

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**November 17, 2010, 4:30 p.m.**  
**District Office Board Room**  
**3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

**4:30 p.m.      CLOSED SESSION**

1. Closed Session Personnel Items
  - A. **Public Employment: District Office** – IT Support Technician I, Information Technology Services; Payroll Clerk II, Administrative Services; Staff Assistant, Community Education; **Skyline College** – Office Assistant I, Business & Industry Relations; Automotive Instructor, Business & Industry Relations
  - B. Public Employee Discipline, Dismissal, Release
  - C. Employee Appointment  
Title: President, Skyline College
2. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Employee Organizations: AFT, AFSCME and CSEA
3. Conference with Legal Counsel – Potential Litigation Pursuant to Government Code Subdivision (c) of Section 54956.9 – 2 cases

**6:00 p.m.      CONVENE TO OPEN SESSION**

**Roll Call**

**Pledge of Allegiance**

**CLOSED SESSION ACTIONS TAKEN**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

10-11-1      Minutes of the Study Session of October 13, 2010

10-11-2      Minutes of the Closed Session Special Meeting of October 27, 2010

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

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

10-11-1C      Growing the Workforce Through Fashion – Cañada College

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

**NEW BUSINESS**

10-11-1A      Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

**Other Recommendations**

10-11-1B      Approval of Community Services Classes, Spring/Summer 2011 – Cañada College, College of San Mateo and Skyline College

10-11-100B      Adoption of Resolution No. 10-17 Authorizing the Use of Proceeds of the District's General Obligation Bonds to Prepay Its Obligations Under a Lease Agreement Relating to Cañada Vista

10-11-101B      Approval of Sub-Award to San Francisco State University as Part of the CiPAIR Grant from NASA to Cañada College

10-11-102B      Approval of Revision to District Conflict of Interest Code

10-11-103B      Contract Award for College of San Mateo North Gateway Phase I: Load Center #8 and Site Wall Project

10-11-104B      Approval of Service Agreement with Perfect Sky, Inc.

- 10-11-105B [Approval of Service with the County of San Mateo on Behalf of the San Mateo County Workforce Investment Board](#)
- 10-11-106B [Approval of Service Agreement with Contra Costa College of the Contra Costa Community College District](#)
- 10-11-107B [Approval of Service Agreement with the Career Ladders Project/Foundation for California Community Colleges](#)
- 10-11-108B [Approval of Service Agreement with Long Beach City College](#)
- 10-11-109B [Approval of Revision to District Rules and Regulations: Policies 1.70, Board Action on Legislative Issues/Political Activity; 2.07, Policy Development; 3.00, Applicability of Chapter III Policies; 3.05, Designation of Faculty; 3.15, Employment Requirements; 3.20, Evaluation of Faculty; 3.25, Wages, Hours and Other Terms and Conditions of Employment; 3.40, Faculty Substitutes; 3.80, Summer Session Faculty Employment; 3.90, Post-Retirement Contract; 4.00, Applicability of Chapter IV Policies; 4.05, The Classified Service; 4.15, Employment Requirements; 4.20, Supervision of Classified Employees; 4.22, Classified Staff Development Program; 4.25, Employees Not Members of the Classified Service; 4.30, Pay Period for Classified Staff; 4.40, Continuation of Employment; 4.45, Dismissals and Disciplinary Action; 5.01, Definition of Non-Represented Employees; 5.04, Non-Represented Employees: Staff Development Programs; 5.12, Managers: Responsibilities; 5.50, Classified Professional/Supervisory Employees: Employment and Transfer; 5.60, Confidential Employees: Employment and Transfer; 7.73, Student Grievances and Appeals; 8.28, Hazardous Materials](#)
- 10-11-110B [Approval of Increase for Parking Fines](#)

### **INFORMATION REPORTS**

- 10-11-2C [Discussion of Potential Bond Measure](#)
- 10-11-3C [Report on Funds Held in County Investment Pool](#)
- 10-11-4C [Update on Futuris Public Entity Trust for Other Post Retirement Benefits](#)

### **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
October 13, 2010, San Mateo, CA**

**The meeting was called to order at 6:03 p.m.**

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

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

**Pledge of Allegiance**

President Miljanich welcomed David Yost, a member of the San Mateo County Community Colleges Foundation Board of Directors, who was in the audience.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the minutes of the September 22, 2010 meeting of the Board. The motion carried, all members voting "Aye."

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

Darnell Spellman, President of the Associated Students of Cañada College, said he and the Associated Students Presidents at College of San Mateo and Skyline College request that the Board allow them to represent students at Board meetings, on a rotating basis, while the Board reviews the student trustee policy before the election of a new student trustee. President Miljanich noted that this request results from the resignation of the student trustee for personal reasons. The Board agreed to honor Mr. Spellman's request, recognizing the importance of student input. The Associated Students Presidents will determine the rotation schedule.

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (10-10-1A)**

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

**Other Recommendations**

**AGREEMENT TO SUPPORT SAN MATEO COUNTY SCHOOL DISTRICT MEASURES ON THE NOVEMBER 2, 2010 BALLOT (10-10-100B)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to support the ballot measures as described in the report. The motion carried, all members voting "Aye."

**APPROVAL OF APPOINTMENTS TO BOND OVERSIGHT COMMITTEE (10-10-101B)**

President Miljanich said the Board is being presented with a revised report to include an additional recommended member of the Bond Oversight Committee who was identified after the board packet was published. It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the appointments as shown in the revised report. Trustee Holober said he recognizes that efforts were made to find a representative of a bona fide taxpayers' association; he said the California Tax Reform Association might be able to recommend a local candidate and he will provide the contact information to Barbara Christensen, Director of Community/Government Relations. Vice President Mandelkern said he

is aware of another taxpayers' organization and will provide the information if needed. After this discussion, the motion carried, all members voting "Aye."

## **INFORMATION REPORTS**

### **FALL 2010 CENSUS REPORT (10-10-1C)**

Trustee Hausman noted the overall decreases in student headcount. Chancellor Galatolo said the original intention was to address the 14,000 students on waitlists; however, because of the lack of resources from the State, it became necessary to cut sections and reduce growth; by reducing growth, the District is now funded for most FTES.

Vice President Mandelkern asked if there has been a change in the fill rate. President Morrow said the fill rate is still very high; 12% of sections were cut while enrollment is down only 5%. President Claire said there is a shift to align with the Board's core values; the losses have been deliberate and targeted, and there has actually been growth where no cuts were made. Chancellor Galatolo said class loads are higher than ever. He said the waitlists have caps and, therefore, the true demand is unknown but is higher than ever before. Trustee Holober asked if the Board will be provided with data regarding FTES. Vice Chancellor Luan said he will provide the information when the numbers stabilize by the end of the term.

Trustee Holober asked if there are changes in student composition, e.g. full-time vs. part-time students. Vice Chancellor Luan said there is a large number of continuing students and a drop in older students. President Mohr said there are increases in full-time and transfer students, likely as a result of the cost of attending a California State University and of students being turned away by the CSUs. President Miljanich asked about recent legislation which would provide a guaranteed pathway to the CSUs. Vice Chancellor Luan said that is the intent of SB 1440.

Trustee Holober noted the drop in high school concurrent enrollment. President Claire said students are participating, but the program is being funded differently; Hillsdale High School is now providing \$120,000 for the program. Vice Chancellor Luan said Title 5 prohibits priority registration for concurrently enrolled students ahead of regular students.

President Miljanich asked if the gender distribution is reflective of the gender distribution of San Mateo County. Vice Chancellor Luan said the population of females at the Colleges is slightly higher than the County as a whole.

Trustee Schwarz noted the growth in non-California residents. Vice Chancellor Luan said one reason for the growth might be that out-of-state tuition at the District's Colleges is the same as the tuition students would pay in their own states.

Trustee Holober asked about the effects of the funding for enrollment growth in the State budget. Executive Vice Chancellor Keller said there is reason for concern with the budget, including unrealistic revenue forecasts and accounting techniques which defer current obligations into next year. Chancellor Galatolo added that the budget again suspends Proposition 98, giving the Governor the opportunity to impose mid-year reductions. Chief Financial Officer Kathy Blackwood said that the 2.2% enrollment growth will be distributed equally among districts and SMCCCD's portion has already been built into the District's budget.

### **STUDENT GOVERNMENT AND STUDENT ACTIVITIES (10-10-2C)**

Vice Chancellor Luan introduced the Student Activities Coordinators at the three Colleges: Amory Cariadus, Skyline College; Aaron Schaefer, College of San Mateo; and Victoria Worch, Cañada College. He also acknowledged Robin Richards, Vice President of Student Services at Cañada College; Joe Madrigal, interim Vice President of Student Services at Skyline College; Fauzi Hamadeh from the the Student Services Division at College of San Mateo; Romeo Garcia from the Student Services Division at Cañada College; and Darnell Spellman, President of the Associated Students at Cañada College.

Mr. Schaefer described the components of Student Life – a learning community, a leadership development program, a contextual learning experience, a retention and student engagement initiative, and a shared governance opportunity. Ms. Cariadus discussed the three service areas of the Student Activities Office – leadership development, campus activities and auxiliary services. Ms. Worch reported on the number of students participating in student government, shared governance committees and active clubs at each campus.

Ms. Cariadus reported on the results of a Noel-Levitz student survey. Most students feel a sense of belonging on their campus, believe it is an enjoyable experience to be on the campus, and believe that people on the campus respect and are supportive of each other. Ms. Cariadus, Mr. Schaefer and Ms. Worch each read quotes from students about their experiences as participants in Student Life. Trustee Hausman said that many students in the District have added responsibilities, e.g. are single parents, are seeking employment, etc., and asked what can be done to help these students. Mr. Schaefer said student leaders are encouraged to find ways to impact all students, who come for many different reasons. Ms. Cariadus said Skyline College also encourages non-traditional students to participate in student government; currently, the youngest participant is 18 and the oldest is 60. President Miljanich said that at her recent visit to Cañada College, she saw a wide range of age in students and a number of students who were not involved in activities in high school. She was impressed with comments by students who reported that they benefit from being involved and that they also are giving back because they had been helped. These students have interesting and innovative ideas about how to improve student life.

Ms. Worch discussed Districtwide collaboration, including national and state leadership trainings and conferences, District activities, and review of procedures. Future plans include conducting a Student Life survey, monthly meetings of the District Student Council, development of a Districtwide student handbook, development of a Leadership Certificate, and exploration of notating leadership participation on students' transcripts.

Trustee Holober asked if there is a government structure with a set number of seats that students run for and if there is an issue with everyone who wants to be in student government being automatically seated. Ms. Cariadus said each College has its own constitution which defines the number of seats. For example, Skyline's Student Council is composed of 21 voting members. If not all seats are filled through an election, students are appointed to fill the minimum number of seats required. Mr. Schaefer said most students at College of San Mateo commute and many do not have cars and/or work as well as attending school. He said the level of interest in running for office varies year-to-year and there is currently an influx of people wanting to be involved. Ms. Worch said that at Cañada College, she is attempting to solicit interest from students in support programs, such as TRIO. President Miljanich asked if elections for College offices could take place at approximately the same time at the three campuses. Ms. Cariadus said the Student Activities Coordinators can work with the student bodies to encourage them to do so.

Trustee Hausman asked if students are made aware ahead of time of the options to participate in elections. Mr. Schaefer said the constitution at College of San Mateo requires that an election commission be formed and the election is a six-week or longer process. Students try to have their elections in close proximity to a large event where information can be distributed to a large number of students. Students also visit classrooms to speak about the elections. Ms. Cariadus said that students at Skyline College use technology to publicize information. They also ask faculty members to recommend students.

Trustee Schwarz asked why the three Colleges have different structures. Ms. Cariadus said the students create their constitutions. Mr. Schaefer said the general structure is the same at each College. Trustee Schwarz asked how students are selected to participate in Districtwide and Statewide events. Mr. Schaefer said that for the March in March event, the student fee fund is used to take as many students as want to go. Student government participants usually attend leadership programs. Ms. Cariadus said students who attend events are expected to share with other students what they have learned.

Vice President Mandelkern asked why participation in clubs is higher at Skyline College than at the other Colleges. Mr. Schaefer said both Cañada College and College of San Mateo were without a Student Activities Coordinator for a period of time. Ms. Worch added that the Student Life office at Cañada College is in swing space and the office at College of San Mateo was in swing space until recently; this makes it harder to engage students. Vice President Mandelkern asked if it is expected that clubs and club participants are expected to reflect the campus populations proportionately. Ms. Cariadus said the different cultures at the Colleges are determining factors in club participation. District Academic Senate President Hernandez said all students in respiratory therapy classes at Skyline College are members of the Respiratory Therapy Club and they are encouraged to become involved in civic activities.

Noting that the most recent election for the student trustee was uncontested, Trustee Schwarz asked what effort was made to try to recruit students to run for this office. Mr. Schaefer said that the position requires a substantial time

commitment and that student leaders at all three campuses were leaving at that time. He said one student who was interested in running became ill and withdrew. Mr. Schaefer said that Aja Butler, former Student Activities Coordinator at Cañada College, worked diligently to try to find a student to run. Ms. Cariadus said she and former Student Trustee Virginia Medrano Rosales spoke to students about the opportunity; some were transferring and others had too many outside obligations.

Chancellor Galatolo suggested that the advisors use broad public announcements, newspapers, etc. to recruit students to run for the office and to emphasize that it is a paid position with the opportunity to pursue leadership with trustees who are well-respected in the community. He said the pool of nominees tends to consist of students who are involved in student government and asked if students are recruited from outside government as well. Ms. Cariadus said these recruitment techniques were used for the last election, without success. She noted that Ms. Medrano Rosales had not been involved in student government prior to running for the office of student trustee. Mr. Schaefer said that some students have no desire to develop leadership skills and that some students lack confidence. Vice Chancellor Luan said the benefits, particularly the economic benefits, are not widely known; therefore, the Vice Presidents of Student Services recommend changing “mileage allowance” to “transportation allowance” and including the provision of health and welfare benefits in announcements about the position.

Trustee Schwarz said that when she was running for her position on the Board, she went into classrooms to talk with students and found them to be very interested. She asked if anyone goes into classes to try to recruit students to run for the office of student trustee. Mr. Schaefer said this is done at College of San Mateo. Vice President Mandelkern said there is potential to do more outreach with faculty and staff. He also suggested that Board members could go to the campuses and speak about the role of student trustee.

#### **INITIAL REVIEW OF STUDENT TRUSTEE POLICY (10-10-3C)**

Trustee Holober asked for clarification of the current election process. Ms. Cariadus said the process to elect nominees is slightly different at each campus. Once the candidates are selected at the campuses, a panel consisting of two Associated Students officers from each campus interviews the nominees and elects the student trustee by secret ballot. Trustee Holober asked if any student can be considered as a nominee. Ms. Cariadus said any student may be considered as long as he/she meets the requirements to run in the election. Trustee Schwarz said that since the position is Districtwide, it would seem that the selection process should be uniform at the Colleges. Ms. Cariadus said the process at Skyline College was changed to prevent students from manipulating the system by losing the election at one campus and then signing up for one class at another campus in order to run again. Vice President Mandelkern said there is the same potential to “game the system” at all of the campuses and the process should be uniform. Trustee Holober suggested adding language to the revised policy to stipulate that a student may run for the office of student trustee at only one campus.

Vice President Mandelkern questioned whether it would be better to hold up the election process until there is a nominee from each College. Ms. Cariadus said it would present challenges to move the election date and Mr. Hamadeh added that the Education Code mandates when the student trustee must be seated. Mr. Schaefer suggested that a revised policy could require a contested election, but perhaps not a student from each campus.

Regarding the Vice Presidents of Student Services’ suggestion to “move election up to March/April timeframe in order to avoid the busy end-of-school year time and to separate this election from the AS elections,” Chancellor Galatolo said this would allow a student who loses the student trustee election to then run for a position at his or her campus. This might encourage some students to run who otherwise would not risk losing a chance to serve in any position. Mr. Schaefer said running two separate elections would require additional funds.

Regarding the Vice Presidents’ suggestion to “possibly rotate the student trustee position among the three colleges,” Trustee Hausman said there might be years in which one College has no nominees and another has several nominees. Trustee Schwarz asked why students would bother to run if it was not their College’s turn to have someone serve. Vice President Mandelkern said the selection panel should have the discretion to consider rotation if they believe it is important. President Miljanich said the panel could be informed of the Board’s desire to have wide representation. Trustee Holober agreed that mandated rotation is not a good idea. He said that since there are two students from each College on the selection panel, the representation seems fair.

Vice President Mandelkern said the current process of compensation for the student trustee differs from what is stated in the policy. The policy states that the student trustee shall receive the annual service award (one-half of the annual salary), implying that the Board has no discretion over granting the award; it should be made explicit that the Board votes on whether to grant the service award.

Trustee Holoher said the current policy language on removal or recall is not sufficient; students need a greater ability to address non-performance or other lapses and effect removal if necessary. Ms. Christensen said the current policy says that the student trustee may be recalled by a no-confidence vote taken at each of the three Colleges and the vote at each College must be from the Student Senate and executive officers. She suggested changing the policy so that the recall is voted on by the District Student Council instead. Mr. Schaefer said the District Student Council currently has no bylaws. Students are working to create bylaws and a government structure; the District Student Council could potentially be the voting body on a recall after this is completed. Ms. Worch said the Colleges have provisions in their constitutions, e.g. students are asked to resign if they miss more than three meetings and are required to follow the Student Code of Conduct. She said the Board has the ability to enforce provisions for the student trustee, as long as they do not conflict with provisions in the Education Code. Ms. Cariadus said that a recall vote is commonly taken by the body which elected the office holder and suggested that an impeachment process could be undertaken by the District Student Council. Trustee Hausman cautioned that publicity about recall and impeachment processes could intimidate some students and prevent them from running. She added that, for the most part, the student trustees have been outstanding.

Vice President Mandelkern suggested that Board members meet with the selection panel to explain the role of the student trustee and what is expected. President Miljanich said the Board must be cautious about being too involved. She said the Board might create a preamble to the policy, including the Board's commitment to effective representation and qualities that the student trustee should possess. Vice President Mandelkern suggested that the requirement to follow the Code of Conduct be incorporated into the policy; President Miljanich said this could be in the preamble as well. Ms. Worch said the student trustee is not part of the College government but of the Board and he/she needs mentorship from the Board.

Vice President Mandelkern said it is important that students have a voice in any policy changes. President Miljanich said students have been part of the process and will continue to be consulted.

Ms. Christensen said that as the next step, staff will draft a revised policy and bring it to the Board for first reading after the student bodies have had a chance to review it. Mr. Schaefer asked if presentations could be made at Associated Students meetings to inform students about what is taking place. President Miljanich said that communication will be enhanced by having the three Associated Students Presidents represent students at Board meetings.

Vice President Mandelkern asked if there will be a special election after a new policy is adopted. President Miljanich said it is important to feel comfortable with what is in the new policy and it is uncertain how long the review will take. Therefore, a special election might elect a student trustee for only a two or three month term. Mr. Schaefer said it would be difficult to get a pool of candidates in this case. Ms. Christensen said an exception could be written specifying that, for this year only, the student trustee elected in March could begin serving immediately and have his/her term continue throughout the 2011-12 academic year.

President Miljanich said this meeting was a good opportunity to discuss these issues and to provide the Student Activities Coordinators with a sense of the Board's expectations.

### **RECESS TO CLOSED SESSION**

President Miljanich said that during Closed Session, the Board will:

- consider the personnel item listed as 1A on the printed agenda
- hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA
- hold a conference with legal counsel regarding one case of potential litigation

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

The Board reconvened to Open Session at 10:00 p.m.

**CLOSED SESSION ACTIONS TAKEN**

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

**ADJOURNMENT**

It was moved by Vice President Mandelkern and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:05 p.m.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the November 17, 2010 meeting.

Dave Mandelkern  
Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees  
San Mateo County Community College District  
October 27, 2010  
San Mateo, CA**

**The meeting was called to order at 9:04 a.m.**

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

**Others present:** Chancellor Ron Galatolo

The Board recessed to Closed Session at 9:05 a.m.

The Board reconvened to Public Session at 12:48 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Miljanich stated that, during the Closed Session just concluded, the Board interviewed candidates for the Presidency of Skyline College. By consensus, the Board approved the continuance of the meeting to November 17 at 4:30 p.m. in the Executive Conference Room at the District Office. At that time, the Board will continue consideration, in Closed Session, of the candidates for Skyline College President.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the November 17, 2010 meeting.

Dave Mandelkern  
Vice President-Clerk

San Mateo County Community College District

November 17, 2010

**BOARD REPORT NO. 10-11-1C**

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

**GROWING THE WORKFORCE THROUGH FASHION – CAÑADA COLLEGE**

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

**BOARD REPORT 10-11-1A**

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

**APPROVAL OF PERSONNEL ITEMS**

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

**A. REASSIGNMENT**

Skyline College

**Catherine Christian** Admissions & Records Assistant III Admissions & Records

Reassigned through the managed hiring process from an Admissions & Records Assistant II position at Skyline College into this position at Grade 24 of the Classified Salary Schedule (60), effective October 8, 2010.

**B. LEAVE OF ABSENCE**

Cañada College

**Lezlee Ware** Associate Professor, Political Science Humanities & Social Science

Recommend approval of a pregnancy disability leave of absence, effective November 9, 2010, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

**C. CHANGE IN STAFF ALLOCATION**

Cañada College

Recommend creation of a new academic supervisory classification, "Director of Articulation & Orientation," at Grade AA of the Academic Supervisory Salary Schedule (30), effective November 18, 2010.

Also recommend a change in staff allocation to delete one full-time, 12-month per year Director of Matriculation/Transfer/Articulation (3F0105) position in Counseling Services and add one full-time, 12-month per year Director of Articulation & Orientation position, effective November 18, 2010.

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

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Operations	1	11/1/2010	1/31/2011	<b>Accounting Technician:</b> Processing student payments, issuance of parking permits, and other related duties to supplement office staffing. <i>Backdated due to cancellation of 10/27/10 Board Meeting.</i>
Cañada	Business, Workforce & Athletics (Medical Assisting)	1	1/18/2011	6/30/2011	<b>Instructional Aide II:</b> Specialized expertise for the clinical medical assisting procedures course, assist students with the asepsis and sterilization procedures, laboratory procedures, specimen collection, and electrocardiograms; administering injections, venipuncture, eye and ear lavage, bandaging and dressing and other examination and clinical procedures.
Cañada	Business, Workforce & Athletics (Upward Bound)	2	1/10/2011	6/3/2010	<b>Instructional Aide I:</b> Provide individual/group tutoring to Upward Bound high school students at Sequoia High School. Assistance with development of student skills needed for college success and with facilitating weekend workshops.
Cañada	Vice President of Instruction (Learning Center)	1	11/18/2010	6/30/2011	<b>Instructional Aide II:</b> Assist students with writing and math; assist with Math Jam and development of a Word Jam to increase success and retention; and tutor individually and in small groups.
Cañada	Vice President of Instruction (Learning Center)	1	11/18/2010	6/30/2011	<b>Instructional Aide II:</b> Assist evening students with writing and math; assist students with the self-paced Learning Center courses; and tutor individually and in small groups.
District	Facilities Planning & Operations	2	10/28/2010	6/30/2011	<b>Project Manager II:</b> Assistance with project work and final project close outs as the Capital Improvement Program Phase II completes new buildings at each of the campuses. <i>Backdated due to cancellation of 10/27/10 Board Meeting.</i>
District	Educational Services & Planning	1	11/18/2010	1/31/2011	<b>Assistant Project Director:</b> Assistance with creating and managing Spring 2011 eCollege terms. Creating and managing eCourse course terms, coding of terms in Banner, copying courses to new semester, managing issues related to faculty course setups and student registration.

**BOARD REPORT NO. 10-11-1B**

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, SPRING/SUMMER 2011  
CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE**

Listed below are the planned self-supporting Community Services offerings at Cañada College, College of San Mateo and Skyline College for spring/summer 2011. Classes in the Community Services program are identified and delivered based on community interest, instructor expertise and schedules, and available college facilities. The Community Services schedule is grouped by Community Services classes on campus and off-site, Emeritus Institute, and on-line offerings.

**New Programs**

**Cañada College**

None

**College of San Mateo**

Ballroom Dance  
Become a Child Visitation Monitor  
Beginning Computer Skills  
Beginning Tai Chi and Qigong (two sessions)  
Best of Eastern Canada Travel Tour  
Building Your eBay Business  
Creative Ceramics  
Creative Water Bottle Carrier  
Decadent Chocolate  
Delightful Garden Art  
Discover Switzerland, Austria and Bavaria Travel Tour  
Energize Your Life  
Fly Fishing for Fun  
Fun & Green Eco Bags  
Get Started on Your Pilot License  
Get To The Top of Google Results  
Interior Redesign  
Introduction to Wines  
Islands of New England Travel Tour  
Landscape Design for Homeowners

Outdoor Drawing with Pastels  
Peninsula Parks & Trails (Lecture, two sessions)  
Spectacular Sculptural Fountains  
Still Life Oil Painting  
Topiary-Style Floral Design

**Skyline College**

None

**Coastside, Half Moon Bay**

Beginning Computer Skills

**Off Campus**

Figure Piping in Buttercream (Kathy's Kreative Kakes, San Mateo)

**Continuing Programs**

**Cañada College**

An Introduction to Voiceovers  
Passport to Retirement with Retirement Recovery Strategies

**College of San Mateo**

Advertising Your Business with Google AdWords  
All About Patents & Intellectual Property  
Astronomy - Lovely Spring Skies  
Basic Estate Planning  
Basic Motorcycle Rider Course through Northern California Motorcycle Training  
Basics of Selling on eBay  
Become a Spanish Language Court Interpreter  
Become a Spanish Language Medical Interpreter  
Beginning Fencing (three sessions)  
Beginning Watercolor  
Belly Dance for Fitness and Fun (two sessions)  
Confident Communication Skills  
Conversational French I  
Conversational French II  
Create Unique Upcycled Shopping Bags  
Dog Obedience Classes – All Levels  
Driver's Education (two sessions)  
Fencing Club (three sessions)  
Financial Strategies for Successful Retirement  
Fun Part-Time Jobs  
Getting More From Your Digital Camera  
Getting Started in Digital Photography  
Getting to Know Your DSLR Camera  
Graceful Hawaiian Hula for Beginners

Graceful Hawaiian Hula Level II  
Guitar - Level I  
Guitar - Level II  
Hatha Yoga for Fitness and Wellness  
Importing as a Small Business  
Internet Marketing - Creating Passive Income Online  
Italian for Travelers I - The Language and Culture of Italy  
Italian for Travelers II - The Language and Culture of Italy  
Let's Make Sushi  
Let's Speak Japanese  
Magic Flutes, Flute Choir  
Make Money from Your Innovations  
MS Excel Basics  
Notary Public Workshop and Exam (two sessions)  
Passport to Retirement with Retirement Recovery Strategies  
Peninsula Photography Field Trips  
Peninsula Symphony  
Personal Fitness Trainer Certification  
Pet First Aid/CPR  
Pharmacy Technician Training  
Relaxing Shiatsu Massage for Couples  
SAT Prep  
Secrets of a Super Memory  
Servsafe Food Handling Workshop and Exam (two sessions)  
Smart Property Management  
Spanish I  
Spanish II  
Spanish III  
Speaking Without Words - The Secret Meaning of Body Language  
Sports Nutrition Consultant Certification  
Steel Drum Band (Advanced)  
Test-Taking Secrets  
Travel Sketching and Painting in Watercolor  
What Were You Born To Do?  
Writing and Publishing Your 1st Book (or 7th)

### **Skyline College**

Financial Strategies for Successful Retirement

### **Coastside, Half Moon Bay**

Guitar  
Natural Earth-Friendly Candles

### **Off Campus**

Fabulous Fondant Cakes (Kathy's Kreative Kakes, San Mateo)  
Frosting Flowers with Icing (Kathy's Kreative Kakes, San Mateo)  
Peninsula Parks & Trails (Field Trips, two sessions)  
St. John's Cemetery (San Mateo)

**Emeritus****New Programs**

Russia — The Last Romanov, 1894-1918 (San Mateo Senior Center)  
United States, 1945 and After — In Search of Balance (San Mateo Senior Center)

**Continuing Programs**

Jazz From the Hill (The Peninsula Regent, two sessions)  
Stuart England — When Scots Sat Upon the English Throne, 1603-1714 (Burlingame Recreation Center)  
Tudor England — Blossoming of a Hybrid Rose, 1485-1603 (Burlingame Recreation Center)

**Online Classes****New Classes**

Administrative Dental Assistant  
Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology  
Administrative Professional with Microsoft Office 2007 Master  
Advanced Hospital Coding & CCS Prep  
AutoCAD 2009  
Bookkeeping the Easy Way with Quickbooks  
Building Analyst Quick Start Program (BPI BA Certification)  
California Appraisal Continuing Education  
California Appraisal Qualifications  
California Home Inspection Continuing Education  
California Home Inspection Course  
California Real Estate Appraisal Course  
California Real Estate Broker Pre License Course  
California Real Estate Continuing Education  
California Real Estate Pre License Course  
Certified Bookkeeper  
Chartered Tax Professional for California  
Clinical Dental Assistant  
CompTIA A+ Certification Training  
Empowering Students with Disabilities  
Explore a Career as a Pharmacy Technician  
Explore a Career in a Dental Office  
Freight Broker/Agent Training  
Going Green at Home  
Graphic Design with Photoshop CS3 Training  
Help for the Helpdesk  
Home Inspection  
HVAC Technician  
ICD-10 Medical Coding: Preparation and Instruction for Implementation  
Intermediate Dreamweaver CS4  
Intermediate SQL  
Intermediate Windows Vista  
Introduction to InDesign CS4  
Introduction to Microsoft Expression Web

Medical Billing and Coding + Medical Terminology  
 Medical Transcription + Medical Terminology  
 Mortgage Exam Prep  
 Nonprofit Fundraising Essentials  
 Paralegal  
 Payroll Practice & Management  
 Performing Payroll in QuickBooks 2010  
 Pharmacy Technician  
 Project Management  
 Purchasing & Supply Chain Management  
 Six Sigma Black Belt  
 Six Sigma Green Belt  
 Solar Power Professional  
 Spanish for Law Enforcement Professionals  
 Spanish for Medical Professionals  
 Teaching Adult Learners  
 Teaching Smarter With SMART Boards  
 The Differentiated Instruction and Response to Intervention  
 Veterinary Assistant  
 Web Design Certificate  
 Wind Energy Apprentice  
 Writing Essentials

### **Continuing Classes**

A to Z Grantwriting  
 A Writer's Guide to Descriptive Settings  
 Accounting Fundamentals  
 Accounting Fundamentals II  
 Achieving Success with Difficult People  
 Achieving Top Search Engine Positions  
 Administrative Assistant Applications  
 Administrative Assistant Fundamentals  
 Advanced Fiction Writing  
 Advanced Grant Proposal Writing  
 Advanced Microsoft Excel 2003  
 Advanced Microsoft Excel 2007  
 Advanced Microsoft Word 2003  
 Advanced PC Security  
 An Introduction to Teaching ESL/EFL  
 Assisting Aging Parents  
 Become a Physical Therapy Aide  
 Become a Veterinary Assistant  
 Become a Veterinary Assistant II: Canine Reproduction  
 Become a Veterinary Assistant III: Practical Skills  
 Become an Optical Assistant  
 Becoming a Grant Writing Consultant  
 Beginner's Guide to Getting Published  
 Beginning Conversational French  
 Beginning Writer's Workshop  
 Big Ideas in Little Books

Breaking Into Sitcom Writing  
Building Teams That Work  
Building Wealth  
Business Law for the Small Business Owner  
Business Marketing Writing  
C# Programming for the Absolute Beginner  
Computer Skills for the Workplace  
Constitutional Law: Bill of Rights  
Conversational Japanese  
Creating a Classroom Web Site  
Creating a Successful Business Plan  
Creating the Inclusive Classroom: Strategies for Success  
Creating User Requirements Documents  
Creating Web Graphics with Photoshop CS3  
Creating Web Pages  
Creating Your Own Nonprofit  
Customer Service Fundamentals  
Designing Effective Websites  
Differentiated Instruction in the Classroom  
Discover Digital Photography  
Distribution and Logistics Management  
Drawing for the Absolute Beginner  
Easy Classroom Podcasting  
Effective Business Writing  
Effective Selling  
Employment Law Fundamentals  
Enhancing Language Development in Childhood  
Evidence Law  
Explore a Career as an Administrative Medical Assistant  
Forensic Science for Writers  
Fundamentals of Supervision and Management  
Fundamentals of Supervision and Management II  
Fundamentals of Technical Writing  
GED Preparation  
Genealogy Basics  
Get Assertive!  
Get Funny!  
Get Grants!  
Get Paid to Travel  
GMAT Preparation  
Going Green at the Workplace  
Goodbye to Shy  
Grammar for ESL  
Grammar Refresher  
GRE Preparation - Part 1  
GRE Preparation - Part 2  
Growing Plants for Fun and Profit  
Guided Reading and Writing: Strategies for Maximum Student Achievement  
Guided Reading: Strategies for the Differentiated Classroom  
Guiding Kids on the Internet  
Handling Medical Emergencies

High Speed Project Management  
HIPAA Compliance  
Homeschool with Success  
Human Anatomy and Physiology  
Human Anatomy and Physiology II  
Individual Excellence: Secrets of Career Success  
Instant Italian  
Integrating Technology in the Classroom  
Intermediate C# Programming  
Intermediate CSS and XHTML  
Intermediate Dreamweaver CS3  
Intermediate Java Programming  
Intermediate Microsoft Access 2003  
Intermediate Microsoft Access 2007  
Intermediate Microsoft Excel 2003  
Intermediate Microsoft Word 2003  
Intermediate Microsoft Word 2007  
Intermediate Networking  
Intermediate Oracle  
Intermediate Photoshop CS3  
Intermediate Photoshop CS4  
Intermediate PHP and MySQL  
Intermediate Visual Basic 2005  
Intermediate Visual Basic 2008  
Interpersonal Communication  
Introduction to Adobe Acrobat 9  
Introduction to Ajax Programming  
Introduction to Algebra  
Introduction to Alice 2.0 Programming  
Introduction to ASP.NET  
Introduction to Business Analysis  
Introduction to C++ Programming  
Introduction to CorelDRAW X3  
Introduction to Criminal Law  
Introduction to Criminal Law II  
Introduction to Crystal Reports 10  
Introduction to CSS and XHTML  
Introduction to Database Development  
Introduction to Dreamweaver CS3  
Introduction to Dreamweaver CS4  
Introduction to Flash CS4  
Introduction to Illustrator CS3  
Introduction to InDesign CS3  
Introduction to Internet Writing Markets  
Introduction to Java Programming  
Introduction to Journaling  
Introduction to Linux  
Introduction to Microsoft Access 2003  
Introduction to Microsoft Access 2007  
Introduction to Microsoft Excel 2003  
Introduction to Microsoft Excel 2007

Introduction to Microsoft FrontPage 2003  
Introduction to Microsoft Outlook 2003  
Introduction to Microsoft Outlook 2007  
Introduction to Microsoft PowerPoint 2003  
Introduction to Microsoft PowerPoint 2007  
Introduction to Microsoft Project 2003  
Introduction to Microsoft Project 2007  
Introduction to Microsoft Publisher 2003  
Introduction to Microsoft Publisher 2007  
Introduction to Microsoft Word 2003  
Introduction to Microsoft Word 2007  
Introduction to Natural Health and Healing  
Introduction to Networking  
Introduction to Nonprofit Management  
Introduction to Oracle  
Introduction to PC Security  
Introduction to PC Troubleshooting  
Introduction to Peachtree Accounting 2009  
Introduction to Perl Programming  
Introduction to Photoshop CS3  
Introduction to Photoshop CS4  
Introduction to PHP and MySQL  
Introduction to Python 2.5 Programming  
Introduction to QuickBooks 2009  
Introduction to QuickBooks 2010  
Introduction to Ruby Programming  
Introduction to SQL  
Introduction to Stock Options  
Introduction to the Internet  
Introduction to Visual Basic 2005  
Introduction to Visual Basic 2008  
Introduction to Windows Vista  
Introduction to Windows XP  
Keyboarding  
Keys to Effective Communication  
Leadership  
Learn to Buy and Sell on eBay  
Legal Nurse Consulting  
Listen to Your Heart, and Success Will Follow  
Lose Weight and Keep it Off!  
LSAT Preparation - Part 1  
LSAT Preparation - Part 2  
Luscious, Low-Fat, Lightning-Quick Meals  
Making Movies with Windows Vista  
Making Movies with Windows XP  
Manufacturing Applications  
Manufacturing Fundamentals  
Marketing Your Business on the Internet  
Marketing Your Nonprofit  
Mastery of Business Fundamentals  
Math Refresher

Medical Coding  
Medical Terminology: A Word Association Approach  
Medical Transcription  
Merrill Ream Speed Reading  
Microsoft Excel 2003 in the Classroom  
Microsoft Excel 2007 in the Classroom  
Microsoft PowerPoint 2007 in the Classroom  
Microsoft Word 2003 in the Classroom  
Microsoft Word 2007 in the Classroom  
Music Made Easy  
Mystery Writing  
Online Drivers Education  
Online Traffic School  
Performing Payroll in QuickBooks 2009  
Personal Finance  
Photographing Nature with Your Digital Camera  
Photographing People with your Digital Camera  
Photoshop CS3 for the Digital Photographer  
Photoshop CS4 for the Digital Photographer  
Photoshop Elements 6.0 for the Digital Photographer  
Photoshop Elements 6.0 for the Digital Photographer II  
Photoshop Elements 7 for the Digital Photographer  
Photoshop Elements 8 for the Digital Photographer  
Photoshop Elements 8 for the Digital Photographer II  
Pleasures of Poetry  
PowerPoint in the Classroom  
Practical Ideas for the Adult ESL/EFL Classroom  
Prazis I Preparation  
Prepare for the GED Language Arts, Writing Test  
Prepare for the GED Math Test  
Principles of Sales Management  
Professional Sales Skills  
Project Management Applications  
Project Management Fundamentals  
Publish It Yourself: How to Start and Operate Your Own Publishing Business  
Purchasing Fundamentals  
QuickBooks 2009 for Contractors  
Ready, Set, Read!  
Real Estate Investing  
Real Estate Investing II: Financing Your Property  
Real Estate Law (US)  
Research Methods for Writers  
Response to Intervention: Reading Strategies That Work  
Resume Writing Workshop  
Romance Writing Secrets  
SAT/ACT Preparation - Part 1  
SAT/ACT Preparation - Part 2  
Secrets of Better Photography  
Secrets of the Caterer  
Singapore Math Strategies: Model Drawing for Grades 1-6  
Singapore Math: Number Sense and Computation

Six Sigma: Total Quality Applications  
Skills for Making Great Decisions  
Solving Classroom Discipline Problems  
Solving Classroom Discipline Problems II  
Spanish in the Classroom  
Speed Spanish  
Speed Spanish II  
Speed Spanish III  
Start and Operate Your Own Home-Based Business  
Start Your Own Arts and Crafts Business  
Start Your Own Consulting Practice  
Start Your Own Small Business  
Stocks, Bonds, and Investing: Oh, My!  
Supply Chain Management Fundamentals  
Survival Kit for New Teachers  
Teaching ESL/EFL Reading  
Teaching ESL/EFL Vocabulary  
Teaching Grammar for ESL/EFL  
Teaching Math: Grades 4-6  
Teaching Preschool: A Year of Inspiring Lessons  
Teaching Science: Grades 4-6  
Teaching Students with Autism: Strategies for Success  
Teaching Writing: Grades 4-6  
The Analysis and Valuation of Stocks  
The Classroom Computer  
The Craft of Magazine Writing  
The Creative Classroom  
The Keys to Effective Editing  
Total Quality Fundamentals  
Travel Photography for the Digital Photographer  
Travel Writing  
Twelve Steps to a Successful Job Search  
Understanding Adolescents  
Understanding the Human Resources Function  
Using the Internet in the Classroom  
Web 2.0: Blogs, Wikis, and Podcasts  
Where Does All My Money Go?  
Winning Strategy for the Courtroom  
Wireless Networking  
Workers' Compensation  
Working Successfully with Learning Disabled Students  
Wow, What a Great Event!  
Write and Publish Your Nonfiction Book  
Write Like a Pro  
Write Your Life Story  
Writeriffic 2: Advanced Creativity Training for Writers  
Writeriffic: Creativity Training for Writers  
Writing Effective Grant Proposals  
Writing for Children  
Writing for ESL

**RECOMMENDATION**

It is recommended that the Board approve the list of Community Services classes to be offered for spring/summer 2011 at Cañada College, College of San Mateo and Skyline College, as well as off-campus locations.

**BOARD REPORT NO. 10-11-100B**

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

**ADOPTION OF RESOLUTION NO. 10-17 AUTHORIZING THE USE OF PROCEEDS OF THE DISTRICT'S GENERAL OBLIGATION BONDS TO PREPAY ITS OBLIGATIONS UNDER A LEASE AGREEMENT RELATING TO CAÑADA VISTA**

On October 28, 2009, the Board of Trustees approved the interim financing of the Cañada Vista project by use of a tax-exempt lease financing instrument funded by the District's Post Employment Retirement Fund. During the period in which the project was being built, the project was financed at a favorable interest rate, and the Retirement Fund realized earnings superior to the interest earned in the County's commingled investment pool. Now that the project has been completed, the District has a limited time, under federal law, to use bond proceeds to defease the current short-term lease agreement. As with College Vista, rents from the project will be used to pay the long-term debt. No general fund proceeds will be used.

**RECOMMENDATION**

It is recommended that Board approve Resolution No. 10-17 authorizing the use of proceeds of its general obligation bonds to prepay its obligations under a lease agreement relating to Cañada Vista.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT****RESOLUTION NO. 10-17****RESOLUTION OF THE BOARD OF TRUSTEES OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AUTHORIZING THE USE OF PROCEEDS OF ITS GENERAL OBLIGATION BONDS TO PREPAY ITS OBLIGATIONS UNDER A LEASE AGREEMENT RELATING TO CANADA VISTA**

**WHEREAS**, a special bond election was held in the San Mateo County Community College District (the "District") on November 8, 2005, under the procedures specified in Proposition 39 (Article XIII A Section 1, paragraph (b) of the California Constitution) and more than 55% of the votes cast at the election were in favor of the issuance of the bonds (the "2005 Authorization"); and

**WHEREAS**, the 2005 Authorization authorized the proceeds of bonds issued thereunder to be used for, among other things, property acquisitions and improvements to meet student and community needs, including payment of existing and future lease obligations, to accommodate growth and improve accessibility; and

**WHEREAS**, pursuant to the 2005 Authorization, the District issued the following bonds (the "2006 Bonds"):

- San Mateo County Community College District (County of San Mateo, California) 2006 General Obligation Bonds (Election of 2005), Series A, issued on April 26, 2006, in the aggregate principal amount of \$135,429,394.60.
- San Mateo County Community College District (County of San Mateo, California) 2006 General Obligation Bonds (Election of 2005), Series B, issued on December 21, 2006, in the aggregate principal amount of \$332,570,193.75.

**WHEREAS**, on November 25, 2009, the District entered into a Lease Agreement dated as of November 1, 2009 (the "Lease Agreement") with the San Mateo County Community College District Financing Corporation (the "Corporation") for the purpose of providing initial financing for the design, acquisition and construction of Cañada Vista; and

**WHEREAS**, the District wishes to use a portion of the proceeds of the 2006 Bonds to prepay its obligations under the Lease Agreement;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the San Mateo County Community College District as follows:

**Section 1. Approval of Prepayment of Lease Agreement.** The Board of Trustees hereby approves prepayment of the District's obligations under the Lease Agreement with proceeds of the 2006 Bonds.

The Chancellor-Superintendent, the Executive Vice-Chancellor, the Secretary of the Board of Trustees and all other officers of the District are each authorized and directed in the name and on behalf of the District to execute any documents which they or any of them might deem necessary or appropriate in

order to accomplish the purposes of this Resolution. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

**Section 2. Effective Date.** This Resolution shall take effect from and after the date of its passage and adoption.

\* \* \* \* \*

PASSED AND ADOPTED this 17<sup>th</sup> day of November, 2010, by the following vote:

AYES:

NOES:

ABSENT:

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

ATTEST:

\_\_\_\_\_  
Vice President/Clerk of the Board of Trustees of  
San Mateo County Community College District  
San Mateo County, California

**BOARD REPORT NO. 10-11-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Janet L. Stringer, Dean, Science & Technology, Cañada College, 306-3322

**APPROVAL OF SUB-AWARD TO SAN FRANCISCO STATE UNIVERSITY AS PART OF THE CIPAIR GRANT FROM NASA TO CAÑADA COLLEGE**

Cañada College was awarded a grant through the “Curriculum Improvements Partnership Award for the Integration of Research” (CiPAIR) program at the National Aeronautics and Space Administration (NASA). The project is a collaborative effort between Cañada College, San Francisco State University and NASA Ames Research Center. This grant was accepted at the Board meeting on September 22, 2010 (Board Report No. 10-9-114B). Funding for the project is \$150,000 per year for three years with a start date of October 1, 2010.

This report details the sub-award to San Francisco State University for this project. The sub-award of \$38,544 per year (total of \$115,632 for the three years of the grant) is for developing the summer research internship program, supervision of the student interns, revising and supervising students participating in the capstone courses, tutoring for selected engineering courses, travel reimbursement, lab and office supplies and indirect costs.

**RECOMMENDATION**

It is recommended that the Board approve the sub-award of \$115,632 for the three-year grant period to San Francisco State University as part of the CiPAIR grant from NASA.

**BOARD REPORT NO. 10-11-102B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISION TO DISTRICT CONFLICT OF INTEREST CODE**

The attached Conflict of Interest Code was adopted by the Board in May 1986 and has subsequently been revised when necessary to reflect changes in designated officials and employees. Since the last revision, the following bodies have been formed and their members fall within a category requiring them to file a Statement of Economic Interest:

1. Retirement Board of Authority
2. Bond Oversight Committee
3. Measure G Citizens' Oversight Committee

This makes it necessary for the District to revise Appendix A of the Code. The proposed revision is attached. Following adoption of this revised Code by the Board of Trustees, it will be filed with the San Mateo County Board of Supervisors, as required by State law.

**RECOMMENDATION**

It is recommended that the Board approve the attached revision of the District Conflict of Interest Code.

**CONFLICT OF INTEREST CODE OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

The Political Reform Act, Government Code Section 8100, et. seq., requires state and local government agencies to adopt Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Adm. Code Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice hearings. Therefore, the terms of 2 Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Mateo County Community College District (Hereinafter "Agency").

Pursuant to Section 18730(b)(4)(B) of the Standard Code, all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the Board of Supervisors for the County of San Mateo. Pursuant to Title 2, Division 6 of the California Administrative Code, Section 18277, the County Clerk for the County of San Mateo shall be the official responsible for receiving and retaining statements of economic interests filed with the Board of Supervisors.

**DESIGNATED CATEGORIES**

CATEGORY 1. A designated employee assigned to Category 1 is required to disclose investments that may foreseeably be materially affected by any decision made or participated in by the designated employee.

CATEGORY 2. A designated employee assigned to Category 2 is required to disclose interests in real property that may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 3. A designated employee assigned to Category 3 is required to disclose any business entity that may be materially affected by any decision made or participated in by the designated employee.

CATEGORY 4. A designated employee assigned to Category 4 is required to disclose any business entity in which the designated employee is a director, officer, partner, trustee, or holds any position of management that may be materially affected by any decision made or participated in by the designated employee.

**APPENDIX A****SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
DESIGNATED OFFICIALS AND EMPLOYEES**

<b>Designated Positions</b>	<b>Disclosure Category</b>
Board of Trustees	1,2,3,4
Chancellor-Superintendent	1,2,3,4
Executive Vice Chancellor	1,2,3,4
Vice Chancellors	1,2,3,4
College Presidents	1,2,3,4
Executive Director, Facilities, Maintenance and Operations	1,2,3,4
Consultants*	1,2,3,4
Director of Community/Government Relations	1,2,3,4
All Other Administrators	1,3,4
Bookstore Managers	1,3,4
Coordinators of Student Activities	1,3,4
Coordinators of Library Services	1,3,4
Buyers and Senior Buyers, Purchasing	1,3,4
<b>Members of the Retirement Board of Authority</b>	<b>1, 3, 4</b>
<b>Members of the Bond Oversight Committee</b>	<b>1, 3, 4</b>
<b>Members of the Measure G Citizens' Oversight Committee</b>	<b>1, 3, 4</b>

\* The Chancellor, or designee, shall review the duties and authority of all consultants retained by the District. Those consultants who, within the meaning 2 CA. Code of Regulations 18700(a)(2) are required to file statements of economic interests, shall do so. During each calendar year, the District shall maintain a list of such consultants for public inspection in the same manner and location as this Conflict of Interest Code.

Nothing herein excuses any consultant from any other provision of the Conflict of Interest Code, specifically those dealing with disqualification.

~~August~~ **October** 2010

**BOARD REPORT NO. 10-11-103B**

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  
COLLEGE OF SAN MATEO NORTH GATEWAY PHASE I:  
LOAD CENTER #8 AND SITE WALL PROJECT**

The goal of this two phase State-funded project is to replace aged electrical infrastructure, to address potential life-safety hazards and to ensure reliable electrical service to critical classroom buildings, including the Science Building 36, Buildings 17, 18, and 20. The scope of work includes decommissioning existing electrical load center #4, which has experienced several challenges with water infiltration causing life-safety concerns and a recent campus-wide power outage on the first day of the 2010 fall semester. An existing transformer and electrical switch-gear will be relocated from their current, prominent location at the East entrance of Building 18 into a new enclosure that will be built as part of this project. The enclosure will house a new electrical load center #8, which will replace load center # 4. In addition, a small concrete wall will be installed at the North East Perimeter Road. This wall will become a focal point for dramatic vistas to the San Francisco Bay and northward upon the completion of the North Gateway Project. This contract will also include tree work at the North Perimeter Road as directed by the local Fire Marshall, and landscaping at the new load center enclosure.

On September 9 and 16, 2010, the District published a legal notice inviting pre-qualified general contractors to bid on this project. For this project, the District qualified electrical sub-contractors, due to the potentially disruptive and hazardous nature of the electrical work. A total of ten electrical contractors successfully qualified to bid this work, ensuring healthy competition and a level playing field of electrical sub-contractors experienced with medium voltage electrical work on occupied campuses. The project team conducted an aggressive contractor outreach campaign via email and phone to encourage maximum bid participation. Twenty-seven pre-qualified firms, including nineteen general contractors, attended at least one of two Mandatory Pre-bid Conferences held on September 17 and 24, 2010. On October 21, 2010, eight of these firms submitted bids as follows:

General Contractor	Total Bid
Cupertino Electric, Inc.	\$997,700
Ralph Larsen & Son, Inc.	\$1,087,000
Robert A. Bothman, Inc.	\$1,133,854
Roebbelen Contracting, Inc.	\$1,248,803
John Plane Construction, Inc.	\$1,279,000
Gonsalves & Stronck Construction Co.	\$1,310,770
Big D Builders, Inc.	\$1,465,000
Schembri Construction	\$1,537,235

After bid opening, District staff conducted due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. The two apparent low bids from Cupertino Electric, Inc. and Ralph Larsen and Son, Inc. were deemed non-responsive. The reason is that the teams assembled by these contractors failed to meet the minimum safety thresholds for eligibility for the District's Owner Controlled Insurance Program (OCIP), as articulated in specification section 00 73 17 Section 1.2, Item B, subsection #3 of the contract documents. This specification requires that at least 75% of the listed subcontractors carry a maximum three-year average Experience Modification Rating (EMR) of 1.25 or less for the bid to be deemed responsive. Both bidding teams failed to meet these minimum safety requirements. Accordingly, Robert A. Bothman, Inc., who meets the safety requirements under our OCIP and all other bid requirements, was the lowest responsive, responsible bidder.

This project will be funded by State Capital Outlay and Measure A general obligation bond funds.

### **RECOMMENDATION**

It is recommended that the Board of Trustees award the contract for the College of San Mateo North Gateway Phase I: Load Center #8 and Site Wall Project to Robert A. Bothman, Inc. in an amount not to exceed \$1,133,854.

**BOARD REPORT NO. 10-11-104B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback Stroud, Vice President, Instruction, Skyline College,  
738-4321

**APPROVAL OF SERVICE AGREEMENT WITH PERFECT SKY, INC.**

Skyline College was awarded a \$3 million grant under the California Employment Development Department (EDD) Green Innovation Challenge (GIC) grant. Through a training demonstration project, veterans, unemployed participants, underemployed, dislocated, and incumbent workers will be trained in alternative and renewable fuel technologies. The newly trained workforce will be prepared in response to growing workforce demand as industry seeks to serve the growing consumer demand for hybrid/electric and all-electric heavy vehicles.

Perfect Sky, Inc., through its founder, Jack Rosebro, is a training partner in this collaboration. Perfect Sky, Inc. enjoys a reputation for providing both advocacy and training in hybrid/electric alternative fuel technologies. As both a writer and automotive technician trainer, Mr. Rosebro provides trainings to a wide variety of entities: educational institutions, aftermarket shop owners and individuals, as well as lectures on the benefits of clean energy and the likely future for alternative and renewable fuels in transportation technologies and other areas of our lives. As a strong advocate for a greening economy, he and his partners have cultivated both industry and industry-related resources and affiliations that he will leverage to position the work of this initiative for promoting industry-driven changes in the workforce.

Skyline College proposes to engage in a service agreement with Perfect Sky, Inc. under a grant for \$165,000 in 2010-2011 and \$165,000 in 2011-2012, for a total of \$330,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the service agreement with Perfect Sky, Inc. in the amount of \$330,000 for the two-year Green Innovation Challenge grant.

**BOARD REPORT NO. 10-11-105B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback Stroud, Vice President, Instruction, Skyline College,  
738-4321

**APPROVAL OF SERVICE AGREEMENT WITH THE COUNTY OF SAN MATEO ON  
BEHALF OF THE SAN MATEO COUNTY WORKFORCE INVESTMENT BOARD**

Skyline College was awarded a \$3 million grant under the California Employment Development Department (EDD) Green Innovation Challenge (GIC) grant. As a training demonstration project, veterans, unemployed participants, underemployed, dislocated, and incumbent workers will be trained in alternative and renewable fuel technologies in response to growing industry and consumer demand for hybrid/electric and all-electric heavy vehicles.

The County of San Mateo, on behalf of the San Mateo County Workforce Investment Board (SMCWIB), is a partner in this collaboration. The SMCWIB will assist Skyline College in identifying and registering participants, providing core and intensive services to participants and workers who are defined as Workforce Investment Act (WIA) eligible to be trained in hybrid/electric technologies. The SMCWIB will also conduct the monthly tracking of participants during their training and provide that information to the State and track the placement in unsubsidized employment following training. In addition, the SMCWIB helps to spotlight what occupations and technologies will be needed and therefore to help forecast the future needs of the California workforce through its documentation of industry and labor trends.

Skyline College proposes to engage in a service agreement with the County of San Mateo, on behalf of the San Mateo County Workforce Investment Board, for the amount of \$75,000 for year one and \$75,000 for year two, for a total of \$150,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the service agreement with the County of San Mateo, on behalf of The San Mateo County Workforce Investment Board, in the amount of \$150,000 for the two-year Green Innovation Challenge grant.

**BOARD REPORT NO. 10-11-106B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback Stroud, Vice President, Instruction, Skyline College,  
738-4321

**APPROVAL OF SERVICE AGREEMENT WITH CONTRA COSTA COLLEGE OF THE  
CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

Skyline College was awarded a \$3 million grant under the California Employment Development Department (EDD) Green Innovation Challenge (GIC) grant. Through a training demonstration project, veterans, unemployed participants, underemployed, dislocated, and incumbent workers will be trained in alternative and renewable fuel technologies. The newly trained workforce will be prepared in response to growing workforce demand as industry seeks to serve the growing consumer demand for hybrid/electric and all-electric heavy vehicles.

Contra Costa College (CCC) is a training partner with experience in hybrid repair and maintenance and, with Skyline College, directs its training focus on hybrid/electric vehicles used by individual consumers. CCC has an active industry advisory board comprised of local automotive shop owners who see the value in training their incumbent workers in new green technologies as a way of advancing and expanding their services to individual hybrid/electric car owners.

Skyline College proposes to engage in a service agreement with Contra Costa College for \$182,250 in the 2010-2011 year and for \$182,250 in the 2011-2012 year, for a total of \$364,500.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the service agreement with Contra Costa College of the Contra Costa Community College District in the amount of \$364,500 for the two-year Green Innovation Challenge grant.

**BOARD REPORT NO. 10-11-107B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Dr. Victoria P. Morrow, President, Skyline College, 738- 4110

**APPROVAL OF SERVICE AGREEMENT WITH THE CAREER LADDERS  
PROJECT/FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

Skyline College was awarded a \$3 million grant under the California Employment Development Department (EDD) Green Innovation Challenge (GIC) grant. Through a training demonstration project, veterans, unemployed participants, underemployed, dislocated, and incumbent workers will be trained in alternative and renewable fuel technologies. The newly trained workforce will be prepared in response to growing workforce demand as industry seeks to serve the growing consumer demand for hybrid/electric and all-electric heavy vehicles.

Operating under the auspices of the Foundation for California Community Colleges, the Career Ladders Project (CLP) will provide technical assistance in establishing the Career Advancement Academies (CAA) at Skyline College and partnering colleges across the state. The CAAs include career technical education courses, contextualized basic skills instruction and integrated counseling to support participant retention and success. CAAs provide effective teaching techniques and job readiness skills for getting and keeping a job.

The CLP will also serve as a catalyst in uniting the training and employment needs to be addressed in this initiative with industry demands for a trained and well-prepared workforce as our world moves into a greener economy focused on clean air and viable and effective alternative fuel transportation.

Skyline College proposes to engage in a service agreement with the Career Ladders Project for \$205,730 in the 2010-2011 year to be followed by a second agreement for \$216,894 in 2011-2012, for a total of \$422,624 as detailed in the service agreements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the service agreement with the Career Ladders Project (CLP), operating under the auspices of the Foundation for the California Community Colleges, in the amount of \$422,624 for the two-year Green Innovation Challenge grant.

**BOARD REPORT NO. 10-11-108B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Dr. Regina Stanback Stroud, Vice President, Instruction, Skyline College,  
738-4321

**APPROVAL OF SERVICE AGREEMENT WITH LONG BEACH CITY COLLEGE**

Skyline College was awarded a \$3 million grant under the California Employment Development Department (EDD) Green Innovation Challenge (GIC) grant. Through a training demonstration project, veterans, unemployed participants, underemployed, dislocated, and incumbent workers will be trained in alternative and renewable fuel technologies. The newly trained workforce will be prepared in response to growing workforce demand as industry seeks to serve the growing consumer demand for hybrid/electric and all-electric heavy vehicles.

Long Beach City College is a training partner that has earned a notable reputation for providing training to entry-level as well as experienced workers in hybrid/electric and all electric heavy and fleet transportation systems. Its participation in this project rounds out the training available by providing a unique opportunity to train in large heavy equipment that provides service to the City of Long Beach and such entities as the Santa Monica Big Blue Bus, which is converting its public buses to all-electric conveyances. The demand for their training services is growing rapidly within both public and private sectors.

Skyline College proposes to engage in a service agreement with Long Beach City College for \$200,950 in 2010-2011 and \$200,950 in 2011-2012, for a total of \$401,900.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the service agreement with Long Beach City College in the amount of \$401,900 for the two-year Green Innovation Challenge grant.

**BOARD REPORT NO. 10-11-109B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF REVISION TO DISTRICT RULES AND REGULATIONS: POLICIES 1.70, BOARD ACTION ON LEGISLATIVE ISSUES/POLITICAL ACTIVITY; 2.07, POLICY DEVELOPMENT; 3.00, APPLICABILITY OF CHAPTER III POLICIES; 3.05, DESIGNATION OF FACULTY; 3.15, EMPLOYMENT REQUIREMENTS; 3.20, EVALUATION OF FACULTY; 3.25, WAGES, HOURS AND OTHER TERMS AND CONDITIONS OF EMPLOYMENT; 3.40, FACULTY SUBSTITUTES; 3.80, SUMMER SESSION FACULTY EMPLOYMENT; 3.90, POST-RETIREMENT CONTRACT; 4.00, APPLICABILITY OF CHAPTER IV POLICIES; 4.05, THE CLASSIFIED SERVICE; 4.15, EMPLOYMENT REQUIREMENTS; 4.20, SUPERVISION OF CLASSIFIED EMPLOYEES; 4.22, CLASSIFIED STAFF DEVELOPMENT PROGRAM; 4.25, EMPLOYEES NOT MEMBERS OF THE CLASSIFIED SERVICE; 4.30, PAY PERIOD FOR CLASSIFIED STAFF; 4.40, CONTINUATION OF EMPLOYMENT; 4.45, DISMISSALS AND DISCIPLINARY ACTION; 5.01, DEFINITION OF NON-REPRESENTED EMPLOYEES; 5.04, NON-REPRESENTED EMPLOYEES: STAFF DEVELOPMENT PROGRAMS; 5.12, MANAGERS: RESPONSIBILITIES; 5.50, CLASSIFIED PROFESSIONAL/SUPERVISORY EMPLOYEES: EMPLOYMENT AND TRANSFER; 5.60, CONFIDENTIAL EMPLOYEES: EMPLOYMENT AND TRANSFER; 7.73, STUDENT GRIEVANCES AND APPEALS; 8.28, HAZARDOUS MATERIALS**

In the continuing effort to review and update District Rules and Regulations, the above referenced policies have been amended and were approved by the District Shared Governance Council on November 1, 2010.

Most of the revisions are minor and reflect updating of language to reflect current usage and the addition of references to relevant Title 5, Education Code and Government Code requirements.

**RECOMMENDATION**

It is recommended that the Board approve the revision of the above referenced policies, as detailed in the report.

### **1.70 Board Action on Legislative Issues / Political Activity**

1. An official District position on legislation, ballot issues, or government regulations which would directly affect the San Mateo County Community College District, its Colleges, or its students may be taken by a majority vote of the Board.
  - a. Requests that a position be taken on pending legislation may be initiated by an individual Board member or by the full Board.
  - b. The administration may also bring a legislative matter to the attention of the Board and ask that an official District position be taken.
  - c. The Chancellor shall be responsible for such correspondence.
2. **Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.**
3. **Initiative or referendum measures may be drafted on an area of legitimate interest to the District. Public resources may be used only for informational efforts regarding ballot measures.**
4. The Board shall not advise District residents and the public to favor or oppose local, State, or national legislative matters except if it should vote to do so on a matter which is of direct concern to the San Mateo County Community College District or its Colleges.
5. Positions on bills taken by individual Board members, administrators, faculty members, or classified employees must clearly be identified as the individual's opinion.

**References:** Education Code Sections 7054, 7056; Government Code 8314

(~~Rev. 02/09~~ Revised 11/10)

## **2.07 Policy Development**

1. The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.
2. Policies shall be written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.
3. The Chancellor is responsible for development of proposed policies on academic affairs, student services, financial matters, and employment relations. Official District policies must be approved by the Board and included as part of District Rules and Regulations.
4. In the development of policy, the Chancellor shall utilize an appropriate consultative process which may involve administrators, faculty, and staff of the District. The Chancellor shall be solely responsible for determination of the type and extent of such consultation. Final authority for decision-making and recommendation to the Board shall be vested in the Chancellor.
5. Senior administrators of the District shall review policies before they are recommended by the Chancellor to the Board. These officers shall also review proposed administrative procedures.
6. Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board policy. Such administrative procedures shall be consistent with the intent of Board policy. Administrative procedures may be revised as deemed necessary by the Chancellor.
7. Copies of all policies and administrative procedures shall be readily available to District employees.

**References:** Education Code 70902; Accreditation Standard IV.B.1.b and 3

~~(Rev. 5/09)~~ (Revised 11/10)

### **3.00 Applicability of Chapter III Policies**

~~1.~~ The policies in this Chapter are applicable to all faculty except when noted in the policy. In addition, faculty who are members of the faculty bargaining unit are covered by the provisions of the current collective bargaining agreement between the District and the ~~exclusive representative of faculty~~ American Federation of Teachers, Local 1493, as approved by the Board of Trustees.

~~2.—Additional policies covering administrators and other nonrepresented personnel are contained in Chapter V of District Rules and Regulations.—~~

(Revised ~~7/90~~ 11/10)



3.05 Designation of Faculty (continued)

**CHART OF ACADEMIC TITLES  
REGULAR FACULTY**

Grade Step	1 B.A.	2 M.A.	3 M.A.w/45un	4 M.A.w/60un	5 PhD/EdD/JD
1					
2					
3	ASSISTANT PROFESSOR				
4					
5					
6					
7	ASSOCIATE PROFESSOR				
8					
9					
10					
11					
12					
13	PROFESSOR				
14					
15					
16					
17					
18					
19	PROFESSOR				
20					
21					
22					
23					

ADJUNCT FACULTY Grade Step	1 LECTURE	2 LABORATORY	3 SPECIAL
1			
2			
3	INSTRUCTOR		
4			
5			
6			
7	ASSISTANT PROFESSOR		
8			
9			
10			

**References:** Education Code Sections 87400 et seq., 87419.1, 87600 et seq., 87482.8  
Title 5, Section 51025

(Rev. 7/90 Revised 11/10)

### **3.15 Employment Requirements**

Prior to assuming their duties and as a condition of employment, all **faculty** members ~~of faculty~~ must:

1. Meet the minimum qualifications or equivalencies for community college teaching as adopted by the State Board of Governors and the District Board of Trustees.
2. File a Loyalty Oath.
3. Be fingerprinted.
4. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing members of the faculty shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
5. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
6. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
7. Complete other paperwork required by the District or by the Federal, State or any other regulatory agency.

**References:** Education Code Sections 87400, 87408, 87408.6

(Revised ~~7/90~~ 11/10)

### 3.20 Evaluation of Faculty

1. The objectives of the evaluation of members of the faculty are:
  - a. To improve instruction and other educational services.
  - b. To evaluate individual performance as a basis for judgments regarding retention and non-retention.
2. The employee shall be evaluated to determine whether:
  - a. ~~In the case of an instructor, the~~ The employee possesses such knowledge of a specialized field as is required for the satisfactory performance of assigned duties including knowledge of the subject matters dealt with in the courses the instructor is assigned to teach.
  - b. The employee possesses the ability to apply the knowledge of a specialized field in the execution of assigned duties including, for ~~teachers~~ **instructors**, the ability to teach effectively.
  - c. The employee in fact performs the duties assigned to him/her satisfactorily.
3. The procedures for evaluation of faculty shall be specified in the **collective bargaining** agreement between the District and the ~~exclusive representative for faculty~~ **American Federation of Teachers (AFT), Local 1493, as approved by the Board of Trustees.**

(Revised ~~7/90~~ 11/10)

### 3.25 Wages, Hours and Other Terms and Conditions of Employment

1. The wages, hours and other terms and conditions of employment for members of the faculty are described in the current collective bargaining agreement between the District and the ~~exclusive representative of faculty~~ American Federation of Teachers (AFT), Local 1493, as approved by the Board of Trustees.
- ~~2. Policies governing the wages, hours and other terms and conditions of employment for nonrepresented personnel are described in Chapter V of District Rules and Regulations.~~
- ~~3.~~2. Work assignments that are in addition to the regular workload and which are paid for on the ~~Temporary-Hourly~~ Faculty Salary Schedule shall be prescribed in the current ~~collective~~ bargaining agreement with ~~the exclusive representative of faculty~~ AFT, Local 1493.

**References:** Education Code Sections 70902(b)(4), 87801, 88160; Government Code Section 53200

(Revised ~~7/90~~ 11/10)

### 3.40 Faculty Substitutes

1. A faculty substitute is an instructor, counselor, librarian, nurse or other individual who is assigned to replace a current employee during a leave of absence and who meets the minimum qualifications or equivalencies for community college teaching as adopted by the State Board of Governors and the District Board of Trustees.
2. Persons employed in faculty substitute assignments shall be classified as temporary unless they are a contract or regular faculty member in the District. If any such person is employed for more than ~~60-~~ **67** percent of a full-time assignment for one complete college year as a ~~temporary~~ **substitute** employee and is reemployed for the following college year, he/she shall be classified as a contract employee, and the previous year's employment as a temporary employee shall be deemed one year's employment as a contract employee for purposes of acquiring regular status.
3. Faculty substitutes may be selected from among current contract and regular employees of the District, either on a volunteer basis or at the discretion of the appropriate administrator, with appropriate consideration of District affirmative action goals. If the substitute assignment constitutes an overload assignment, the contract or regular employee is compensated at the appropriate salary step of the Hourly Faculty Salary Schedule.
4. Faculty substitutes may be selected from among current ~~temporary~~ **hourly** faculty at the discretion of the administrator responsible for the vacated assignment with appropriate consideration of ~~District affirmative action goals~~ **equal employment opportunity**.
5. Faculty substitutes may be selected from an applicant pool at the discretion of the responsible administrator ~~with appropriate consideration of District affirmative action goals~~. The applicant pool may be maintained on site, with recruitment services and additional applicant resources available through the Office of Human Resources. Persons not currently employed in any capacity by the District and assigned as faculty substitutes shall be compensated at the appropriate salary step of the Hourly Faculty Salary Schedule.
6. Work performed as faculty substitutes by contract, regular or temporary faculty shall be covered by the designated employee bargaining group.
7. Persons not currently employed by the District who are assigned day-to-day substitute positions shall not be covered by the designated employee bargaining group.
8. Substitute assignments of more than ~~60-~~ **67** percent of full time and covering one complete semester or more shall be subject to all policies and procedures established for recruitment and selection that apply to regular faculty assignments. In cases of unexpected illness or other emergency, this requirement may be waived.
9. Compensation for substitutes filling assignments of more than ~~60-~~ **67** percent of full time shall be placed on the appropriate class and step of the Regular Faculty Salary Schedule.

(Revised ~~4/91~~ **11/10**)

### 3.80 Summer Session Faculty Employment

1. The Chancellor-~~Superintendent~~ and the College Presidents shall determine the need for faculty to staff classes planned for Summer Session.
2. The appropriate administrator and faculty in the subject area shall interview qualified candidates and select the best qualified for recommendation through the College President and Chancellor-~~Superintendent~~ to the Board for appointment.
3. The Board shall adopt a calendar for Summer Session and compensate employees according to the wage provisions of the agreement between the District and the ~~exclusive representative of-~~ ~~faculty~~American Federation of Teachers (AFT), Local 1493. Employment in a Summer Session shall not be included in computing service required as a prerequisite to attainment of classification as a regular employee of the District.
4. Members of the faculty shall be granted one day of sick leave if employed for the full Summer Session. This sick leave may be accumulated along with other District sick leave. Any sick leave granted or accumulated through continued employment in the District may be used for illness or accident during Summer Session.

(Revised ~~7/90~~ 11/10)

### 3.90 Post-Retirement Contract

1. Subject to approval by the Board of Trustees, a member of the faculty who is retired from service may be employed on a post-retirement contract by the District in a faculty position.
2. The conditions of and compensation for post-retirement employment ~~for those who retire after July 1, 1982,~~ are described in the ~~collective bargaining~~ agreement ~~with~~ between the ~~exclusive representative~~ District and the American Federation of Teachers (AFT), Local 1493, effective at the time of retirement, ~~as approved by the Board of Trustees.~~

(Revised ~~7/90~~ 11/10)

#### **4.00 Applicability of Chapter IV Policies**

† The policies in this Chapter are applicable to all classified employees except when noted in the policy. In addition, classified staff who are members of the collective bargaining unit represented by the California School Employees Association (CSEA), Chapter 33 are covered by the provisions of the current CSEA contract. Classified staff who are members of the collective bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME), Local 829 are covered by the provisions of the current AFSCME contract.

~~2. Additional policies covering administrators, classified supervisors, and confidential employees are contained in Chapter V of District Rules and Regulations.~~

(Revised ~~9/89~~ 11/10)

#### 4.05 The Classified Service

1. The San Mateo County Community College District shall employ persons for non-faculty positions. The Board shall classify and assign titles to all such positions. Such employees and the positions they hold shall be known as the Classified Service.
2. All employees in the Classified Service shall be designated as probationary employees or as permanent employees. **Probationary employees are newly hired or newly promoted (to a higher paying position) employees in classified position for the first six months of employment.**
3. Substitute and short-term employees, employed and paid for less than 75% of a college year, shall not be a part of the Classified Service.
  - a. The term "short-term" as used in this Chapter refers to any person who is employed to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.
  - b. A substitute employee is a person employed to replace someone who is temporarily absent or, under certain circumstances, to replace someone who has resigned while the selection process for that position is underway.
  - c. The description "75% of a college year" means 195 actual paid working days, irrespective of the number of hours worked per day.
4. Student assistants employed part time, apprentices, and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the Classified Service.
5. The assignment of duties and responsibilities for specific positions within established job classifications shall be the direct responsibility of the designated supervisor, subject to review by the appropriate administrator **and the Office of Human Resources**, and in conformance with the respective collective bargaining agreements, as appropriate.

**References:** Education Code Sections 88003, 88004, 88009, 88013

(Revised ~~7/90~~ 11/10)

#### **4.15 Employment Requirements**

Prior to starting work and as a condition of employment, all members of the Classified Service must meet the following requirements:

1. File a loyalty oath with the Office of Human Resources.
2. Be fingerprinted by the ~~CSM Security Office~~ **County Office of Education** within the first ten working days of employment.
3. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing classified employees shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
4. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
5. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
6. Complete other paperwork required by the District or by the Federal, State, or any other regulatory agency.

**Reference:** Education Code Sections 87408.6

(Revised ~~9/89~~ 11/10)

#### 4.20 Supervision of Classified Employees

1. The general administrative coordination of the Classified Service at the District Office and the general Districtwide administrative coordination of the Classified Service is the responsibility of the ~~Director of Human Resources~~ Vice Chancellor-Human Resources and Employee Relations.
2. The general administrative coordination of the Classified Service at ~~the~~ each College is the responsibility of the College Presidents.
3. The Office of Human Resources is responsible for maintaining generic job descriptions for all classifications in the Classified Service.

(Revised 9/8911/10)

#### **4.22 Classified Staff Development Program**

1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide the classified staff with a staff development program which will encourage professional growth that maintains and extends the high performance standards of all employees.
2. A copy of the Classified Staff Development Program Plan will be maintained by the District Office of Human Resources. ~~A periodic report on activities of the Classified Staff Development Program will be made to the Board of Trustees.~~

~~(1/99~~ Revised 11/10)

#### 4.25 Employees Not Members of the Classified Service

1. The Board shall establish salary schedules and procedures for employment of student assistants, classified substitutes, short-term, non-continuing and other temporary employees of the District. Pursuant to Education Code regulations, temporary employees in these categories are non-represented, at-will employees, and are not a part of the classified service.
2. Approval of the appropriate District and/or College administrator is required prior to employment of temporary personnel. Board approval of all short term, non-continuing assignments and assignment extensions are required prior to the employment of any temporary personnel to perform those services. Employment policies governing temporary employees shall reflect equal opportunity law and provisions of the California Education Code and District policy.
3. Employees in these categories must complete and file the following:
  - a. Proof of identity and authorization for employment in the United States, pursuant to the Immigration Reform Control Act)
  - b. Social Security card (original card is required for duplication by authorized District personnel)
  - c. Loyalty Oath
  - d. Required District payroll forms:
    - 1) W-4 (income tax withholding)
    - 2) Temporary Classified Employment Authorization Form (classified short-term and substitutes only)
    - 3) New Hire Information form
    - 4) Timesheet for payment of hours worked, using the assigned salary rate, pursuant to established District payroll timelines.
  - e. Child/Dependent Adult Abuse Reporting form
  - f. Proof of freedom from tuberculosis (required for student assistants/short-term and substitutes who are employed in District child care and health services)
  - g. Confidentiality Contract and Verification of College-Only Employment (student assistants only)
  - h. Emergency Contact Information form
4. The District may also employ classified retirees as temporary, at-will ~~personnel~~ employees, pursuant to established procedures for determining work assignments, appropriate pay rates and time limitations in conjunction with retirement system regulations.
5. The appropriate administrator will be accountable for determining and monitoring the employment limitations, specific type of work assigned, length of the temporary service, pay rates, quality of employee performance and retention of temporary ~~personnel~~ employees, pursuant to Education Code, regulatory, and District policies and procedures.

(Revised ~~7/05~~ 11/10)

#### **4.30 Pay Period for Classified Staff**

1. For regularly employed classified employees, a pay period is the calendar month, with warrants issued on the last working day of the month.
2. The pay period for employees on an hourly pay scale, and the overtime pay period, ends on a scheduled day each calendar month as established by the District ~~Administrative Services~~ Payroll Office with warrants issued and payable on the ~~last working~~ fifteenth day of the month.

(Revised ~~9/89~~ 11/10)

#### 4.40 Continuation of Employment

1. Probationary employees, as defined in agreements with employee organizations, may be dismissed at the discretion of the Chancellor-~~Superintendent~~.
2. Upon successful completion of the probationary period, an employee shall be given permanent status in the Classified Service.
3. Permanent employees may be subject to disciplinary action for cause as prescribed in Section 4.45 or laid off for lack of work or lack of funds.
4. Whenever a classified employee is laid off, the order of layoff within a class shall be determined by length of service as prescribed in the Education Code and by any appropriate bargaining unit agreement, as applicable. Affected employees shall be given at least 30 days' notice and informed of their displacement and reemployment rights by the Office of Human Resources.
5. Persons laid off because of lack of work or lack of funds are eligible for priority consideration in reemployment as prescribed by law and pursuant to any applicable bargaining unit agreement.
6. When, as a result of the expiration of a specially funded program (see Education Code Section 88017), classified positions must be eliminated, the employees to be laid off shall be given ~~at least 30 days' notice~~ written notice on or before April 29 (for a layoff effective at the end of a school year) and informed of their displacement and reemployment rights by the Office of Human Resources. ~~If a layoff is at any time other than the end of the college year, employees will receive 45 days' notice.~~
7. If an event, which is neither foreseeable nor preventable by the Board, causes a layoff for lack of work or lack of funds, or in the event of an actual and existing financial inability to pay salaries, the 30-day layoff of employees notice shall not be required.

(Revised ~~9/89~~ 11/10)

#### 4.45 Dismissals and Disciplinary Action

The disciplinary procedures for classified employees who are members of the ~~negotiating~~ collective bargaining unit represented by the California School Employees Association (CSEA), Chapter 33 are contained in Article ~~19- 20~~ of the CSEA contract, as approved by the Board of Trustees. The disciplinary procedures for classified employees who are members of the collective bargaining unit represented by the American Federation of State, County and Municipal Employees (AFSCME), Local 829 are contained in Article 16 of the AFSCME contract, as approved by the Board of Trustees. The procedures in this policy apply to all other classified employees.

1. The Chancellor ~~Superintendent~~ may dismiss, suspend, or demote any permanent employee in the Classified Service.
  - a. Dismissal means separation, discharge, or permanent removal of an employee from his/her position in accordance with the provisions of the Education Code and these rules.
  - b. Suspension means either temporary removal of an employee from his/her position with loss of pay as a disciplinary measure or his/her removal preliminary to investigation of charges pending demotion or dismissal.
  - c. Demotion means reduction of an employee from a classification or range having a higher salary rate to a classification or range having a lower salary rate.
2. Prior to any dismissal, suspension or demotion, the employee shall receive written notice signed by the Chancellor ~~Superintendent~~ (or designee) specifying the proposed action and the reasons therefore. The written notice of the proposed disciplinary action must contain a statement, ~~in ordinary and concise language~~, of the specific acts and omissions upon which the disciplinary action is based, a statement of the employee's right to respond to the charges in writing or in person, the time within which the response must be made, and any other requirements specified by law. The notice will include copies of the charges and material upon which the action is based.
3. In an emergency such as gross insubordination or in cases where the continued presence of the employee could constitute a danger to persons or property, an immediate suspension may be imposed on the authority of the administrator responsible for the employee. In a case of this type, the procedure specified in Section 4.45(2) shall follow at the earliest practical time.
4. After the employee responds or if the employee chooses not to respond to a notice of proposed disciplinary action, the Chancellor ~~Superintendent~~ or designee shall notify the employee of the discipline to be imposed. If the discipline is dismissal, suspension for more than five days, or demotion, the employee may request, in writing, a hearing before the Board of Trustees. Said request must be filed with the Chancellor ~~Superintendent~~ within seven days after receipt of the notice of dismissal, suspension, or demotion. The Board may appoint a hearing officer to hear the case and make recommendations to the Board on the disposition of the case. If the employee does not request such hearing within seven days, the order of the Chancellor ~~Superintendent~~ shall become final.
5. No suspension shall be effective for a period of more than 30 days without prior approval of the Board.
6. Among the causes which shall be deemed sufficient for dismissal, suspension, demotion, or other disciplinary action, if shown to be related to work performance and/or detrimental to the efficiency of the classified service, are the following:

#### 4.45 Dismissals and Disciplinary Action (continued)

- a. Incompetency or inefficiency in the performance of his/her duties
  - b. Insubordination (including, but not limited to, refusal to do assigned work)
  - c. Neglect of duty
  - d. Negligence or willful damage to public property or waste of public supplies or equipment
  - e. Unauthorized absence or repeated unexcused tardiness
  - f. Abuse of illness leave privileges
  - g. Disorderly or immoral conduct
  - h. Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public
  - i. Incapacity due to mental or physical disability
  - j. Use or possession of intoxicants or controlled substances on the job or reporting for work while intoxicated or under the influence of controlled substances
  - k. Dishonesty or theft
  - l. Falsifying any information supplied to the District, including but not limited to, information supplied on applications, employment records, or any other District record
  - m. Engaging in political activity during assigned hours of employment
  - n. Abandonment of position or failure to return from an approved leave
  - o. Violation or refusal to obey rules of the Board, or any lawful regulation or order made by a line superior, or safety rules or regulations made applicable to the District by any appropriate State or local agency
  - p. Conviction of and commitment for any criminal act
7. In case of appeal, determination of the Board of the sufficiency of the cause for disciplinary action shall be conclusive.

**References:** Education Code Section 88013; Government Code Sections 3300 et seq.

(Revised ~~6/91~~ 11/10)

## 5.01 Definition of Non-Represented Employees

1. Each non-represented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of ~~Personnel Services~~ Human Resources shall maintain an official file of these job descriptions and a roster of authorized positions within classifications.
2. Managers are District employees in positions designated as "management" pursuant to Government Code Section 3540.1(g) and who are paid either on the Executive Salary Schedule or on the Management Salary Schedule. A manager may be either ~~be~~ an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.
3. Academic supervisors are District faculty who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic Supervisors Salary Schedule. These employees are not members of the faculty collective bargaining group. The academic supervisory positions are listed in the ~~Academic Supervisor Handbook maintained by the office~~ Office of ~~Personnel Services~~ Human Resources.
4. Classified professional and supervisory personnel are District employees who serve in positions designated "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Classified Professional /Supervisory Salary Schedule. These employees are members of the Classified Service (see Section 4.05) and are not represented by the classified collective bargaining ~~groups~~ agents.
5. Confidential employees are District employees who are designated by the Board of Trustees as members of the Classified Service (see Section 4.05) and serve in positions designated as "confidential" pursuant to Government Code Section 3540. 1 (c). Confidential employees are paid on the Confidential Employees Salary Schedule. These employees are not represented by a collective bargaining agent.

**References:** Government Code Sections 3540.1(c), 3540.1(g), 3540.1(m); Education Code Section 72411

(~~6/92~~ Revised 11/10)

#### **5.04 Non-Represented Employees: Staff Development Programs**

1. The quality of the District's educational offerings and services to students depends, to a great extent, on the quality of services provided by employees. As one means of maximizing the effectiveness of these services, the District will provide non-represented employees with staff development opportunities to encourage professional growth that maintains and extends the high performance standards of all employees.
2. Managers and academic supervisors are eligible to participate in the Management Development Program established by the Board of Trustees. A copy of the Management Development Program Plan shall be maintained by the Office of ~~Personnel Services~~ Human Resources.
3. Members of the classified professional/supervisory and confidential groups are eligible to participate in the Classified Staff Development Program established by the Board of Trustees. A copy of the Classified Staff Development Program Plan shall be maintained by the Office of ~~Personnel Services~~ Human Resources.

(~~6/92~~ Revised 11/10)

## **5.12 Managers: Responsibilities**

1. Management employees are responsible for providing effective leadership and support in the planning, implementation and evaluation of District objectives. In performing the duties outlined in their job description, managers participate in policy development and implement the Rules and Regulations of the Board of Trustees and the administrative procedures approved by the Chancellor-Superintendent.
2. Management employees are expected to uphold the highest standards of integrity, to know and uphold the laws which apply to their area of responsibility, to work collegially with other staff members and to respect individual differences, individual rights and human dignity.

(6/92 Revised 11/10)

## 5.50 Classified Professional/Supervisory Employees: Employment and Transfer

1. It is the intent of the Board of Trustees to ~~secure-~~ identify the best qualified person for each classified professional/supervisory position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor-~~Superintendent~~, classified professional/supervisory positions shall be determined by the Board of Trustees.
2. Appointments to classified professional/ supervisory positions are made by the Board of Trustees based upon the recommendation of the Chancellor-~~Superintendent~~. The President of a College will make recommendations to the Chancellor-~~Superintendent~~ for all College classified professional/supervisory appointments.
3. The selection process to be followed in hiring classified professional/supervisory employees is specified in the Classified ~~and Management~~ Selection Procedures adopted by the Board of Trustees and maintained by the Office of ~~Personnel Services~~ Human Resources.
4. Classified professional/supervisory employees may be transferred from one District unit to another should the needs of the District be best served by such action. Transfer may be initiated by the Chancellor-~~Superintendent~~ or requested by the employee. All transfers will be made in accordance with District policies.

(~~6/92~~ Revised 11/10)

## 5.60 Confidential ~~Personnel~~ Employees: Employment and Transfer

1. It is the intent of the Board of Trustees to ~~secure-~~ identify the best qualified person for each confidential position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor-~~Superintendent~~, confidential positions shall be determined by the Board of Trustees.
2. Appointments to confidential positions are made by the Board of Trustees based upon the recommendation of the Chancellor-~~Superintendent~~. The President of a College will make recommendations to the Chancellor-~~Superintendent~~ for any College confidential appointments.
3. The selection process to be followed in hiring confidential employees is specified in the Classified ~~and Management~~ Selection Procedures adopted by the Board of Trustees and maintained by the Office of ~~Personnel-Services~~ Human Resources.
4. Confidential employees may be transferred from one District unit to another should the needs of the District be best served by such action. Transfer may be initiated by the Chancellor-~~Superintendent~~ or requested by the employee. All transfers will be made in accordance with District policies.

(~~6/92~~ Revised 11/10)

## 7.73 Student Grievances and Appeals

1. The San Mateo County Community College District shall establish and maintain a uniform system of student grievances and appeals, which shall afford procedural due process to students in the review and appeal of College and District decisions or actions.
2. An explanation of the procedures for submitting student grievances and appeals shall be made available to students in the Student Handbook of each College and shall set forth the appropriate procedure at the respective College, District, and Board levels.
3. Procedures for appealing decisions regarding academic adjustments for students with disabilities are contained in the San Mateo County Community College District Policy and Procedures for Providing Academic Adjustments for Students with Disabilities.

~~3.—In order that the student may have the opportunity to appeal a decision not satisfactorily resolved at the initial level, the steps outlined below may be taken. At any time during the progress of the procedure outlined below, informal resolution of the problem may be sought by mutual agreement.~~

~~a.—**Step 1 College Level** Before initiating formal appeal procedures, the student shall attempt to resolve the dispute informally with the appropriate staff member at the point of initial decision. If the dispute is not resolved, the student may initiate an appeal in accordance with the procedure set forth below.~~

~~i.—**Initial Review/Appeal** The initial appeal must be filed with the manager, or appropriate committee, for the area in which the dispute arose. This individual or committee shall be identified in the Student Handbook. In presenting an appeal, the student shall submit a written statement to include, where appropriate, the following information:~~

- ~~1.—A statement describing the nature of the problem and the action which the student desires taken.~~
- ~~2.—A description of the general and specific grounds on which the appeal is based.~~
- ~~3.—A statement of the steps initiated by the student to resolve the problem by informal means, as prescribed above.~~
- ~~4.—A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.~~

~~a.—The designated manager or committee chairperson shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision shall be provided to the student, normally within ten working days of receipt of the student's written appeal. In the event that the appeal is not granted, the student shall be advised of his/her further rights of appeal.~~

~~ii.—**Appeal to the President**~~

- ~~1.—If the College President has been previously involved in the decision or action under appeal, the student may proceed directly to Step 2 (District Level).~~
- ~~2.1. In the event that the dispute has not been resolved during the course of earlier appeal procedures, the student may appeal in writing to the President within~~

## 7.73 Student Grievances and Appeals (continued)

~~five working days after receipt of the decision made in response to the initial appeal.~~

- ~~3. The President shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the President's decision shall be provided to the student, normally within ten days of receipt of the student's written appeal. In the event that the appeal is not granted, the student shall be advised of his/her further rights of appeal.~~

### ~~b. Step 2 District Level~~

- ~~i. If a dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor Superintendent within five days after receipt of the decision of the President.~~
- ~~ii. The Chancellor Superintendent shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor Superintendent shall be mailed to the student, normally within ten working days of receipt of the student's written appeal. In the event that the appeal is not granted, the student shall be advised of his/her further rights of appeal.~~

### ~~c. Step 3 Board Level~~

- ~~i. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board within five working days after receipt of the decision of the Chancellor Superintendent.~~
- ~~ii. The Board shall provide the student with a hearing, if requested, and shall review the appeal. Participants in previous hearings may be directed to appear before the Board. A written notice of the decision of the Board shall be mailed to the student and to appropriate staff members, normally within 20 working days following the hearing. The decision of the Board is final.~~

### ~~d. Timelines~~

- ~~i. If by the appropriate staff member fails to transmit notice of the decision to the student within the specified time period, the student will be allowed to request a review at the next level of appeal as set forth in the procedures.~~
- ~~ii. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.~~
- ~~iii. The designated time periods in this policy should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.~~

(Revised 11/10)

## **8.28 Hazardous Materials**

1. The Chancellor or ~~his~~ designee shall be responsible for development and enforcement of the San Mateo County Community College District plan that provides safe conditions for employees using potentially hazardous substances. The plan shall include, but not be limited to, the environmental safety of the purchase, retention, use, and disposal of potentially hazardous substances as required by law.
2. The District's Chemical Hygiene Plan and the Hazardous Materials Communication Plan can be found online at [\\Appserv1\admin\\_services\EVC\\_Assistants\Hazard Communication Program.pdf](\\Appserv1\admin_services\EVC_Assistants\Hazard Communication Program.pdf)

**Reference:** 29 C.F.R. 1910.101 et seq.

(~~Reviewed 6/10~~ Revised 11/10)

**BOARD REPORT NO. 10-11-110B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Mike Celeste, Director of Public Safety, 650-358-6840

**APPROVAL OF INCREASE FOR PARKING FINES**

On April 22, 2009, the Board approved an increase in parking bails (Board Report 09-4-102B) due to a shift in a portion of the District's fine to the state that took effect in January 2009. The average cited violation is \$40 and is issued for a car parked in any lot without a permit or in a staff lot with a student permit. There are other violations with varying bail fees for parking in a handicapped spot, parking not in a parking lot space, etc.

With the recent passing of the 2010 California Budget Act, a new surcharge has been added for all parking citations issued on or after December 7, 2010. The new additional surcharge amount is \$3.00, which will increase the total state and county surcharges to \$12.50 per paid parking violation. The bill increasing the surcharge is SB 857, which alters section 76000.3 of the Government Code.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the increase for all parking bails by \$3.00, effective January 1, 2011, in order to sustain revenues from parking fines.

San Mateo County Community College District

November 17, 2010

**BOARD REPORT NO. 10-11-2C**

**DISCUSSION OF POTENTIAL BOND MEASURE**

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

San Mateo County Community College District

November 17, 2010

**BOARD REPORT NO. 10-11-3C**

**REPORT ON FUNDS HELD IN COUNTY INVESTMENT POOL**

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

**BOARD REPORT NO. 10-11-4C**

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

**UPDATE ON FUTURIS PUBLIC ENTITY TRUST FOR OTHER  
POST RETIREMENT BENEFITS**

In July, 2008, the District entered into a contract with RPM Consultant Group to lead the District through a process to learn about the requirements of GASB45 (the Governmental Accounting Standards Board pronouncement directing the accounting treatment of post retirement benefits) and to select a team that would provide trust and investment services for our post retirement benefits reserve. In July, 2009, the District awarded a contract to Keenan and Associates and Benefit Trust Company to administer the trust and investment services. The trust was created, a board was selected and the Retirement Board of Authority (RBOA) had its first meeting in October, 2009. The retirement board meets quarterly at this time.

The RBOA has received significant training in investments, including an assessment of risk tolerance, and has established an investment policy. Tom Casey has also provided training in conflicts of interest and fiduciary responsibility. The board members are:

Kathy Blackwood, CFO, Chair  
Harry Joel, Vice Chancellor for Human Resources, Vice Chair  
Ray Chow, Controller  
Bruce Maule, Faculty Representative  
Stephanie Samuelsen, Classified Representative

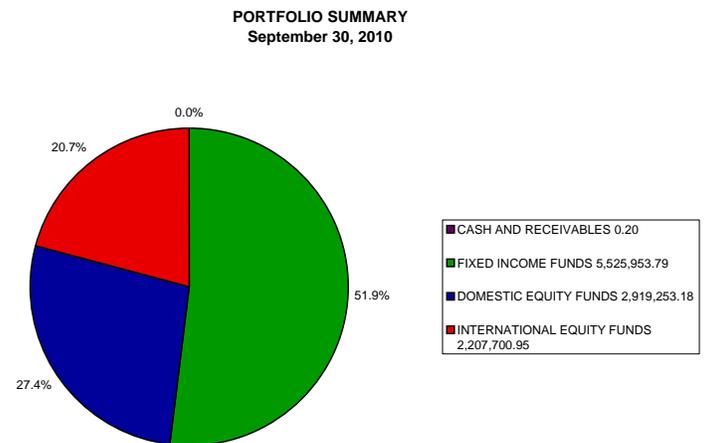
In 2009-10, the District invested \$5 million in the trust. In October, 2010, the District transferred another \$5 million to the trust and the District's adopted budget provides for another transfer of \$5 million during the rest of the fiscal year. This transfer will be timed according to District cash flows needs. The District has a total liability of about \$130 million for other post retirement benefits. The District is amortizing that liability over 30 years. Transferring these funds satisfies GASB45 and means that the District has funded the portion of its liability that GASB45 requires to date and will not need to book a liability on its financial statements. The goal is to fully fund the liability over time.

The latest quarterly report showing the earnings of the trust is attached. These reports, along with agendas and minutes of the RBOA meetings are published on a District SharePoint site: <https://sharepoint.smccd.edu/SiteDirectory/srba/default.aspx>. The trust is currently in the process of being audited. Once the audit is complete, the RBOA will issue an annual report to all employees and retirees.

**SAN MATEO COUNTY COMMUNITY COLLEGE FUTURIS PUBLIC ENTITY INVESTMENT TR**  
September 30, 2010

**Change In Portfolio**

Portfolio Value on 06-30-10	4,994,795.93
Contributions	5,000,000.00
Withdrawals	0.00
Change in Market Value	616,330.52
Income Received	47,371.93
Management Fees	-5,590.26
Portfolio Value on 09-30-10	<u>10,652,908.12</u> 10,652,908.12

**Asset Allocation****Time Weighted Return - Gross of Fees**

	<b>Quarter To Date</b>	<b>Year To Date</b>	<b>Latest 1 Year</b>	<b>Latest 3 Year</b>	<b>Inception To Date</b>
Account	8.92	8.35	-	-	9.25
S&P/Barclays lend B	6.99	6.54	9.99	0.64	6.68
Barclays Aggregate	2.49	7.95	8.17	7.52	6.27
S&P 500 Adj for Divs	11.30	3.89	10.16	-7.17	5.89
NASDAQ	12.30	4.38	11.60	-4.29	10.45
MSCI EAFE	16.48	1.07	3.27	-9.51	2.52

**Time Weighted Return - Net of Fees**

	<b>Quarter To Date</b>	<b>Year To Date</b>	<b>Latest 1 Year</b>	<b>Latest 3 Year</b>	<b>Inception To Date</b>
Account	8.82	8.05	-	-	8.90
S&P/Barclays lend B	6.99	6.54	9.99	0.64	6.68
Barclays Aggregate	2.49	7.95	8.17	7.52	6.27
S&P 500 Adj for Divs	11.30	3.89	10.16	-7.17	5.89
NASDAQ	12.30	4.38	11.60	-4.29	10.45
MSCI EAFE	16.48	1.07	3.27	-9.51	2.52

## PORTFOLIO APPRAISAL

September 30, 2010

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
<b>CASH AND RECEIVABLES</b>								
	CASH	cash		0.20		0.20	0.0	0.0
<b>FIXED INC MUTUAL FUNDS</b>								
Taxable Funds								
95,802.710	DELAWARE DIVERSIFIED INCOME INSTL	dpff.x	9.48	907,739.16	9.72	931,202.34	8.7	5.3
87,189.739	METROPOLITAN WEST TOTAL RETURN BOND I	mwti.x	10.49	914,543.60	10.67	930,314.52	8.7	4.9
125,484.988	OPPENHEIMER INTERNATIONAL BOND Y	oiby.x	6.61	829,319.74	6.80	853,297.92	8.0	4.1
80,252.774	PIMCO TOTAL RETURN INSTL	ptrr.x	11.22	900,613.49	11.60	930,932.18	8.7	3.2
69,441.284	TEMPLETON GLOBAL BOND ADV	tgba.x	13.03	904,883.30	13.67	949,262.35	8.9	4.4
84,940.190	WESTERN ASSET CORE PLUS BOND INSTL	wacp.x	10.52	893,748.78	10.96	930,944.48	8.7	5.7
				<u>5,350,848.08</u>		<u>5,525,953.79</u>	<u>51.9</u>	<u>4.6</u>
				5,350,848.08		5,525,953.79	51.9	4.6
<b>DOMESTIC EQUITY FUNDS</b>								
Large Cap Funds								
25,882.992	BLACKROCK EQUITY DIVIDEND I	madv.x	15.49	400,974.11	16.28	421,375.11	4.0	1.9
16,278.750	HARTFORD CAPITAL APPRECIATION Y	hcay.x	31.91	519,526.50	33.49	545,175.34	5.1	0.0
36,058.951	JHANCOCK CLASSIC VALUE I	jevi.x	14.33	516,699.91	15.16	546,653.70	5.1	1.1
				<u>1,437,200.52</u>		<u>1,513,204.14</u>	<u>14.2</u>	<u>0.9</u>
				1,437,200.52		1,513,204.14	14.2	0.9
Mid Cap Funds								
9,312.961	COHEN & STEERS REALTY SHARES INSTL	csri.x	31.00	288,667.20	35.31	328,840.65	3.1	2.4
15,219.508	HARTFORD MIDCAP Y	hmdy.x	19.22	292,575.17	21.33	324,632.11	3.0	0.0
9,795.813	NUVEEN TRADEWINDS VALUE OPPORTUNITIES I	nvor.x	30.44	298,218.82	33.30	326,200.57	3.1	0.0
15,434.738	PERKINS MID CAP VALUE I	jmva.x	19.39	299,291.67	20.69	319,344.73	3.0	0.9
				<u>1,178,752.85</u>		<u>1,299,018.06</u>	<u>12.2</u>	<u>0.8</u>
				1,178,752.85		1,299,018.06	12.2	0.8
				<u>2,615,953.37</u>		<u>2,812,222.21</u>	<u>26.4</u>	<u>0.9</u>
				2,615,953.37		2,812,222.21	26.4	0.9
<b>INTERNATIONAL FUNDS</b>								
International								
37,337.841	ARTIO INTERNATIONAL EQUITY II I	jeti.x	11.57	431,954.26	11.94	445,813.82	4.2	4.8
5,723.862	BLACKROCK GLOBAL ALLOCATION I	malo.x	17.92	102,548.19	18.60	106,463.83	1.0	1.8

## PORTFOLIO APPRAISAL

September 30, 2010

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
29,162.518	BRANDES INSTL INTERNATIONAL EQUITY	biie.x	14.51	423,121.16	14.92	435,104.77	4.1	1.8
2,826.591	COHEN & STEERS GLOBAL REALTY I	cssp.x	36.81	104,052.91	39.77	112,413.52	1.1	5.3
13,295.450	DODGE & COX INTERNATIONAL STOCK	dodf.x	31.45	418,108.07	33.54	445,929.39	4.2	1.3
8,166.367	NUVEEN TRADEWINDS GLOBAL ALL-CAP I	nwgr.x	24.69	201,607.52	26.82	219,021.96	2.1	0.4
16,671.195	THORNBURG INTERNATIONAL VALUE I	tgvi.x	25.04	417,499.47	26.57	442,953.65	4.2	1.0
				2,098,891.58		2,207,700.95	20.7	2.2
				2,098,891.58		2,207,700.95	20.7	2.2
<b>BALANCED EQUITY FUNDS</b>								
Balanced Funds								
5,807.432	THORNBURG INVESTMENT INCOME BUILDER I	tibi.x	17.77	103,186.91	18.43	107,030.97	1.0	5.2
				103,186.91		107,030.97	1.0	5.2
<b>TOTAL PORTFOLIO</b>				<b>10,168,880.15</b>		<b>10,652,908.12</b>	<b>100.0</b>	<b>3.1</b>