.** (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

This will be accomplished by:

1. CWEE program supervisor consulting with employers and college placement services to promote the development of new job learning stations. Regarding gaining realistic learning experiences through work, the district shall ensure that learning objectives detail specific job tasks, identify learning opportunities on or related to the student/employees' work, introduce objective categories and examples that lead to objective writing possibilities, introduce specific components that comprise measurable objectives, and develop a process for writing measurable objectives
2. Through visitations with employment supervisors by coordinators who encourage the development of new job learning stations
3. CWEE program staff keeping abreast of employment trends in the local community and the availability of college career programs to meet existing and developing employment trends.

**(2) Coordinate the program and supervise students** (§55251)

Describe the specifics on how district will achieve this requirement.

College provides for program coordination through the assignment of a progress supervisor. Supervisors are responsible for general management of the CWEE program, including maintenance of required records, coordination with other college units, development of program literature, supervision of certificated and clerical staff, public relations, student enrollment, and other supervisory duties.

Through regular semester visitations with employers, coordinators encourage the development of new job learning stations.

**(3) Shared supervision with employer to include (at least once each term)** (§55251)**(c) Assure on-the-job experiences are documented with written/measurable** (§55251)

Describe the specifics on how district will achieve this requirement.

Coordinators personally visit and confer with employers a minimum of once each semester to evaluate students' on-the-job learning experiences and to ensure that they are of educational value to students.

Written evaluation of the students' progress toward meeting planned on-the-job learning objectives is obtained each semester through a consultation by coordinators with employers. Coordinators personally meet with students individually or in groups each semester to assist students in developing job-related learning objectives, and to discuss the learning objectives. These meetings are designed to facilitate students' educational growth and to provide specific guidance through the Cooperative Work Experience Education program.

Students must formulate at least one objective for each unit of credit to be accomplished on-the-job during the semester. These objectives are formulated through the joint efforts of employers, students and certificated instructors. Each objective must state what will be attempted, how it will be attempted, the time frame involved, and how the accomplishment will be measured. All three individuals involved sign the Learning Objectives Form, thereby creating a three-way contract.



- (d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

Coordinators personally visit and confer with employers a minimum of once each semester to evaluate and approve students' on-the-job learning experiences and to ensure that they are of educational value to students.

Employers must agree with the intent and purpose of Cooperative Work Experience Education for students. They assist students in developing measurable learning objectives to be accomplished on-the-job, and agree both to supervise the attainment of those objectives and to evaluate students' progress on these objectives at the end of the semester.

Employers must agree to meet with coordinators in person in order to accomplish the following tasks:

\* Employers sign learning objective forms which indicate the employers' willingness to participate in the CWEE program. At the end of the semester, employers give evaluations of students' progress on attainment of learning objectives and verify number of hours worked by student during the semester.

- (e) **Describe basis for awarding grade and credit** (§55251)

*Background: Title 5 criteria and requirements*

**Work Experience Credit.** (§55255.5).

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

☒ District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

At the end of the semester, coordinators will obtain the employers' ratings of student/employee's performance on their learning objectives. They will apprise student/employee of their progress and achievement and their educational growth on the job. The coordinator will assign appropriate grades to CWEE student based upon these criteria.

**(f) Provide adequate clerical & instructional services (§55251)**

Comments, if any.

Clerical support is needed for the following records and activities:

- \* Maintaining students' files for three to five years
- \* Verifying that each student has not exceed six or sixteen maximum CWEE units earned, depending upon general or vocational work experience enrollment
- \* Preparing and dissemination of fliers, literature and posters; explaining program requirements and benefits to students during registration periods; and providing promotional letters to counselors, the college job placement office, and students; supplying necessary forms and materials to college coordinators; maintaining communication, control and record-keeping with off-campus coordinators; correspond with students, notifying them of class meetings; maintaining coordinators mileage reports; processing student final grades; and typing letters, memos, grant applications, semester calendars.

Instructional services: All CWEE coordinators are credentialed instructors who perform the following instructional duties:

- \* Meeting with CWEE students at least twice during a semester
- \* Assist students in writing clear, challenging and measurable learning objectives
- \* Making a minimum of one on-site visit during the semester to the student's work station
- \* Fully explain the program to employers during the visit. Act as the students' advocate and enlist the assistance of the supervisor in helping student/employees to attain their objectives
- \* Apprise student/employees of their progress and achievement, their educational growth on-the-job at the end of the semester.
- \* Performing all necessary recordkeeping and assign appropriate grades to CWEE students

**(b) If district changes the plan, will submit changes for approval (§55251)**

Check to indicate compliance

☒ Yes

## ATTACHMENT

## EMPLOYER RESPONSIBILITIES SECTION 2c CONSULTATION IN PERSON

- Emergency and security of instructor, supervisor, or student. Under certain rare circumstances, extraordinary conditions may occur which impair the ready ability for an in-person consultation, yet the quality of the work experience education is not compromised.
- Work hours of student or supervisor do not match the instructor's. In certain industries, shift work or irregular hours may create an unnecessary burden on the employer or the instructor/coordinator to meet the requirements of an "in-person" consultation. When the college uses due diligence to ensure that no material diminishment of the benefits of "in-person" consultation occurs, the college may choose alternatives for consultation.
- Student and supervisor are working in virtual offices. In certain situations – such as providing technical or business services in a territory – no actual fixed "work-site" may exist, and an alternative arrangement might be appropriate.
- Distance. In an increasing global workplace, distance may be a major complicating factor. Although provisions for distance work experience education are contained in Title 5, California Code of Regulations, section 55255(b), the need for nimble arrangements may preclude the exercise of other options. Hiring distant adjunct faculty for ad hoc work experience education may not be feasible. However, districts are expected to make reasonable permanent arrangements for distant locales, which are regularly used for work experience education, such as associated overseas satellites or other locations in which an ongoing presence can be anticipated.

Program coordinators must be mindful when approving out-of-state or out-of-country work locales that all insurance and liability issues are addressed.

Just as records are required to be maintained regarding "consultations(s) in-person with the employer or designated representative," [tit, 5, CCR, § 55256 (b)(1)] districts are required to document both the specific authorized alternative used in place of the in-person visit and the limited circumstances motivating its use.

Types of acceptable tools to use in lieu of an in-person visit include, but are not limited to:

- Phone
- Teleconference
- E-mail
- Partner with instructors from other colleges
- Videoconference
- Internet
- U.S. Postal Service

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 10-11**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT ESTABLISHING PARCEL TAX RATE AND  
AUTHORIZATION FOR COLLECTION**

**WHEREAS**, on June 8, 2010, voters in the San Mateo County Community College District (“District”) approved, by a two-thirds vote, Measure G, which authorizes the levy of a special tax in the amount of thirty-four dollars (\$34.00) on each non-exempt parcel of land within the District; and

**WHEREAS**, the authority for the imposition of this assessment is found in Article XIII A of the California Constitution and sections 50075, *et seq.*, of the California Government Code (including section 50079.1); and

**WHEREAS**, the District has the need of the services of the Office of the San Mateo County Controller in collecting this special tax; and

**WHEREAS**, the Trustees of the District have evaluated the financial needs of the District and have determined that the tax rate of thirty-four dollars (\$34.00) per parcel should be levied.

**THEREFORE, BE IT RESOLVED** that the special tax rate for each non-exempt parcel within the District be established at thirty-four dollars (\$34.00) beginning with fiscal year 2010-2011, to continue from a period from July 1, 2010 through June 30, 2014; and

**BE IT FURTHER RESOLVED** that the District authorizes the San Mateo County Controller to apply the charges at the rate of thirty-four dollars (\$34.00) per non-exempt parcel for a period of four years, beginning with the 2010-2011 tax roll, and continuing through the 2013-2014 tax roll; and

**BE IT FURTHER RESOLVED** that the District authorizes the San Mateo County Tax Collector to collect the special taxes described herein at the same time and in the same manner as the general County taxes are collected.

Regularly passed and adopted this 28<sup>th</sup> day of July, 2010.

AYES:

NOES:

ABSENT:

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President of the Board of Trustees of  
San Mateo County Community College District  
San Mateo County, California

ATTEST:

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Vice President-Clerk of the Board of Trustees of  
San Mateo County Community College District,  
San Mateo County, California

**BOARD REPORT NO. 10-7-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF TRANSFER OF FUNDS INTO POST-RETIREMENT TRUST**

The Board approved the establishment of a Retirement Board of Authority (RBOA) and a Post-Retirement Trust Fund at its meeting on July 22, 2009. The RBOA had its first meeting on October 2, 2009, at which the trust was formally created and a draft investment policy was created. On October 5, 2009, the Board authorized the transfer of \$5 million into the trust.

In order for the District to take advantage of increased earnings due to the ability to use longer-term investments than are available in the County Pool, the District should transfer in more funds. Any funds placed in the trust can be used only for retiree medical benefits, either current premiums or for premiums at some time in the future. Taking into account the cash needs of the District, staff is recommending that the District transfer an additional \$5 million into the trust.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve transferring \$5 million from the District Unrestricted General Fund into the Post Retirement Trust.

**BOARD REPORT NO. 10-7-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL TO EXECUTE AN AGREEMENT WITH A THIRD PARTY SUPPLIER  
FOR PURCHASE OF 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 and 2009, the Board authorized the Executive Vice Chancellor to sign contracts with a third party supplier (Board Report Nos. 08-3-101B, 08-8-105B and 09-7-103B) for purchase of natural gas for all of its natural gas accounts.

The District's current natural gas agreements are at collared rates where there is a pre-determined floor and ceiling rate that the monthly gas cost will always fall within. The monthly commodity charge will be based on the previous month's PG&E Citygate Price plus CE's risk management, fuel loss, interstate transportation and storage fees.

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 execute pricing agreements with a third party natural gas supplier for provision of natural gas, as needed, throughout fiscal year 2010-2011.

San Mateo County Community College District

July 28, 2010

**BOARD REPORT NO. 10-7-103B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISION TO DISTRICT RULES AND REGULATIONS, POLICY 8.14,  
BOND OVERSIGHT COMMITTEE AND ACCOUNTABILITY MEASURES**

Staff have recently become aware that the California Education Code stipulates that members of a bond oversight committee will serve for a term of two years and for no more than two consecutive terms. Currently, Policy 8.14 does not specify the length of terms or term limits. Therefore, it is recommended that the policy be amended to comply with the Education Code.

**RECOMMENDATION**

It is recommended that the Board approve revision of District Rules and Regulations, Policy 8.14, Bond Oversight Committee and Accountability Measures, as shown on the attached.



#### **8.14 Bond Oversight Committee and Accountability Measures**

1. The Bond Oversight Committee shall consist of at least seven members and no more than 15 members who will each serve **for a term of two years** without compensation **and for no more than two consecutive terms**.
  - a) Five members should represent distinct constituencies as mandated by law:
    - 1) One member who is active in a business organization representing the business community within the District
    - 2) One member who is active in a senior citizens' organization
    - 3) One member who is active in a bona fide taxpayers' organization
    - 4) One member who is a student both currently enrolled and an active member in a group, such as student government
    - 5) One member who is active in the support and organization of the District, such as a member of the Foundation.
  - b) Other members, selected by the Board of Trustees, will be selected based upon the applicant's professional and/or practical experience; recognition or contributions to his/her community; the diversity of experience and expertise of the Committee as a whole; and representation of the Committee from various communities and geographic areas within the District.
  - c) The Committee may not include any employee or official of the school District or any vendor, contractor, or consultant of the District.
2. All Committee meetings shall be open to the public and are subject to the Brown Act. District staff, as designated by the Chancellor, will be responsible for working with the chair of the Bond Oversight Committee to prepare and properly notice agendas, minutes and reports of the Committee. No bond funds may be used to pay any of these expenses.
3. At its organizational meeting and annually thereafter, the Bond Oversight Committee will select a Chair and Vice-Chair/Secretary. Committee members should attempt to reach decisions by consensus wherever possible. Failing that, decisions will be made by majority vote of a quorum present and shall follow Robert's Rules. For purposes of this committee, a quorum consists of half of the total membership plus one member. All members shall be entitled to one vote on Committee recommendations.
4. The Committee shall meet at least quarterly. Any member who misses three consecutive meetings without an excuse acceptable to the Committee Chair shall be automatically dropped. The Board of Trustees may, at its discretion, fill any vacancy, whether caused by dismissal, resignation or death. In making appointments, the Board will use the selection criteria described in 8.14 (1)(b).
5. The Committee is charged by State law to ensure that bond proceeds are spent only for construction, reconstruction, rehabilitation or replacement of District facilities, including the furnishing and equipping of facilities or the acquisition or lease of real property, in compliance

with the specific projects listed in Measure C on the San Mateo County November, 2001 ballot and Measure A on the November, 2005 ballot (see attached lists). The Committee shall ensure that no funds are expended for teacher or administrator salaries or other operating expenses. The Committee is required to issue an annual report on its proceedings, which shall be presented to the Board of Trustees. In accordance with law, this report will be posted on the District's web site.

6. The Committee is authorized to engage in any of the following activities necessary to fulfill its purpose:
  - a) Receive and review copies of the annual independent performance audit required by Proposition 39;
  - b) Receive and review copies of the annual independent financial audit required by Proposition. 39;
  - c) Inspect school facilities and grounds to ensure bond revenues are expended in compliance with Proposition 39;
  - d) Receive and review copies of any deferred maintenance proposals or plans developed by the District;
  - e) Review efforts by the District to maximize bond revenues by implementing cost-saving measures, including, but not limited to the following:
    - ❖ Mechanisms designed to reduce the costs of professional fees.
    - ❖ Mechanisms designed to reduce the costs of site preparation.
    - ❖ Recommendations regarding the joint use of core facilities.
    - ❖ Mechanisms designed to reduce costs by incorporating efficiencies in school site design.
    - ❖ Recommendations regarding the use of cost-effective and efficient reusable facility plans.
7. To assist the Committee in its work, District staff shall present, for the Committee's review, a quarterly report that will include bond and other capital outlay project plans, timelines and cost information. The Committee will also be provided with the performance audit and annual audit that are required by law. The District will provide technical and administrative assistance in furtherance of the Committee's work. No bond funds may be used to fund any of these administrative expenses.

Reference: Education Code Section 15278-15282

( ~~1/09~~7/10)

**BOARD REPORT NO. 10-7-104B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**CONTRACT AWARD FOR DISTRICTWIDE INTERIOR AND EXTERIOR  
UNIT PRICE PAINTING**

The heavy use and age of District facilities necessitates routine interior and exterior painting projects at all three Colleges. In addition to the routine painting required, with the construction of new buildings on the campuses, the exteriors of our existing buildings need to be updated to reflect and complement the new structures. For the past twelve years the District has effectively managed painting projects through the use of unit price interior and exterior painting contracts (Board Reports No. 98-7-108B, 00-4-106B, 00-8-102B, 02-9-6CA, 03-5-3CA, 03-5-4CA, and 05-5-100B). The latest five year unit price contract has expired. In order to address the programmatic needs of upcoming projects and to finalize the look and feel of the buildings' exteriors in CIP2, District staff developed an updated unit price bid for interior and exterior painting.

Prior to bidding the contract, the District performed outreach via an established vendor database, through legal advertisement and through our local Buildings and Trades Council. In an effort to find a quality painter with sufficient project experience with buildings similar in size and quantity to our facilities, with the technical use and application of painting materials required for our structures and with a history of working on active campuses, a contractor qualification process was conducted. Sixteen C-10 specialty contractors licensed to perform painting work attended mandatory qualification and pre-bid conferences on May 6 and 11, 2010. Eleven contractors subsequently submitted qualification applications substantiating their performance qualifications, including license status, experience with construction projects of similar type and value under comparable conditions to the District facilities, prevailing wage compliance, legal claims history, insurance coverage, and bonding ability. Review and validation of the information provided on the applications resulted in seven contractors achieving qualified status for the unit price painting bid.

This bid package 1) awards all exterior and interior painting projects for a two year period to one painting contractor, 2) renews the award annually for three additional years up to a total of five years, and 3) establishes the bid price for the first year, with subsequent year CPI adjustments. The bid specifications in the package included the preparation and painting of sixteen (16) surface conditions and material applications. Each of the sixteen applications was given an estimated quantity to approximate the work needed on future painting projects. Bidders were required to provide a price for each category's stated quantity. The sum total of these sixteen stated prices was used to determine the low bidder. The bid cost for each category was divided by the corresponding quantity to arrive at a unit price for each surface condition/material application. Prior to the commencement of any individual painting project, the quantities involved will be measured and agreed upon, the appropriate unit prices will be applied, and a purchase order will be issued for the total amount.

On June 24, 2010 six contractors submitted bids for the contract, as shown on the chart below:

<b>BID RESULTS</b>	
<b>Districtwide Interior and Exterior Painting Unit Price Contract</b>	
<b>BIDDER</b>	<b>TOTAL</b>
A & B Painting, Inc. (San Francisco)	\$ 377,426
Bayview Painting and Construction (Burlingame)	\$ 349,400
Color Chart Inc. (San Bruno)	\$ 732,960
Mino's Painting (Millbrae)	\$ 354,455
Fix Painting Company (Woodland Hills)	\$ 578,875
Jerry Thompson and Sons Painting, Inc. (San Rafael)	no bid
Stella Painting Inc. (San Carlos)	\$ 389,587

District staff conducted a due diligence review and determined that the bid submitted by Bayview Painting and Construction is responsible and responsive to the contract requirements. The initial term for this contract is two years with the option to renew annually for an additional three years. This is a nonexclusive contract.

In the coming term, painting projects may include Cañada College Buildings 2, 5, 6 and 13; College of San Mateo Buildings 2/3/4, 7, 14, 15, 16, 17, 18 and 19; Skyline Buildings 2, 3, 5, 7 and 8, as well as other miscellaneous painting projects. Funding sources for painting projects include Measure A general obligation bond funds, Capital Outlay and potentially Scheduled Maintenance State funding.

## **RECOMMENDATION**

It is recommended that the Board of Trustees award the contract for Unit Price Painting to Bayview Painting and Construction, 1) at the unit prices bid, 2) for a term of two years in an amount not to exceed \$349,400, and 3) with an option to annually renew the contract for an additional three (3) years with adjustment for changes in the CPI.

**BOARD REPORT NO. 10-7-105B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathleen Ross, Dean, Business and Technology, College of San Mateo,  
574-6532

**APPROVAL OF AGREEMENT FOR COMPENSATION WITH THE SOUTH BAY REGIONAL  
PUBLIC SAFETY TRAINING CONSORTIUM FOR THE 2009-2010 AND 2010-2011 PEACE  
OFFICERS TRAINING ACADEMY – COLLEGE OF SAN MATEO**

On September 11, 1996, the Board approved a Joint Powers Agreement with the South Bay Regional Public Safety Training Consortium (Board Report No. 96-9-104B) for District membership in the Consortium. The South Bay Regional Public Safety Training Consortium is an organization of local community colleges established in 1995 for the purpose of coordinating a regional approach to the offering of public safety instruction in the Bay Area. Membership in this joint powers agency currently includes the following districts: San Mateo County Community College District, Foothill-DeAnza Community College District, Fremont-Newark Community College District, Gavilan Community College, Hartnell Community College, San José/Evergreen Community College District and West Valley-Mission Community College District.

For 2009-2010, College of San Mateo will receive 30 FTES as payment for the use of the Walter H. Moore Regional Public Safety Center building by the South Bay Regional Public Safety Training Consortium.

For 2010-2011, College of San Mateo will again receive 30 FTES as payment for the use of the building.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve receiving payment for 2009-2010 from the South Bay Regional Public Safety Training Consortium in the amount of 30 FTES, valued at \$136,950.

It is further recommended that the Board approve receiving payment for 2010-2011 from the South Bay Regional Public Safety Training Consortium in the amount of 30 FTES, valued at \$136,950.

San Mateo County Community College District

July 28, 2010

**BOARD REPORT NO. 10-7-5C**

**DISCUSSION – TIME, PLACE AND MANNER**

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

San Mateo County Community College District

July 28, 2010

**BOARD REPORT NO. 10-7-6C**

**UTILIZATION OF MEASURE G FUNDS**

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

**BOARD REPORT NO. 10-7-7C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**DISCUSSION OF STATE PROPOSITIONS FOR NOVEMBER 2010 BALLOT**

The following propositions have qualified for the November 2010 ballot and were suggested by Board members as topics for discussion.

**Proposition 21 (Initiative Statute): Establishes \$18 Annual Vehicle License Surcharge to Help Fund State Parks and Wildlife Programs and Grants Free Admission to All State Parks to Surcharged Vehicles.**

Proponent: Joseph L. Caves

Establishes an \$18 annual state vehicle license surcharge and grants free admission to all state parks to surcharged vehicles. Requires deposit of surcharge revenue in a new trust fund. Requires that trust funds be used solely to operate, maintain and repair the state park system, and to protect wildlife and natural resources. Exempts commercial vehicles, trailers and trailer coaches from the surcharge. Requires annual independent audit and review by citizen's oversight committee.

Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local government: Increased state revenues of about \$500 million annually from the imposition of a surcharge on the VLF to be used mainly to fund state parks and wildlife conservation programs. Potential state savings of up to approximately \$200 million annually to the extent that the VLF surcharge revenues were used to reduce support from the General Fund and other special funds for parks and wildlife conservation programs. Reduction of about \$50 million annually in state and local revenues from state park day-use fees. These revenue losses could potentially be offset by increases in other types of state park user fees and revenues.

**Proposition 22 (Initiative Constitutional Amendment): Prohibits the State from Taking Funds Used for Transportation or Local Government Projects and Services.**

Proponents: Joshua Shaw, Christopher K. McKenzie, and James N. Earp

Prohibits the State from shifting, taking, borrowing, or restricting the use of tax revenues dedicated by law to fund local government services, community redevelopment projects, or transportation projects and services. Prohibits the State from delaying the distribution of tax revenues for these purposes even when the Governor deems it necessary due to a severe state fiscal hardship.

Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local government: Significant constraints on state authority over city, county, special district, and redevelopment agency funds. As a result, higher and more stable local resources, potentially affecting billions of dollars in some years. Commensurate reductions in state resources, resulting in major decreases in state spending and/or increases in state revenues.



**Proposition 24 (Initiative Statute): Repeals Recent Legislation That Would Allow Businesses to Carry Back Losses, Share Tax Credits, and Use a Sales-Based Income Calculation to Lower Taxable Income.**

Proponents: Robin Johansen and Karen Getman

Repeals recent legislation that would allow businesses to shift operating losses to prior tax years and that would extend the period permitted to shift operating losses to future tax years. Repeals recent legislation that would allow corporations to share tax credits with affiliated corporations. Repeals recent legislation that would allow multistate businesses to use a sales-based income calculation, rather than a combination property-, payroll- and sales-based income calculation.

Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local government: Annual state revenue increase from business taxes of about \$1.7 billion when fully phased in, beginning in 2011-12.

**Proposition 25 (Initiative Constitutional Amendment): Changes Legislative Vote Requirement to Pass a Budget from Two-Thirds to a Simple Majority. Retains Two-Thirds Vote Requirement for Taxes.**

Proponents: James C. Harrison and Thomas A. Willis

Changes the legislative vote requirement necessary to pass the state budget from two-thirds to a simple majority. Provides that if the Legislature fails to pass a budget bill by June 15, all members of the Legislature will permanently forfeit any reimbursement for salary and expenses for every day until the day the Legislature passes a budget bill.

Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local government: Unknown changes in the content of the state budget from lowering the legislative vote requirement for passage. Fiscal impact would depend on the composition and actions of future Legislatures. Minor reduction in state costs related to compensation of legislators in years when the budget bill is passed after June 15.

**Proposition 26 (Initiative Constitutional Amendment): Increases Legislative Vote Requirement to Two-Thirds for State Levies and Charges. Imposes Additional Requirement for Voters to Approve Local Levies and Charges with Limited Exceptions.**

Proponent: Allan Zaremborg c/o Steve Lucas

Increases legislative vote requirement to two-thirds for state levies and charges, with limited exceptions, and for certain taxes currently subject to majority vote. Changes Constitution to require voters to approve, either by two-thirds or majority, local levies and charges with limited exceptions.

Summary of estimate by Legislative Analyst and Director of Finance of fiscal impact on state and local government: Potentially major decrease in state and local revenues and spending, depending upon future actions of the Legislature, local governing bodies, and local voters.