

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 27, 2011, 6:00 p.m.
District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

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

Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.

6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

- 11-7-2 [Minutes of the Special Meeting of July 7, 2011](#)
- 11-7-3 [Minutes of the Study Session of July 13, 2011](#)
- 11-7-4 [Minutes of the Special Meeting of July 20, 2011](#)

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 11-7-2A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Approval of Consent Agenda

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

- 11-7-1CA Disposition of District Records
- 11-7-2CA Approval of Budgetary Transfers for the Period Ending May 31, 2011 and Adoption of Resolution No. 11-9 Authorizing Budget Transfers for 2010-11
- 11-7-3CA Approval of Off-Campus Facilities, 2011-12
- 11-7-4CA Denial of Claim Against the District by Daniel Cruz
- 11-7-5CA Denial of Claim Against the District by Megan Wilson

Other Recommendations

- 11-7-1B Approval to Discontinue American Sign Language, Japanese, Italian, Humanities, Horticulture, and Meteorology at College of San Mateo
- 11-7-102B Approval of Revisions to District Rules and Regulations: Policy 7.05, Admission of Non-Immigrant Aliens and 7.73, Student Grievances and Appeals
- 11-7-103B Approval of Revision to Agreement Between SMCCCD and the San Mateo Colleges Educational Housing Corporation; Approval of Revision to Bylaws of the San Mateo Colleges Educational Housing Corporation
- 11-7-104B Acceptance of Subaward for a Grant from the Department of Labor to the San Mateo County Workforce Investment Board for Cañada College
- 11-7-105B Ratification of Agreement with Turbo Data Systems Inc. for Parking Citation Processing and Adjudication
- 11-7-106B Approval of Agreement for Compensation with the South Bay Regional Public Safety Training Consortium for the 2011-2012 Peace Officers Training Academy – College of San Mateo
- 11-7-107B Approval of 2011 Facilities Master Plan
- 11-7-108B Approval of Revised Non-Subsidized Tuition Fees for Child Development Centers at College of San Mateo and Skyline College

INFORMATION REPORTS

- 11-7-2C Informal Bid Limit Increase – California Uniform Public Construction Cost Accounting Act

STATEMENTS FROM BOARD MEMBERS

COMMUNICATIONS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items

A. Public Employment:

1. Employment: **Cañada College** – International Business/Accounting Instructor, Business, Workforce & Athletics; Director of Special International Programs, Instruction; **College of San Mateo** – Office Assistant II, Business & Technology; **Skyline College** – Laboratory Technician, Science/Math/Technology; Mathematics Instructor, Science/Math/Technology; **District Office** – Custodian, Facilities Planning & Operations (4 positions); IT Support Technician II, Information Technology Services (ITS)

B. Public Employee Discipline, Dismissal, Release

2. Conference with Labor Negotiator

Agency Negotiator: Harry Joel

Employee Organizations: AFT, AFSCME and CSEA

3. Conference with Legal Counsel – Existing Litigation – 1 Case:

Friends of the College of San Mateo Garden v. San Mateo County Community College District et al.
(Case # 506455)

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
July 7, 2011, San Mateo, CA**

The meeting was called to order at 4:00 p.m.

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

Others Present: Chancellor Ron Galatolo, County Counsel John Beiers

CALL TO ORDER

President Holober announced that during closed session the Board will hold a conference with legal counsel regarding one case of anticipated litigation pursuant to subdivision (c) of Section 54956.9.

The Board adjourned to closed session at 4:02 p.m.

The Board reconvened to open session at 6:15 p.m.

President Holober announced that the Board took no action during the closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 6:18 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 27, 2011 meeting.

Dave Mandelkern
Vice President-Clerk

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
July 13, 2011, San Mateo, CA**

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

Board Members Present: President Richard Holober, Trustees Helen Hausman, Patricia Miljanich and Karen Schwarz, Student Trustee Barry Jointer

Vice President Mandelkern arrived at 6:45 p.m. due to a delayed flight.

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jim Keller and District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Holober said staff has requested that item 11-7-100B, Authorization to Augment the Design-Build Contract with McCarthy Building Companies, Inc., be removed from the agenda. There were no objections.

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the minutes of the June 22, 2011 meeting of the Board. The motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (11-7-1A)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 11-7-1A. President Holober said there are two typographical errors on page 2 of the report: (1) Instructional Aide II in the Science & Technology Division at Cañada College – end date should be 8/12/2011 rather than 8/12/2012; (2) Office Assistant II in Student Services/Health Services at Cañada College – end date should be 12/31/2011 rather than 12/31/2012. With these changes, the motion carried, all members present voting "Aye."

Other Recommendations

APPROVAL OF 2013-2017 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (11-7-101B)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the Plan as detailed in the report. Chancellor Galatolo said the five-year plan is required by the State and is used as a means to develop and support initial project proposals and final project proposals which are submitted by the District. The District has lost millions of dollars in project funding because the legislature has not passed a Statewide educational facilities bond since November of 2006. It is unlikely that a bond measure will be on the ballot in 2012. Therefore, although districts are still required to submit five-year plans, Chancellor Galatolo does not foresee funding in the near future. Unlike the UCs and CSUs, K-12 institutions and community colleges can pursue local bonds to improve facilities. As a result, the District has been able to make amazing facilities improvements using local resources.

Trustee Schwarz said she hopes the Cañada College cafeteria/dining room project can proceed. Chancellor Galatolo said the cafeteria/dining room in Building 5 is being funded through Measure A rather than with State funding and should be completed fairly soon.

After this discussion, the motion carried, all members present voting “Aye.”

INFORMATION REPORTS

FACILITIES MASTER PLAN UPDATE (11-7-1C)

Chancellor Galatolo said this is the third in a series of District Facilities Master Plans that have been developed over the last ten years. Although there was some State funding in the earlier years, most of the support has come from the residents of San Mateo County through general obligation bonds. Great strides have been made in accomplishing what the District set out to do. The purpose of the Facilities Master Plan draft presented tonight is to (1) address final unmet needs and (2) allow the Colleges to identify how they see themselves continuing to grow when State money becomes available and if additional local resources become available. Chancellor Galatolo said many people contributed to the Plan. He recognized Deborah Shepley, Ric Mangum and Mary Morris of HMC Architects, along with Anne Daley and Jack Herbert of Swinerton Management and Consulting. Chancellor Galatolo said the Facilities Master Plan will be finalized based on comments and recommendations from the Board and will be presented for action at the regular meeting of the Board on July 27.

Mr. Herbert said the Facilities Master Plan is meant to support the goals of the Education Master Plan and Five-Year Capital Construction Plan. The 2011 Facilities Master Plan is a culmination of the vision that was established in 2001 and 2006 and is intended to serve as a guiding document to complete the dream. The process of developing the Plan was collaborative as Swinerton and HMC worked closely with the District and Colleges to identify the most urgent needs at each of the Colleges. The document is intended to be flexible, allowing for changes as the programs and needs change at the Colleges. A number of guiding principles were identified and became part of the Plan.

Ms. Shepley said the participatory planning process followed four steps: strategic review; option development; solution development; and documentation and approvals. The process was slightly different at each College and recognized the unique culture and personality of the College.

Cañada College

President Keller said he is pleased with the process used to develop the Plan. He said the Facilities Master Plan follows closely the development of Cañada College’s Educational Master Plan. Some projects listed in the 2001 and 2006 Plans are repeated as State funding for approved projects did not materialize. He said there is excitement about the projects recommended in the 2011 Plan but frustrations remain in dealing with the State’s economic situation and the fact that so many years have elapsed without a State bond initiative. It has fallen to the local community to provide funding for new facilities and President Keller said he is extremely grateful to the community. He thanked the faculty and staff at Cañada College for their work in incorporating important parts of the College’s Educational Master Plan into this Facilities Master Plan.

Ms. Shepley described the recommended Facilities Master Plan projects for Cañada College:

- New Construction or Renovation: Science, Allied Health, and Workforce Development Building
- Renovation or Reconstruction of Existing Facilities: Building 2, Bookstore; Building 3, Humanities/Art/Theater; Building 9, Library and Student Resource Center
- State Approved Projects, Pending Funding: Building 13, Instructional Building
- Projects Pending State Approval: Building 1, Center for Kinesiology and Dance
- Proposed Site Development: North Quad Development; Parking Expansions; Multi-purpose Field; Solar Array
- Demolition of Existing Facilities: Removal of Portable Buildings 19, 20 and 21
- Potential Building Sites: Site North of Building 16, Instructional Building; Site North of Building 18, Instructional Building; Site East of Building 1, Physical Education, Dance and Kinesiology

Regarding the North Quad Development, Chancellor Galatolo said staff at Cañada College feel strongly about the long-term goal of having a strong spine extending the entire length of the campus, with the Quad at the north end. This is incorporated into the plan so that future Boards and District leaders will be aware of the long-term vision.

Student Trustee Jinter said he is very pleased to see parking expansion included in the Plan because it is a struggle for students to find parking near their classrooms. Chancellor Galatolo said the goal is to provide parking spaces in proximity to major buildings.

President Holober said he would like to have more information about the costs and benefits of solar array, as well as its siting in terms of aesthetics. Mr. Herbert said the District has commissioned an independent engineering study to evaluate the costs and benefits and the potential to offset energy use. Chancellor Galatolo said the projects outlined in the Plan are not etched in stone and there must be flexibility in the Plan to make modifications. The Plan contains ideas representing an overview of where the District would like to take the organization over the next several years. Before a solar array or any other project would be effectuated, it would be fully vetted at the campus and with the Board and would require final approval by the Board.

College of San Mateo

President Claire said he was pleased with the process that was used to develop the Plan. The planning team was given the College's Educational Master Plan and was included in high-level discussions along with the President's Cabinet. The conversation was then broadened to include the College's management team and representatives from the Academic Senate, classified staff and students. The process culminated with an all-College meeting at which President Claire presented information on the Plan and invited feedback. President Claire said the College of San Mateo campus has been transformed and feedback from current and former students has been very positive.

Ms. Shepley described the recommended Facilities Master Plan projects for College of San Mateo:

- New Construction or Renovation: Building 7, Facilities Maintenance Center
- Renovation or Reconstruction of Existing Facilities: Buildings 2 and 3, Fine Arts Complex; Building 9, Library; Building 12, Instructional Building
- State Approved Projects, Pending Funding: Building 8, Gymnasium
- Projects Pending State Approval: Building 19, Emerging Technologies Center
- Demolition of Existing Facilities: Building 1, former Administration Building
- Proposed Site Development Projects: Amphitheater; Corporation Yard; Fuel Cell
- Potential Building Sites: new Amphitheater on the site of the existing Building 1

Chancellor Galatolo said that locating an amphitheater on the existing Building 1 site would open the campus and provide a place for students to congregate and hold relatively small events, much as the amphitheater has done at Cañada College. The removal of Building 1 would also strengthen the vertical connection between Buildings 36 and 8 and between Buildings 5 and 10. Chancellor Galatolo said the Facilities Maintenance Center is in great need of rebuilding. Buildings 19, 12 and 9 have received little attention through the two bonds or through State funding and the Plan includes bringing them up to par with the other buildings on campus.

Student Trustee Jinter asked when the demolition of Building 1 will get underway. Chancellor Galatolo said it will not be in the near future. He has talked extensively with President Claire about what might be placed at the site; an amphitheater is one option but it might be something else if broader needs are determined.

President Holober said that on the diagram showing the vision for the campus, there are sections named "Edison Lot 7" and "Nettle Garden." He noted that the District is currently involved in litigation that could affect what is done at this site and he believes this uncertainty should be noted in the document. Chancellor Galatolo said language will be incorporated into the document to clarify the vision to decommission Building 20 and also to decommission Buildings 21-29, the sites at which the expansion of the Galileo Lot is envisioned.

President Holober said he would like to learn more about the Fuel Cell. Chancellor Galatolo said this would be explained in detail and vetted with the Board before seeking approval.

Skyline College

President Stanback Stroud said the planning process worked well at Skyline College. The College built upon the existing process developed for the Educational Master Planning Taskforce. There was wide participation by faculty, staff, administration and students who brought forth creative ideas. The Facilities Master Plan is well connected with the Educational Master Plan. It pays attention to Skyline's identity and the transformation of the College into a beautiful place where people want to come. It reflects the interest to pursue a potential development in the space overlooking the Pacific Ocean. It pays attention to the concern about making sure the College can provide the student services that are needed. It also reflects some areas of interest expressed by the community, such as services provided through the SparkPoint Center.

Ms. Shepley described the recommended Facilities Master Plan projects for Skyline College:

- New Construction or Renovation: Social Science/Creative Arts Complex
- Renovation or Reconstruction of Existing Facilities: Building 5, Library/Learning Resource Center; Building 14, Loma Chica
- State Approved Projects, Pending Funding: Building 2, Student Services
- Projects Pending State Approval: Center for Kinesiology and Human Performance
- Demolition of Existing Facilities: Building 1, Fine Arts Complex; Building 16, Child Development Center; Building 19, Pacific Heights; Portable Buildings 3A through 3E
- Proposed Site Development: South Pedestrian Gateway; Parking Expansion; Wind Turbines; Electric Car Charging Stations
- Potential Building Sites: Environmental Science; Faculty/Staff Housing; Building at Vista Point

Chancellor Galatolo said Skyline College has become an amazingly vibrant campus and the quad area has created a friendly and inviting atmosphere. He said that if people turn right at the entrance to the College and proceed on the North Loop Road, they see attractive playing fields. In contrast, travel along the South Loop Road is unattractive, with a loading dock as the initial view. The proposed new Social Science/Creative Arts Complex would be the most challenging project of the new phase of construction and staff would look to the Board for guidance on how to make it a gateway to the campus. Chancellor Galatolo credited President Stanback Stroud with the vision to engage the campus in considering the potential building at Vista Point with stunning views of the Ocean.

Trustee Miljanich asked when the Skyline Library was built; Chancellor Galatolo said it is approximately 13 years old.

Vice President Mandelkern said he believes the transformation of Skyline College has been the most striking over the last 15 years, as it has gone from a commuter school to a campus that is inviting and vibrant. He said he has been bothered by the fact that loading docks at the backs of buildings have been the entrances to the campus; he hopes that a key objective going forward will be to make the welcoming face of the campus as open and inviting as the buildings and core of the campus have become.

Student Trustee Jointer asked if the green area to the left of Parking Lot P, as shown on the diagram in the Facilities Master Plan, could be used for parking as well. Chancellor Galatolo said this might be a potential site for the Center for Kinesiology and Human Performance. He said it is possible to devote some area to parking spaces, depending upon demand and need.

President Holober said the use of wind turbines is another area in which he would like more information. He also said he understands the wish to take advantage of the view at Vista Point, but believes there would be environmental and aesthetic issues to consider. Chancellor Galatolo said this is a potential site for wind turbines. He said the area runs along the Golden Gate Regional Center which is protected open space and the District may have to get clearance from that Center as well as the Coastal Commission. Barbara Christensen, Director of Community/Government Relations, said there is also a butterfly habitat along the ridge and Science faculty have been enhancing that habitat. President Stanback Stroud said she is asking only that feasibility studies be done so that all issues can be examined.

President Holober asked what "Human Performance" means in the Center for Kinesiology and Human Performance. Chancellor Galatolo said it refers to a fitness center and would be similar to the one at College of San Mateo.

Trustee Schwarz said she is impressed with the beauty of Skyline College and is pleased with the choice of warm paint colors. President Stanback Stroud said Vice Chancellor Nuñez' team, Linda da Silva and Barbara Christensen deserve special credit for helping with the color choices.

Mr. Herbert asked if there were questions about the draft of the 2011 Facilities Master Plan.

President Holober said Mr. Herbert's opening comments were helpful, as they explained that the Facilities Master Plan is a document that is required by the State Chancellor's Office every five years, is a flexible document, and is the basis from which projects get identified. President Holober said some people who do not like a particular project have expressed the view that the District is permanently locked into the Facilities Master Plan. He said he sees the institution changing over time, along with the students who come to the Colleges, the needs of the community and the knowledge of facilities. There might also be other projects which need to be undertaken that do not rigidly conform to the document. President Holober asked what commitments the Board would be making if it approves the Plan, in light of these changing needs and the fact that funding is not available for the projects recommended in the Plan. Chancellor Galatolo said funding sources have been exhausted and no State funding is likely for eight to ten years; therefore, there are no funds to carry out the recommendations in the Facilities Master Plan without any additional resources. He noted that some recommendations in the 2001 and 2006 Facilities Master Plans were changed as it became clear that it would be more efficient to proceed in a different way. He said it is not possible to know all future demands and this document is only a plan.

Vice President Mandelkern said his personal philosophy is that it is important to have a plan. However, things change very quickly in the field of education and it is important to recognize that this is only a plan. He said that subject matter and educational content change very rapidly. For example, when Skyline College was built, the field of biotechnology was unknown; now, classes are being offered in that field. College of San Mateo once had a thriving aeronautics program but this industry is no longer active in the community the District serves. Learning technologies have also changed and the learning centers are now geared toward one computer for each student. Vice President Mandelkern said the Facilities Master Plan must be a dynamic document. He said it would be irresponsible to be locked into a plan that was created five years earlier and to continue to spend money on things that become obsolete.

Trustee Hausman asked how flexible the State considers the Facilities Master Plan. Chancellor Galatolo said that when an Initial Project Proposal is submitted and then moves forward to a Final Project Proposal, working drawings and construction plans, it becomes very inflexible if the State is funding the project. On the other hand, when a project is funded with local resources, flexibility is completely at the discretion and direction of the Board.

President Holober said that as the Board moves forward toward adopting the final document at a future meeting, it is important that the record reflect the intent and understanding of the Board, which is that the Board sees the Facilities Master Plan as a general plan that will change over time; that the Board is not locked into any specific project that is listed in the Plan; and that changes regarding decisions on new construction, demolition and renovation may be made when needed.

President Holober asked if Board approval of the Facilities Master Plan would trigger any preliminary review before an Environmental Impact Report or Negative Declaration occurs. Ms. Christensen said approval would not trigger a review. If funding is secured and the District were intent on moving forward, an Initial Study would be completed for each campus, looking at the work at each campus as one project.

Trustee Schwarz said she believes everyone present understands that the Facilities Master Plan is only a plan and that it might change over time. She suggested that language to that effect be incorporated into the document. Chancellor Galatolo said some language is included in the introduction but will be expanded. President Holober added that the intent and understanding of the Board will be in the record of this meeting.

Vice President Mandelkern said that, as seen in the past few months, there is strong sentiment among some in the community that change should not occur. He said it would be helpful to have a discussion regarding the institution's philosophy of change. He noted that change can be difficult and painful, but he believes the institution must embrace change or it will cease to be relevant.

President Holober thanked the presenters for a thorough presentation and outstanding document.

RECESS TO CLOSED SESSION

President Holober said that during Closed Session, the Board will (1) consider the personnel items listed as 1A, 1B and 1C on the printed agenda, (2) hold a conference with labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA, and (3) hold a conference with legal counsel regarding two cases of existing litigation as listed on the printed agenda.

The Board recessed to Closed Session at 7:40 p.m. and reconvened to Open Session at 10:30 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:33 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 27, 2011 meeting.

Dave Mandelkern
Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
July 20, 2011, San Mateo, CA**

The meeting was called to order at 1:05 p.m.

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

Others Present:

CALL TO ORDER

President Holober announced that during closed session the Board will:

1. Conduct a public employee performance evaluation as listed on the printed agenda
2. Hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda

President Holober announced that there was a request by staff to remove item 2, conference with legal counsel. There were no objections from Board members.

The Board adjourned to closed session at 1:07 p.m. and reconvened to open session at 2:50 p.m.

President Holober announced that the Board took no action during the closed session.

ADJOURNMENT

The meeting was adjourned by consensus at 2:52 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 27, 2011 meeting.

Dave Mandelkern
Vice President-Clerk



President's Report to the Board of Trustees

Dr. Regina Stanback Stroud
July 27, 2011

Welcome Dr. John Mosby!

Skyline College is pleased to welcome Dr. John Mosby as the new Dean of Enrollment Services. Dr. Mosby comes to Skyline College from the University of San Diego, where he has served as Associate Director of Graduate Admissions for the past five years. His work experience also includes several years as an adjunct counselor at San Diego Mesa College. Dr. Mosby's 17 years of experience in Academic Affairs, Student Services, enrollment management and teaching at the undergraduate and graduate levels have grounded him in establishing rapport with diverse populations, including persons from varying academic, socioeconomic, ethnic and religious backgrounds. Dr. Mosby began his tenure at Skyline College on July 13.



PROGRAMS

12th Year for Getting a Jump Start to College

Jump Start is a six-week summer program designed for junior and senior high school students who have academic potential but are performing at an "at-risk" level. This year's cohort includes 31 high school students from 9 local schools including Westmoor, Thornton, Terra Nova, South San Francisco, Oceana, Jefferson, El Camino, Capuchino, and Baden. These students are actively engaged in Math, English, Career, and Media courses and their leadership skills further developed with activities such as a ropes course, team building sessions, and exposure to technology that enhances useful skills for classroom and career success. The students have found the Learning Center's Communication Studies Lab to be a featured component for their projects.



EVENTS

Opening Day Festivities, August 15 and 16, 2011

- **District Opening Day, August 15:** Skyline College will host the San Mateo County Community College District's Opening Day festivities on **Monday, August 15, 2011** and faculty and staff from the three campuses will be in attendance, along with the Chancellor, District staff, members of the SMCCCD Board of Directors, the Bond Oversight Committee, and the SMCCC Foundation Board of Directors. The program begins with pastries and coffee to be served from 8:00 a.m. until 8:30 a.m. in the Theatre Lobby, Building 1. Presentations will follow beginning at 9:00 a.m. in the Theatre. Keynote speaker Dr. Mary Montle Bacon will follow her morning address with an intimate discussion at Skyline College from 12:30-2:00 p.m. in Building 6, Room 6202. In addition, there will be division and unit meetings in the afternoon as posted by division deans.
- **Skyline College Opening Day, August 16:** On the following day, **Tuesday, August 16, 2011** Skyline College will hold its Opening Day festivities beginning with coffee in the Theatre Lobby from 8:00 a.m. to 8:45 a.m., followed by presentations and awards in the Theatre beginning at 9:00 a.m. At approximately, 10:30 a.m. the annual group photo of faculty and staff will be taken on the steps leading from the main quad up to Building 8 if weather permits or in the theater. The Academic Senate meeting for faculty will begin at 11:00 in the Theater. All faculty and staff are invited to a campus-wide lunch in the Student and Community Center, Building 6, from 12:00 noon – 1:00 p.m. Lunch will be followed by afternoon flex activities for Skyline College faculty and staff.
- **Skyline College Afternoon Flex Activities, August 16:**

<u>Time</u>	<u>Function</u>	<u>Location</u>
1:00-4:00 p.m.	"Faculty Evaluations Training/Orientation," led by Chip Chandler	Bldg. 5, Room 5131
1:00-2:00 p.m.	"Managing Student Behavior in the Classroom and Office Workspace," led by Brian Tupper	Bldg. 7, Room 7115
1:00-3:00 p.m.	"TracDat Level I Workshop," led by Jan Fosberg and Dennis Wolbers	Bldg. 2, Room 2117A
1:00-3:00 p.m.	"TracDat Level II Workshop," led by Karen Wong	Bldg. 2, Room 2117B
2:15-3:30 p.m.	"Planting the Seeds of Sustainability," led by Anjana Richards, Lindsey Virdeh and Briana McCarthy	Bldg. 7, Room 7115



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ July 27, 2011

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Student Joins Research Team in Arctic this Summer



Twenty year-old CSM student **Luis Alvarez**, serving as an intern for the San Mateo Arctic Research Telescope (SMART) Project, is currently on a three week assignment in the subfreezing landscape of the Arctic Circle. He is joining a team of scientists conducting research related to site and weather evaluation for the establishment of the San Mateo Arctic Research Telescope.

Alvarez began his journey on July 13 when he flew to the Haughton-Mars Project Research Station (HMPRS) on the edge of Haughton Crater, Devon Island, in the high Arctic's polar desert. While at the HMPRS, Alvarez is assisting scientists with research activities that include the testing of a robotic arm and spacesuits, and conducting astrobiology studies related to permafrost. He will return to the Bay Area in early August.

Alvarez's story has captured the interest of the media. Several journalists have interviewed Alvarez and members of CSM's astronomy department, including Professors Mohsen Janatpour and Darryl Stanford. In addition to several stories that have appeared locally in Bay Area newspapers, Alvarez was also featured on KTVU News. The film clip can be viewed at <http://www.ktvu.com/video/28483038/index.html>. (Photo provided by Luis Alvarez)

CSM Creates Downtown Presence



CSM is always looking for new avenues to reach out to the community. In its most recent effort, the **Community Relations & Marketing Office** has been working with the Downtown San Mateo Merchant Association to have CSM banners displayed throughout much of the downtown area. The blue and white banners, hanging prominently between 9th and Baldwin Avenues, highlight the college's connection with Downtown San Mateo which served as the college's first location in 1922. Currently there are 13 banners, but as of August 15, a total of 22 will be displayed through November 11, 2011. There is an ongoing plan to submit requests annually for CSM banners to be on display on a year-round basis. *(Photo credit: CSM Community Relations and Marketing)*

College for Kids Wraps up 19th Year

College for Kids, the district's award winning summer enrichment program recently completed its 19th year with a record high enrollment of 371 students at CSM. Students were able to choose from more than 40 classes spanning the curriculum in computers, creative arts, math, sciences, language arts and sports. Some of the highlights of this summer's class offerings included Algebra Amusement, Cool Guitar, Chess Challenge, Awesome Astronomy, Robotics Invention, CSI Lab, Game Design & Development, Keyboarding, Sloppy Science, Creative Writing, Basketball, Fashion Sketching & Design, Manga Cartooning & Comics, Fascinating Folk Art, Self Defense, Japanese, Sushi & Calligraphy and Tennis. Kudos to the College for Kids program staff for another successful summer: **Lily Lau**, director of Community Education, **Renee Khoury**, assistant program director, and **Alana Utsumi**, staff assistant.



(Photo credit: Tracy Martin)

CSM Takes its Show to the San Mateo County Fair



CSM participated in a favorite summer pastime by setting up shop during the June run of the San Mateo County Fair. With the assistance of approximately 30 college volunteers, in addition to several dozen musicians, the college once again had a significant presence at this year's fair. Billed as *CSM Presents*, the college provided a talented lineup of musical and dance entertainment: CSM Dance Ensemble, Silent Thunder, Shoulder Bomb, West Bay Community Band, Jonny Atom, Rolled Out, The Thrillseekers, and Steel Drum Band. The Cosmetology program also participated as students showcased their talents by offering complimentary hair, makeup and nail services to interested fair-goers. The Community Relations and Marketing Office sponsored a general information table that featured the bulldog mascot, complimentary CSM balloons for the kids and several free drawings. Special thanks to **Helen Souranoff**, theatre events manager, for assisting with our *CSM Presents* program and to the **Community Relations and Marketing Office** for coordinating the college's overall participation. (Photo credit: CSM Community Relations and Marketing/Alexis Madayag)



A Celebration of Classified Staff



At the end of June, CSM celebrated classified employees with a Classified Appreciation Lunch and Service Awards Ceremony. While the event was originally planned to be held on the outdoor terrace of College Center, unusually wet June weather made it necessary to move indoors to the spacious Bayview Dining Room. A delicious southern-style barbecue lunch was catered by our own Pacific Café and served by the managers. President Mike Claire emceed the awards ceremony honoring 14 employees celebrating long-term service milestones. This year's honorees included: **Yvonka Crossley, Caryn Goldman, Sam Haun, Michael McDaniel, Jeremy Mileo, Julene Rhoan, Kay Rabb, Sue Roseberry and Antonia Savage** (10 years); **Chris Cortez, Herb Mintz and Jesse Varela** (15 years); and **Valerie Anderson and Mary Leonard** (30 years).



(Photo credit: CSM Community Relations and Marketing)

Kudos

~ Associate Professor of Chemistry **Jeff Flowers** was a presenter at the Learning College Summit 2011 sponsored by League of Innovation in the Community College held this summer in Phoenix, Arizona. Flowers and Dayo Diggs, a professor from San Francisco City College, make a dual presentation titled, "Mentorship and Online Academic Advising Tools to Support Students," that addressed completion rates of students of color in retention programs at community colleges. *(Photo credit: CSM Community Relations and Marketing)*



~ CSM pitcher **Devin Bradley** has accepted a scholarship offer from Coastal Carolina University. Bradley, a Carlmont High School graduate, was a two time, first team, all conference player at CSM. He became the second pitcher to sign with a high profile four-year university; Josh Frendendall, CSM's ace relief pitcher signed earlier this year with University of Washington. *(Photo source: CSM Baseball website)*



~ CSM alum **Toni Gore** has been named women's basketball coach at Indian River State College in Fort Pierce, Florida. She played basketball and ran track at CSM and then transferred to Cal State University East Bay where she continued her basketball career and played soccer. Gore went on Austin Peay State University where she earned her bachelor's degree. Prior to her appointment at Indian River, Gore served as co-director and head coach at Finest Basketball Club Elite Team. She is also a veteran of the U.S. Army. *(Photo source: TC Palm)*



~ **Beverley Madden**, director of community relations and marketing, has been reappointed as the northern representative for the Community College Public Relations Organization Board.



~ CSM Students **Elisa Gonzalez** and **Roxanna Picos** are recipients of \$1,000 scholarships from the San Mateo County Retired Teachers Association. Gonzalez and Picos are planning to pursue teaching careers.

Student Success Story: Haley Holmes

College of San Mateo, Associate degree

Major: Cosmetology

Haley Holmes, a 2007 graduate of Terra Nova High School, was a budding fashion designer, having taken fashion design classes in high school and college. Midway through her lower division coursework at Cañada College, Haley decided it was time to change direction and focus on a career in another area of the creative arts—cosmetology. With relative ease, Haley transitioned to CSM's cosmetology program, in fact, the same day she finished her last final exam at Cañada, she also attended orientation for the cosmetology program.

While branching out in a completely different field can be daunting, the instructors and staff in CSM's program were welcoming and quickly made Haley feel comfortable in her new surroundings. "Associate Professor **Becky Boosalis** was very encouraging and she's always there for you. The instructional aides were also very helpful," says Haley. CSM's cosmetology program is structured similarly to working in the industry and, therefore, expectations are high, making it a challenging program. However, Haley was up for the challenge and immersed herself in her newfound major.

"CSM's program prepared me very well for the State board exams and also gave me great preparation for working in the field. Not only were we taught the latest techniques but professors brought in notable guest speakers who were professionals from some of the most prestigious salons in the Bay Area," explains Haley.

In a little over a year of full time studies, Haley passed her State board exams and earned her Certificate of Completion in Cosmetology. She is currently completing the final requirements for her associate degree.

As a licensed cosmetologist, Haley finds that she has many options for working in her field. Rather than starting in a salon, she's decided to launch her career on the road, quite literally. This summer she will be opening her own business, HNH Beauty, in what is considered to be an innovative niche market: a full service, mobile salon. With her car stocked with her "tools of the trade" Haley will take her salon services to clients in private homes, residential communities, businesses and even sporting events. As she progressed through her



program at CSM, she recognized a need for salon services to be brought to people who, for various reasons, were either unable or too busy to get to a salon. She found the concept of the mobile salon very appealing because it allows her to make her own hours and have flexibility in her schedule. She even plans to build in time for designing clothes!

Haley's instructor, Ms. Boosalis, has confidence that her former student has a bright future ahead of her: "Haley was always a good student, very attentive and enthusiastic in her role as a student in our program. She always looks at every experience as positive. I am sure she will be a great success in our industry." (Photo credit: CSM Community Relations and Marketing)

A REPORT TO THE
SMCCCD BOARD OF
TRUSTEES

**SPECIAL
POINTS OF
INTEREST:**

- Janet Stringer attends national conference to assess readiness of transfer engineering students.
- New welcome event planned for first-year students.
- Buildings 5-6 prepare to reopen at the beginning of Fall semester.

**INSIDE
THIS ISSUE:**

- Japanese Students Visit Cañada 2
- Why Cañada makes financial sense 2
- Kim Lopez hired as new dean 3
- Word Jam Debuts Aug. 8 4
- Erik Gaspar hired to coach men's soccer 4

Cañada College

VOLUME I, ISSUE VI

JULY 27, 2011

New Program Focuses on Working Adults



Cañada College is introducing a new program designed to help working adults earn an associate degree in three years while attending classes on Thursday nights and Saturdays.

Students participating in the Cañada College for Working Adults Program will receive a degree in Interdisciplinary Studies with an emphasis on Social and Behavioral Science and/or Humanities. It prepares students for a variety of careers related to education, law, social work, business, and politics.

"Every credit earned in this program is transferrable to public and private colleges and universities," said Cañada College Vice President of Instruction Sarah Perkins. "Students will follow a predetermined plan of classes, eliminating guesswork about degree and transfer requirements."

The first cohort of 35 students will begin this fall. Students enrolled in the College for Working Adults will start and complete the program with the same group of students. The program is funded through Measure G, the parcel tax passed by San Mateo County voters in 2010.

Approximately \$90,000 is being used to coordinate the program and offer academic counseling for students in the program.

Students will receive priority enrollment in College for Working Adult classes; they'll receive one-on-one academic advising to ensure they get started on the right track and in the right classes; and they'll take classes that are integrated to help link and reinforce learning. "Having a cohort of working adults taking the same classes on the same
(Continued on Page 3)



A group of 17 dental/medical technician students from Osaka, Japan visited the college anatomy lab on July 1. The students were accompanied by the Vice President of Japan Dental Tech's College/Japan Medical Tech's College and two faculty chaperones. Colleges in Japan do not study from cadavers. That kind of education is only available at universities. Jett Chinn, an instructor in the Science & Technology Division, arranged for the visit. He arranged for the group to view several dissections including a heart with near dissecting aortic aneurysm and the viscera from one cadaver with mal-rotated gut.

Amelito Enriquez, professor of mathematics and engineering, has received two Best Paper Awards



For Some Students, a UC and CSU Education is no Longer Affordable

Nia Sewell will earn her two-year degree at Cañada but her educational future is in doubt.

Nia Sewell is studying sociology at Cañada College and expects to earn her two-year degree in another 18 months but her long-term educational future is in doubt because of the increasing cost of a bachelor's degree.

"It's really frustrating," she said. "At this point, my plan is to get my two-year degree and then begin looking for a permanent job. I'm not sure I can afford a bachelor's degree and I'm a huge believer that if you have what it takes to carry out a job function you can prove yourself through hard work. You don't necessarily need a degree."

Earlier this month, the CSUs increased tuition 12 percent. It was the 10th hike this decade. UC tuition has more than tripled over the same time period. Both systems were forced to raise tuition because the recently approved state budget cut funding by \$650 million each, \$150 million more than anticipated for each system.

The annual tuition fee for un-

dergraduate students at CSUs



is now \$5,472, a level many students simply can't afford, said Sewell, a recently married 23-year-old. "It's hard enough to just pay your bills."

Sewell said she understands the desire of her classmates to earn a four-year degree but said attending a community college for the first two years and then transferring is a much more cost-effective approach to getting a degree.

"My friends at universities tell

me how large their classes are and they have no contact with the instructor," she said. "At Cañada, my classes are small and my instructors are great." She said Kimberly Kirchoff-Stein, an adjunct professor in oceanography, and Scott Haine, a history instructor, are prime examples of why the education at Cañada is so good. "They were so excited about the subjects they were teaching and they encouraged student participation in the lectures. They really wanted us to learn the subject. It would have been difficult to get the same level of instruction at a four-year school."

Sewell said she can relate to the students in her classes at Cañada. "They are a lot like me. They are my age and most of them have a part-time or a full-time job. Some of the students have gone to universities and come back to Cañada." Sewell worked at Forever 21 as a visual merchandising manager and said she would like to eventually get back into the fashion industry. "I enjoy the creativity that comes with developing store displays and working with mannequins."

Enriquez Receives Two Best Paper Awards

Amelito Enriquez, professor of mathematics and engineering, received two "Best Paper" awards at this year's American Society of Engineering Education Annual Conference held in Vancouver, B.C. in early June.

The first paper was titled "Strengthening the STEM Pipe-

line through an Intensive Review Program for Math Placement Testing." It was selected the Best Paper by the ASEE, Mathematics Division.

The second paper was titled "The Dismantling of the Engineering Education Pipeline" and was selected the best paper by the ASEE, Two-Year

College Division.

More than 1,700 papers were presented at the conference.

The awards ceremony for this year's Best Paper Awards will be held at the ASEE Conference in San Antonio, Texas in June 2012 where Enriquez will be honored.

KIM LOPEZ, NEW DEAN OF ENROLLMENT SERVICES, TO FOCUS ON STUDENT SUCCESS

Kim Lopez has been hired as the new Dean of Enrollment Services at Cañada College. She replaces Margie Carrington, who had served as the interim Dean of Enrollment Services. Lopez will oversee outreach, assessment and financial aid.

Lopez said the student services programs at Cañada are very strong and her first goal is to bring stable leadership to a good team. "The college has had a couple of years without permanent leadership in this position," she said. "Initially, I want to bring stable leadership to a strong team."

Bringing the programs she oversees together with counseling and the categorical programs is essential to better serve students, she said.

"Students don't see us as separate entities. They view us as Student Services so it's important that we communicate well to make sure our students have their needs met."

Cañada, like other schools in the state system, is entering a time of change, Lopez said. "As a system, community colleges have been focused on access but we haven't focused as carefully on student success," she said. "It's time to



Kim Lopez has been hired as the new Dean of Enrollment. She brings more than 20 years of community college experience to Cañada.

begin looking at student success and changing our focus. Students need to leave our colleges with a degree or certificate or the skills to help them earn a better wage."

Vice President of Student Services Robin Richards hired Lopez in 1997 to direct the EOPS program and serve as a counselor at the College of Siskiyous. "Kim brings excellent experience in both community college administration and counseling which will be an asset at Cañada," Richards said. "She effectively uses evidence-based decision-making and is very concerned about improving the success rate of our students. We are fortunate to have her on our team!"

Lopez said the advent of Degree Works, which should be online this fall, is a first step to helping students succeed. "It gives them a tool to track where they are academically,"

she said. "Students will be able to go online to get a degree audit rather than having to wait to see a counselor. They'll know precisely which classes they need to take and when to earn their degree or certificate."

In addition to Degree Works, Lopez said the college needs to communicate clearly the academic pathways available to students. "It can be very confusing," she said. "It shouldn't be a difficult process to get from Point A to Point B."

Lopez is married and has two daughters, Hali and Mikyla. Hali is attending the Savannah College of Art & Design where she is majoring in Accessories Design while Mikyla is going to start her first semester at College of the Siskiyous this fall. "I'm hoping she'll transfer to Cañada," Lopez said.

"As a system, community colleges have been focused on access but we haven't focused as carefully on student success.

It's time to begin looking at student success and changing our focus. Students need to leave our colleges with a degree or certificate or the skills to help them earn a better wage."

(Continued from Page 1)

days will provide a network for students that will ultimately help them succeed," said Jeri Eznekier, program coordinator.

Perkins said students have been asking for such a program because they can't quit their jobs to attend school during the day and they can't take classes two or three nights a week because of family commitments.

"This program provides an important service to our community that current academic programs don't address," Perkins said.

FORMER MIDDLE COLLEGE STUDENT AND CAL-STATE EAST BAY UNIVERSITY STUDENT CATHERINE FISHER MURDERED IN EAST PALO ALTO

Catherine "Cate" Fisher, a former Middle College student and a current Cal-State East Bay student studying to become a teacher, was gunned down inside a parked SUV in East Palo Alto. "This is such a tragic, senseless killing," said Linda Hayes, Dean of Business, Workforce and Athletics. "She was a very popular

student." Fisher attended Menlo-Atherton High School and worked as a gymnastics teacher for Menlo Park's recreation program. Fisher also played badminton on the varsity team at Menlo-Atherton High School.

A memorial service was held on Friday, July 22 at Peninsula Temple

Beth El in San Mateo. The memorial was followed by a reception at Menlo Park's Arrillaga Family Recreation Center.

Fisher was shot multiple times on July 13 as she sat inside an SUV with another man and a woman. The shooter has not been caught and the investigation continues.



Building on the successful Math Jam program, the college will launch a new Word Jam, Aug. 8-12 from 9 a.m. to 1 p.m. Word Jam is a free, non-credit, one-week summer program designed to provide additional assistance to Cañada students in English and Reading classes. During the program, students will be able to learn what is expected of them in their English and Reading classes. They will also become familiar with resources to help them in those classes. Word Jam will also teach students necessary research skills and help them practice college reading and writing strategies. It is open to students enrolled in most English and Reading classes.

A new Welcome Orientation and BBQ aims to help new students transition to college



Erik Gaspar Hired to Coach Men's Soccer

The former Valley Christian High School coach is very familiar with the Coast Conference.

Erik Gaspar, a former player and assistant coach in the Coast North Division, has been hired to coach the men's soccer team at Cañada College. Gaspar had been the head coach at Valley Christian High School where he also worked in the athletic department. Gaspar replaces former coach Ruedi Graf who resigned earlier this year.

"Cañada is a great opportunity," Gaspar said. "I have a lot of experience in this league so I'm familiar with the level of soccer and what it takes to be successful. It's very competitive and has some great teams."

Gaspar played for two years at West Valley College in Saratoga and later served as an assistant for two years at Evergreen Valley College in San Jose. He also served as head coach at Piedmont High School.

To be successful at Cañada, Gaspar said he has to recruit and retain quality student athletes. "We don't want players



who come in for one year and then leave," he said. "We want players who are serious about their academics and their soccer and have a commitment to stay for two years. Continuity is important. The best teams in this league have a good number of players returning year

after year. You can't start from scratch every year if you want to be successful."

Gaspar said he'll recruit the local area but he's not looking for specific position players in his first recruiting class. "I don't know that there is one position or one person that can turn it around," he said. "It's more important to have players that are willing to make the commitment and play our system."

Linda Hayes, Dean of Business, Workforce and Athletics, said Gaspar stood out during interviews. "He was very well prepared," she said. "He's going to be an excellent addition to our athletic department and will field successful teams."

Cañada has traditionally been a soccer power in the Coast Conference but has struggled to qualify for the playoffs in recent years.

Welcome Orientation and BBQ Aims to Help New Students

A welcome orientation and barbecue will be held Aug. 3 to help new students become familiar with the college and programs.

"It's important to integrate new students into the campus as soon as possible," said Romeo Garcia, Director of Student Support and TRiO Programs at the college. "We

know that if we can help students transition to campus they have a better chance of succeeding academically."

The program will feature a Cañada Jeopardy program at 10 a.m. and a Ca\$h for College Game Show at 11:30 a.m. These are designed to educate students about the college and the availability of financial aid.

Students that participate in both programs will receive a ticket to the BBQ lunch at 1 p.m.

There are also mandatory workshops for new TRiO-SSS applicants, including a welcome from 2:30 to 4 p.m. and a program called Beating the Odds. Garcia hopes to build on the program in the future.

BOARD REPORT 11-7-2A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

Cañada College

Joan Rosario Administrative Assistant Instruction Office

Reclassified from a full-time, 12-month per year Administrative Secretary position in the Vice President of Instruction Office, effective July 1, 2011. The reclassification is the result of increased scope and level of responsibility.

B. CHANGE IN STAFF ALLOCATION

College of San Mateo

Recommend approval of a new classified titled "Health Services Director" at a new Grade AB (\$92,030 to \$112,487 per year) on the Academic Supervisory Schedule (30), effective August 1, 2011.

Also recommend a change in staff allocation to add one full-time (100%) 12-month per year Health Services Director position at College of San Mateo and to delete one Health Services Coordinator faculty position (4F0242), effective August 1, 2011. The change in classification is needed to move in the direction of Districtwide coordination of Health Services.

It is also recommended that the incumbent, Sharon Bartels, be placed into the new classification and salary, effective August 1, 2011.

Skyline College

1. Recommend a change of staff allocation to delete one full-time (100%) 10-month per year Office Assistant II (2C0069) in the Financial Aid Office at Skyline College, effective July 28, 2011.
2. Recommend a change of staff allocation to add one full-time Web Programmer Analyst position at Grade 37 of the Classified Salary Schedule (60) in the President's Office at Skyline College, effective July 28, 2011. This new position is needed to manage the state-of-the-art web infrastructure for the campus.
3. Recommend a change of staff allocation to decrease one full-time (100%) 12-month Career Resources/Counseling Aide position (2CC004) to 80% of full-time, 10-months per year. This position is entirely funded by the Department of Rehabilitation, and funding is not available to maintain the same level of support.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
CSM	Business Services	1	8/1/2011	12/31/2011	Accounting Technician: Assist during peak registration periods with student payments, issuance of parking permits, and other cashier duties as assigned.
CSM	Vice President of Instruction/Library	1	8/1/2011	6/30/2012	Library Support Specialist: Assist with documentation of print and non-print items; perform technical processing of library materials; staff library circulation service desk, and collect payments of fines and fees.

BOARD REPORT NO. 11-7-1CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Jan Roecks, Director of General Services, 358-6879
Bob Domenici, Senior Buyer, 358-6728

DISPOSITION OF DISTRICT RECORDS

District Rules and Regulations, Section 8.27 (Records Management), provides for disposition of District records, including classification, retention and destruction in accordance with the California Education Code. After an annual review of District records, District staff requests the Board's approval for the destruction of the records in Exhibit A. All of the listed records have outlived their usefulness and were kept for the period mandated by the Education Code.

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

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

RECOMMENDATION

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

Exhibit A

Site	Description
District	Purchase Orders
District	Human Resources Reports
District	Foundation Bank Statements
District	Payroll Reports
CSM	Financial Aid Reports
CSM	Student Counseling Records
CSM	Student Nursing Records
CSM	KCSM TV & Radio Logs
CSM	Bookstore Purchase Reports
CSM	Math/Science Student Records
Skyline	Procurement Card Receipts
Cañada	Disabled Resource Center Student Records
Cañada	Science/Technology Faculty Evaluations
Cañada	Business & Workforce Contracts and Vendor Files
Cañada	Admissions & Records Class Records
Cañada	Financial Aid Student Records

BOARD REPORT NO. 11-7-2CA

TO: Members of the Board of Trustees
 FROM: Ron Galatolo, Chancellor
 PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6869

**APPROVAL OF BUDGETARY TRANSFERS FOR THE PERIOD ENDING
 MAY 31, 2011 AND ADOPTION OF RESOLUTION NO. 11-9 AUTHORIZING
 BUDGET TRANSFERS FOR 2010-11**

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

The 2010-11 final budget (adopted by the Board in September 2010), mid-year changes approved by the Board in February 2011, and transfers shown below are summarized as follows:

	2010-11 <u>Final Budget</u>	Transfers <u>12/31/10</u>	Transfers <u>5/31/11</u>
General Fund (Unrestricted)	\$ 112,240,465	\$59,967	\$569,737
Self-Insurance Fund	975,461	0	0
Debt Service Fund	26,363,922	0	0
General Fund (Restricted)	26,932,326	1,092,362	2,502,809
Capital Projects Fund	95,019,633	101,899	3,925,883
Bookstore Fund	8,005,700	0	0
Cafeteria Fund	192,000	0	0
San Mateo Athletic Club	1,747,244	0	0
Child Development Fund	1,073,575	0	0
Measure G – SM Parcel Tax	6,000,000	0	0
Trust Fund (Financial Aid)	15,969,381	80,250	286,916
Post-Retirement Benefits	<u>2,502,131</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 297,021,818</u>	<u>\$ 1,334,478</u>	<u>\$7,285,345</u>

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

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

1000 Academic Salaries	\$(59,737)
2000 Classified Salaries	(39,137)
3000 Employee Benefits	(110,318)
4000 Materials & Supplies	336,127
5000 Operating Expenses	357,718
6000 Capital Outlay	17,584
7000 Other Outgo	<u>66,973</u>
Total	\$569,737

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

8600 State Revenues	\$ -0-
8800 Local Revenues	311,070
8900 Other Sources	<u>258,668</u>
Total	\$569,737

Large transfers in expenditure budgets in the Unrestricted General Fund are a result of transfers of site ending balances as well as between position control and hourly accounts, and surplus sales proceeds. Changes in revenue amounts are correcting entries to the proper fund sources.

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

1000 Academic Salaries	\$343,698
2000 Classified Salaries	352,500
3000 Employee Benefits	234,833
4000 Materials & Supplies	1,306,889
5000 Operating Expenses	(43,129)
6000 Capital Outlay	(185,015)
7000 Other Outgo	<u>493,033</u>
Total	\$2,502,809

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

8100 Federal Revenues	\$1,172,566
8600 State Revenues	894,112
8800 Local Revenues	369,159
8900 Other Sources	<u>66,973</u>
Total	\$2,502,809

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

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

2000 Classified Salaries	\$ -0-
4000 Materials & Supplies	962,659
5000 Operating Expenses	1,864,512
6000 Capital Outlay	848,713
7000 Other Outgo	<u>250,000</u>
Total	\$3,925,883

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

8600 State Revenues	\$3,033,000
8800 Local Revenues	511,048
8900 Other Sources	<u>381,836</u>
Total	\$3,925,883

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

Child Development Fund – Fund 6

There were no adjustments in expenditure and revenue amounts for the period January 1, 2011 through May 31, 2011.

Measure G (San Mateo Parcel Tax) – Fund 6

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

1000 Academic Salaries	\$(72,483)
2000 Classified Salaries	30,770
3000 Employee Benefits	(40,214)
4000 Materials & Supplies	(5,740)
5000 Other Operating Expenses	81,867
6000 Capital Outlay	<u>5,800</u>
Total	\$-0-

Additional revenue of \$1,059,352 was received in July. This entry will be reflected as of June 30, 2011.

Trust Fund (Financial Aid) – Fund 7

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

7500 Student Financial Aid	\$168,770
7600 Other Outgo	<u>37,895</u>
Total	\$206,665

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

8900 Other Sources	<u>\$206,665</u>
Total	\$206,665

Budget augmentations occurred to recognize incoming transfers from CARE, EOPS, and TRIO grants, and NSF scholarships within the Restricted General Fund (Fund 3) as well as SMCCC Foundation scholarships that are now being disbursed through District accounts. Direct payments to students from federal and state grants are shown within the Financial Aid Fund.

To close the fiscal year, a blanket budgetary transfer will be required to authorize additional transfers that may be necessary to permit payment of District obligations incurred during 2010-11.

RECOMMENDATION

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2011 through May 31, 2011 and that the Board adopt Resolution No.11-9, authorizing budgetary transfers for 2010-11, as listed and as needed for year-end closing activities.

RESOLUTION NO. 11-9

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

**RESOLUTION AUTHORIZING
BUDGETARY TRANSFERS FOR 2010-11**

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District authorizes transfers between expenditure classifications in the 2010-11 budget as required to permit the payment of obligations of the District during the 2010-11 fiscal year.

REGULARLY PASSED AND ADOPTED this 27th day of July, 2011.

Ayes:

Noes:

Attest:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 11-7-3CA

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

APPROVAL OF OFF-CAMPUS FACILITIES, 2011-12

In order to bring programs and services to various sectors of the community that the District serves, it is frequently necessary to use facilities other than those provided at the Colleges. The additional off-campus facilities are used to provide programs that either require specialized facilities or are of such a nature that they need to be conducted at off-campus sites. Most of the sites are utilized at no cost to the District. Also, contract classes conducted by the Colleges and Community Education are often offered at off-campus facilities, as noted in the attachment.

The attached Exhibits A, B, C and D indicate the planned off-campus sites for 2011-12, as submitted by Cañada College, College of San Mateo, Community Education and Skyline College, respectively.

RECOMMENDATION

It is recommended that the Board approve use of off-campus facilities for the 2011-12 academic year as detailed in Exhibits A, B, C and D attached.

CAÑADA COLLEGE
Off-Campus Facilities
2011-2012

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Boys & Girls Club 2031 Pulgas Avenue East Palo Alto	English as a Second Language/CBET	None
Burlingame-Pacific Medical Group, Inc. 1828 El Camino Real, Ste. 507 Burlingame	Clinical Externships	None
Carlmont High School 1400 Alameda De Las Pulgas Belmont	Mathematics	None
East Palo Alto Academy 475 Pope Street Menlo Park	Health Science, General education	None
East Palo Alto Charter School Phoenix Academy 1848 C Bay Street East Palo Alto	General education	None
Hawes School 909 Roosevelt Avenue Redwood City	English as a Second Language/CBET CBOT/ESL Learning Community	None
Hoover School 701 Charter Street Redwood City	English as a Second Language/CBET CBOT/ESL Learning Community	None
John Gill Elementary School 555 Ave de la Ora Redwood City	English as a Second Language/CBET; ECE/ESL Learning Community	None
Kaiser Medical Center 1200 El Camino Real South San Francisco	Clinical Instruction	None
Kaiser Medical Center 1150 Veterans Boulevard Redwood City	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Kaiser Outpatient Clinics Mountain View, Campbell, Milpitas	Clinical Instruction	None
Lucile Packard Children's Hospital, Stanford 725 Welch Road Palo Alto	Clinical Instruction	None
Menlo Park Center/Job Train 1200 O'Brien Menlo Park	Computer Business Office Technology; Accounting, Business, Early Childhood Education; Human Services	None
PAMF: Redwood City Center 805 Veterans Blvd. Redwood City	Clinical Instruction	None
Palo Alto Medical Foundation 795 El Camino Real Palo Alto	Clinical Externship	None
Redwood City Main Library 1044 Middlefield Road Redwood City	Learning Center	None
San Francisco VA Medical Center 2150 Clement Street San Francisco	Clinical Instruction	None
San Mateo County Human Services Agency 400 Harbor Blvd. Belmont	Foster Care – Resource Parent Training	None
San Mateo County Law Library 710 Hamilton Redwood City	Paralegal	None
San Mateo County Medical Center 222 West 39th Avenue San Mateo	Clinical Instruction	None
San Mateo Credit Union 350 Convention Way (First Floor) Redwood City	Business Writing Academy – County of San Mateo	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Sequoia Hospital Whipple and Alameda Redwood City	Clinical Instruction	None
Sequoia High School 1201 Brewster Avenue Redwood City, Ca 94062	Mathematics	None
Seton Coastside 600 Marine Boulevard Moss Beach	Clinical Instruction	None
Seton Hospital 1900 Sullivan Daly City	Clinical Instruction	None
Taft Elementary 903 10 th Street Redwood City	English as a Second Language/CBET CBOT/ESL Learning Community	None
VA Palo Alto Health Care System 3801 Mirandan Avenue Palo Alto	Clinical Instruction	None
Woodside High School 199 Churchill Avenue Woodside	Mathematics	None

COLLEGE OF SAN MATEO
Off-Campus Facilities
2011-12

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
San Mateo County Medical Center 222 W. 39 th Ave. San Mateo	Clinical Instruction	None
University of Pacific School of Dentistry 2155 Webster St. San Francisco	Clinical Instruction	None
Private Dental Offices San Mateo County	Clinical Instruction	None
Kaiser Medical Center 1150 Veterans Blvd. Redwood City	Clinical Instruction	None
Mills Peninsula Health Services 1501 Trousdale Drive Burlingame	Clinical Instruction	None
Sequoia Hospital 170 Alameda de las Pulgas Redwood City	Clinical Instruction	None
Seton Medical Center 1900 Sullivan Ave. Daly City and Seton Coastside 600 Marine Boulevard Moss Beach, CA 94038	Clinical Instruction	None
University of California San Francisco Medical Center 505 Parnassus, L1-171 San Francisco	Clinical Instruction	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Martin Luther King Center 725 Mt. Diablo Ave. San Mateo	General Education & enrichment programs; Humanities	None
San Mateo Senior Center 2645 Alameda de las Pulgas San Mateo	History Class; Social Science	None
Coyote Point Fire Range San Mateo	Admin. of Justice	None
Brisbane Fire Department 3445 Bayshore Blvd. Brisbane	Fire Technology	None
Burlingame Fire Station #34 799 California Dr. Burlingame	Fire Technology	None
Calif. Dept. of Forestry Fire Station 20 Tower Rd. Belmont	Fire Technology	None
Daly City Fire Station 101 Lincoln St. Daly City	Fire Technology	None
Half Moon Bay Fire Department 635 Main St. Half Moon Bay	Fire Technology	None
Menlo Park Fire Protection District 300 Middlefield Rd. Menlo Park	Fire Technology	None
Pacifica Fire Department Linda Mar Station, Linda Mar Blvd. Pacifica	Fire Technology	None
Pt. Montara Fire Protection District 501 Stetson St. Moss Beach	Fire Technology	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Redwood City Fire Department 755 Marshall St. Redwood City	Fire Technology	None
San Bruno Fire Department 555 El Camino Real San Bruno	Fire Technology	None
San Mateo Fire Department 120 S. Ellsworth Ave. San Mateo	Fire Technology	None
So. San Francisco Fire Department 33 Arroyo Dr., Suite F South San Francisco	Fire Technology	None
South County Fire Authority 666 Elm St. San Carlos	Fire Technology	None
Woodside Fire Protection District 3111 Woodside Rd. Woodside	Fire Technology	None
Sprinkler Fitters' Training Center 23312 Cabot Blvd. Hayward	Sprinkler Fitters Apprenticeship	Per agreement
Electricians' Training Center 625 Industrial Rd. San Carlos	Electricians Apprenticeship	Per agreement
Kaiser Medical Center 27400 Hesperian Hayward	Clinical Instruction	None
Hillsdale High School 3115 Del Monte Street San Mateo, CA 94403	Concurrent Enrollment Classes	None
Martin Luther King Center 725 Mt. Diablo Ave. San Mateo	General Education & enrichment programs	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Latino Commission 301 Grand Avenue, So. San Francisco	Alcohol and Other Drug Studies	None
CSM Coastside 225 South Cabrillo Highway Shoreline Station, Building D, 2nd floor Half Moon Bay	Coastside Courses	Leased

COMMUNITY EDUCATION CLASSES
Off-Campus Facilities
2011-12

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Kathy's Kreative Kakes 631 S. B. Street San Mateo	Cake Decorating Classes	None
South Linden Station 160 S. Linden Ave. South San Francisco	Fused glass class	None
St. Johns' Cemetery 910 Orange San Mateo	Tour of St. John's Grand Tombs	None
Union Cemetery Woodside Rd. Redwood City	Tour of Union Cemetery	None
Peninsula Parks and Trails Various field trip locations to Bay Area parks	Walking Tours	None
Holy Cross Catholic Cemetery 1500 Old Mission Rd. Colma	Tour of Holy Cross	None
Burlingame Recreation Center 850 Burlingame Ave. Burlingame	Emeritus classes	None
San Mateo Senior Center 2645 Alameda de las Pulgas San Mateo	Emeritus classes	None
Presidio of San Francisco National Cemetery San Francisco, CA	Walking Tours	None
CSM Coastside 225 South Cabrillo Highway Shoreline Station , Building D, 2nd floor Half Moon Bay	Various workshops	None

SKYLINE COLLEGE
Off-Campus Facilities
2011-2012

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
1 st String Athletic Club 888 Hinckley Road Burlingame	Physical Education	None
Alameda County Medical Center 1411 East 31 st Street Oakland	Surgical and Central Service Technology	None
Alta Bates Medical Center 2450 Ashby Avenue Berkeley	Surgical and Central Service Technology	None
American Medical Response (AMR) 1616 Rollins Road Burlingame	Emergency Medical Technology	None
BayShore Ambulance Company 370 Hatch Foster City	Emergency Medical Technology	None
California Pacific Medical Center 2333 Buchanan Street San Francisco	Respiratory Therapy – Clinical Instruction, Surgical and Central Service Technology	None
Brisbane Parks and Recreation Department Mission Blue Center 50 Park Place Brisbane	Dance	None
Children's Hospital and Research Center Oakland 747 52 nd Street Oakland	Surgical and Central Service Technology	None
Community Learning Center 520 Tamarack Lane South San Francisco	English for Speakers of Other Languages	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Cypress Golf Course 2001 Hillside Boulevard Colma	Golf	None
Eden Medical Center Lake Chabot Road Castro Valley	Surgical Technology	None
El Camino Hospital 2500 Grant Road Mountain View	Surgical Technology	None
Genentech 1500 Grandview Drive South San Francisco	Early Childhood Education; Biotechnology Courses	None
Hillsdale High School 3115 Del Monte Street San Mateo	Psychology	None
Jefferson High School 6996 Mission Street Daly City	Dance	None
John Muir 1601 Ygnacio Valley Road Walnut Creek	Surgical and Central Service Technology	None
Kaiser Northern California Foundation Hospitals and the Permanente Medical Group (to include: Kaiser Walnut Creek, Kaiser Santa Clara, Kaiser Hayward, Kaiser Redwood City, Kaiser Santa Rosa, Kaiser San Rafael & Kaiser South San Francisco) Oakland	Surgical Technology; Central Service Technology	None
Kaiser Permanente – San Francisco 2425 Geary Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
Los Gatos Community Hospital 815 Pollard Road Los Gatos	Surgical Technology	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Lucile Packard Children's Hospital 725 Welch Rd Palo Alto	Surgical and Central Service Technology	None
Marin General Hospital 250 Bon Air Road Greenbrae	Surgical and Central Service Technology	None
Mills-Peninsula Hospital 1783 El Camino Real Burlingame	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
Oceana High School 401 Paloma Avenue Pacifica	Music	None
Our Second Home 725 Price Street Daly City	Early Childhood Education	None
Petaluma Valley Hospital 1165 Montgomery Drive Santa Rosa	Surgical Technology	None
Saint Francis Memorial Hospital 900 Hyde Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
St. Luke's Hospital 3555 Army Street San Francisco	Respiratory Therapy & Surgical Technology – Clinical Instruction	None
St. Mary's Medical Center 450 Stanyan St San Francisco	Surgical and Central Service Technology	None
St. Rose Hospital 27200 Calaroga Avenue Hayward	Surgical Technology	None
San Francisco General Hospital 1001 Potrero Street San Francisco	Respiratory Therapy – Clinical Instruction, Surgical and Central Service Technology	None

<u>FACILITY</u>	<u>PURPOSE</u>	<u>COST</u>
Santa Clara Valley Medical Center 751 South Bascom San Jose	Surgical and Central Service Technology	None
Santa Rosa Memorial Hospital 1165 Montgomery Santa Rosa	Surgical Technology	None
Sequoia Hospital 170 Alameda Redwood City	Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
Seton Medical Center 1900 Sullivan Daly City	Respiratory Therapy, Emergency Medical Technology, Surgical Technology & Central Service Technology – Clinical Instruction	None
South San Francisco High School 400 B Street South San Francisco	Career & Personal Development	None
Stanford Health Services 300 Pasteur Drive Stanford	Respiratory Therapy; Surgical and Central Service Technology	None
University of California, S.F. 501 Parnassus Avenue San Francisco	Respiratory Therapy – Clinical Instruction, Surgical and Central Service Technology	None
VA MC 4150 Clement Street San Francisco	Respiratory Therapy; Surgical and Central Service Technology	None
Washington Hospital 200 Mowry Avenue Fremont	Surgical and Central Service Technology	None
Westmoor High School 131 Westmoor Avenue Daly City	Communication Studies and Foreign Languages Instruction	None

BOARD REPORT NO. 11-7-4CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

DENIAL OF CLAIM AGAINST THE DISTRICT BY DANIEL CRUZ

On July 1, 2011, the District received a claim from Daniel Cruz seeking reparation in the amount of \$10,000 for medical costs. Mr. Cruz alleges that he sustained injuries and damages when he fell down a flight of steps at College of San Mateo on February 24, 2011. He claimed that the fall occurred because the top step was not level. Mr. Cruz is Head Coach for the West Valley Community College track team and was visiting the campus in that capacity.

RECOMMENDATION

It is recommended that the Board of Trustees deny the Claim against the District of Daniel Cruz and refer the matter to the District's insurance and legal advisors.

BOARD REPORT NO. 11-7-5CA

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor-Superintendent
PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

DENIAL OF CLAIM AGAINST THE DISTRICT BY MEGAN WILSON

On July 12, 2011, the District received a claim from Megan Wilson seeking payment in the amount of \$3,255 for damage to her artwork which was displayed at Skyline College. This amount includes a past due amount of \$155.00. Ms. Wilson alleges that the artwork, which was sent back to her by Skyline and was received on March 26, 2011, was damaged due to poor packaging.

RECOMMENDATION

It is recommended that the Board of Trustees deny the Claim against the District of Megan Wilson and refer the matter to the District's insurance and legal advisors.

BOARD REPORT NO. 11-7-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Michael Claire, President, College of San Mateo, 574-6222

APPROVAL TO DISCONTINUE AMERICAN SIGN LANGUAGE, JAPANESE, ITALIAN, HUMANITIES, HORTICULTURE, and METEOROLOGY AT COLLEGE OF SAN MATEO

Background

College of San Mateo's budget reductions are a direct result of the State of California's ongoing fiscal crisis. The college has been proactive in its response to these required reductions. The college's overarching goal has been to serve as many students as possible in accordance with CSM's core mission of providing transfer education, workforce training, and basic skills courses that prepare students for transfer and workforce training. The college has taken the following actions over the last four years:

- Elimination of administrative positions through reorganization
- Reduction in operating costs
- Substantial reduction in classified staff (managed hiring and unfilled job vacancies)
- Elimination of low-enrolled course sections
- Redirection of life-long learning courses to Community Education
- Reduction in off-campus offerings
- Targeted reductions for certain programs

In addition, the college discontinued, or put on hiatus the following low-enrolled programs in the 2009/10 academic year: French, German, Machine Tool Technology, Welding, Cooperative Education, Education, and Manufacturing and Industrial Technology. Furthermore, the college has developed a new counseling/advising model and has also worked with Skyline and Cañada to coordinate and streamline various back-office student services support operations.

The cumulative effect of these actions has yielded approximately \$5.3 million or 18.5 percent in permanent cost savings. During this same period the college's Full Time Equivalent Students (FTES) has declined 4.9 percent, which is substantially less than the corresponding decline in financial resources. In addition, college's overall LOAD has increased from 500 to 589 from fall 2006 to fall 2010. In short, the college has become much more efficient with respect to scheduling, student support services, and other support operations over the last four years. Finally, the college has been able to use Measure G funding to increase enrollment in core academic areas as well as selected Career and Technical Education (CTE) programs.

Process

The college began preparations for further budget cuts in late March 2011 when it became clear that the State's budget situation would not improve. During the month of April there were various communications with the campus about the anticipated impact of the State budget, including an all-college meeting held on April 20. In addition, a leadership retreat involving all campus shared governance constituencies was held in mid-April to discuss an approach and to brainstorm college priorities.

CSM's Cabinet met with the leadership of the Academic Senate in May to outline a process with respect to program discontinuance recommendations to be made during the summer 2011. The specific process and a timeline are included as an attachment to the Board Report (Exhibit A).

The discontinuance process can be summarized as follows:

- 1) Over the last two years the college has been engaged in a variety of planning activities; in association with the Board's Core Values document, these activities have provided the framework to develop specific criteria for curriculum priorities, including programs identified for discontinuance.
- 2) Working with the vice president of instruction and the vice president of student services, CSM's instructional and student services deans developed the proposed criteria, which draw directly from college planning efforts and other activities over the last two years. The college president shared the criteria with the campus community and invited the faculty to provide feedback to the Academic Senate.
- 3) The Academic Senate has met throughout the summer and provided feedback on the criteria. The final document, *Criteria for Program Reduction, Compression, and Discontinuance* is included as an attachment to the Board Report (Exhibit B).
- 4) The Office of Planning, Research, and Institutional Effectiveness (PRIE) has updated program data for every program at the college.
- 5) Using the data referenced above, the instructional and student services deans applied the criteria and made specific recommendations for program discontinuance.
- 6) Specific recommendations for program discontinuance were forwarded to the Academic Senate.
- 7) The Academic Senate has assisted faculty in the programs identified for discontinuance in order to provide additional information for consideration before a final recommendation is made to the Board of Trustees by the college president.
- 8) CSM's Cabinet has reviewed and has considered the additional information provided by faculty.
- 9) CSM's administration and the Academic Senate have agreed to review the process in the fall 2011 semester.

Programs Recommended for Discontinuance

Foreign Languages: American Sign Language (ASL), Japanese, and Italian

Summary of the rationale:

With the discontinuance of the above languages, the college will only offer two languages: Spanish and Chinese. Rather than offer a wide variety of languages at the lower levels only, it would be better to offer a full sequence of a narrower set of languages. CSM's foreign language programs have had difficulty in attracting students for advanced-level coursework and the college can no longer support low-enrolled course sections. A variety of other CSM courses, including Spanish and Chinese, meet IGETC requirement 3B (Arts and Humanities). Finally, data provided by PRIE show that there are very few students majoring in these languages. Community Education will be engaged to assist those who are seeking education in the above languages for professional or personal reasons.

Summary of faculty comments and recommendations:

The faculty have provided three alternatives to program discontinuance: 1) realign language offerings so that they can meet the IGETC general education requirement in a fewer number of semesters, 2) rotate each language so that each language is available to students once every three years, or 3) retain at least one of the languages identified for discontinuance. The faculty also stated that, "in today's world of global citizens, more people are pursuing world language learning due to economic, political, and personal needs." In addition, faculty point out that these three languages do meet CSU General Education requirements. Finally, faculty identified various options of raising funds to save the programs through external development efforts.

Humanities

Summary of the rationale:

The Humanities program is a collection of interdisciplinary courses offered under the umbrella of a Humanities department designation. The Humanities program provides students with additional breadth and variety in IGETC Area 3 (Arts and Humanities). However, these requirements can be met by courses in Ethnic Studies, History, Philosophy, Literature, Spanish, and Chinese. Thus, it is very important to note that the college is removing a department designation only, and that students can still fulfill transfer and AA degree Humanities requirements with other courses. Currently, three courses and an Honors Colloquium are taught in Humanities. Faculty who teach these courses will teach courses in their home discipline. Finally, the college's "Five in Five" initiative includes plans to offer a comprehensive honors program as well as a cohesive, "themed" general education curriculum. Thus, many of the advantages of offering the current Humanities program can be achieved as the college executes its "Five in Five" plan.

Summary of faculty comments and recommendations:

The faculty who teach courses within Humanities ask that the college consider a reduction in offerings rather than a discontinuance of the program and that each individual course be offered on a rotating, staggered basis. The faculty also point out that since these courses are taught by full-time faculty, there would be no additional costs associated with offering courses on a rotating basis. The program faculty make the point that while other courses may meet general education requirements, the courses offered under Humanities "synthesize topics from distinct disciplines.....unlike most academic disciplines at CSM, Humanities courses specifically enhance students' abilities to make connections between various subjects." Finally, program faculty note that other colleges in the region offer similar interdisciplinary courses, that CSM Humanities courses have enjoyed high enrollments, and that students seeking these courses will attend other colleges rather than CSM.

Horticulture

Summary of the rationale:

The Horticulture program consists of two distinct components: Horticulture and Floristry. In 2009, the Horticulture portion of the program was voluntarily put on hiatus by the department so that the Floristry courses could continue. Although the program has been reduced, the Horticulture program was a small program even before program reductions. At best, the program has accounted for less than one-half of one percent of total college FTES in any given year. In addition, the Horticulture program's LOAD has been substantially below college LOAD for many years. Furthermore, very few certificates and degrees have been awarded in these programs. Over the last 5 years, a total of 5 AS degrees and 47 certificates of achievement have been awarded to students. In addition, external labor market analysis indicates a net loss in demand of 1,025 workers in the Horticulture and Floristry segment for the eight-county Bay Area region through 2015 (*source: Economic Modeling Specialists*). Finally, the facilities required by the Horticulture program are in great disrepair and substantial capital outlay would be required to build new facilities.

Summary of faculty comments and recommendations:

The department faculty recommend putting the entire Horticulture program on hiatus while transfer options are explored and/or the budget situation improves. In addition, the department faculty make the following points: the Horticulture program has a curriculum that aligns with the Transfer Model Curriculum (TMC) for Agricultural Sciences (note: TMC is one of the criteria to be considered for retaining programs); the Horticulture program has developed online and hybrid courses as a means of increasing enrollment; Horticulture LOAD has improved and has met the college target LOAD two years out of the six years analyzed; agriculture is one of the state's largest industries and Horticulture prepares students for entry into this field; Horticulture facilities support other science courses and other college programs; and the Horticulture program has well-established partnerships with outside organizations. In addition, department faculty question the LOAD and FTES calculations provided in the detailed discontinuance report. Finally, the department faculty point out that Horticulture majors have a variety of occupations to choose from and that labor market analysis results do not always include all possible job opportunities.

Meteorology

Summary of the rationale:

Meteorology is not a program but is listed as a course of study. Meteorology consists of a single course and technically the decision to offer the course is a scheduling decision. However, because Meteorology is listed as a course of study in the College Catalog, the administration felt that it should be brought forward for a formal discontinuance decision. Enrollments in Meteorology are modest. While Meteorology meets CSU general education courses, other courses in the curriculum meet the same requirement.

Summary of faculty comments and recommendations:

There were no faculty comments or recommendations regarding Meteorology.

Final Remarks

It is always difficult to make recommendations to discontinue long-standing college programs. However, the State's fiscal crisis requires that every educational institution, including College of San Mateo, scrutinize all programs, services, and other expenditures. As indicated above, the college has been proactive over the last several years in making targeted reductions and has not made simple "across-the-

board” cuts. The college will continue to review its instructional programs, student support services, and administrative support services during the 2011/12 academic year. The college also expects to collaborate with Cañada and Skyline in areas of mutual interest.

Given the latest State fiscal crisis, the college must now make deliberate decisions about programs and services that fall within the college’s core mission. Unfortunately, the college will only have resources to fund courses and programs that best fulfill its core mission. While the programs recommended for discontinuance help to fulfill the college mission, there are other college programs and services that can meet the same student needs, and/or offer training and employment opportunities in high-demand fields. Finally, some student needs can be met through Community Education.

It is also important to recognize that College of San Mateo must continue to move forward and pursue innovative opportunities despite the difficult budget conditions. This means that even in this time of program reduction and discontinuance, the college will allocate resources to initiatives that help meet institutional priorities and “Five in Five” goals.

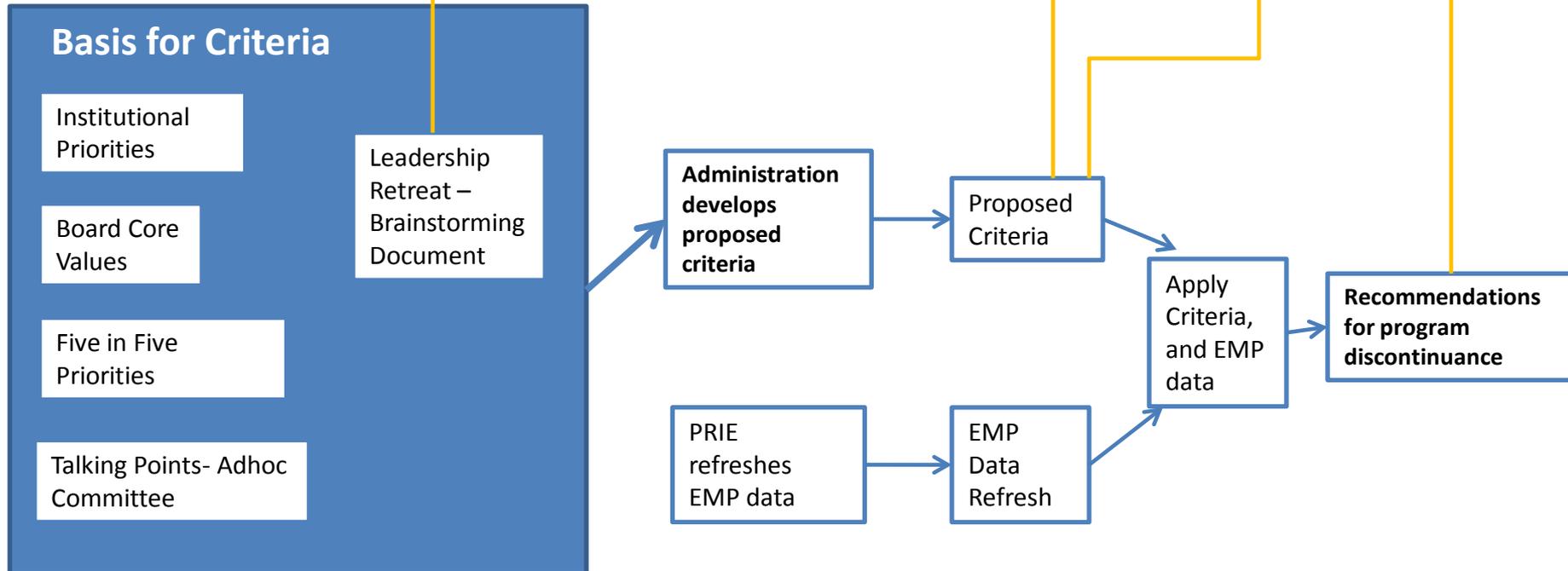
The college does not anticipate significant budget cuts for the 2011/12 academic year. However, the college must plan immediately for the 2012/13 year since schedule offerings are developed almost one year in advance. Making program discontinuance decisions now will allow students currently enrolled in these programs reasonable time so that they are able to complete program requirements in the 2011/12 academic year.

RECOMMENDATION

It is recommended that the Board approve the discontinuance of the American Sign Language, Japanese, Italian, Humanities, Horticulture, and Meteorology programs effective for the 2012-13 academic year.

College of San Mateo Program Discontinuance/Reduction/Compression Processes and Timelines

Week of March 28	April 2	April 16	April 20	April 28	May 23	May 28	June 20	June 24
<ul style="list-style-type: none"> • Governor Brown announces no tax extension deal • CCLC prepares budget scenarios for each community college district 	<ul style="list-style-type: none"> • College President sends all college email on budget situation 	<ul style="list-style-type: none"> • Leadership retreat held. • All constituencies participate. 	<ul style="list-style-type: none"> • All- college meeting on Budget 	<ul style="list-style-type: none"> • All-college email sent summarizing College budget meeting 	<ul style="list-style-type: none"> • Email sent by Academic Senate regarding process. 	<ul style="list-style-type: none"> • All-college email sent with proposed criteria sent 	<ul style="list-style-type: none"> • Academic Senate provides feedback regarding criteria 	<ul style="list-style-type: none"> • Administration sends recommendations for program discontinuance to Academic Senate. • Deans inform impacted faculty



College of San Mateo

Program Discontinuance/Reduction/Compression Processes and Timelines

June 28	July 2011	Fall 2011	Spring 2012	2012/13 Academic Year
<ul style="list-style-type: none"> • College President sends all-college email announcing discontinuance recommendations • Academic Senate President sends email to faculty 	<ul style="list-style-type: none"> • Academic Senate responds to discontinuance recommendations • College President makes formal recommendation to Board of Trustees on July 27 	<ul style="list-style-type: none"> • Division and department discussion regarding 2012/13 schedule priorities using defined criteria. • Additional programs identified for program discontinuance. • Final scheduling priorities for the 2012/13 academic year due by December 1 • College will identify other non-instructional cost savings measures 	<ul style="list-style-type: none"> • Additional reductions identified if needed. • Continued discussion on program discontinuance. • Additional college cost savings measures identified if needed. 	<ul style="list-style-type: none"> • Implementation of recommendations.

College of San Mateo

Program Reduction, Compression, and Discontinuance*

For 2012-2013

The challenges facing College of San Mateo, as a consequence of the fiscal emergency in the state of California, are immense. No longer is the concern viability of courses but rather viability of programs. Faced with a potential 2.0 to 2.5 million dollar budget reduction to CSM, programs will be eliminated. In some cases, programs that faculty and administration would like to keep will have to be eliminated due to financial constraints. Administration has taken the first steps in developing criteria to make the program reduction, compression, elimination, and consolidation/coordination that will be necessary and is consulting with the Academic Senate for its review and comment on these criteria. In the end, it will be multiple measures coupled with administrators' professional judgment that will result in recommendations about program reduction, compression, elimination, consolidation/coordination across the District.

Listed below are the overarching principles developed by the instructional and student services administrators. These principles provided direction during the development of criteria to be used, as multiple measures, for program reduction, compression, elimination, and consolidation/coordination across the District. In addition to the principles listed below, administrators were informed by Board Core Values, Title 5 regulations, ACCJC standards, SB 1440-mandated transfer programs, CSM's Educational Master Plan (EMP), and Measure G as well as College of San Mateo's Mission, Vision, Values, and Diversity statements, and Institutional Priorities.

<http://www.smccd.edu/accounts/smccd/boardoftrustees/Reaffirmation.shtml>

http://collegeofsanmateo.edu/prie/institutional_documents/CSMMissionVisionValuesDiversityState8-09.pdf

Overarching principles include the following:

- Remain a comprehensive community college but be selectively comprehensive. That is, maintain an appropriate proportion of Transfer, Career and Technical (CTE), and Basic Skills offerings to serve as many students as possible.
- Ensure integration and balance among instructional programs, academic support services, and student support services for both on-campus and distance education.

- While layoffs may be unavoidable, maintain the commitment stated by the Board of Trustees of using layoffs of permanent employees as a last resort in addressing fiscal challenges. (note: The Academic Senate requested that this overarching principle be considering in making recommendations – but not the sole consideration.)
- Revise the curriculum and student services college-wide in order to promote student success.

*Definitions:

Reduction refers to removing courses that do not meet enrollment and productivity criteria and/or do not serve multiple goals. A reduction is considered a scheduling decision that is made by the dean using a division's usual processes regarding scheduling.

Compression refers to narrowing the scope of a program which provides a service but does not warrant offering the full range of courses for the AA/AS major, transfer, and/or certificate. Program compression is considered a scheduling decision that is made by the dean using a division's usual processes regarding scheduling.

Discontinuance refers to the loss of an entire program. Program discontinuance is considered a 10+1 item that requires approval by the Board of Trustees. The college will use the process outlined in the May 2011 memo from Academic Senate President-Elect Carranza to make recommendations regarding program discontinuance. If a program is consolidated and moves from CSM to a sister college, then program consolidation is considered a 10+1 item since consolidation equates to program discontinuance at CSM.

Coordination refers to integrating the scheduling of course offerings in a single program at two or more colleges. Program coordination is considered a scheduling decision that is made by the dean using a division's usual processes regarding scheduling.

Criteria for Program Reduction, Compression, Elimination, and Consolidation/Coordination

For the 2012-2013 Academic Year

The overarching principles and the criteria were informed by the following:

- Ad Hoc Committee's Talking Points (Spring 2010)
- Five-in-Five Strategies, developed at a leadership meeting (Fall 2010)
- Leadership retreat (Spring 2011)
- Joint meetings of Instruction and Student Services Administrators (May 2011)
- Program Review
- PRIE documentation

<http://collegeofsanmateo.edu/institutionalcommittees/ipcsteering.asp>

<http://collegeofsanmateo.edu/prie/>

I. Programs to Retain

- a) Retain select basic skills programs that are prerequisites to transfer-level courses
 - Talking Points from Ad Hoc Committee (T5a), Leadership Retreat

- b) Retain select programs that provide access, equity, and support for basic skills students
 - Talking Points from Ad Hoc Committee (T3e, T5a), Leadership Retreat, Five-in-Five Basic Skills Strategies 1, 2, 3, 4, and 5

- c) Retain select programs required for the most frequently pursued associate degrees, certificates, and transfer programs
 - Talking Points from Ad Hoc Committee (T4a, T3b, T3a)

- d) Retain select programs to reflect an adequate number of additional SB 1440 Transfer Model Curricula (TMC) across the College (This must take into consideration the need to be selectively comprehensive and requires using professional judgment to apply multiple measures.)
 - Talking Points from Ad Hoc Committee (T8, T3a), Leadership Retreat, Five-in-Five Transfer Strategy 5, Measure G

- e) Retain select programs and courses that offer career pathways and career ladder opportunities for students
 - Talking Points from Ad Hoc Committee (T6d), Leadership Retreat, Five-in-Five CTE Strategies 1, 4, and 5, Measure G

II. Programs to Consider for Selective Retention (Reduction)

- a) Consider retaining programs with a strong record of retention, persistence, and goal attainment
 - Talking Points from Ad Hoc Committee (T4a, T3e, T3a, T8, T3b)

- b) Consider retaining programs that are tech prep pathways
 - Five-in-Five Basic Skills Strategy 1

- c) Consider retaining programs that are unique and have a high demand for employment
 - Talking Points from Ad Hoc Committee (T6a, T6d), Measure G, Leadership Retreat

- d) Consider retaining programs that are innovative/cutting edge
 - Talking Points from Ad Hoc Committee (T6d), Five-in-Five CTE Strategies 1, 3, and 4, Leadership Retreat

- e) Consider retaining programs that satisfy multiple goals
 - Talking Points from Ad Hoc Committee (T5c, T5b, T2b, T8, T3c), Leadership Retreat, Measure G

- f) Consider retaining programs that have value to the community at large
 - Talking Points from Ad Hoc Committee (T6c), Five-in-Five CTE Strategies 1, 3, and 4, Measure G

- g) Consider retaining programs that lead to licensure
 - Measure G

III. Programs to Eliminate

- a)** Consider for elimination associate degree programs and transfer pathways that serve few students
 - Talking Points from Ad Hoc Committee (T4a, T3b, T3a), Leadership Retreat

- b)** Consider for elimination programs with low LOAD, Fill Rate, WSCH, and/or enrollment (LOAD target is 570 as set by the Budget Planning Committee [BPC] and approved by the Institutional Planning Committee [IPC].)
 - Leadership Retreat, Ad Hoc Committee (T3d, T4a)

- c)** Consider for elimination programs with high costs of sustainability and low employer demand
 - Talking Points from the Ad Hoc Committee (T6d), Leadership Retreat

- d)** Consider for elimination programs with a poor record of retention, persistence, and/or goal attainment
 - Talking Points from the Ad Hoc Committee (T4a, T3a, T8, T3b)

- e)** Consider for elimination programs out of compliance with external mandates (Title 5 regulations, ACCJC standards, etc.)
 - Leadership Retreat

- f)** Consider for elimination programs providing breadth and variety where general education goals of students can be served by a smaller number of programs
 - Talking Points from Ad Hoc Committee (T5c, T5d), Measure G

IV. Programs to Compress

- a) Consider for compression programs which provide service but do not warrant offering the full range of courses for the AA/AS/major, transfer, and/or certificate
 - Leadership Retreat

V. Programs To Consolidate/Coordinate

- a) Consider program consolidation from multiple colleges to a single college across the District, or
- b) coordination at multiple sites across the District
 - Talking Points from Ad Hoc Committee (T6c)

VI. Other Program Considerations

- a) Assign full-time faculty in primary need areas and provide reassigned time only to meet critical needs
 - Leadership Retreat

BOARD REPORT NO. 11-7-102B

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

**APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS:
POLICIES 7.05, ADMISSION OF NON-IMMIGRANT ALIENS
AND 7.73, STUDENT GRIEVANCES AND APPEALS**

At its meeting of March 23, 2011, the Board considered revisions to Policy 7.05 and expressed concern that the policy implies that undocumented individuals who reside in San Mateo County and come to the Colleges must pay non-resident tuition. It was agreed that the policy would be removed from consideration and clarifying language would be added. In response, staff has added the language shown in blue ink on the attached proposed revision.

At its meeting of June 22, 2011, the Board considered revisions to Policy 7.73 and expressed concern that the grievance procedure included specific timelines that students must adhere to but did not include timelines for the other parties involved in the various steps. In response, staff has made further revisions to the policy, which are shown in blue ink on the attached proposed revision.

RECOMMENDATION

It is recommended that the Board approve the revisions to District Rules and Regulations, Policies 7.05, Admission of Non-Immigrant Aliens and 7.73, Student Grievances and Appeals, as shown on the attached.

7.05 Admission of Non-immigrant Aliens

1. Non-immigrant aliens who are ~~on a visa type precluding them~~ precluded from establishing domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may enroll in any College in the District as a ~~part-time student not to exceed six units each semester~~ non-resident. Applicants in this status must:
 - a. Meet all applicable general admission requirements as set forth in Rules and Regulations, Section 7.01.
 - b. Present ~~his/her passport with~~ evidence that the passport and Visa are dated to ~~cover~~ permit study for the duration of the program of study for which enrollment is being requested.
 - c. Enrollment may be subject to Visa limits on units.
2. Non-immigrant aliens holding a B-1 or B-2 Visa are not eligible to enroll in credit classes at any College in the District.
3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.
4. Non-immigrant aliens who are eligible to establish domicile in the United States in accordance with the Immigration and Nationality Act, the California Education Code, and the California Code of Regulations, Title 5, may be admitted to any of the Colleges in the District without restriction and shall be eligible to establish residency ~~for purposes of fee assessment~~. AB 540 students who have attended high school in California for three or more years and have graduated or attained the equivalent prior to the start of the term are exempt from paying the non-resident tuition, but will not be classified as California residents.
5. All non-immigrant aliens shall be subject to residency classification in accordance with the California Education Code, and the California Code of Regulations, Title 5. Students classified as non-residents will be required to pay non-resident tuition.

Reference: Education Code, Sections 68040, 76140
Title 5, Sections 54000, 54045, et seq.

(Revised xx/11)

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 **for non-grade related disputes**, 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. In order that the student may have the opportunity to appeal a decision not satisfactorily resolved at the initial level, **other than an appeal regarding a grade received in a course or a parking citation**, 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. **For grade grievances, refer to B, Grade Grievances. For parking citations, refer to C, Parking Citation Appeals.**

A. Academic (Excluding Grade) and Non-Academic Grievances and Appeals

Step 1 – College Level

- a. 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~~ a formal appeal with the Vice President of Student Services and must do so within one (1) year of the incident on which the grievance is based or within one (1) year after the student learned of the basis for the grievance. The Vice President of Student Services shall advise the student, within five (5) days, of his or her rights and responsibilities, assist the student in the final preparation of the grievance and determine whether the grievance will be remanded to a hearing of the Grievance Committee or reviewed with an appointed mediator. Specific information regarding timelines for grievances remanded to the Grievance Committee is outlined in the Student Grievances and Appeals Procedures, 7.73.1. The Vice President of Student Services will ensure that a student filing a grievance and the Grievance Committee members are provided copies of grievance procedures, including timelines. ~~to a Grievance committee. 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.~~

7.73 Student Grievances and Appeals (continued)

b. Appeal to the President

- i. 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~~Appeal to the Chancellor).
- ii. 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 five (5) ~~working~~ days after receipt of the decision made in response to the initial appeal. 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 within ten (10) days of the hearing by the President.

~~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.~~

Step 2 – Appeal to the Chancellor ~~District Level~~

If a dispute has not been resolved at the College level, the student may appeal, in writing, to the Chancellor ~~Superintendent~~ within five (5) ~~working~~ days after receipt of the decision of the President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within ten (10) days of the review of the student's written appeal.

~~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.~~

Step 3 – Board Level

- a. If the dispute has not been resolved during the course of earlier procedures, the student may appeal in writing to the Board within five (5) ~~working~~ days after receipt of the decision of the Chancellor ~~Superintendent~~.
- b. 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 twenty (20) ~~working~~ days following the hearing. The decision of the Board is final.

7.73 Student Grievances and Appeals (continued)

B. Grade Grievances

Grades can only be grieved according to the criteria outlined in Education Code 76224.

Before initiating formal appeal procedures, the student shall attempt to resolve the grade dispute informally with the instructor. If the dispute is not resolved, the student may initiate a grade grievance with the appropriate division dean. If the grievance is not resolved at the division dean level, the student may appeal to the Vice President of Instruction. The decision of the Vice President on grade-related grievances is final. There is a deadline of one (1) year from the date that the grade is posted for a student to initiate a grade change.

~~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.~~

C. Parking Citation Appeals

Appeals for parking citations must be directed to the Redwood City Courthouse.

Reference: Education Code Section 76224

(Revised xx/11)

San Mateo County Community College District

BOARD REPORT NO. 11-7-103B

July 27, 2011

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 AGREEMENT BETWEEN SMCCCD AND
THE SAN MATEO COLLEGES EDUCATIONAL HOUSING CORPORATION;
APPROVAL OF REVISION TO BYLAWS OF THE SAN MATEO COLLEGES
EDUCATIONAL HOUSING CORPORATION**

The attached agreement between the San Mateo County Community College and the San Mateo County Colleges Educational Housing Corporation (Exhibit A) was developed and initially approved by the Board of Trustees in March, 2005, which was nine months before College Vista opened. Minor revisions were made in August, 2006. The proposed second amendment changes the definition of "Property" to include Cañada Vista; increases the contract value requiring Housing Corporation approval from \$10,000 to \$25,000; and makes some changes in insurance requirements.

This revision was reviewed and approved by the Housing Corporation Board of Directors at their meeting on June 6 and is now presented for the Board's approval.

The attached Bylaws of the San Mateo Colleges Educational Housing Corporation (Exhibit B) have been amended to include new Section 12 which allows the Housing Board President, in conjunction with the Executive Vice Chancellor, to act in an emergency situation. In addition, Article XI, Section 3, Annual Report, is proposed for removal because all of these items are included in the Housing Corporation annual audit.

RECOMMENDATION

It is recommended that the Board approve the attached second revision to the Agreement between SMCCCD and the San Mateo County Colleges Educational Housing Corporation. It is further recommended that the Board approve the attached amended Bylaws of the San Mateo County Colleges Educational Housing Corporation.

**Agreement between the San Mateo County
Community College District and the San Mateo County Colleges
Educational Housing Corporation**

This Agreement is made and entered into as of March 16, 2005 by and between the **San Mateo County Colleges Educational Housing Corporation (“Housing Corporation”)** and the **San Mateo County Community College District (“College District”)**.

First Amendment August 28, 2006

Second amendment xx/xx/xxxx

RECITALS

- A. Housing Corporation was incorporated on November 8, 2004 under the California Nonprofit Public Benefit Corporation Law of the State of California for charitable purposes and has tax exempt status under Section 501 (c)(3) of the Internal Revenue Code.
- B. Housing Corporation’s Articles of Incorporation describe Housing Corporation’s purposes as being, “(1) to support the activities of the San Mateo County Community College District, including but not limited to managing affordable housing for faculty and staff; (2) to solicit gifts of money, real property, or personal property, to manage all such assets received by the Corporation, and to use and apply the whole or any part of the income and/or principal of such assets exclusively in the development and operation of affordable for housing faculty and staff; and (3) to engage in any other activities reasonably related to such purposes.
- C. Housing Corporation has not been designated an “auxiliary” organization; it has always been and remains an “independent” Corporation.
- D. College District is a community college district of the State of California and is the owner of the land and residential property known as *College Vista* located at 3403 and 3405 CSM Drive, San Mateo CA 94402, and *Cañada Vista* located at 1, 2 and 3 Olive Court Redwood City CA 94061 (the “Property”).
- E. Housing Corporation and College District wish to set down the particulars of the arrangement between them concerning the services provided by each to the other and the compensation paid for such services.

NOW, THEREFORE, the parties hereto agree as follows:

A. GENERAL OPERATIONS

- 1) Pursuant to the terms and conditions hereinafter set forth, the Housing Corporation shall manage the ~~College Vista~~ the Property on behalf of the College District. The Housing Corporation shall use its best efforts to manage ~~College Vista~~ the Property in a manner that will produce revenue that matches or exceeds the costs of said operations.
- 2) The Housing Corporation will, subject to the laws of the State of California, manage and control ~~College Vista~~ the Property in accordance with the highest and best standards for the benefit of the residents and the College District. The Housing Corporation shall have the power and authority to establish rules and policies governing rents and assessments, and may enter into

contracts and agreements upon such terms as it deems advisable within the scope of its authority.

- 3) The Housing Corporation shall manage all revenues received by it from managing ~~College Vista~~ the Property. From such revenues, Housing Corporation shall pay and discharge all operating expenses and obligations incurred in managing ~~College Vista~~ the Property. At the conclusion of each fiscal year, the Housing Corporation Board shall transfer to the District any funds remaining after payment of all ~~College Vista~~Property expenses and obligations, including funding of the ~~College Vista~~Property's Capital Reserve.
- 4) The Housing Corporation shall accurately make and keep all usual and necessary records of its actions and transactions and of all monies received, disbursed or expended by the Housing Corporation in connection with ~~College Vista~~ the Property. The Housing Corporation agrees that its books, records and documents pertaining to ~~College Vista~~ the Property shall be subject to examination by the College District and that such books or documents not transferred to and retained by the College District shall be preserved by the Housing Corporation for a period of seven years.
- 5) Each calendar year, prior to the expenditure of any funds or the creation of any obligations for the Housing Corporation, the Housing Corporation shall submit to the College District Executive Vice Chancellor a budget setting forth in detail all of the anticipated revenues and expenditures during the succeeding year. The budget will include a reasonable plan for funding reserve accounts for long-term maintenance, replacement and repairs.
- 6) The Housing Corporation shall be responsible for maintenance of ~~College Vista~~ the Property. Maintenance shall include: preventive maintenance for buildings; planting and maintenance of all landscaped areas; cleaning and general upkeep of all unplanted areas; repair of buildings, utility systems, paved roads; repair of electrical and mechanical systems, and maintenance or repair of storm drain. College District shall have the right to monitor the adequacy of the maintenance. If, in the opinion of the College District and after consultation with the Housing Corporation, the College District finds the maintenance inadequate, the College District may perform the work itself and charge the Housing Corporation for the actual cost of labor and materials.
- 7) The Housing Corporation shall conduct a competitive RFP process in order to select a professional property manager or property management company that will manage the day-to-day operations of ~~College Vista~~ the Property.
- 8) Housing Corporation shall manage and control ~~College Vista~~ the Property subject to the laws of the United States and the State of California, and all applicable ordinances, and will not permit or allow any violation of any law at said property or in connection therewith insofar as it is possible to prevent the same.
- 9) Each officer and employee of the Housing Corporation who is responsible for the handling of any funds, purchases or financial affairs of the Housing Corporation, before engaging in any of said services as hereinabove mentioned, shall furnish a bond in an amount commensurate with his or her responsibilities.
- 10) The Housing Corporation shall develop a program that supports tenants of the residential development(s) in their quest for home ownership. Such program may include first-time buyer information, financial planning services, voluntary savings accounts, incentives for homeownership, etc.

- 11) The Housing Corporation shall participate in fundraising as needed for programs, projects or activities that benefit ~~College-Vista~~ the Property and/or its residents.
- 12) The Housing Corporation shall provide such other support for College District as needed and as the parties shall then agree, consistent with Housing Corporation's legal obligations and restrictions.
- 13) The College District shall annually engage an auditing firm to audit the Housing Corporation's financial records. The audit shall be reviewed by both the Housing Corporation and the College District.
- 14) The College District reserves the right to assume control of all or part of ~~College-Vista~~ the Property if one of the following four conditions exists:
 - a) there is a state of emergency as is defined in Government Code section 8558;
 - b) when an emergency repair or replacement is necessary to permit the continued operation of ~~College-Vista~~ the Property;
 - c) when emergency work is necessary to avoid danger to life or property; or
 - d) when material financial irregularities exist that jeopardize the ability of the organization to remain a going concern.

If such determination is made by a majority vote of the College District Board of Trustees, this agreement will be suspended during the time period as designated by the College District. Notification of the emergency will be communicated by the Chancellor or his or her designee.

B. OWNERSHIP OF PROPERTY, MAJOR MAINTENANCE AND CAPITAL IMPROVEMENTS

- 1) The College District owns the ~~College-Vista~~ the Property. College District, in exercising its ownership of ~~College-Vista~~ the Property may, with the advice of Housing Corporation, construct such buildings and other structures as it deems advisable. This authority includes the right to remodel, relocate, replace or demolish any existing structure, determine the nature and location of any new permanent structure, the location and use of any streets, roads, easements, utilities, or parking lots or facilities. Prior to exercising its rights of ownership above stated, College District shall solicit the advice and recommendation of Housing Corporation.
- 2) No major maintenance or capital improvements can be undertaken without the prior approval of the Executive Vice Chancellor of the College District. "Major maintenance" as used herein shall be understood to be selected items of maintenance which cost more than \$50,000. "Capital improvements" are those improvements which cost more than \$50,000.
- 3) Emergency and or unanticipated major maintenance items will be handled on a case-by-case basis. The Housing Corporation and the College District agree to meet promptly to discuss and seek mutual agreement on the handling of such items.
- 4) Housing Corporation will be responsible for the administration and supervision of all major maintenance and capital improvements. The Housing Corporation will keep the College District informed about such projects.
- 5) Housing Corporation agrees that contracts that exceed \$~~10,000~~25,000 which it executes shall have the approval of a quorum of the Board of Directors of the Housing Corporation and shall

be recorded in the minutes of the Board. Contracts that are \$~~10,000~~25,000 or less may be executed by the Property Manager or designee.

C. INSURANCE AND OTHER SERVICES

- 1) College District shall provide ~~property and liability insurance for the Property. the following insurance for the College Vista residential property and the Housing Corporation:~~
 - a) ~~Property and liability insurance for the residential development(s).~~
 - b) ~~Workers compensation insurance for District employees providing services to Housing Corporation.~~
- 2) Housing Corporation will provide Directors and Officers liability insurance (D&O insurance) covering Housing Corporation's directors and officers.
- 3) The College District may provide administrative and account support in the collection of rents and payment of expenses for ~~College Vista~~ the Property and such other support for Housing Corporation as needed and as the parties shall then agree, consistent with College District's legal obligations and restrictions.

D. NOTICE

Any notice given pursuant to the terms of this Agreement shall be delivered personally or by first class mail, postage prepaid, return receipt requested, to the parties at the following addresses:

To District: Executive Vice Chancellor
San Mateo County Community College District
3401 CSM Drive
San Mateo, CA 94402-~~3699~~3651

To Housing Corporation: President, San Mateo County Colleges
Educational Housing Corporation
3401 CSM Drive
San Mateo, CA 94402-~~3699~~3651

E. MISCELLANEOUS

- 1) This Agreement may be modified or amended only by a writing signed by both parties.
- 2) This Agreement shall inure to the benefit of and be binding upon the parties, their legal representatives, successors, and assigns.
- 3) This Agreement shall be subject to and be governed by the law of the State of California.
- 4) In the event that any of the provisions or portions thereof, of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.
- 5) This Agreement contains the entire understanding between the parties concerning the subject matter contained herein. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties relating to the subject matter of this Agreement which are not fully expressed herein.

This Agreement shall take effect as of the date first written above and shall remain in effect until terminated by College District after first giving written notice to the Housing Corporation at least six (6) months in advance of the termination date specified in the notice. Every five (5) years, the parties shall review the terms of this Agreement and amend it, if necessary and as they shall then agree, to accommodate the needs of the parties at that time.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

By _____
~~Patricia Miljanich~~ Richard Holober
President, Board of Trustees

ATTEST:

Dave Mandelkern, Vice President-Clerk
Board of Trustees

SAN MATEO COUNTY COLLEGES
EDUCATIONAL HOUSING CORPORATION

By _____
Karen Schwarz,
President-, Board of Directors

ATTEST:

By _____
Helen Hausman
Vice President/Secretary, Board of Directors

BYLAWS

OF

**SAN MATEO COUNTY COLLEGES
EDUCATIONAL HOUSING CORPORATION,**

**A CALIFORNIA NONPROFIT
PUBLIC BENEFIT CORPORATION**

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**BYLAWS
OF
SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING
CORPORATION,
A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION**

ARTICLE I

NAME

The name of this corporation is **SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION** (the “Corporation”).

ARTICLE II

OFFICES OF THE CORPORATION

Section 1. Principal Office

The principal office for the transaction of the activities and affairs of the Corporation (“Principal Office”) shall be located in San Mateo County, California.

Section 2. Other Offices

The Board may at any time establish branch or subordinate offices at any place where the Corporation is qualified to conduct its activities.

ARTICLE III

PURPOSES

Section 1. Purposes

The purposes of this Corporation are (1) to advance education by supporting the San Mateo County Community College District in its efforts to attract and retain qualified educational employees through the management and operation of affordable housing for such employees; (2) to solicit gifts of money, real property, or personal property, to manage all such assets received by the Corporation, and to use and apply the whole or any part of the income and/or principal of such assets exclusively in the management and operation of affordable housing for educational faculty and staff; and (3) to engage in any other activities reasonably related to such purposes.

Section 2. Limitations

The purposes for which the Corporation is organized are exclusively charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and Sections 214 and 23701d of the California Revenue and Taxation Code, as amended. Notwithstanding

any other provision of the Corporation's Articles of Incorporation or these Bylaws, the Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law), or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States internal revenue law).

Section 3. Dedication of Assets

The Corporation's assets are irrevocably dedicated to charitable purposes. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or Officer of the Corporation.

ARTICLE IV

MEMBERSHIP

The Corporation shall have no members within the meaning of the California Nonprofit Public Benefit Corporation Law. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Corporation's Board of Directors (the "Board"), subject to Article V, Section 2. All rights which would otherwise vest in the members shall vest in the Directors.

ARTICLE V

BOARD OF DIRECTORS

Section 1. General Corporate Powers

Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations of the Articles of Incorporation or Bylaws regarding actions that require the approval of the San Mateo County Community College District Board of Trustees, the Corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board.

Section 2. Specific Powers

Without prejudice to the general powers set forth in Section 1 of this Article, but subject to the same limitations, the Directors shall have the power to:

- (a) Appoint and remove all the Corporation's Officers, agents, and employees; prescribe powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these Bylaws; and fix their compensation and require from them security for faithful performance of their duties.
- (b) Supervise the Corporation's Officers, agents, and employees to ensure that they perform their duties properly.

- (c) Meet at such time and place as required by these Bylaws.
- (d) Borrow money and incur indebtedness on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the Corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities.
- (e) Adopt or amend the Articles of Incorporation or Bylaws of the Corporation, subject to the approval of the San Mateo County Community College District Board of Trustees.
- (f) Adopt or revise the Corporation's annual budget or long-range plan, subject to the approval of the San Mateo County Community College District Board of Trustees.
- (g) Appoint outside auditors.
- (h) Create a taxable or tax-exempt subsidiary, subject to the approval of the San Mateo County Community College District Board of Trustees.
- (i) Acquire a controlling interest in another entity, subject to the approval of the San Mateo County Community College District Board of Trustees.
- (j) Merge, dissolve, or transfer all or substantially all of the Corporation's assets, subject to the approval of the San Mateo County Community College District Board of Trustees.

Section 3. Authorized Number and Qualifications

The Board shall consist of at least seven (7) but no more than nine (9) Directors, with the precise number of Directors within this range to be determined by the San Mateo County Community College District Board of Trustees. One director shall be recommended for membership by the Academic Senate of the District and a second Director shall be recommended by the CSEA chapter. The qualifications for Directors shall be as established as needed by the San Mateo County Community College District Board of Trustees from time to time.

Section 4. Restriction on Interested Persons as Directors

No more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. An interested person is:

- (a) any person compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise; and
- (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person.

However, any violation of the provisions of this paragraph shall not affect the validity or enforceability of any transaction entered into by the Corporation.

Section 5. Appointment and Term of Office

The Directors shall be appointed by the San Mateo County Community College District Board of Trustees. Directors shall serve for staggered four (4)-year terms, with approximately one-third of the Directors being appointed each year. A Director may serve a maximum of two consecutive four (4)-year terms, but may serve again after taking a one(1)-year hiatus. Each Director, including a Director appointed to fill a vacancy, shall hold office until expiration of the term for which appointed and until a successor has been appointed and qualified.

Section 6. Events Causing Vacancy

A vacancy or vacancies on the Board shall exist on the occurrence of the following:

- (a) the death or resignation of any Director;
- (b) the declaration by action of the Board or the San Mateo County Community College District Board of Trustees of a vacancy in the office of a Director who has been declared of unsound mind by an order of any court, convicted of a felony, or found by final order or judgment of any court to have breached a duty under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law;
- (c) the removal of a Director in accordance with Article V, Section 8, below; or
- (d) an increase in the authorized number of Directors.

Section 7. Resignations

Except as provided below, any Director may resign by giving written notice to the President or the Vice President/Secretary of the Corporation. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective. If a Director's resignation is effective at a later time, the San Mateo County Community College District Board of Trustees may elect a successor to take office as of the date that the resignation becomes effective. Except on notice to the Attorney General of California, no Director may resign if the Corporation would be left without a duly appointed Director or Directors.

Section 8. Removal

The San Mateo County Community College District Board of Trustees may remove a Director from office if:

- (a) The Director fails to attend three (3) consecutive regular meetings of the Board without a leave of absence approved by the President; or
- (b) The Director otherwise fails to meet any qualification criteria in effect when the Director began his or her current term of office; or

- (c) The Director is removed for good cause in accordance with Corporations Code Section 5221.

Section 9. Filling Vacancies

A vacancy on the Board shall be filled by a person appointed by San Mateo County Community College District Board of Trustees, to serve the remaining term of the Director whose position became vacant.

Section 10. No Vacancy on Reduction in Number of Directors

No reduction in the authorized number of Directors shall have the effect of removing any Director before that Director's term of office expires.

Section 11. Compensation and Reimbursement

Directors and Officers shall not receive compensation for their services as Directors and Officers. They may receive reimbursement of expenses, as approved by the President and Treasurer.

Section 12. Board President's Authority to Act on Behalf of the Board

If a situation arises that, pursuant to these Bylaws, would ordinarily require approval of the full Board, but action and/or a decision is needed before a Board meeting can reasonably be noticed and convened, the Board President, acting in consultation with the District's Executive Vice Chancellor, may act on behalf of the Board to the full extent reasonably necessary to 1) protect or preserve Corporation assets or 2) protect residents' health or safety. Such action shall be presented at the next meeting of the Corporation Board for ratification.

ARTICLE VI
DIRECTORS' MEETINGS

Section 1. Place of Meetings

Meetings of the Board shall be held at any place within California that has been designated by resolution of the Board or in the notice of the meeting or, if not so designated, at the Principal Office of the Corporation.

Section 2. Method of Meetings

All meetings of the Board are subject to and will comply with the requirements of the California open meetings act titled the Ralph M. Brown Act set forth in Cal. Govt. Code Section 54950 *et seq.*

Section 3. Annual Meeting

The Board shall hold a regular annual meeting for purposes of organization, election of Officers, and transaction of other business.

Section 4. Other Regular Meetings

Other regular meetings of the Board may be held at such time and place as the Board may fix from time to time.

Section 5. Authority to Call Special Meetings

Special meetings of the Board for any purpose may be called at any time by the President, the Vice President/Secretary, or any two (2) Directors.

Section 6. Quorum

A majority of the Directors then in office plus one Director shall constitute a quorum for the transaction of business, except to adjourn.

Section 7. Voting

Each Director shall be entitled to one (1) vote on each matter before the Board. Directors shall not be permitted to vote by proxy. The affirmative vote of a majority of the Directors then in office shall be the act of the Directors, except as otherwise provided in these Bylaws and subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions relating to:

- (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest;
- (b) approval of certain transactions between corporations having common directorships;
- (c) creation of and appointments to committees of the Board; and
- (d) indemnification of Directors.

Section 8. Adjournment

A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place.

Section 9. Conflicts of Interest

(a) Duty to disclose material financial interest or common directorship. Any Director who has a material financial interest in a transaction to which the Corporation is a party or who is a director of another corporation or association with which the Corporation proposes to enter into a contract or transaction shall promptly disclose such material financial interest or common directorship to the Board. Such disclosure shall be made a part of the record of the Board's meetings.

(b) Procedure for considering transaction involving an interested Director. The Board shall not approve a transaction in which a Director has disclosed a material financial interest

unless the Board takes all of the following actions and records in the written meeting minutes that such actions were taken. The Board shall:

- i) Make a finding that the Corporation is entering into the transaction for its own benefit.
- ii) Make a finding that the transaction is fair and reasonable to the Corporation at the time the Corporation enters into the transaction.
- iii) Before consummating the transaction or any part of it, authorize or approve the transaction in good faith by a vote of a majority of the Directors then in office without counting the vote of the interested Director(s), and with knowledge of the material facts of the transaction and the Director's interest in the transaction. No action by a Board committee shall satisfy this requirement.
- iv) Before authorizing or approving the transaction, consider and in good faith determine after reasonable investigation under the circumstances that the Corporation cannot obtain a more advantageous arrangement with reasonable effort under the circumstances.

Interested Directors may be counted in determining the presence of a quorum at a meeting of the Board which authorizes or approves a contract or transaction.

(c) Procedure for considering transaction involving a common Director. The Board shall not approve a transaction involving a common Director unless the Board takes all of the following actions and records in the written meeting minutes that such actions were taken. The Board shall, after full disclosure of all the material facts of the transaction and the common directorship, authorize or approve the contract or transaction in good faith by a vote sufficient without counting the vote of the common Director(s).

(d) Because the knowledge of the interested or common Director may assist the Board in reaching an informed and reasonable decision, the foregoing requirements shall not prevent any interested or common Director from briefly stating his position on the transaction or from answering questions of other Directors.

(e) Each new Director shall be advised of the requirements contained in this Article VI, Section 9 upon becoming a Director.

ARTICLE VII

COMMITTEES

Section 1. Committees of the Board

The Board may create one or more committees, each consisting of not more than three Directors, to serve at the pleasure of the Board. Appointments to committees of the Board shall be by majority vote of the Directors then in office. The Board may appoint one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting.

Any such committee shall have such authority of the Board, except that no committee, regardless of Board action, may:

- (a) Fill vacancies on the Board or on any committee that has the authority of the Board;
- (b) Amend or repeal these Bylaws or adopt new Bylaws;
- (c) Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable;
- (d) Create any other committees of the Board or appoint the members of committees of the Board;
- (e) Approve any contract or transaction to which the Corporation is a party and in which one or more of its Directors has a material financial interest, except as special approval is provided for in Section 5233(d)(3) of the California Corporations Code; or
- (f) Approve any action which the San Mateo County Community College District Board of Trustees is required to approve.

Section 2. Meetings and Action of Committees of the Board

Meetings and actions of committees of the Board shall be governed by, held, and taken in accordance with the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board action or, if there is none, by action of the committee of the Board. The Board may adopt rules for the government of any committee, provided they are consistent with these Bylaws or, in the absence of rules adopted by the Board, the committee may adopt such rules.

ARTICLE VIII

OFFICERS

Section 1. Officers of the Corporation

The Officers of the Corporation shall be a President, a Vice President/Secretary, and a Treasurer. The Corporation may also have, in the Board's discretion such other Officers as may be appointed in accordance with Section 3 of this Article. Any number of offices may be held by the same person, except that neither the Vice President/Secretary nor the Treasurer may serve concurrently as the President.

Section 2. Election of Officers

The Officers of the Corporation, except those appointed by the President under Section 3 of this Article, shall be chosen annually by the Board and shall serve at the pleasure of the Board, subject to the rights, if any, of any Officer under any contract of employment.

Section 3. Other Officers

The Board may appoint and may authorize the President to appoint any other Officers the Corporation may require. Each Officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined by the Board.

Section 4. Removal of Officers

Without prejudice to any rights of an Officer under any contract of employment, any Officer may be removed with or without cause by the Board.

Section 5. Resignation of Officers

Any Officer may resign at any time by giving written notice to the Corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the Corporation under any contract to which the Officer is a party.

Section 6. Vacancies in Office

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office; provided, however, that vacancies need not be filled on an annual basis.

ARTICLE IX**RESPONSIBILITIES OF OFFICERS****Section 1. President**

The President shall preside at meetings of the Board, shall be the Chief Executive Officer of the Corporation, and shall supervise, direct, and control the Corporation's activities, affairs, and Officers. The President shall have such other powers and duties as the Board or the Bylaws may prescribe.

Section 2. Vice President/Secretary

If the President is absent or disabled, the Vice President/Secretary shall perform all duties of the President. When so acting, the Vice President/Secretary shall have all powers of and be subject to all restrictions on the President. The Vice President/Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

The Vice President/Secretary shall keep or cause to be kept, at the Corporation's Principal Office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized, the notice given, and the names of those present at Board and

committee meetings. The Vice President/Secretary shall keep or cause to be kept, at the Principal Office in California, a copy of the Articles of Incorporation and Bylaws, as amended to date.

The Vice President/Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Vice President/Secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

Section 3. Treasurer

The Treasurer shall serve as the Chief Financial Officer of the Corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any Director at all reasonable times.

The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the President and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.

ARTICLE X

INDEMNIFICATION

Section 1. Right of Indemnity

To the fullest extent permitted by law, the Corporation or the San Mateo County Community College District shall indemnify the Corporation's Directors, Officers, employees, and other persons described in Section 5238(a) of the California Corporations Code, including persons formerly occupying such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that Section. "Expenses," as used in this bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met and, if so, the Board shall authorize indemnification.

Section 3. Insurance

The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers, Directors, employees, and other agents, against any liability asserted against or incurred by any Officer, Director, employee, or agent in such capacity or arising out of the Officer's, Director's employee's, or agent's status as such.

ARTICLE XI**RECORDS AND REPORTS****Section 1. Maintenance and Inspection of Corporate Records**

The Corporation shall keep:

- (a) Adequate and correct books and records of account; and
- (b) Written minutes of the proceedings of its Board.

The Board, without submitting a written request for inspection, shall have the right at all reasonable times to inspect such books and records. Inspection may be made in person or by authorized agent and includes the right to make photocopies and extracts.

Section 2. Maintenance and Inspection of Articles and Bylaws

The Corporation shall keep at its Principal Office the original or a copy of the Articles of Incorporation and the Bylaws, as amended to date, which shall be open to inspection by the Directors at all reasonable times during office hours.

Section 3. ~~Annual Report~~

~~The Board shall cause an annual report to be sent to San Mateo County Community College District Board of Trustees and the Directors within one hundred twenty (120) days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:~~

- ~~(a) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;~~
- ~~(b) The principal changes in assets and liabilities of the Corporation, including trust funds;~~

- ~~(c) — The revenues or receipts of the Corporation, both unrestricted and restricted to particular purposes;~~
- ~~(d) — The expenses or disbursements of the Corporation for both general and restricted purposes;~~
- ~~(e) — Any information required by Section 4 of this Article; and~~
- ~~(f) — The annual audit performed by independent auditors.~~

~~The annual report shall be accompanied by any report thereon of independent accountants or, if there is no such report, by the certificate of an authorized Officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.~~

~~This requirement of an annual report shall not apply if the Corporation receives less than \$25,000 in gross receipts during the fiscal year; provided, however, that the information specified above for inclusion in an annual report must be furnished annually to all Directors and San Mateo County Community College District Board of Trustees.~~

Section 4. Section 3. Annual Statement of Certain Transactions and Indemnifications

The Corporation shall annually prepare and furnish to San Mateo County Community College District Board of Trustees and each Director a statement of any transaction or indemnification of the following kind within one hundred twenty (120) days after the end of the Corporation's fiscal year:

- (a) Any transaction:
 - in which the Corporation, its parent, or its subsidiary was a party;
 - in which an "interested person" had a direct or indirect material financial interest; and
 - which involved more than \$50,000, or was one of a number of transactions with the same interested person involving, in the aggregate, more than \$50,000.

For purposes of this subparagraph (a), an "interested person" is either of the following:

- i) Any Director or Officer of the Corporation, or its parent or subsidiary (a person holding a mere common directorship shall not be deemed an "interested person" for purposes of this subparagraph); or
- ii) Any holder of more than 10 percent of the voting power of the Corporation, its parent, or its subsidiary.

The statement shall include a brief description of the transaction, the names of the interested persons involved, their relationship to the Corporation, the nature of their interest in the transaction and, if practicable, the amount of that interest; provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

- (b) Any indemnifications aggregating more than \$10,000 paid during the fiscal year to any Officer or Director of the Corporation under Article X, Sections 1 and 2 of these Bylaws.

Section 5. Section 4. Corporate Loans and Guaranties

The Corporation shall not make any loan of money or property to or guaranty the obligation of any Director or Officer, except as expressly allowed under California Corporations Code Section 5236.

ARTICLE XII

CONSTRUCTION AND DEFINITIONS

Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term “person” includes both a legal entity and a natural person.

ARTICLE XIII

AMENDMENTS

Section 1. Right to Amend Articles and Bylaws

The Corporation’s Articles of Incorporation and these Bylaws may be adopted, amended, or repealed only upon the approval of San Mateo County Community College District Board of Trustees and a majority of Directors present at a duly held Board meeting.

ARTICLE XIV

DISSOLUTION

Section 1. Election to Dissolve

This Corporation may elect to wind up and dissolve in any manner permitted by Section 6610 of the California Corporations Code or its successor statute.

Section 2. Distribution Upon Dissolution

On dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to the San Mateo County

Community College District, or its successor, or, with the approval of the San Mateo County Community College District Board of Trustees, to a nonprofit fund, foundation or corporation which is established and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

CERTIFICATE OF VICE PRESIDENT/SECRETARY

I, the undersigned, do hereby certify:

That I am the duly elected and acting Vice President/Secretary of **SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION**, a California nonprofit public benefit corporation; and

That the foregoing Bylaws, comprising fourteen (14) pages, including this page, constitute the Bylaws of said Corporation, as duly amended at a meeting of the Board of Directors held on January 20, 2010 and that they have not been amended or modified since that date.

Executed on _____, 2010, at _____.

_____, Vice President/Secretary

San Mateo county Community College District

BOARD REPORT NO. 11-7-104B

July 27, 2011

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Janet L. Stringer, Cañada College, 306-3322

**ACCEPTANCE OF SUBAWARD FOR A GRANT FROM THE DEPARTMENT OF LABOR
TO THE SAN MATEO COUNTY WORKFORCE INVESTMENT BOARD
FOR CAÑADA COLLEGE**

In collaboration with the San Mateo County Workforce Investment Board and San Francisco State University, Cañada College has been awarded a grant from the California Employment Development Department through the Department of Labor Veterans' Employment-Related Assistance Program. The grant will fund San Mateo County's Bay Bridge to Engineering for Veterans project which will serve recently separated and Gulf War-era veterans in San Mateo, Santa Clara, San Francisco, and Alameda Counties. Participants will have field-based skills acquired in the military and an interest in pursuing civilian careers in civil, mechanical, construction, and computer engineering. Employer partners like Webcor, NASA and Creegan & D'Angelo will provide paid internship opportunities for the veterans.

Cañada College would receive \$240,419 to provide course work in engineering with a focus on Computer-Assisted Design certification and preparation for transfer.

RECOMMENDATION

It is recommended that the Board accept the award to Cañada College from the Department of Labor.

BOARD REPORT NO. 11-7-105B

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

**RATIFICATION OF AGREEMENT WITH TURBO DATA SYSTEMS INC.
FOR PARKING CITATION PROCESSING AND ADJUDICATION**

On April 24, 1996, the Board authorized the Chancellor to enter into an agreement with the County of San Mateo for citation processing and adjudication of appeals (Board Report No. 96-4-13CA). When the term ended, affected cities in the County formed a subcommittee to review potential vendors and conducted a selection process for this service. On May 26, 1999, the Board approved for the District to enter into an agreement with Turbo Data Systems Inc. (Board Report No. 99-5-5CA). The agreement expired on June 30, 2011.

The District would like to continue services with Turbo Data Systems Inc. for another three years with an option to extend for two additional years. Highlights of the agreement with Turbo Data Systems Inc. include the following:

- Daily revenue deposits into the District's bank account
- Monthly invoicing, rather than direct vendor fee deductions from payments to the District
- A combined Countywide database for citations to produce a comprehensive scofflaw report
- Independent hearing officers available at north, central, and south county locations for the convenience of in-person appeals
- Direct phone number to Turbo Data offices to allow problems to be resolved immediately
- Comprehensive and accurate management reports
- No hidden costs or "special collection" fees

RECOMMENDATION

It is recommended that the Board of Trustees ratify San Mateo County Community College District's agreement with Turbo Data Systems Inc. for parking citation processing and adjudication for the period of July 1, 2011 through June 30, 2014 with option to extend for two more years.

BOARD REPORT NO. 11-7-106B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**APPROVAL OF AGREEMENT FOR COMPENSATION WITH THE SOUTH BAY REGIONAL
PUBLIC SAFETY TRAINING CONSORTIUM FOR THE 2011-2012 PEACE OFFICERS
TRAINING ACADEMY – COLLEGE OF SAN MATEO**

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

For 2011-2012, College of San Mateo will receive 30 FTES as payment for the use of the Walter H. Moore Regional Public Safety Center building by the South Bay Regional Public Safety Training Consortium.

RECOMMENDATION

It is recommended that the Board of Trustees approve receiving payment for 2011-2012 from the South Bay Regional Public Safety Training Consortium in the amount of 30 FTES, valued at \$136,950.

BOARD REPORT NO. 11-7-107B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 358-6836
Jack Herbert, Construction Manager, Swinerton Management & Consulting, 378-7328

APPROVAL OF 2011 FACILITIES MASTER PLAN

In March 2011, the Board of Trustees commissioned HMC Architects to develop the 2011 Facilities Master Plan, which will serve to inform decision making related to the next phase of planning and construction (Board Report No. 10-3-101B). HMC provided an information report related to the San Mateo County Community College 2011 Facilities Master Plan on July 13, 2011 (Board Report No. 11-7-1C).

The facilities master planning effort proceeded as planned. HMC completed their review of previously completed Facilities Master Plans, physical assessments and analysis, and site visits. Multiple meetings with College constituent groups were conducted on all three campuses to identify and incorporate educational programmatic needs. HMC identify issues that require creative solutions, developed options, reviewed the options with our college communities, and identified the final solutions that resulted in the revised Facilities Master Plan.

The 2011 San Mateo County Community College Facilities Master Plan will be the basis of capital construction projects in the coming years. It is attached to this report.

RECOMMENDATION

It is recommended that the Board approve the 2011 Facilities Master Plan.

2011 Facilities Master Plan



July 2011

Chancellor
Ron Galatolo

Presidents

James Keller, Cañada College
Michael E. Claire, College of San Mateo
Dr. Regina Stanback Stroud, Skyline College

Board of Trustees

Richard Holober, President
Dave Mandelkern, Vice President-Clerk
Helen Hausman
Patricia Miljanich
Karen Schwarz
Barry Jointer, Student Trustee

Master Planning Team

HMC Architects, Facilities Planning

San Mateo County Community College District 2011 Facilities Master Plan



College of San Mateo



HMC Architects

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Letter from the Chancellor //



For nearly 90 years, College of San Mateo, Cañada College, and Skyline College have welcomed and served more than 1.5 million students who come to us from all walks of life, with varying needs and resources, and with very different life issues. Our mission is to provide a postsecondary education to all who can benefit from it.

Over the past nine years, we have been engaged in dreaming, designing, and transforming three aging community colleges into modern, state-of-the-art college campuses that welcome, stimulate, and inspire our very diverse student population. The facility improvements we have completed to date were guided by the 2001 and 2006 Facilities Master Plans that were thoughtfully prepared in a collaborative process involving faculty, staff, and students. Funded by two bond measures generously supported by residents of the area, we have constructed new buildings, modernized others, and completed extensive landscape improvements. Through these improvements, we have been able to respond to and serve the changing educational needs of our student body.

The 2011 Facilities Master Plan outlined in this document is intended to complete the dream that started in 2001. The projects planned include a limited number of new buildings designed to address changing educational needs, remodeling of several “legacy” buildings; energy efficiency improvements; and an expansion of college services to the Coastside.

In keeping with the District's commitment to sustainable design, all buildings will be designed and built with energy efficient materials, practices, and technologies, thus assuring that the operational savings that accrue (\$1.7 million to date) are available to enhance the District's ability to fulfill its core educational mission. Projects undertaken will also address safety issues, such as removing hazardous materials, upgrading fire alarm and fire sprinkler systems, improving Americans with Disabilities Act compliance, and installing security cameras and Automated External Defibrillators in critical locations throughout the District.

Our Colleges, our faculty, and our community of learners have always exerted a powerful and positive impact on the economic and social well-being of our San Mateo County communities. Our mission of educating all who can benefit from postsecondary instruction can only be enhanced by the implementation of the Master Plan described in this document.

A handwritten signature in black ink, appearing to read 'Ron Galatolo', with a long horizontal flourish extending to the right.

Ron Galatolo
Chancellor
San Mateo County Community College District
July 2011

Introduction //

Purpose

The 2011 Facilities Master Plan for the San Mateo County Community College District has been developed to serve as a guide for future development at each of the three Colleges in the District:

Cañada College
College of San Mateo
Skyline College

It provides a graphic and narrative description of the District's strategy to support the educational program needs, address the long range forecast for enrollment, and position the District to maximize funding opportunities. It is guided by each of the College's Educational Plan, which serve as the foundation for recommendations regarding facilities. The plan provides a roadmap for future development including recommendations for renovation and replacement of facilities as well as a number of site improvements for each campus. It is intended not as a literal depiction of the projects to be developed but as a point of reference in a dynamic process of adapting projects to meet changing program needs.

Master Planning Process

The planning process was a participatory one involving many individuals from each of the Colleges. The HMC planning teams worked closely with the designated groups and followed this four step process:

1. Strategic Review
 - Collection and review of all relevant planning information
 - Development of campus base plans, including all current projects
 - Site visits to each campus to analyze existing conditions
 - Discussions to identify key project goals for each campus
2. Option Development
 - Review of existing conditions to validate key issues
 - Discussion of preliminary options
 - Development of preferred and alternative options
3. Solution Development
 - Development of 'preferred options' into master plan recommendations
 - Identification of master plan projects
4. Documentation and Approvals
 - Development of draft document for reviews by the College and the District
 - Development of final document for approval

Document Organization

The planning process recognized the individuality of each of the Colleges, while working within the overall framework of the District's organizational structure. This ensured that the 2011 Facilities Master Plan addresses Districtwide issues and serves as a Districtwide guide for future development.

The 2011 Facilities Master Plan describes a plan for site and facilities improvements that will support current and future needs at each of the three Colleges in the District. The document is divided into three sections – one for each College:

Cañada College
College Of San Mateo
Skyline College

Within each section, the following information is included:

Existing Conditions

The Existing Conditions section includes an analysis of the existing campus, and the zoning of the site and facilities as well as vehicular and pedestrian circulation. Key planning issues addressed during the planning process are highlighted in order to assist in understanding and preserving the intent of the Master Plan recommendations.

Recommendations

The Facilities Master Plan Recommendations for each College present an overall picture of the future developed campus and include recommendations for renovation, new construction, and campus-wide site improvements. Master Plan projects are highlighted and accompanied by narratives describing the intent of each project.

Master Plan Overview //

All three Colleges are in the process of being transformed through the construction of new facilities and the renovation of others funded by local bond revenue and the California Community College Capital Outlay Program. These recent projects have addressed many of the Colleges' needs identified in previous planning studies, but there are still unmet needs within the District. The 2011 Facilities Master Plan addresses these additional needs and presents an overall picture of the future for the San Mateo County Community College District.

While drawings in the plans appear specific, the forms are intended as conceptual sketches that highlight the potential location and purpose of the identified improvements without intending to dictate a specific design. The final design of each site and facility project will take place once projects are funded and detailed programming and design occurs with the designated user group.

Facilities Master Plan Guiding Principles //

During the planning process, a number of Districtwide guiding principles were defined and became an integral part of the 2011 Facilities Master Plan. These principles are summarized below and discussed in more detail throughout the document.

Student-Focused

As a premier community college district in California, San Mateo County Community College District is committed to serving students and maximizing opportunities for success. This focus on students is a principle of the Educational Master Plan that serves as the foundation for the recommendations that are described in this Facilities Master Plan.

Quality Education

The recommendations described in this Facilities Master Plan are focused on providing quality education to the San Mateo County communities served. The Educational Plans at each of the Colleges served as the basis for these recommendations and are translated into site and facility improvement projects for each of the three Colleges in the District.

Fiscal Responsibility

Facilities Master Plan recommendations will be planned for maximum economic benefit, including flexibility of use, a cost/benefit evaluation of function, and an overall awareness of fiscal responsibility.

Safety and Security

All improvements will continue to address safety and security issues for each of the College communities. Improvements in lighting, security cameras, and secure spaces will give students, faculty, and staff the confidence to embrace their educational pursuits without distraction.

Technology

Incorporate the best use of emerging technologies to enhance learning environments and promote student success.

Sustainability

San Mateo County Community College District has demonstrated outstanding leadership in environmental stewardship and intends to further these programs by addressing Districtwide sustainable goals. This commitment to sustainability has resulted in substantial savings due to energy efficiency and reduced operational costs, thereby enhancing the District's abilities to focus on its core education mission. The Facilities Master Plan reinforces the District's intention to:

- Incorporate energy efficient practices, materials, and technologies.
- Raise public awareness about the importance of sustainability for the future.
- Develop campuses as learning environments that model sustainable practices.

In any projects incorporating emerging technologies to improve sustainability, the District will undertake a rigorous analysis of the cost effectiveness of these technologies and their contribution to overall fiscal responsibility.

Accessibility

An objective discussed throughout the planning process was providing improved accessibility. At each of the campuses, there was a focused discussion on considering ways to increase access to the campus, to support services, and to all areas of instruction. While many of the recently completed projects have improved access capabilities, the 2011 Facilities Master Plan includes additional recommendations for continued improvement.

Coastside Communities

The Board of Trustees has had a long-standing commitment to extend College programs and services to Coastside communities. Currently, the Colleges are offering a small number of classes at a leased facility in Half Moon Bay. It is a long-term dream to establish a permanent presence on the Coast, possibly in conjunction with other public partners like the County of San Mateo, City of Half Moon Bay, and the Public Library System.

Campus Environments

Campuses are defined as much by their landscapes as their buildings. The District understands this and is committed to providing quality education within a healthy and beautiful environment. The Facilities Master Plan includes recommendations to continue the development of the College environments from the main gathering areas to the pedestrian pathways and landscaping to the parking lots.

Community Service

The District recognizes the financial support provided by the voters of San Mateo County and intends to offer services to the larger community through shared use of facilities including Theater and Performing Arts, athletic facilities, and the overall campus environment for community use.



Cañada College



Cañada College

2011 Facilities Master Plan

San Mateo County Community College District

HMC Architects

Letter from the President //



Cañada College is pleased to have the opportunity to develop an updated Facilities Master Plan. The development of a Facilities Master Plan (FMP) is an essential activity that maintains a critical and necessary alignment of the College's education and student development priorities with the facilities. The FMP examines state-of-the-art facilities development and design along with the best use of all buildings and the campus itself so that the most effective and appropriate teaching and learning stations are available for students. The Facilities Master Plan follows the learning and program themes of the Educational Master Plan, which relies heavily on research to obtain a keen understanding of instructional and student service needs. In developing the FMP, the College considered the relationship between educational outcomes and the use and accessibility of places where excellence in teaching can take place. Further, the FMP reflects where student life that enhances the educational experience can naturally and most readily occur.

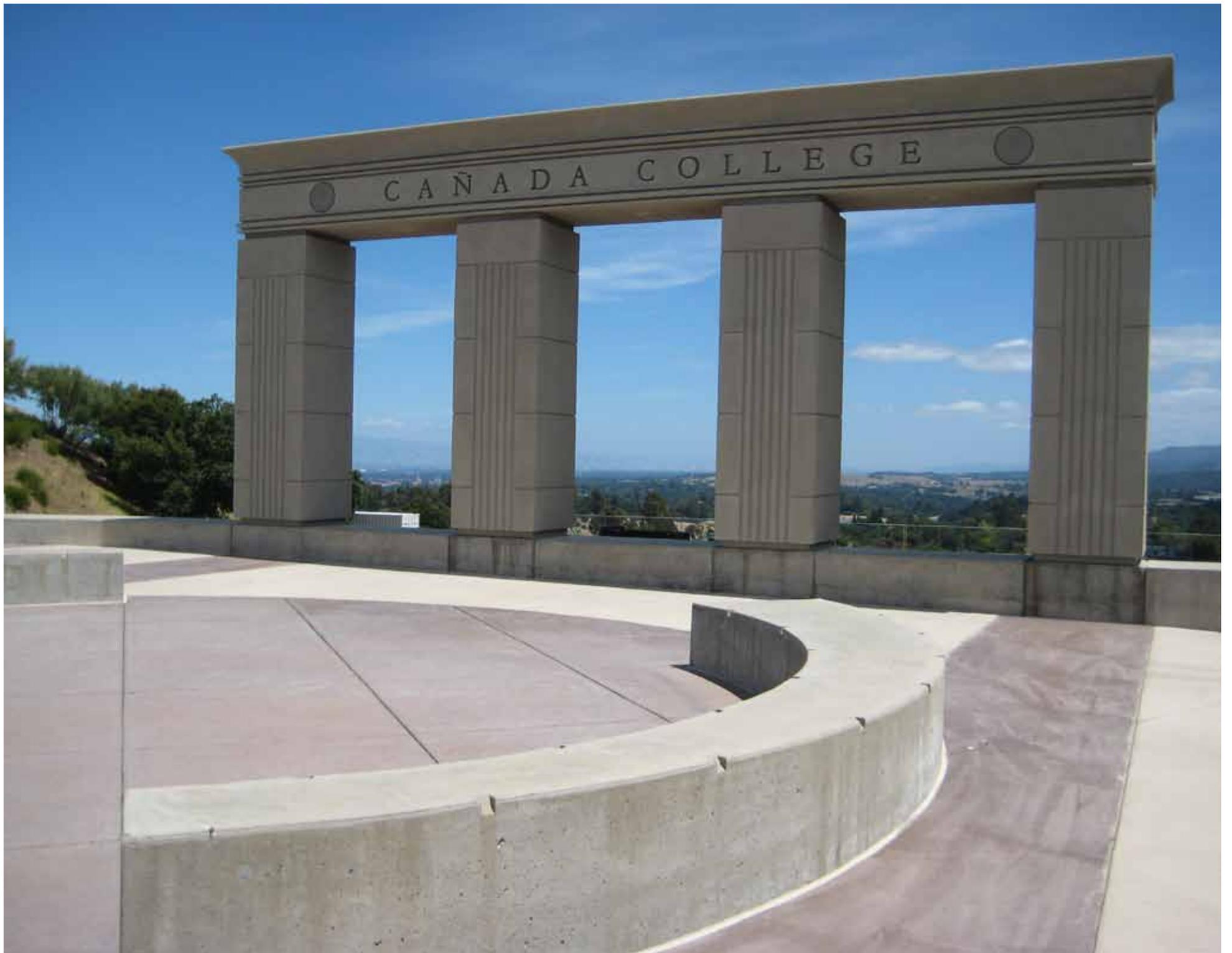
Extensive remodeling, new construction, and beautification of the campus have fortunately already been accomplished during the past nine years. Facility needs remain, however, that relate to the College's educational priorities. They directly affect the ability of the College to fulfill its mission at the level the community, faculty, and staff expect.

These needs involve renovation of several buildings so that classes necessary to transfer pathways are available. New construction is proposed to respond to increased enrollment and program development, especially in the STEM (Science, Technology, Engineering, Mathematics) and Workforce Development areas. Remodeling of facilities is planned to make student services more accessible and immediate, located more naturally within the flow of the campus.

The Facilities Master Plan development engaged a broad representation of faculty and staff in the research and thinking stages of the planning. All divisions of the College were represented on the FMP Planning Committee, appointed by the Cañada Planning Council, and all drafts were discussed and commented upon in committees, which address the instruction and student service needs of the College. The outcome, therefore, is the result of gathering together the intellectual and professional resources of Cañada College.

A handwritten signature in black ink, appearing to read "James Keller". The signature is fluid and cursive, with a large initial "J" and "K".

James Keller
Interim President
Cañada College
July 2011



CANADA COLLEGE

Mission, Vision, and Values //

Mission Statement

It is the mission of Cañada College to ensure that students from diverse backgrounds have the opportunity to achieve their educational goals by providing quality instruction in general, transfer, career, and basic skills education, and activities that foster students' personal development and academic success. Cañada College places a high priority on supportive faculty/staff/student teaching and learning relationships, responsive support services, and a co-curricular environment that contributes to personal growth and success for students. The College is committed to the students and the community to fulfill this mission.

Vision

Cañada College ensures student success through personalized, flexible, and innovative instruction. The College infuses essential skills and competencies throughout the curriculum and assesses student learning and institutional effectiveness to make continuous improvement. Cañada responds to the changing needs of the people it serves by being involved in and responsive to the community, developing new programs and partnerships, and incorporating new technologies and methodologies into its programs and services.

Values

As a student-centered community college, Cañada is committed to the following core values:

- Creating an inclusive environment for teaching and learning by honoring, respecting, and embracing diversity within our College and surrounding community.
- Providing a personal, caring atmosphere.
- Promoting student access, success, self-efficacy, and passion for learning.
- Encouraging a passion for life-long learning.
- Demanding and ensuring excellence in teaching and supporting our students.
- Incorporating ethical approaches into all aspects of the educational process.
- Striving to be an innovative College by responding to the changing needs of students, community, and industry.
- Practicing the inclusion of shared governance processes in all appropriate aspects of College life.

Existing Conditions

Existing Campus Plan //

Cañada College is located on the peninsula linking San Francisco and Silicon Valley. Its attendance area cuts across the entire peninsula and encompasses a wide variety of socio-economically and culturally diverse groups. Recent building renovations and additions combined with significant landscaping, paving, and outdoor furniture improvements have fully framed an internal campus Main Quad. This provides a formwork to support and grow student activities as needed to further enhance a true “campus feel.”

The campus is located in a beautiful hillside setting with wonderful views. Many of the older buildings, however, have limited connection to the outdoors and so do not take full advantage of either the vistas offered or the pleasant climate.

The hillside setting presents some challenges for pedestrian access and expansion of facilities. Relatively flat, easily buildable area within the well-established campus core is limited. Building outside that core requires significant investment in substantial building foundations, and lengthy and/or steep pedestrian access paths, which may still result in difficult parking access.

- 1 Landscaping improvements in Main Quad
- 2 Landscaping improvements in lower Quad
- 3 Building 1, Physical Education, Dance, Kinesiology
- 4 Pedestrian access from the North Quad to Lot 1



Existing Conditions

Campus Development History //

The majority of Cañada's existing buildings were constructed in the 1960s. Buildings 16, 17, and 18 have undergone significant renovation to address program needs and serve the next generation of students. Buildings 1, 3, and 13 remain close to their original condition and exhibit significant need.

While building age is certainly a significant factor, it is not the only reason these buildings need attention. In order to meet student and community needs, the College has added new programs and updated others. Curriculum delivery methods have evolved to reflect more hands-on, interactive, project-based learning, as well as the inclusion of distance learning. Building codes, Title IX requirements, and consideration for those with disabilities have also changed, further increasing the need for significant building renovation.

The recently completed Building 9, Library and Learning Resource Center, defines one edge of the Main Quad, and the addition of significant landscaping, paving, and site furniture has created a wonderful backdrop for campus activity.

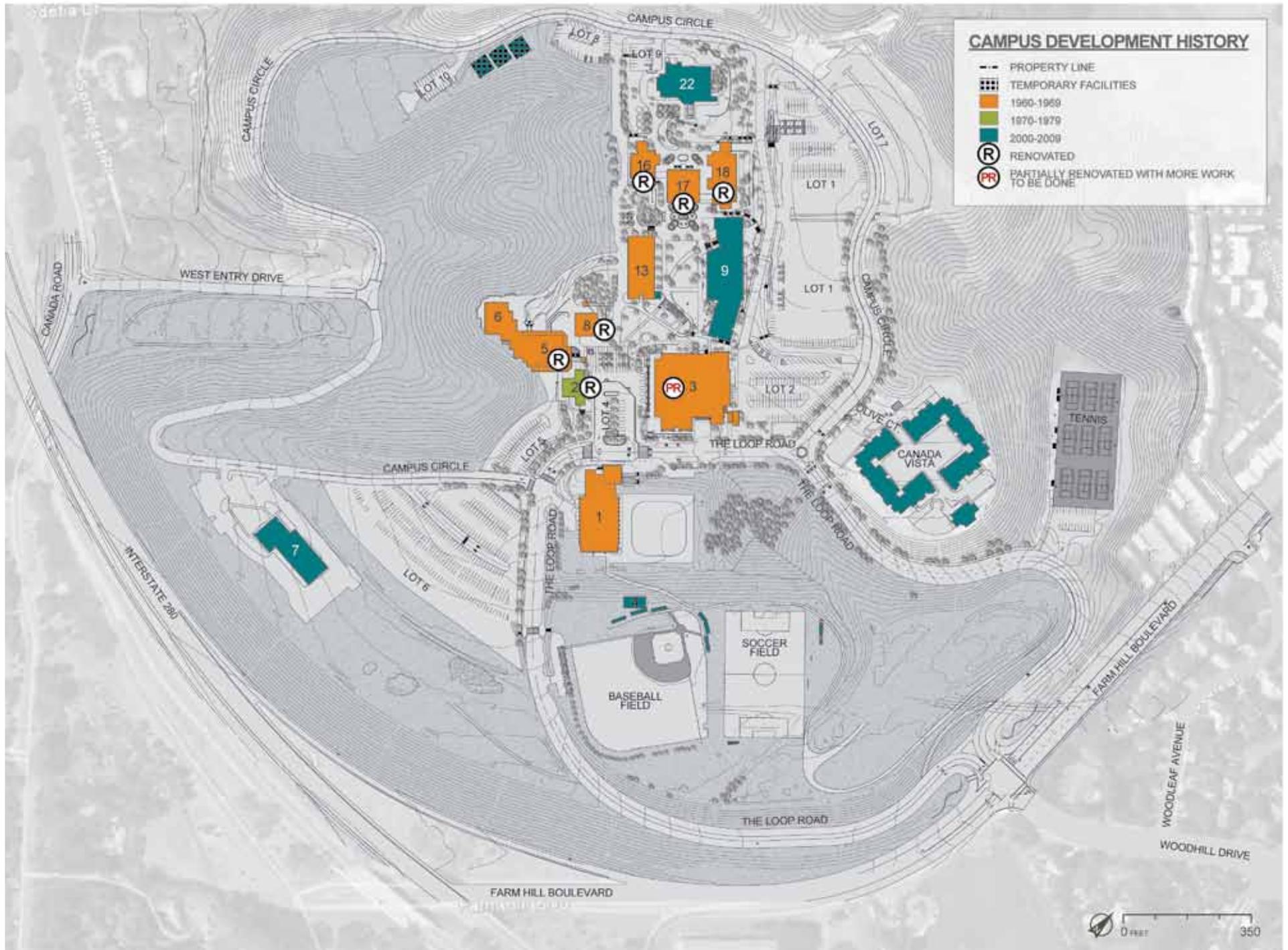
The construction of Building 22, Early Childhood Education, established an edge for the new North Quad at the north end of campus. The building plays an important role on campus, housing four of the largest lecture spaces available. However, it also occupies a large footprint at a critical anchor location on the campus, a place where a larger building may eventually be located.

The Cañada Vista campus housing complex and the Facilities Maintenance Center were constructed relatively recently. Their relatively young ages and their outside the core of campus locations mean these buildings do not play significant roles in this iteration of the Facilities Master Plan.

It is intended that Portable Buildings 19, 20, and 21 be removed once they are no longer needed as swing space.

- 1 Building 22, Early Childhood Education
- 2 Cañada Vista





Existing Conditions

Existing Campus Zoning //

The Existing Campus Zoning plan uses colors to indicate functional zoning of the campus. Some buildings house more than one major use. In these cases, the use of multiple colors is intended to reflect the rough proportion of the building assigned to each use.

The plan uses the symbol © to represent campus facilities that regularly provide benefit to the greater college community.

Recently completed projects and those currently underway have resulted in the majority of student instructional areas being readily accessible from the campus core with Building 5, Student Center, and 6, Instructional Building, being exceptions. The College's Administration is identifying program location re-assignments that will help improve student access to some of those educational programs currently designated to occur in those buildings.

The Main Quad-level floor of Building 13, and the south wing of the first floor of Building 9, Library and Student Resource Center, occupy prime positions adjacent to the Main Quad, but currently house programs that contribute little to the College's goal of concentrating student life in the core of campus. This plan calls for relocation of the Bookstore and other student-centered activities to these locations.

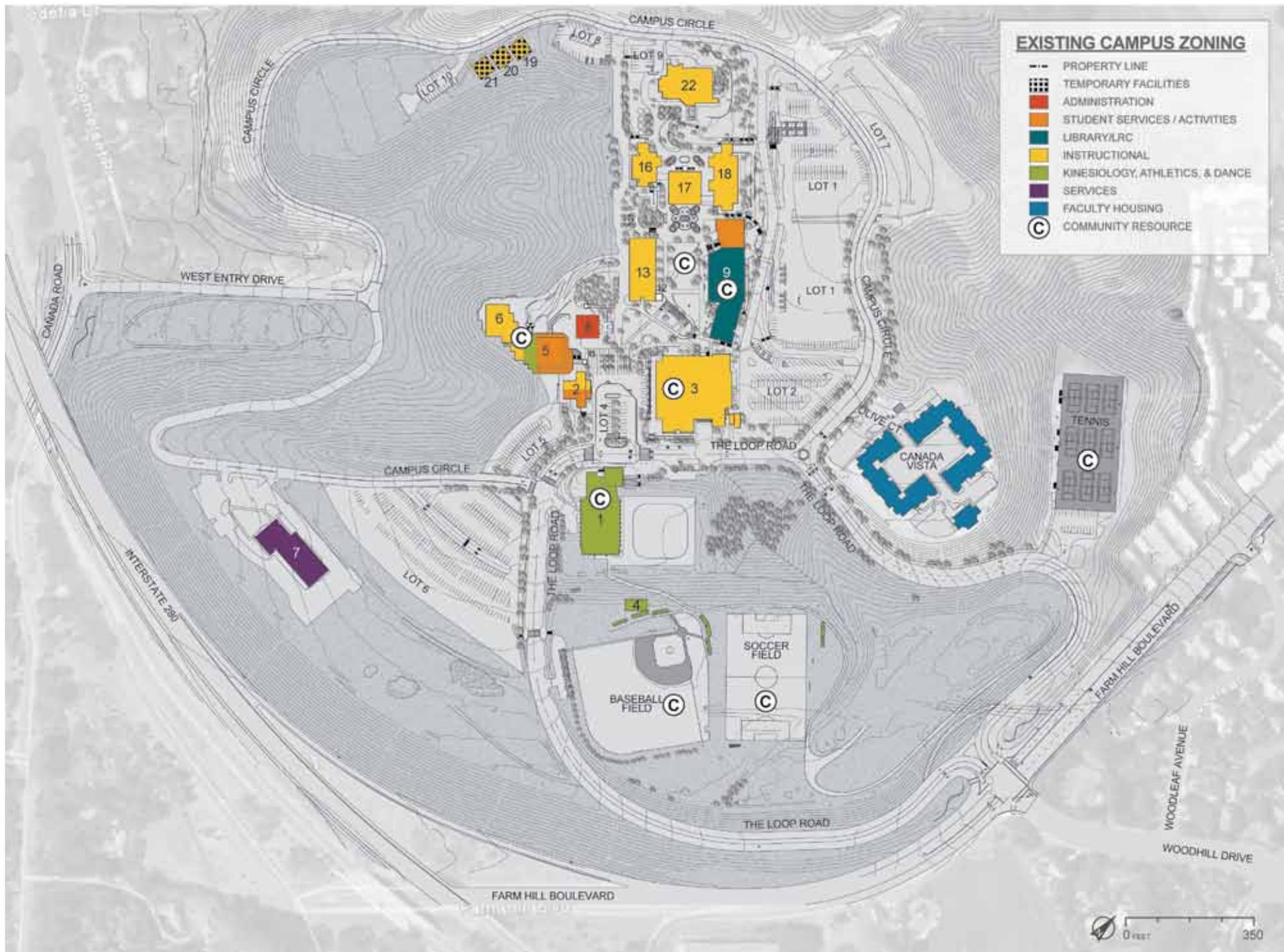
The Facilities Maintenance Center and the Cañada Vista housing complex, located outside The Loop Road, are well-suited for those more remote locations.

Portable Buildings 19, 20, and 21, which are also located outside the campus core, are serving as swing space and will be removed once no longer needed for this purpose.

1 Building 5, Student Center

2 Quad level of Building 13, Instructional Building





Existing Conditions

Existing Vehicular Circulation //

There are two well-marked campus entry points, one from Farm Hill Road and one from Cañada Road. The long stretches of loop road from the entry points to the campus core afford drivers the opportunity to pick up quite a bit of speed before they enter the core area, creating some potentially hazardous situations.

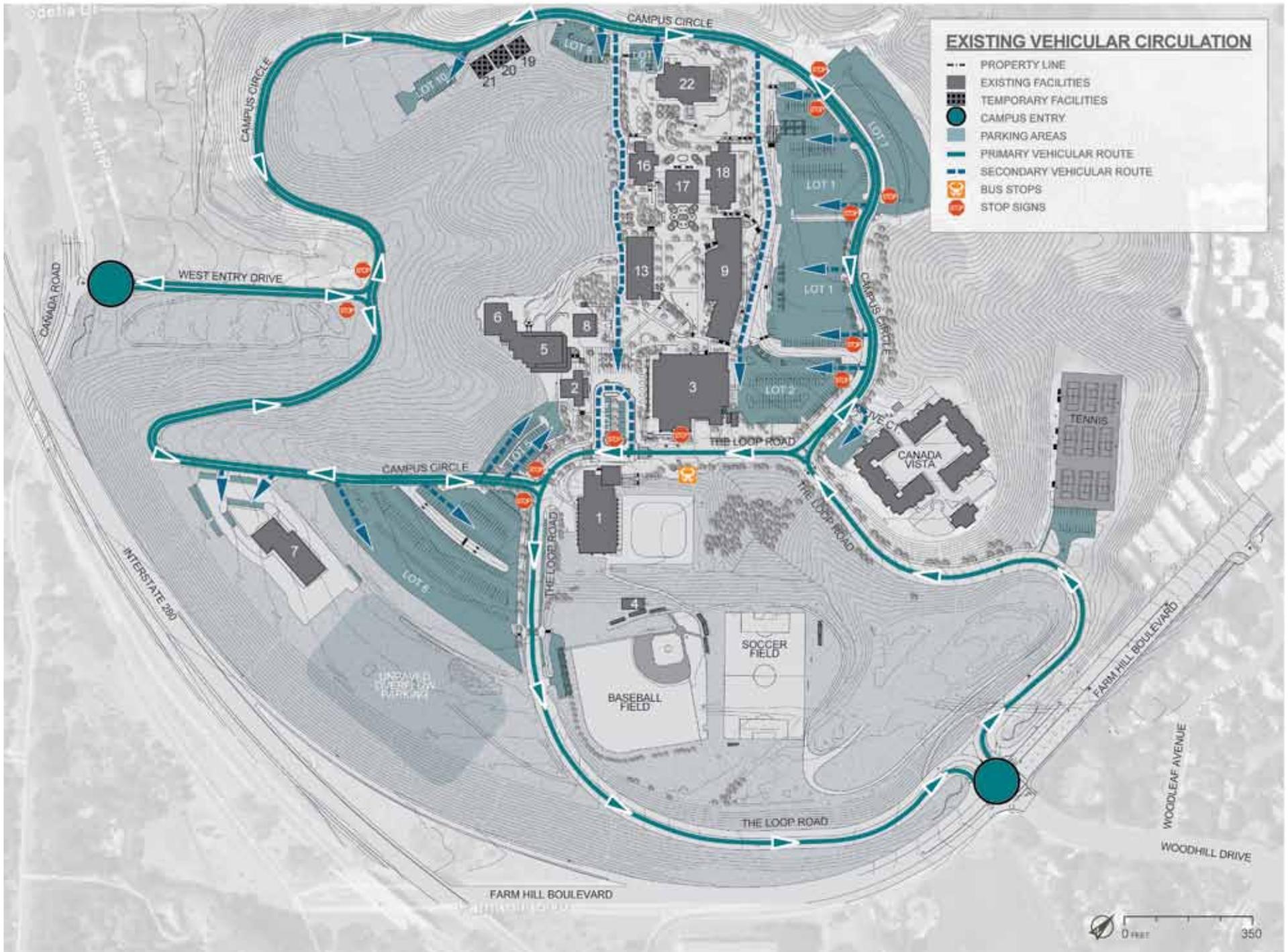
Signage along the entry from Farm Hill Road is placed too close to the first major intersection, meaning drivers are often in a lane other than the one they intend to be in. They then either cross lanes inappropriately or are directed around the entire campus loop road before arriving at the campus core.

Parking is primarily at the campus perimeter. Some spaces are quite a distance from students' destinations, leading to an overall sense of insufficient parking on campus even though the parking count is within the guidelines put forth by the state Chancellor.

The public transit stop is well-situated for direct access to the campus core.

- 1 Long stretches of loop road
- 2 Major intersection on The Loop Road
- 3 Significant level changes between Lots 1 and 2
- 4 Transit center





Existing Conditions

Existing Pedestrian Circulation //

The primary parking lots are to the east and to the southwest of the core instructional area. A few smaller lots support functions at the north end of campus. Some pedestrian access paths from these perimeter locations are not easily recognizable, which can make it difficult to identify ADA-compliant pedestrian access to the core of campus.

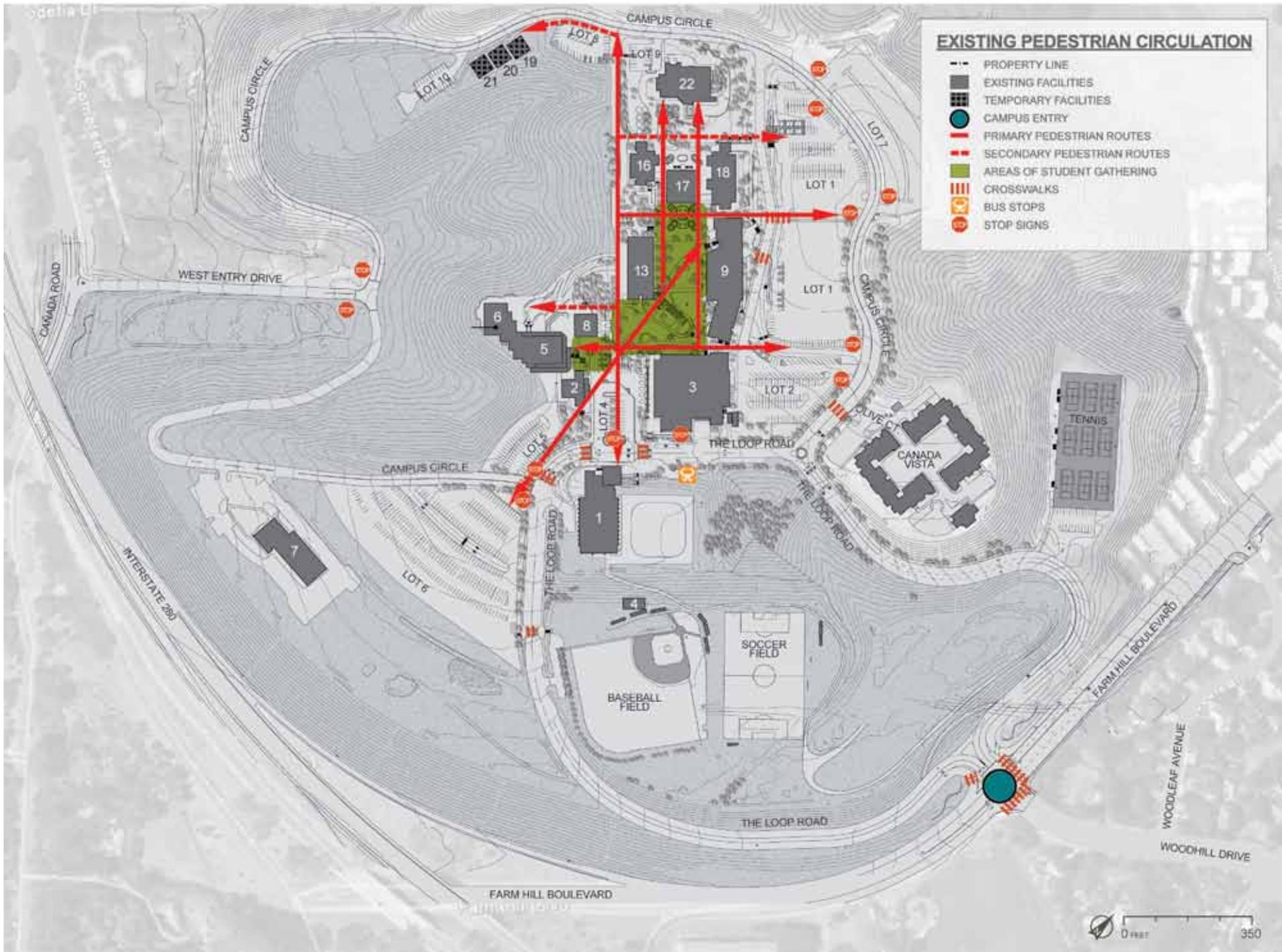
Once pedestrians reach the campus core, most designated pedestrian paths are easily navigated. There are a few exceptions:

- Access to Building 5, Student Center, and Building 6, Instructional Building, while improved with the recent renovation, is still less than ideal.
- Access from the Cañada Vista housing complex is not well-defined.
- The pedestrian access along The Loop Road from Building 3, Humanities/Art/Theater, to Parking Lot 6 coincides with an area of significant vehicle traffic and warrants analysis to assure pedestrian safety.

Local community members take advantage of the lovely setting to walk the campus for exercise and enjoyment. The Loop Road, however, does not afford safe pedestrian access from the main entry points to the core of campus.

- 1 Pedestrian approach to Building 9, Library and Student Resource Center, from Parking Lot 1
- 2 Pedestrian access to Building 5, Student Center, and Building 6, Instructional Building
- 3 Lack of pedestrian sidewalks along The Loop Road
- 4 Pedestrian path to Portable Buildings through Lot 9







Recommendations

2011 Facilities Master Plan //

The 2011 Facilities Master Plan for Cañada College is based on the College's Educational Master Plan. It addresses the current and projected needs for the College and serves as a guide for future development. The recommendations included in this Facilities Master Plan address the Districtwide guiding principles that are summarized in the introduction. The College's Educational Master Plan and these guiding principles were addressed in developing Facilities Planning Priorities that are specific to Cañada College and summarized below.

Facilities Planning Priorities

- Integrate facilities with programming for instruction; provide classrooms and academic support facilities of the right size, configuration, and quantity to align with curriculum.
- Increase the number of large classrooms in order to support current program demand and improve utilization of facilities.
- Address the program needs for Science, Allied Health, and Workforce Development-related programs and provide for the projected expansions of these programs.
- Renovate existing facilities to better support the Performing and Creative Arts.
- Increase the College's ability to support key transfer programs in Kinesiology, Personal and Professional Fitness Training, and Dance.

- Celebrate the experience of College life and create a more collegial campus environment.
 - Create spaces, both indoor and outdoor, to facilitate informal interaction between students, faculty, and staff.
 - Place student support services and student life programs in easily identifiable and accessible locations adjacent to the Main Quad.
 - Provide food service on the Main Quad.
 - Expand campus' ability to support student clubs.
- Enhance pedestrian safety on campus.
- Develop campus facilities to promote a sense of "college campus" and bolster the College's distinctive identity.
- Incorporate site-relevant renewable energy technologies to:
 - Reduce operational costs and allow redirection of funds to instructional programs.
 - Provide leadership in the education of students.
 - Raise awareness in the community about the potential of renewable energy.
- Integrate sustainable design practices in future new construction and renovation projects to increase energy efficiency, reduce water usage, and improve the teaching and learning environment.

- 1 Pedestrian pathways to Quad and Building 9, Library and Student Resource Center
- 2 Landscaping improvements in lower Quad



Recommendations

Facilities Master Plan Projects //

The projects recommended as part of this 2011 Facilities Master Plan for Cañada College are described on the following pages. These projects address the College's Facilities Planning Priorities, accommodate the projected program growth, and define the vision for the future. The order of the projects described is based on the location on campus and does not reflect a priority order.

New Construction or Renovation

- Science, Allied Health, and Workforce Development Building

Renovation or Reconstruction of Existing Facilities

- Building 2, Bookstore
- Building 3, Humanities/Art/Theater
- Building 9, Library and Student Resource Center (southern portion of first floor)

State Approved Projects - Pending Funding

- Building 13, Instructional Building

Projects Pending State Approval

- Building 1, Center for Kinesiology and Dance

Proposed Site Development

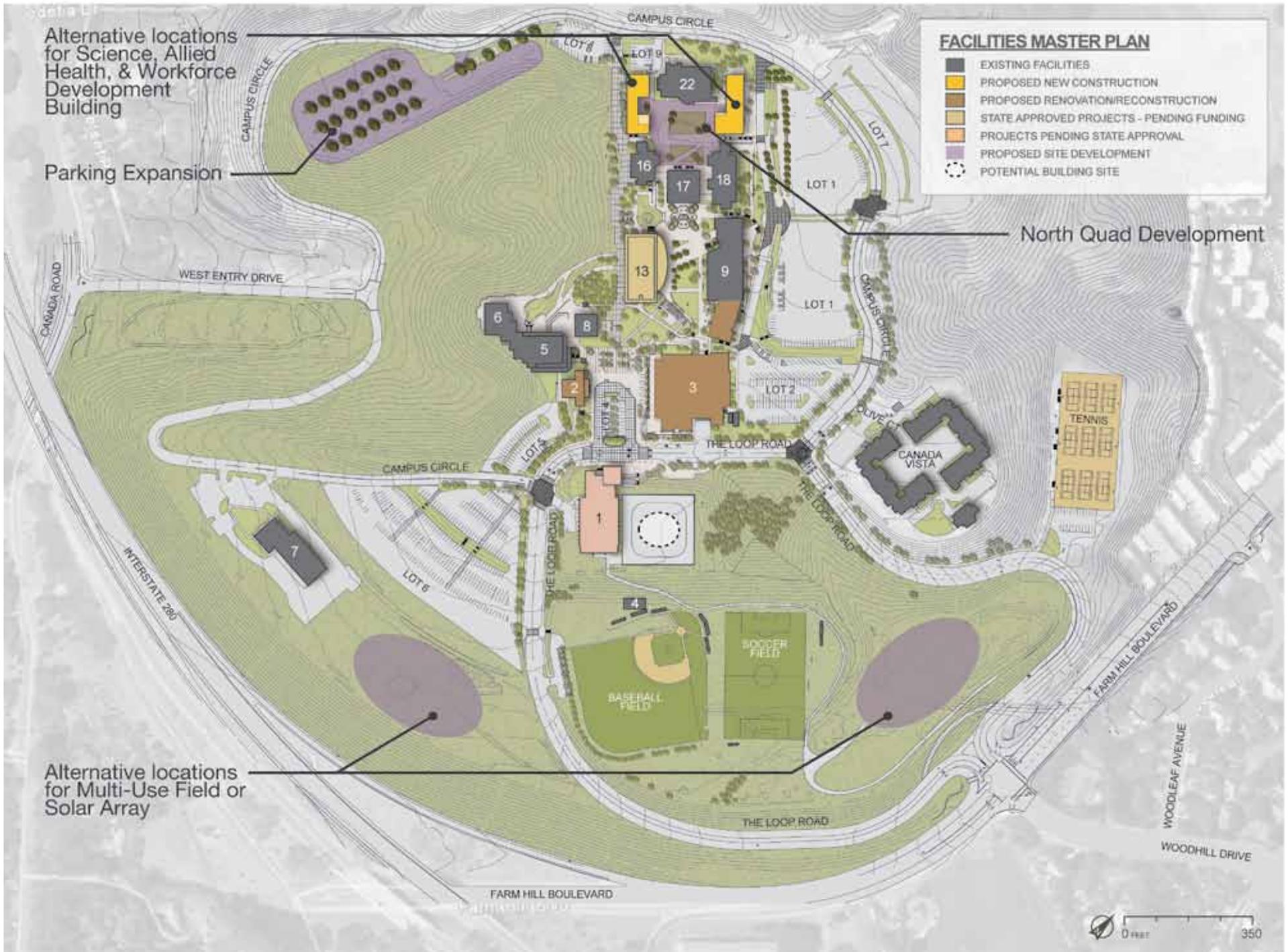
- North Quad Development
- Parking Expansion
- Multi-Purpose Field
- Solar Array

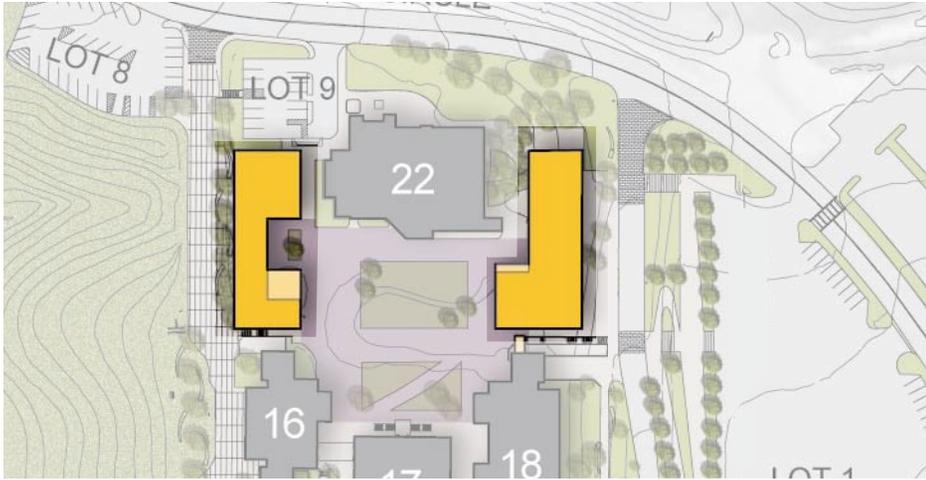
Demolition of Existing Facilities

- Removal of Portable Buildings 19, 20, and 21

Potential Building Sites

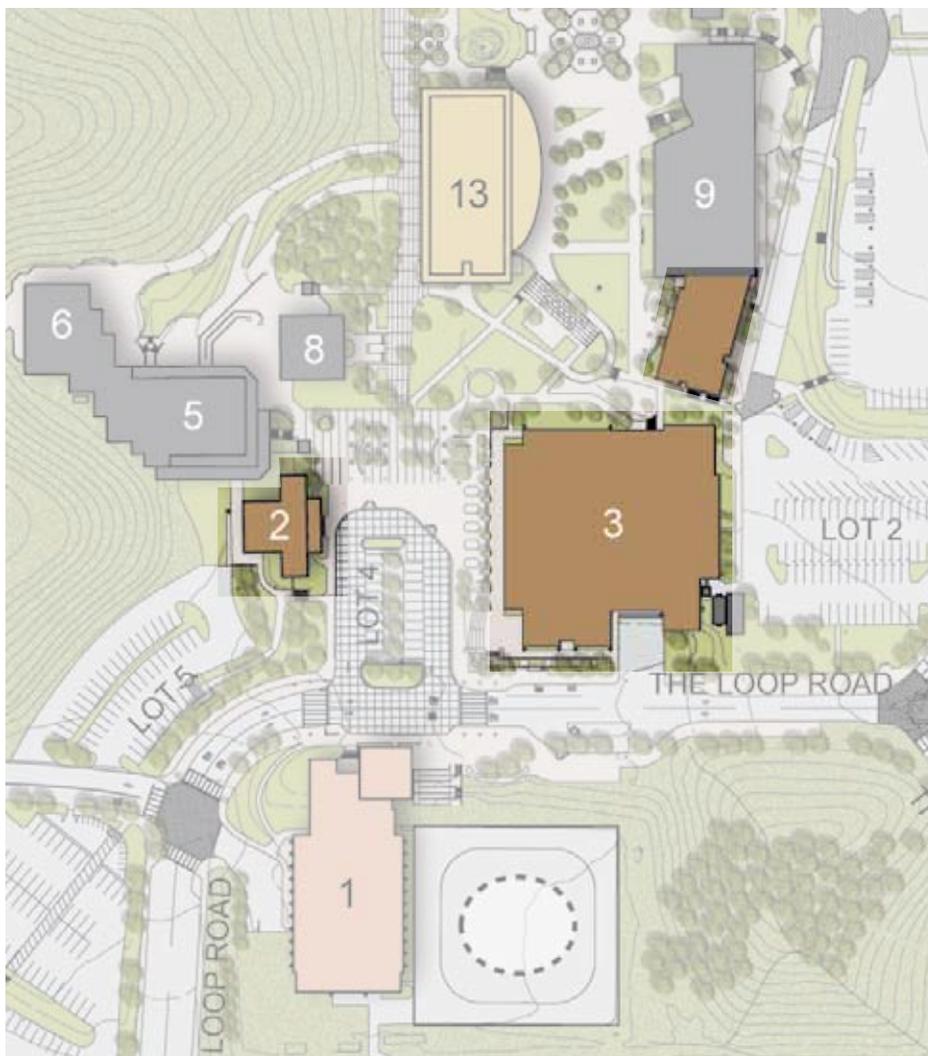
- Site north of Building 16, Instructional Building
- Site north of Building 18, Instructional Building
- Site east of Building 1, Physical Education, Dance, and Kinesiology





New Science/Allied Health/Workforce Development Building

The Facilities Master Plan identifies two possible locations for a new Science, Allied Health, and Workforce Development Building. Either location would help to anchor and define the North Quad area of the campus. The new building should also house large lecture halls to improve the utilization of campus facilities.



Renovation of Building 2, Bookstore

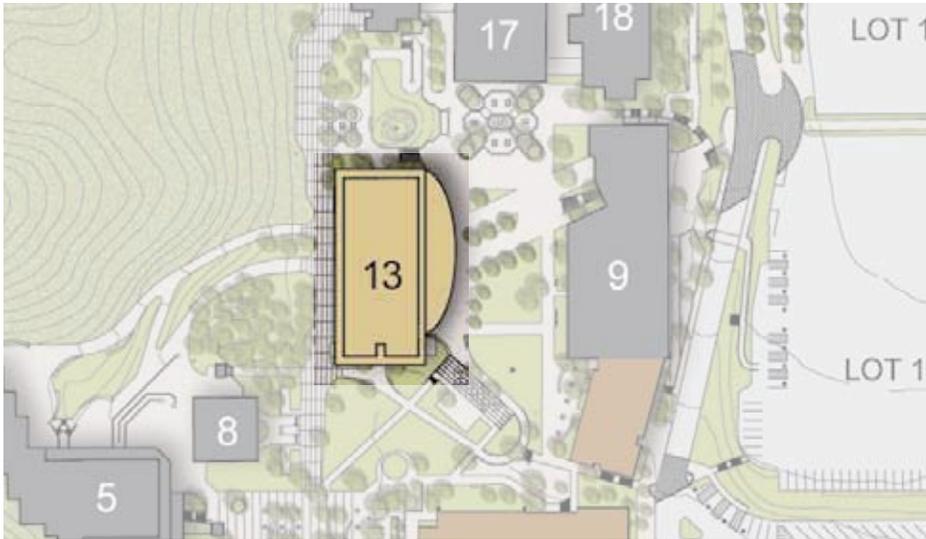
When the Bookstore is relocated, Building 2 will be repurposed to provide additional instructional space for the transfer programs currently located in Building 1, Athletic Facilities.

Renovation of Building 3, Humanities/Art/Theater

The existing Building 3 will be renovated to support the College's Performing Arts, Photography, and Creative Arts programs. Existing spaces, vacated by programs intended to be housed in the new Science, Allied Health, and Workforce Development Building will be reconfigured to accommodate academic program needs, provide additional classroom space, address code issues, and create improved teaching and learning environments.

Renovation of Building 9, Library and Student Resource Center

The Master Plan recommends the relocation of several first floor functions in the south wing to alternate locations and the repurposing of this vacated space to additional student support services in direct proximity to the Main Quad.

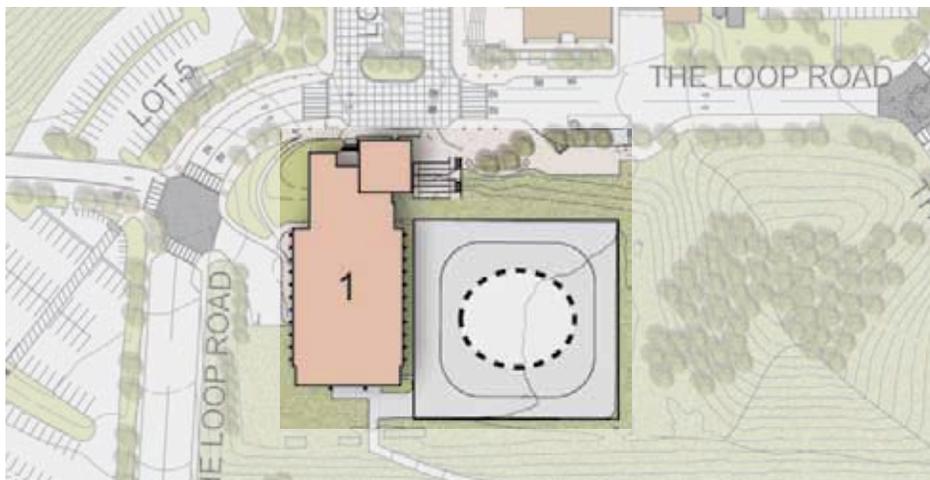


Renovation of Building 13, Instructional Building

Framing the campus core on the west side, Building 13 sits in a strategic location. The Master Plan recommends a reconfiguring of the existing Main Quad-level interiors to house student-centered activities, such as the Bookstore and food service. In addition, spaces for casual student interaction and club activities are recommended to enhance student life and reinforce student connections.

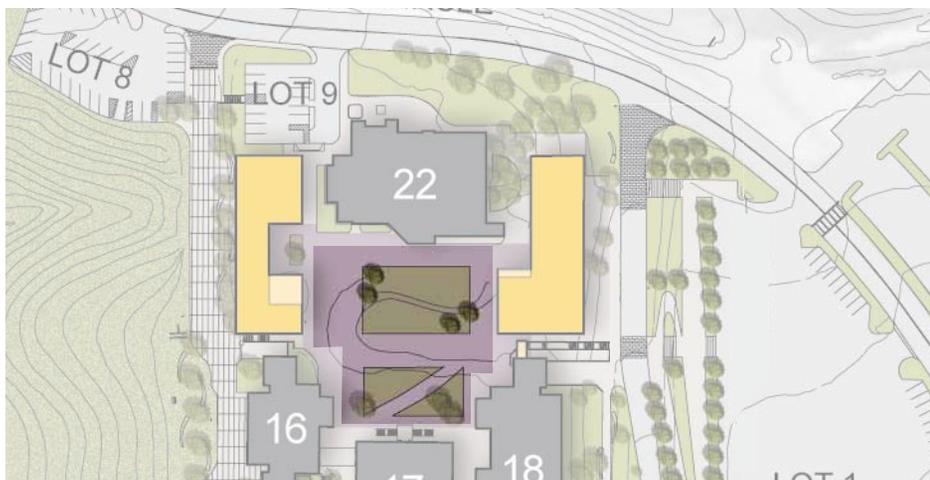
Recommendations for this building include a transformation of the closed, inwardly focused structure into an active, transparent facility that supports program needs and engages with the campus core. The building will be expanded slightly and renovated at the Main Quad level to support student activities functions.

The vertical circulation and egress patterns for the building-as-a-whole will be improved, and the building's heating, ventilating, and air conditioning (HVAC) system will receive a major overhaul as well.



Renovation of Building 1, Physical Education, Dance, Kinesiology

The existing Building 1 will be renovated to support the Kinesiology, Fitness Professional, and Dance programs. Existing spaces will be reconfigured to address program needs; remedy code, Title IX, and accessibility issues; and create improved teaching and learning environments. The College will review the feasibility of future construction to the east of the existing structure to provide additional instructional space.



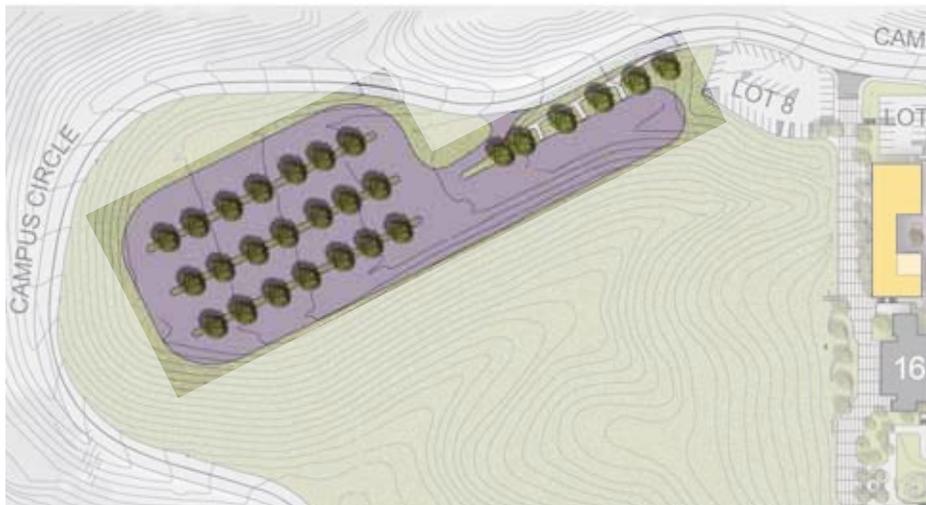
North Quad Development

The addition of a new Science, Allied Health, and Workforce Development Building combined with the relocation or elimination of Building 22's utility yard will provide an opportunity to enhance the North Quad. The Quad will be designed to support the adjacent programs, to create additional spaces for student collaboration, and to tie pedestrian circulation to newly-developed campus thresholds.



Removal of Portable Buildings 19 through 21

Portables 19 through 21 have been serving as temporary instructional space for programs displaced by other campus construction. They will be removed from the campus once there is space available to accommodate the programs housed there.



Parking Expansion

Following the removal of Portable Buildings 19 through 21, the Master Plan recommends development of this area as additional parking to support the new Science, Allied Health, and Workforce Development Building on the north end of campus. As part of this development, a clear pedestrian path will need to be provided in order to connect to the campus core.



Multi-Purpose Field

The Master Plan recommends the development of a multi-purpose field in one of two locations on the south end of campus. This field would support campus-based activities as well as use by the surrounding campus communities.

Solar Array

As part of a Districtwide effort to explore opportunities to improve sustainability of operations, reduce utility expenditures, and model environmental stewardship to its students and to the community, the District has commissioned a report to identify possible locations for a solar array on Cañada's campus. While the results of this study will not be available in time to incorporate into this Facilities Master Plan, a solar array may eventually be incorporated into the campus plan. The location will be selected to provide maximum return on investment to the District. Consideration of campus functionality and the possibility of additional future expansion of campus facilities outside the range of time anticipated in this plan will also be taken into account.

Recommendations

Proposed Vehicular Circulation //

Improvements to vehicular circulation over the past decade include the enhancement of the campus gateway entrances, the development of bus drop-offs and transit stops, and the creation of additional parking.

The Facilities Master Plan recommends additional parking on the northwest side of the campus on the site currently occupied by Portable Buildings 19 through 21, Parking Lot 10, and some of the adjacent open space.

Additional signage aimed at better illustrating vehicular circulation options for drivers – especially along the approach to the first major on-campus intersection, just below Parking Lot 2 – is recommended. A review of the vehicular and pedestrian interface along The Loop Road stretching from Building 3, Humanities/Art/Theater, to Parking Lot 6 is also needed in order to improve safety.

- 1 Vehicular campus entry from Farm Hill Boulevard
- 2 Vehicular campus entry from West Entry Drive
- 3 Drop-off at Lot 4
- 4 Proposed location for additional parking at Lot 10



Recommendations

Proposed Pedestrian Circulation //

The pedestrian circulation patterns have been significantly improved over the past several years and include the development of pedestrian thresholds into the campus core. With the proposed expansion of the campus core to the north and the expansion of parking, new thresholds and site improvements are recommended:

- The removal of the earth mound occupying much of the North Quad.
- A more clearly marked and easily visible pedestrian path from Parking Lot 1.
- A clearly identified pedestrian path from the proposed new parking area on the northwest side of campus.
- A well-marked and easily accessible pedestrian pathway from the Cañada Vista housing complex into the campus core.
- A safe path of travel from the main entries into the campus core for community members who “walk the campus”.
- A well-defined pedestrian link from Parking Lot 6 to the Main Quad.
- An enhanced pedestrian connection from Building 1, Physical Education, Dance, and Kinesiology, to the Main Quad.



- 1 Earth mound in North Quad
- 2 Amphitheater
- 3 Student gathering areas to the south of Building 17, Science
- 4 Pedestrian walkway to the west of Building 9, Library & Student Resource Center



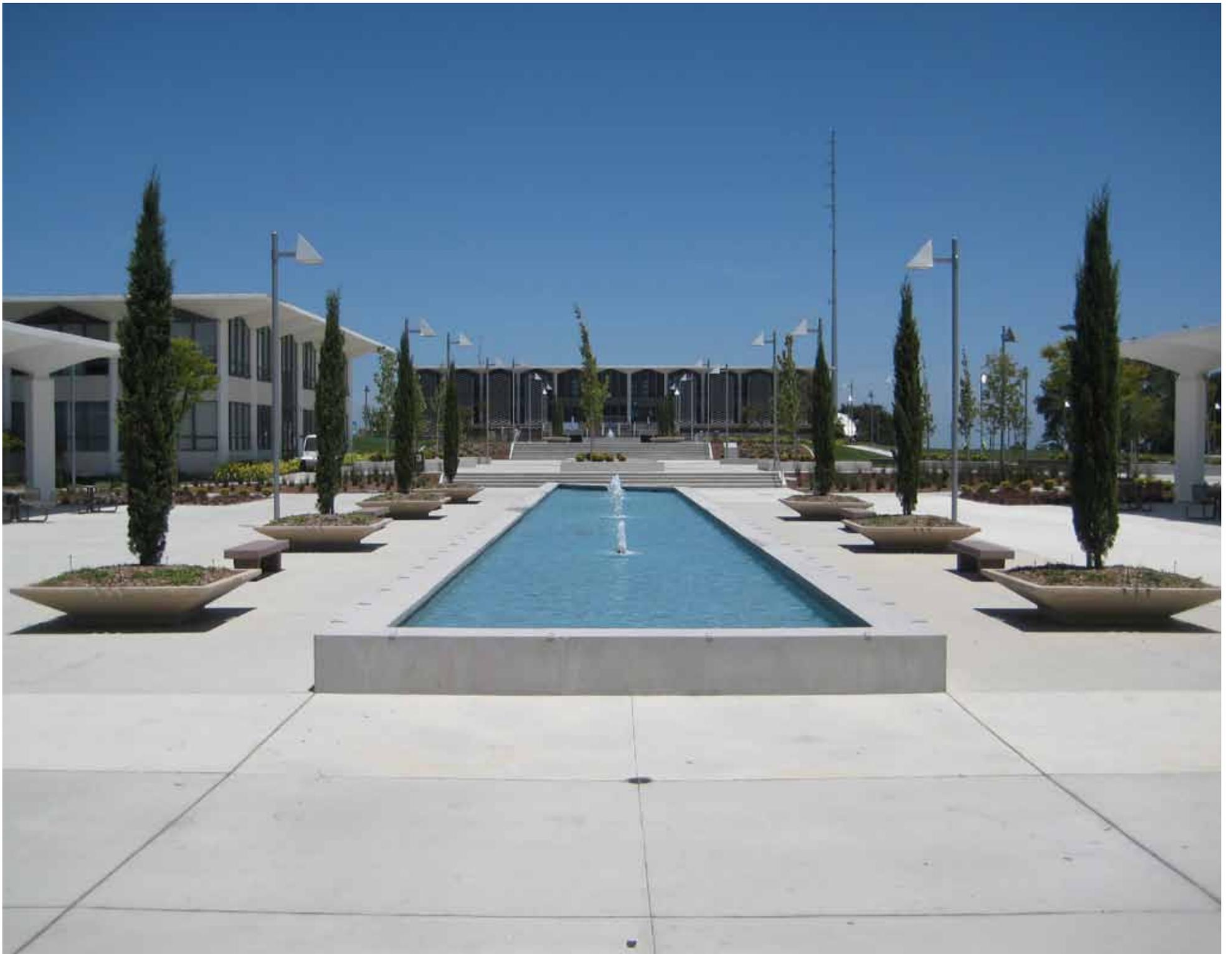
College of San Mateo

College of San Mateo

College of San Mateo 2011 Facilities Master Plan

San Mateo County Community College District

HMC Architects



Letter from the President //



Since its founding in 1922, College of San Mateo has occupied several sites, moving to its current location in the hills above San Mateo in 1963. Over the last several years, the college campus has been transformed. New landmark buildings, such as College Center and the Health and Wellness Building, complement the existing campus architecture. Furthermore, many structures have been renovated to provide a comfortable, state-of-the-art learning environment for our students. The College has also incorporated numerous sustainability measures as a part of the design effort.

College of San Mateo's 2011 Facilities Master Plan is the culmination of input from college constituent groups and is based on the College's Educational Master Plan. The 2011 Facilities Master Plan builds upon prior Facilities Master Plans and will allow completion of the overall vision for the College, which has been articulated in earlier plans.

Recommendations of the 2011 Facilities Master Plan include the modernization of two classroom buildings and the gymnasium building, renovation of the Theatre to make needed accessibility improvements, and renovation of the Library Building to better support contemporary library practices. In addition, the plan calls for the demolition of Building 1, the Administration Building, which is no longer needed since most programs that were housed in this building have relocated to other parts of the campus. Finally, the College's nearly fifty-year-old Facilities Maintenance Center is outdated and inefficient. This plan recommends that a new Facilities Maintenance Center be constructed.

The College will celebrate its 50th year at the College Heights location in 2013. The projects detailed on the following pages will complete the vision of renovating the campus to provide the best possible learning environment for our current students and for generations to come.

A handwritten signature in black ink that reads "Michael Claire". The signature is written in a cursive, flowing style.

Michael Claire
President
College of San Mateo
July 2011

Mission, Vision, and Values //

Mission

College of San Mateo, the first community college in San Mateo County, is an open-access, student-focused, teaching and learning institution, which serves the diverse educational, economic, social, and cultural needs of its students and the community. By offering comprehensive, quality programs and services, and by measuring student learning, College of San Mateo educates students to participate successfully in a changing world.

Vision

It is our belief that we must continue to build on our strengths to provide an educational experience that, within College of San Mateo's mission, is appropriate to the needs of our students.

- College of San Mateo will prepare students to be informed, active, engaged citizens in a global society.
- College of San Mateo will continue its commitment to robust programs in transfer, occupational education, basic skills, and lifelong learning.
- College of San Mateo will recruit, support, and retain the best faculty, staff, and administrators.
- College of San Mateo will strengthen partnerships with businesses and industry and other educational institutions.
- College of San Mateo will nurture a campus climate that is inviting and intellectually stimulating to all students and staff.
- College of San Mateo will endorse, support, and actively pursue a policy of inclusiveness that recognizes, values, and reflects the diversity of the community we serve, the professionals with whom we serve, and the subject matter we impart.

- College of San Mateo will create a supportive learning environment that maximizes the synergy between instruction and student support services.
- College of San Mateo will demonstrate a conscious effort to support student in- and out-of-class learning, to measure that learning, to assess how well learning is occurring, and to make changes to improve student learning.
- College of San Mateo will support institutional needs identified through program review for updating facilities and equipment to enhance learning environments.
- College of San Mateo will promote institutional advancement as a means to increase visibility and funding for program support.
- College of San Mateo will promote institutional effectiveness based on research, planning, resource management, and evaluation.

Values

College of San Mateo is a vital community resource. We have an individual and collective responsibility to manage this resource and to fulfill our mission and vision to the best of our ability. To that end:

- we believe in encouraging and motivating students to seek, identify, and achieve individual educational goals by providing an intellectually challenging, student-focused environment.
- we believe in fostering sensitivity to, respect for, and appreciation of the individual differences among the College's diverse student, faculty, and staff.
- we believe that the effectiveness of any College action should be assessed by comparing results against measurable goals and standards.
- we believe in supporting and promoting informed risk-taking supported by institutional research and encouraging innovation and creativity in pursuit of College goals.



Existing Conditions

Existing Campus Plan //

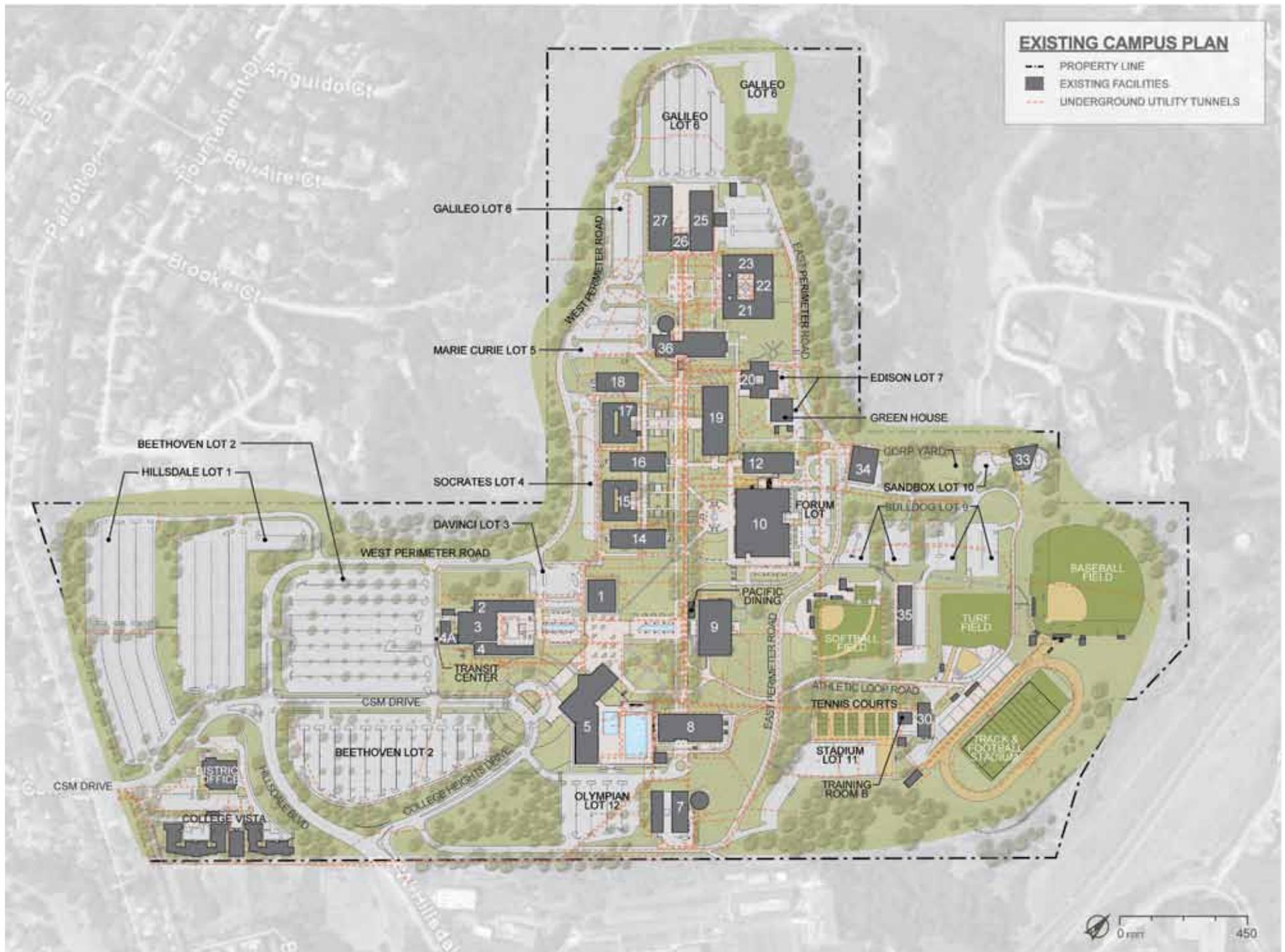
College of San Mateo, at the northern edge of Silicon Valley, occupies a 153-acre site in the San Mateo hills that provides a panoramic view of San Francisco Bay.

The recent addition of several major new buildings and the renovation (and planned demolition) of others, combined with significant landscaping and paving projects, have addressed program needs and enhanced the overall campus experience. The development of the strong north-south axis strengthens connections to both the Main Quad and some key campus facilities including the new Health and Wellness Center, the Fine Arts Complex, and parking.

While offering majestic views, the hillside setting has presented some challenges for development over the years. With buildings and parking lots located at a variety of levels, pedestrian access paths are often difficult to navigate, and campus wayfinding from some of the outlying areas into the campus core is challenging.

- 1 View of the San Francisco Bay from Building 10, College Center
- 2 Connection from Building 5, Health & Wellness, to the campus core
- 3 Connection from Building 9, Library, to the Creative Arts Complex
- 4 View of the San Francisco Bay from Building 5, College Center





Existing Conditions

Campus Development History //

The majority of College of San Mateo's existing buildings were constructed in the 1960s. Instructional Buildings 14, 15, 16, 17, and 18 have undergone significant renovation to address program needs and serve the next generation of students, but other campus buildings remain close to their original conditions. Building 1, Administration, and Building 7, Facilities Maintenance Center, have not been renovated. Building 9, Library, has undergone a renovation for seismic strengthening, but not for improvement of function or appearance. And while Instructional Buildings 8, 12, and 19 have received some partial renovations, they still exhibit significant need.

While building age is certainly a significant factor, it is not the only reason these buildings need attention. In order to meet student and community needs, the College has added new programs and updated others. Curriculum delivery methods have evolved to reflect hands-on, interactive, project-based learning, as well as the inclusion of distance learning. Building codes, Title IX requirements, and consideration for students with disabilities have also changed, further increasing the need for significant building renovation.

The addition of Building 36, Science, at the north end of campus helped to "right-size" the north-south corridor by creating an anchor building at the north end of campus.

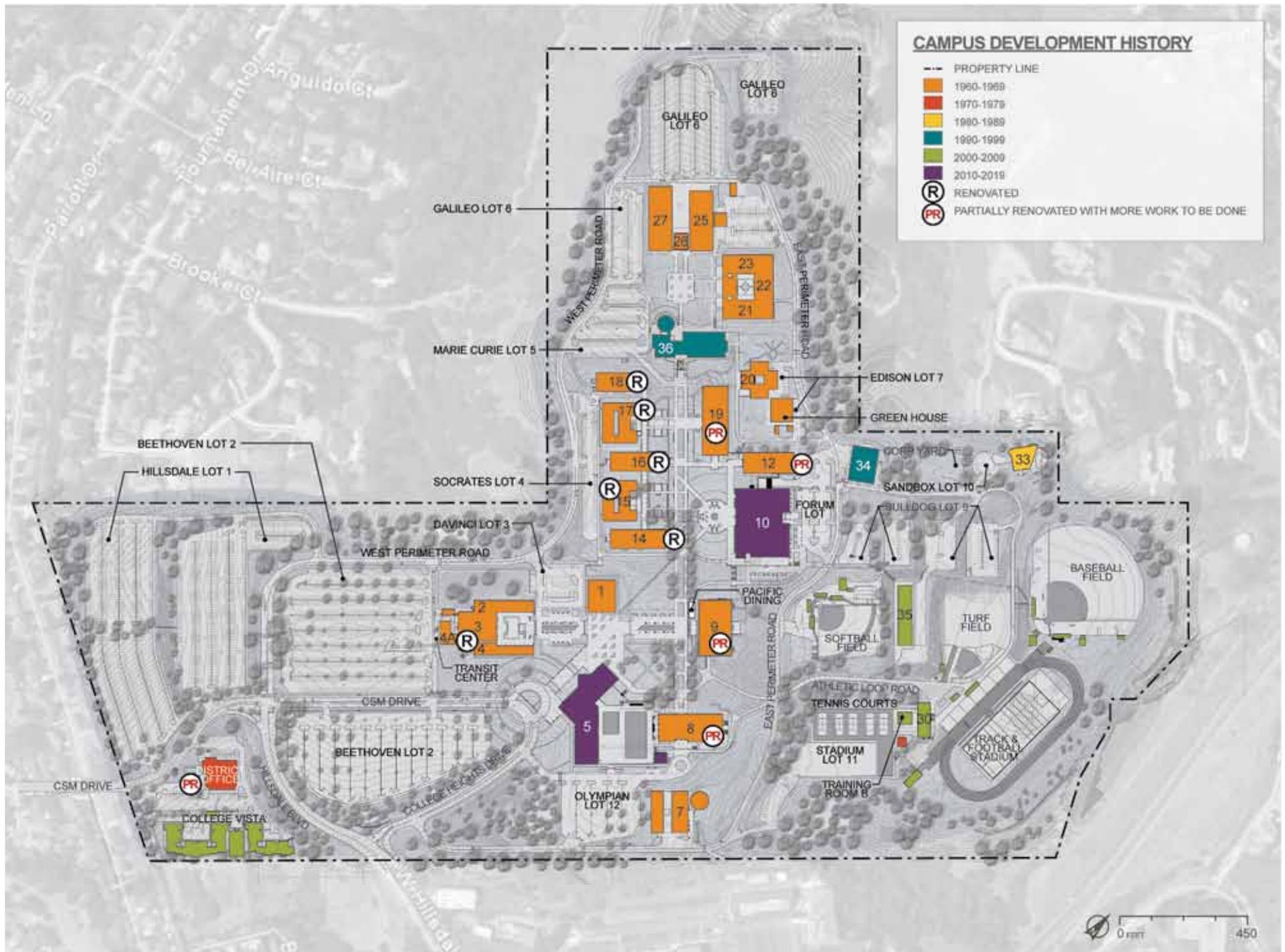
The recent completion of Building 5, Health and Wellness Center, and Building 10, College Center, has enhanced the sense of a unified college campus. With their shared architectural vocabulary and prominently angled forms, these buildings have revitalized and reinforced the north-south axis. The activities they house have helped to redistribute student and community activity, bringing additional life to the Main Quad, and establishing an iconic main campus entry.

The recent completion of the stair and elevator tower at the west end of the Fine Arts Complex provides a direct pedestrian link from the public transit center to the heart of the campus.

1 Building 16, Central Hall

2 Building 8, Gymnasium





Existing Conditions

Existing Campus Zoning //

The Existing Campus Zoning plan uses colors to indicate functional zoning of the campus. Some buildings house more than one major use. In these cases, the use of multiple colors is intended to reflect the rough proportion of the building assigned to each use.

The plan uses the symbol © to represent campus facilities that regularly provide benefit to the community outside of the College campus.

Recently completed projects and those currently underway have resulted in the majority of student instructional areas being readily accessible from the campus core.

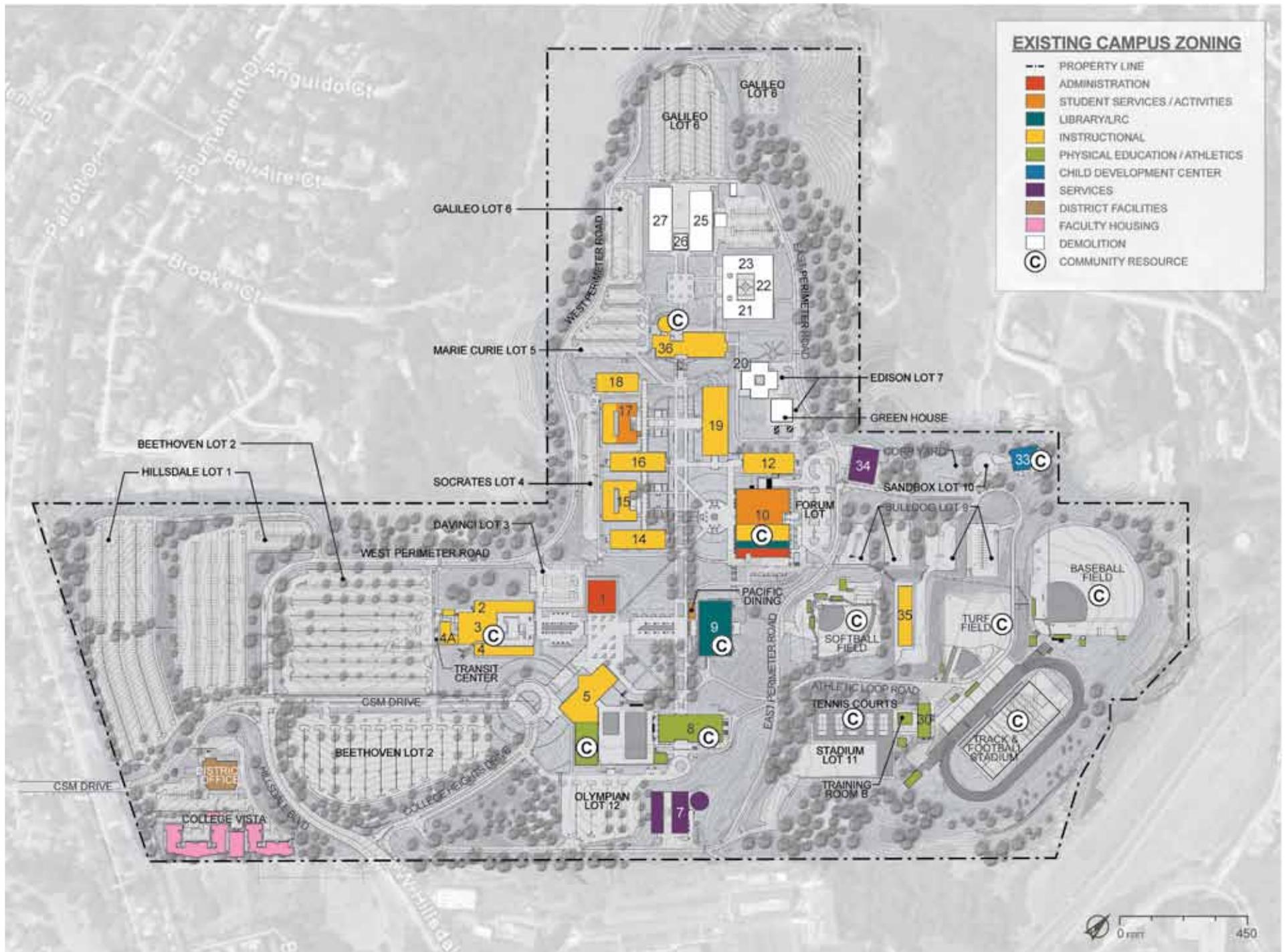
With the completion of Building 10, College Center, and the renovation of Building 17, many of the student support services are now located adjacent to and easily accessible from the primary north-south pedestrian corridor. The College administration is identifying additional program location re-assignments that will help improve access to these support services, making sure they, too, will be readily accessible from the campus center.

Several new buildings identified in previous master plans have recently come on line. These buildings better meet the College's educational and student support needs, so Instructional Buildings 20 through 27 are currently being readied for demolition. This will create a more walkable campus appropriate to the size of the projected enrollment and also provide much needed parking.

1 Building 17, Student Life and Faculty Offices

2 Building 27, formerly Multimedia





Existing Conditions

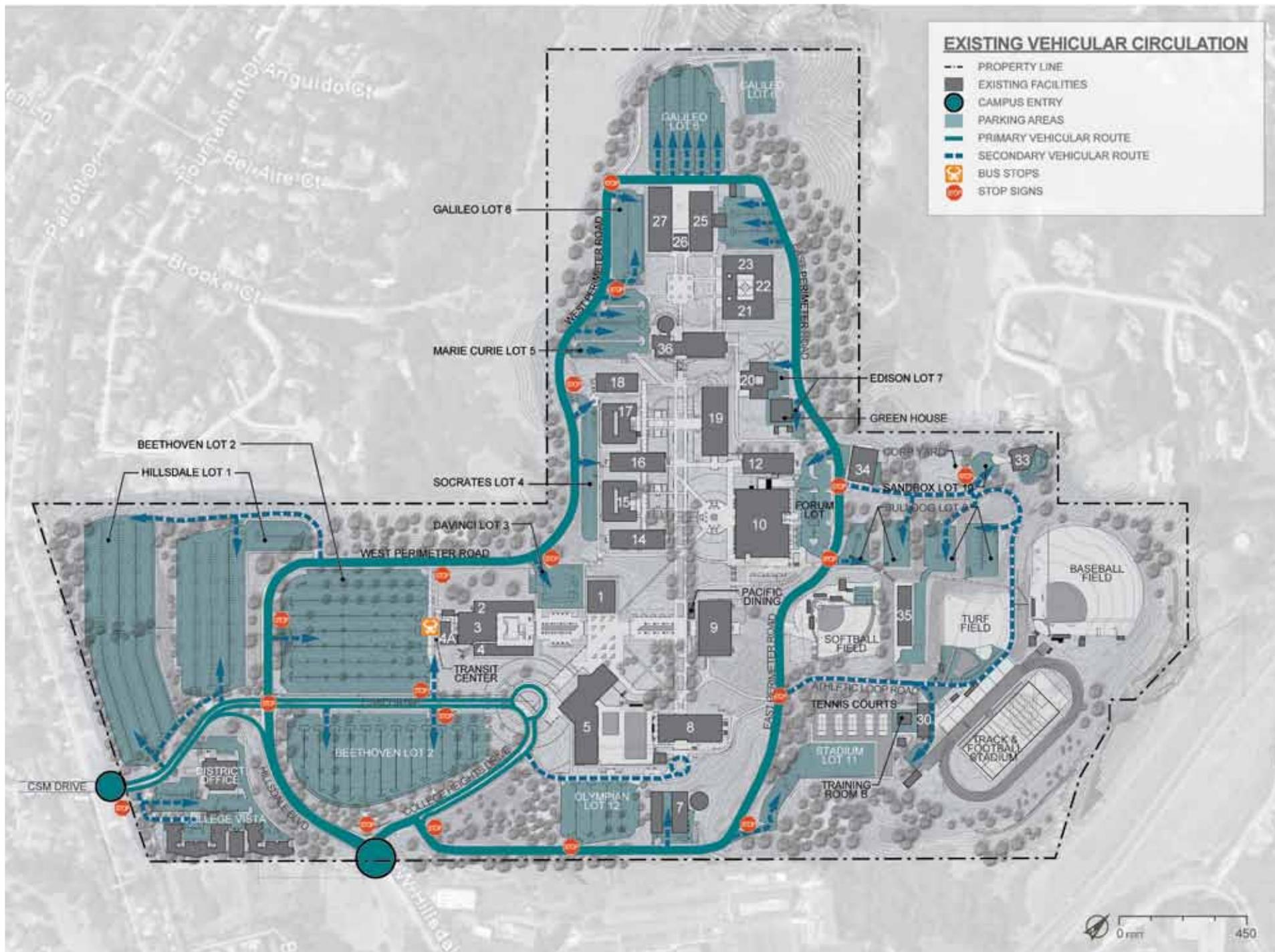
Existing Vehicular Circulation //

The major campus entry point is from West Hillsdale Boulevard. From there, drivers either follow College Heights Drive or continue on to the West Perimeter Road. The secondary entrance is through the residential neighborhood to the west via Parrott Drive onto CSM Drive. Both entry locations provide easy vehicular access onto the two-way loop road that defines the perimeter of the campus.

The recent improvements and additions to campus parking lots have improve distribution of parking spaces around the campus perimeter with multiple points of access into the College's core.

- 1 College Heights Drive
- 2 Beethoven Lot
- 3 Socrates Lot
- 4 DaVinci Lot





Existing Conditions

Existing Pedestrian Circulation //

The campus' hillside setting, with its lengthy and often steep pedestrian pathways, creates some challenges for students, visitors, faculty, and staff to identify ways to enter campus from the parking lots.

The recently completed stair and elevator tower at the western end of Buildings 2, 3, and 4, Fine Arts Complex, provides a direct ADA-compliant link from the public transit stop to the heart of the campus. Additional signage directing passengers from the transit stop to the tower would improve the experience for first-time visitors.

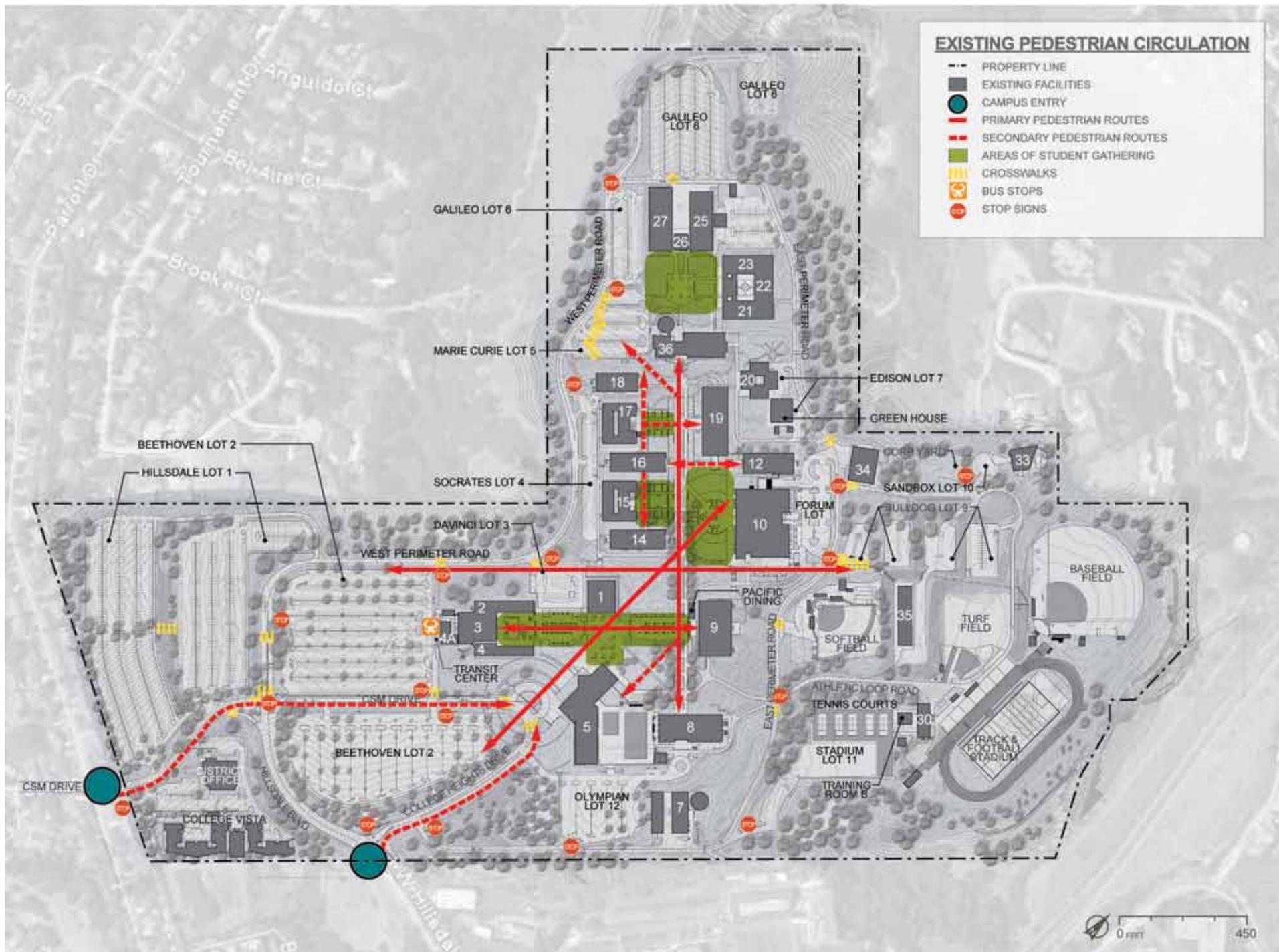
Once pedestrians reach the campus core, circulation is easily navigated. The completion of Building 10, College Center, has provided an ADA-compliant pathway linking the Main Quad to the southern half of the campus.

Community members take advantage of the lovely campus setting to walk for exercise and enjoyment. The loop road, however, does not afford safe pedestrian access from the main entry points to the core of campus.

Pedestrian use the Perimeter Road on both the east and west side of campus. Some portions of the Perimeter Road lack accessible sidewalks, which creates safety and ease of travel challenges for pedestrians.

- 1 Steep pedestrian pathways
- 2 Stair and elevator tower at the Creative Arts Complex
- 3 Pedestrian approach to Building 10, College Center
- 4 Lack of pedestrian pathways at the entry to CSM Drive







Recommendations

2011 Facilities Master Plan //

The 2011 Facilities Master Plan for College of San Mateo is based on the College's Educational Master Plan. It addresses the current and projected educational needs for the College and serves as a guide for future development. The recommendations included in this Facilities Master Plan address the Districtwide guiding principles that are summarized in the introduction. The College Educational Master Plan and these guiding principles were addressed in developing Facilities Planning Priorities that are specific to College of San Mateo and summarized in this document.

Facilities Planning Priorities

- Renovate existing buildings to further support classroom instruction and student support services needs.
- Create a campus focal point to support a variety of outdoor student activity.
- Create clearly identifiable, ADA-compliant pedestrian pathways:
 - From the public transit stop.
 - From parking lots to the campus core and athletic facilities.
 - From campus entries for those community members who walk around the campus.

- Celebrate the experience of College life by developing interior and exterior spaces that reinforce the importance of and appreciation for education.
- Improve the College's ability to maintain its building assets.
- Enhance the District's maintenance and recycling capabilities.
- Incorporate renewable energy technologies to:
 - Reduce operational costs and allow redirection of funds to instructional programs.
 - Provide leadership in the education of students.
 - Raise awareness in the community about the potential of renewable energy.
- Integrate sustainable design practices in future new construction and renovation projects to increase energy efficiency, reduce water usage, and improve the teaching and learning environment.

1 Building 10, College Center

2 Building 5, Health and Wellness Center



Recommendations

Facilities Master Plan Projects //

The projects recommended as part of this 2011 Facilities Master Plan for College of San Mateo are described on the following pages. These projects address the College's Facilities Planning Priorities, accommodate the projected program changes, and define a vision for the future. The order of the projects described is based on the location on campus and does not reflect a priority order.

New Construction or Renovation

- Building 7, Facilities Maintenance Center

Renovation or Reconstruction of Existing Facilities

- Buildings 2 and 3, Fine Arts Complex
- Building 9, Library
- Building 12, Instructional Building

State Approved Projects - Pending Funding

- Building 8, Gymnasium

Projects Pending State Approval

- Building 19, Emerging Technologies Center

Demolition of Existing Facilities

- Building 1, former Administration Building

Proposed Site Development Projects

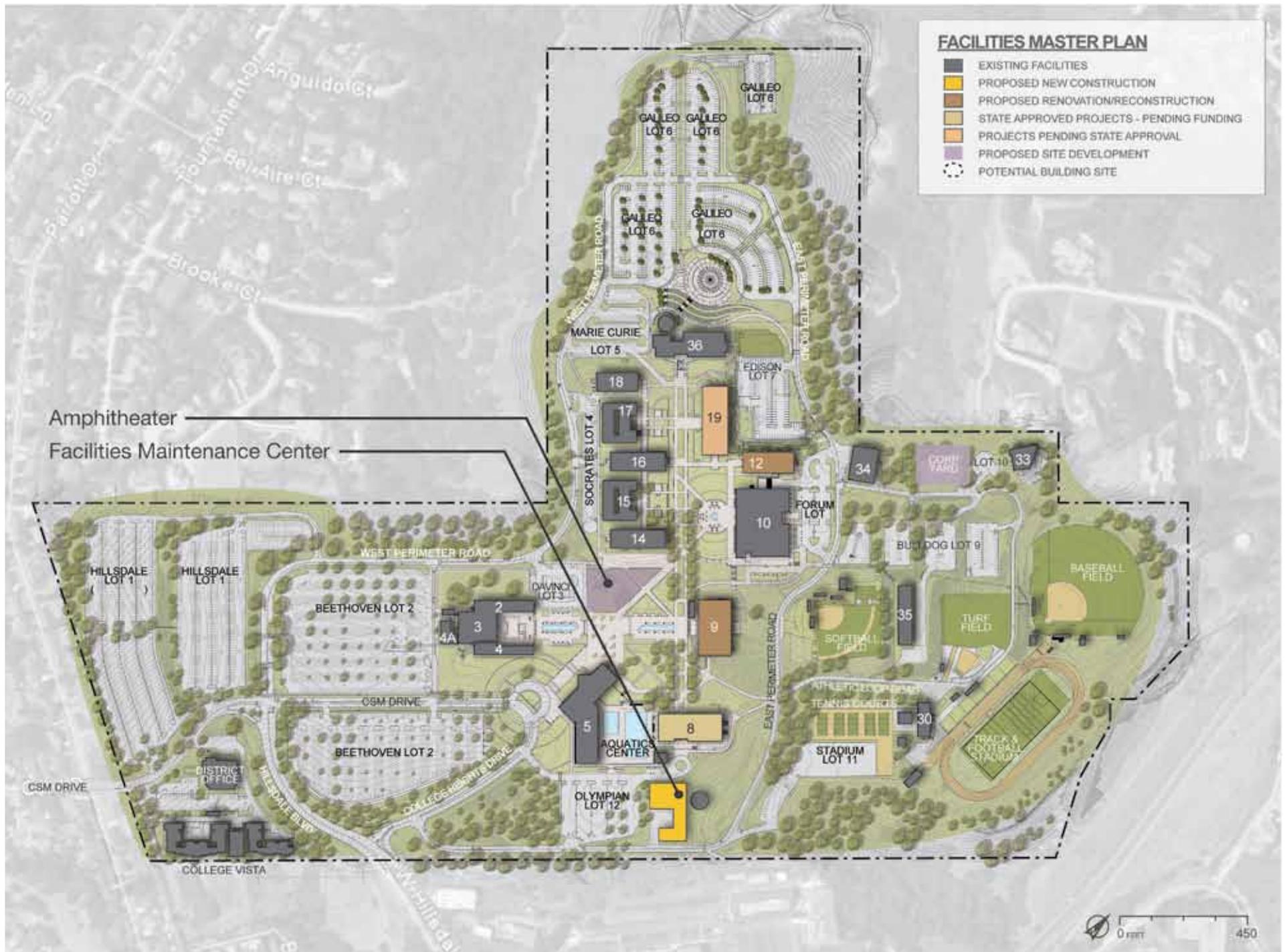
- Amphitheater
- Corporation Yard
- Fuel Cell

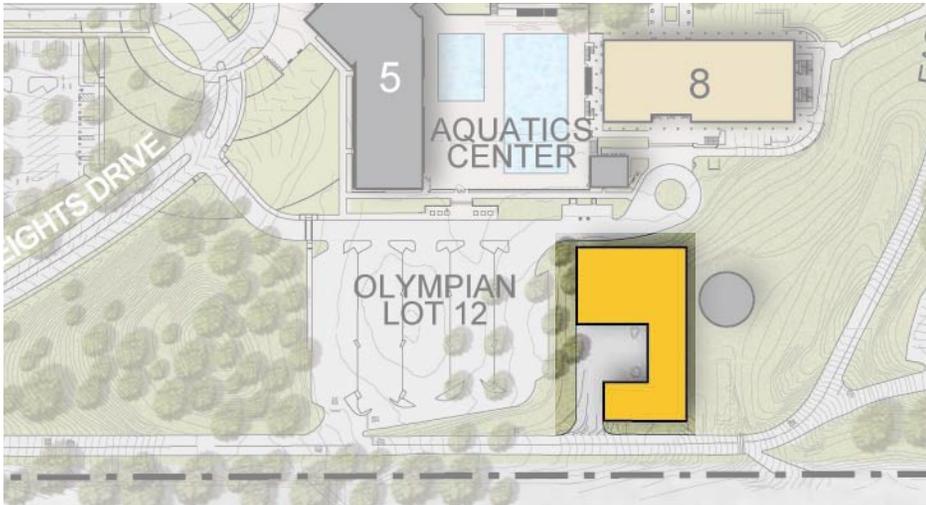
Potential Building Sites

- The new Amphitheater on the site of the existing Building 1, former Administration Building, has been identified as a potential building site for future development.

Projects in Progress as of July 2011

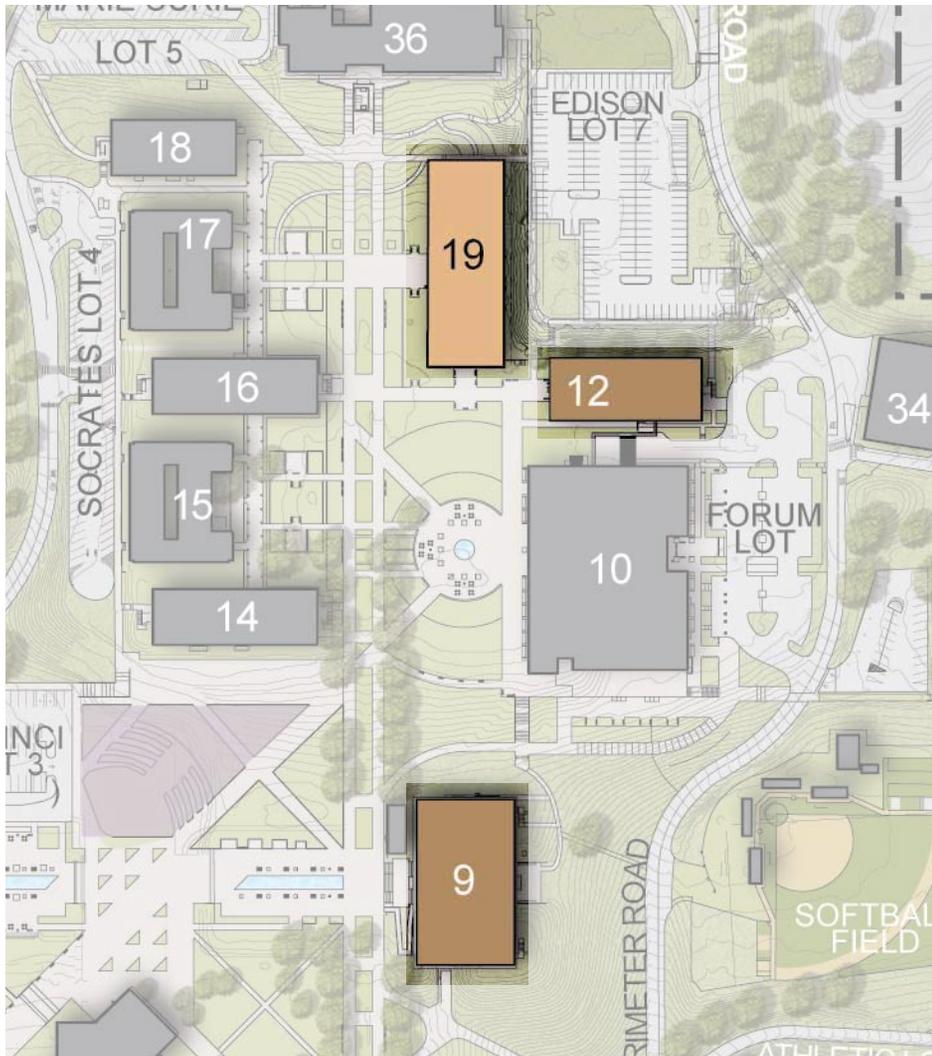
- Although the 2011 Facilities Master Plan depicts the renovation of the Edison and Galileo parking lots as complete at the time of Master Plan approval, they are works in progress with completion dates not yet established.





New Building 7, Facilities Maintenance Center

The Facilities Maintenance Center is nearly 50 years old, is in great disrepair, and has outdated systems and equipment. The Master Plan proposes to construct a new Facilities Maintenance Center. The new center will replace the inadequate facility and provide appropriate administrative, operational, office, engineering, shop spaces, and vehicle storage for facilities and maintenance.

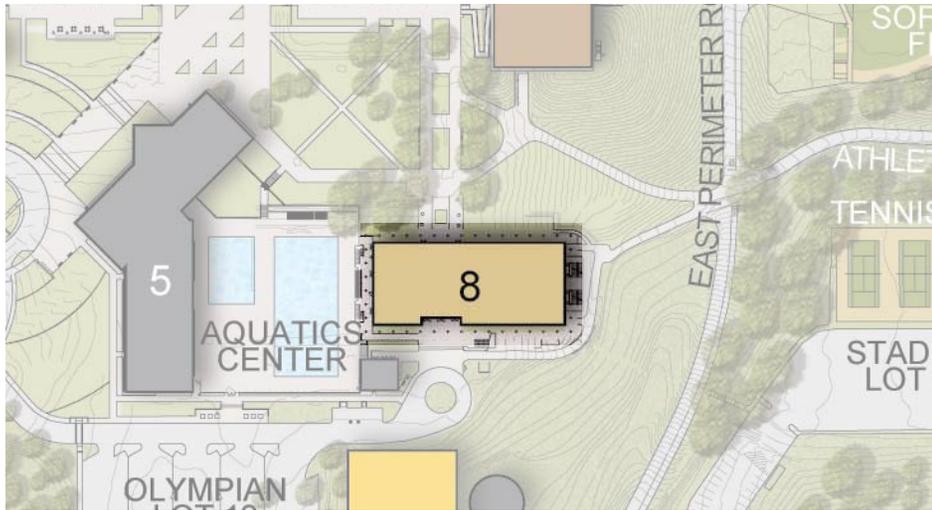


Renovation of Building 9, Library

The Library has been upgraded for seismic safety, but program needs have not yet been fully addressed. The renovation of this building will incorporate state-of-the-art technologies to address changes in the ways students, faculty, and staff access information. The modernization of the building will also include the provision of space for the consolidation of the Information Technology Services Department.

Renovation of Buildings 12, Instructional Building, and Building 19, Emerging Technologies Center

Some portions of Buildings 12 and 19 have recently been renovated, but there is still a need to upgrade the remaining portions, which this project will address. Laboratories that support the College's science and emerging technologies programs will be modernized to support current program needs. Additional upgrades will support the College's Center for the Scholarship of Teaching and Learning (SoTL).



Renovation of Building 8, Gymnasium

The Gymnasium will be renovated to support program needs, address access compliance issues, and improve its deteriorating condition in order to complement the recently-completed Health and Wellness Center. Renovations include improvements to the gymnasiums and locker rooms as well as an expansion of instructional spaces at the lower level that will directly access the Aquatics Center pool deck.



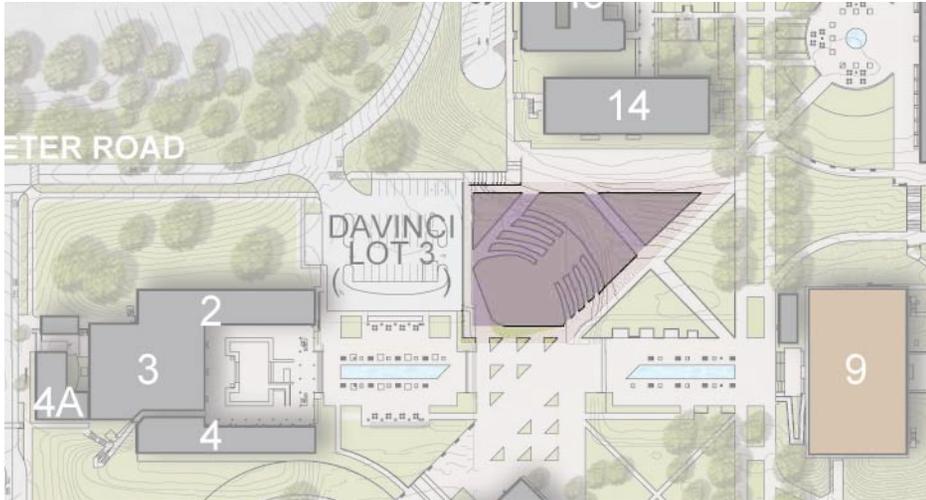
Demolition of Building 1, former Administration Building

Most of the functions previously housed in Building 1 have been relocated either to the newly constructed Building 10, College Center, or to other renovated spaces. A few, such as Student Health, Psychological Services, and Campus Security, still remain, as new locations are identified for them elsewhere on campus. Once those functions have been relocated, this outdated building may be demolished.

The College's Main Point of Entry, MPOE, for telephone and data communications is located in Building 1 and is critical to providing information technology to the entire San Mateo Community College District. Any modifications to the existing Building 1 will require careful logistical planning for this critical District infrastructure.

Data Center

Information Technology Services, ITS, has for years been providing the effective use of information technology to support the District's teaching and learning environments. ITS has been very resourceful in providing quality services while operating with a deficient infrastructure and with a decentralized staff due to the lack of a centralized Data Center. It is an objective of the Facilities Master Plan to implement a consolidation of ITS resources and infrastructure to improve the operating efficiency of Information Technology Services to better serve faculty, staff and students.

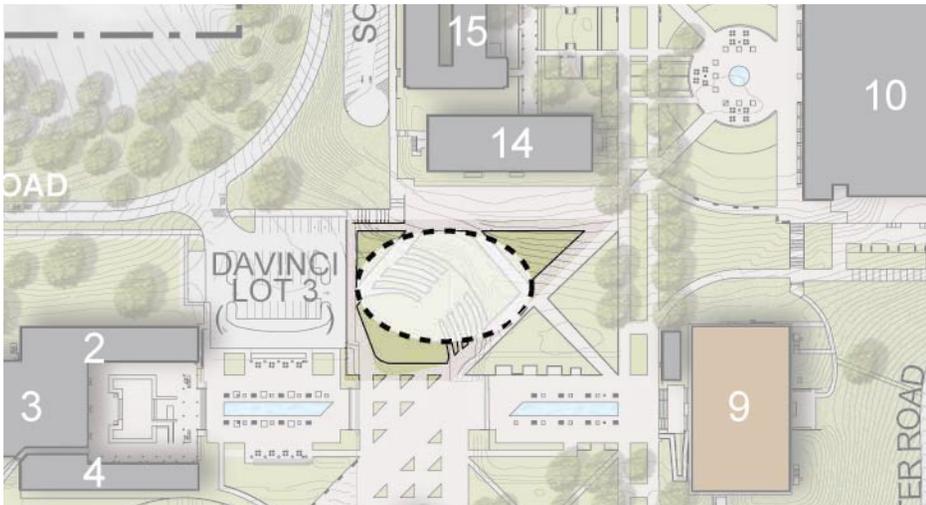


Amphitheater

The planned demolition of Building 1 creates an opportunity to take advantage of the natural terrain to construct an amphitheater. This Amphitheater addresses the College's desire to improve campus life and create a more collegiate environment. It will support a variety of large and small gatherings for performances, speeches, and ceremonies as well as casual student interaction. This hub of student activity will further reinforce the Main Quad as the heart of the campus.

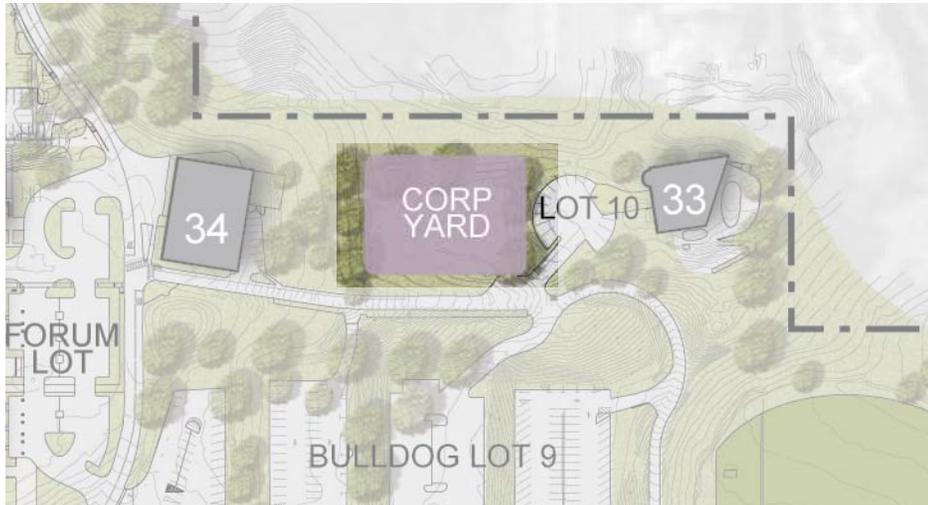
Renovation of Buildings 2 and 3, Fine Arts Complex

The relatively minor renovations proposed for these buildings include upgrades to sound systems, media capabilities, and acoustics for the Choral and Theater spaces. Americans with Disabilities Act (ADA) improvements will also be incorporated.



Potential Building Site

Based on the College's Educational Plan and projected enrollment, the campus currently has an adequate amount of built space. The renovation projects identified in this Master Plan will address the program needs and improve the utilization efficiency of its existing facilities. Should the campus experience unexpected growth beyond the Master Plan horizon, the area identified as the location for a new Amphitheater could be used as a future building site.



Corporation Yard Renovation

Renovations to the College's Corporation Yard will include the addition of a small administrative office space and service vehicle protection as well as improvements to paving, lighting, and fencing.

Fuel Cell

As part of a Districtwide effort to explore opportunities to improve sustainability of operations, reduce utility expenditures, and model environmental stewardship to its students and to the community, the District has commissioned a report to identify possible locations for a fuel cell at College of San Mateo. While the results of this study will not be available in time to incorporate into this Facilities Master Plan, a fuel cell may eventually be incorporated into the campus plan. The location will be selected to provide maximum return on investment to the District. Consideration of campus functionality and the possibility of additional future expansion of campus facilities outside the range of time anticipated in this plan will also be taken into account.

Recommendations

Proposed Vehicular Circulation //

Improvements to vehicular circulation patterns over the past decade include creation of ceremonial entrances into the College from CSM Drive and College Heights Drive, upgrades to the perimeter road and parking lots, and the development of a transit center for buses.

- 1 Entry signage at College Heights Drive
- 2 Ceremonial Circle
- 3 Entry signage at CSM Drive
- 4 Transit center



Recommendations

Proposed Pedestrian Circulation //

The pedestrian circulation patterns have been enhanced and reinforced with the recent completion of Building 5, Health and Wellness Center, and Building 10, College Center, and their associated landscaping and paving projects. There are, however, a number of improvements still needed:

- The demolition of Building 1, former Administration Building, and the subsequent construction of an Amphitheater will strengthen the pedestrian ties between the western portion of campus and the north-south corridor.
- Well-defined, easily visible pedestrian circulation paths will be developed to provide a clear link from the Hillsdale to the Beethoven Lot, and, from there, into the campus core.
- Signage will be added at the transit stop to provide passengers with clear direction to the heart of campus.
- Well-identified paths of travel from the campus main entries into the campus core will provide access for those community members who “walk the campus.”
- A pedestrian pathway from the adjacent parking lots to the softball field will be developed.



- 1 Student gathering areas at entry of Building 10, College Center
- 2 Proposed location of Amphitheater
- 3 Staircase from Ceremonial Circle to campus core
- 4 Pedestrian walkway on College Heights Drive



Skyline College



Skyline College **2011 Facilities Master Plan**

San Mateo County Community College District

HMC Architects

Letter from the President //



Thanks to the visionary leadership from the Board and the Chancellor, a dedicated and esteemed faculty and staff, an engaged student body, and a generous and supportive community, Skyline College has undergone a dramatic physical transformation. It has evolved from being an aged, cold, gray, concrete, fog-covered educational facility with dilapidated and inaccessible structures and outdated technologies to a modernized, well equipped set of buildings designed for state-of-the-art instruction and services with warm gathering and networking spaces that accommodate the new ways in which students live and learn. Overlooking the Pacific Ocean, Skyline College is well on its way to matching that kind of natural beauty with its own facilities.

Skyline College has undergone tremendous growth in student enrollment while effectively and efficiently responding to their educational needs in an environment that is rich in culture and opportunity. Each semester, more than 10,000 full-time and part-time students attend the College. Over 800 class sections per semester are offered, including a broad range of evening, weekend, and online classes.

Many Skyline College students transfer to four-year colleges and universities around the country. Other Skyline College students graduate and achieve an Associate in Arts (A.A.) or Associate in Science (A.S.). Students achieve employment and advancement in business and industry upon earning certificates and degrees—all possible with educational facilities that are centered on student success and community educational needs.

This Educational Facilities Master Plan represents some of the best thinking about the future needs of the College and community. While we have certainly transformed the institution to meet many of the needs, there are still some unmet needs. We are almost there—this plan closes the gaps and looks to the future. This plan culminates in a signature facility that appropriately situates the college as an institution of higher education that is a major source of pride and respect in the community and in the District.

A handwritten signature in black ink, reading "Regina Stanback Stroud". The signature is written in a cursive style with a large, stylized initial "R".

Dr. Regina Stanback Stroud
President
Skyline College
July 2011

Mission, Vision, Values, and College Goals //

Mission

Skyline College is a comprehensive, open access community college that provides student-centered education leading to transfer, career advancement, basic skills development, and personal enrichment.

The College is committed to preparing students to be culturally sensitive members of the community, critical thinkers, proficient users of technology, effective communicators, socially responsible lifelong learners, and informed participants of a democracy in an increasingly global society.

Skyline offers innovative instruction and student support to a rich tapestry of diverse learners through the hallmarks of the College: academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development.

Vision

Skyline College strives to inspire a global and diverse community of learners to achieve intellectual, cultural, social, economic, and personal fulfillment.

Values

Education is the foundation of our civilized democratic society. Thus:

- **Campus Climate:** We value a campus-wide climate that reflects a ‘students first philosophy’ with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.
- **Open Access:** We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and services that enable them to advance steadily toward their goals.
- **Academic Excellence:** We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through vocational programs and certificates, Associate of Arts and Associate of Science degrees, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to providing education in a climate that values innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas for all.
- **Community Connection:** We value a deep engagement with the community we serve and our role as an academic and cultural center for business, industry, labor, non-profits, government, and the arts.
- **Shared Governance:** We value just, fair, inclusive, and well-understood governance processes based upon open and honest communication.

College Goals

1. Develop the scope, quality, accessibility, and accountability of instructional and student service offerings, programs, and services.
2. Enhance institutional effectiveness in the planning and decision-making processes through cooperative leadership, effective communication, and shared governance.
3. Fulfill the College’s role as a leading academic and cultural center for the community through partnerships with business, the community, and non-profit organizations.
4. Provide adequate human, physical, technological, and financial resources to successfully implement educational programs and student services in order to improve student learning outcomes.
5. Offer faculty and staff opportunities for professional growth and advancement.

Existing Conditions

Existing Campus Plan //

Skyline College is located on 111 acres just west of Skyline Boulevard in San Bruno and draws students from the socio-economically and ethnically diverse northern portion of San Mateo County.

Opened in 1969 with several key buildings completed, Skyline has continued to expand since then with at least one new significant building added to the campus each decade. Most of the buildings have been added within the loop road, creating a dense campus core and defining a major campus spine from Building 8, Business and Language Arts, down through the heart of the campus to the portable buildings and Athletic Fields. A web of pedestrian pathways weaves between the buildings to bring pedestrians to the campus spine from the various parking lots that surround it.

The hilly site offers a wonderful view of the Pacific Ocean and borders designated open space to the west. On the south, it is bordered by significant stands of trees. The campus buildings, however, focus primarily inward, toward the campus core. This creates a dual

personality for many of the buildings as they attempt to establish their presence on both the central core and on the loop road. Additionally, it creates some identity issues for the campus, given the need to locate service entries and loading docks on the same building faces as welcoming entries, and no single building entry yet signifies a campus main entry indicating one “has arrived at Skyline College.” The recent addition of Building 4, Administration, Cosmetology, and Multicultural Center, and the vehicular traffic changes adjacent to it may foster this sense on the northern portion of campus (see adjacent campus map) as the programs in the new building come on line, but there is not yet a corollary sense of place on the southern portion of campus.

While offering fabulous views, the hillside setting has presented some challenges for development over the years. With buildings and parking lots located at a variety of levels, pedestrian access paths are often difficult to navigate, and campus wayfinding from some of the outlying areas into the campus core is challenging.

- 1 Staircase from Main Quad to Building 8, Business and Language Arts
- 2 Staircase from transit center to courtyard level of Buildings 1 and 2



Existing Conditions

Campus Development History //

Building 1, Social Science/Creative Arts, Building 3, Gymnasium, Building 7, Science, and Building 8, Business and Language Arts, date from Skyline College's inception in the late 1960s. Buildings 1 and 3 have undergone minor renovations but still function largely as they did when originally constructed. Buildings 7 and 8 have had major renovations to meet changes in program requirements.

While building age is certainly a significant factor, it is not the only reason these buildings need attention. In order to meet student and community needs, the College has added new programs and updated others in order to better serve the needs of its community. Curriculum delivery methods have evolved to reflect hands-on, interactive, project-based learning and also to incorporate emerging teaching and learning technologies. Building codes, Title IX requirements, and consideration for those with disabilities have also changed, further increasing the need for significant building renovation.

Building 1 is slated for demolition as it long ago ceased to be an adequate facility for the programs it houses. The space recently vacated by the move of the College's administrative offices to the new Building 4, Administration, Cosmetology and Multicultural Center, will temporarily house programs including Administration of Justice, Paralegal, Distance Education, and other small programs that need dedicated, consolidated space in which to operate. Space for these programs will need

to be included in planning future building and renovation projects. Sparkpoint Center needs a closer physical connection to the College's other Workforce Development programs, which are currently housed in other campus buildings.

Building 2, Student Services, and Building 9, Automotive were added in the 1970s.

The cluster of former middle school buildings identified at Building 19, Pacific Heights, was acquired by the College in 2002.

The Quad level of Building 2, Student Services, underwent significant renovation in 2003 to create the Information/One Stop Student Services Center, which worked well for a time but no longer has enough space to adequately service the student population. Some renovations were made on the lower floor of the building to house Technology Labs. The upper floor of the building serves as a makeshift space for a variety of functions not suited to this location, which previously housed a Student Cafeteria. Disabled Students Programs and Services (DSP&S) and the Veterans' Center are inconveniently located on this third level, which is not accessible without using an elevator.

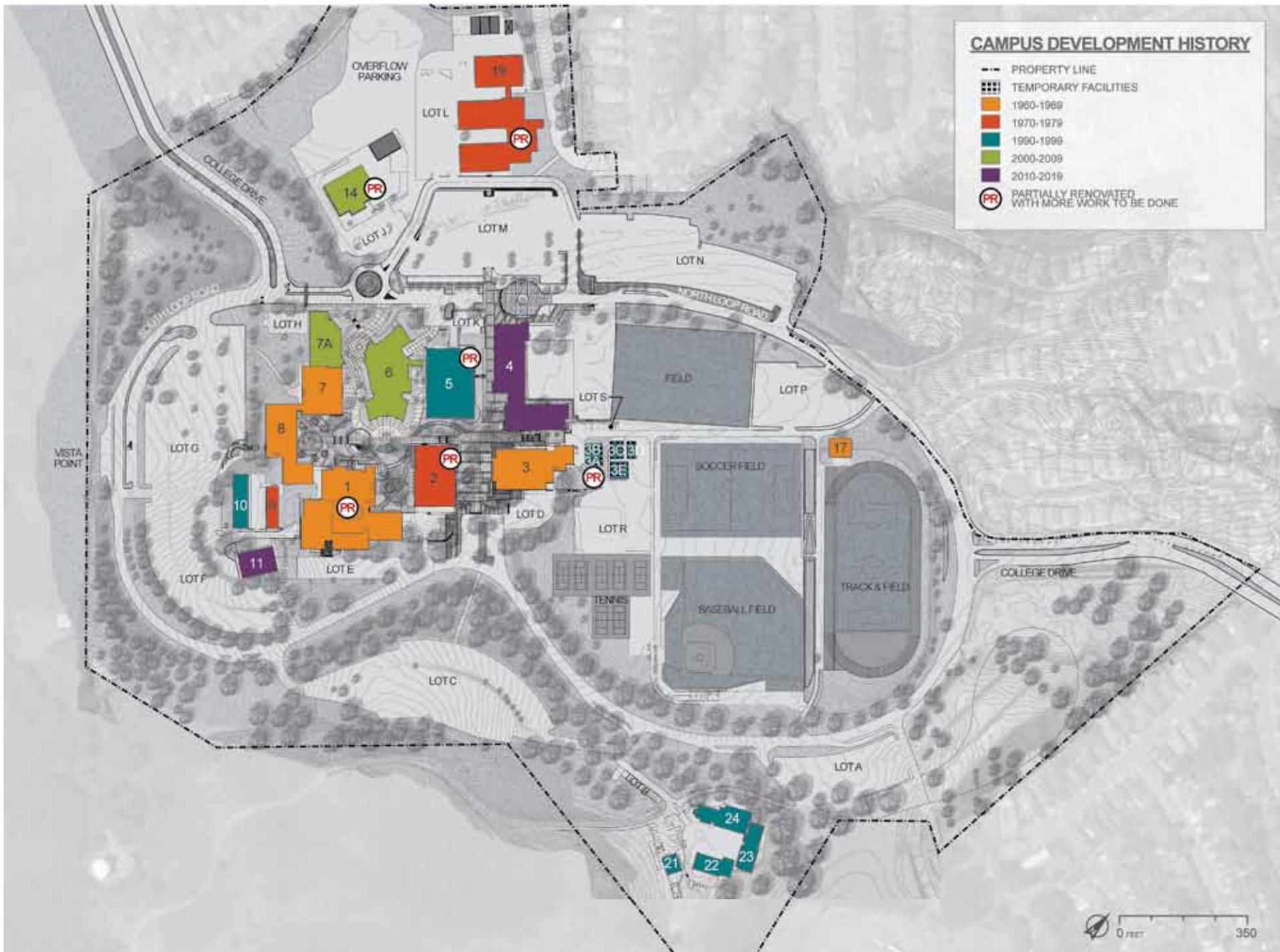
Building 19 has, for a number of years provided classroom and swing space for the campus. It is expected that this building will continue to serve as swing

space for some time as the future renovation of other campus buildings will generate a need for temporary instruction space. Building 19 is scheduled for eventual demolition.

Buildings 6, Student Services, and Building 7A, Science, were added within the last decade, creating a Student Activity Center on the first floor of Building 6 and expanding the number of classrooms on campus by providing additional General Education Classrooms on Building 6's upper floors and Science Labs in 7A.

The Automotive Program has grown to occupy three buildings over time: Buildings 9, 10, and 11, with Building 11 the most recent addition. Portable Buildings 3A through 3E were originally intended to be temporary, and, as such, have housed a number of programs. Some are currently dedicated to Physical Education and athletics-related programs, and others house academic programs for which the campus has been unable to provide a more permanent home.

Building 14, Loma Chica, has, like the Portable Buildings, served a number of functions over the years. It is currently serving as a combination of swing space and office space while also undergoing a minor renovation in order to house the Child Development Center.



Existing Conditions

Existing Campus Zoning //

The Existing Campus Zoning plan illustrates the functional zoning of the campus using colors to indicate the various assigned functions. Some buildings house more than one major use. In these cases, the use of multiple colors is intended to reflect the rough proportion of the building assigned to each use and is not an attempt to reflect the specific location of that use within the building.

The plan uses the symbol © to represent campus facilities that regularly provide benefit to the greater college community.

The majority of the College's instructional areas are on the western end of the main campus. There are some notable exceptions:

- The recently completed Building 4, Administration, Cosmetology, and Multicultural Center, houses the College's Administration offices, Cosmetology program, and Multicultural programs. Its easy access to well-defined public parking is appropriate and necessary for the program.
- Building 19, Pacific Heights, is located on -- but just outside -- the recently re-routed Loop Road and was never part of the main campus. As such, its main focus in recent years has been temporary swing space for programs displaced from other buildings due to construction or lack of space.

Student Services and Student Activities are conveniently located in the core of campus.

The gym and fields, consolidated on the eastern corner of campus, are well-situated for their use.

1 Fountain element at Main Quad

2 Aerial view of athletic fields



Existing Conditions

Existing Vehicular Circulation //

There are two main campus entry points, one from Skyline Boulevard to the east and one from Sharp Park Road to the north. Both have newly constructed entry monuments clearly announcing the arrival to campus.

The vast majority of parking spaces are distributed around the campus perimeter, although the recently completed projects included the re-routing of the loop road to capture a large number of parking spaces in Lot M within the loop road.

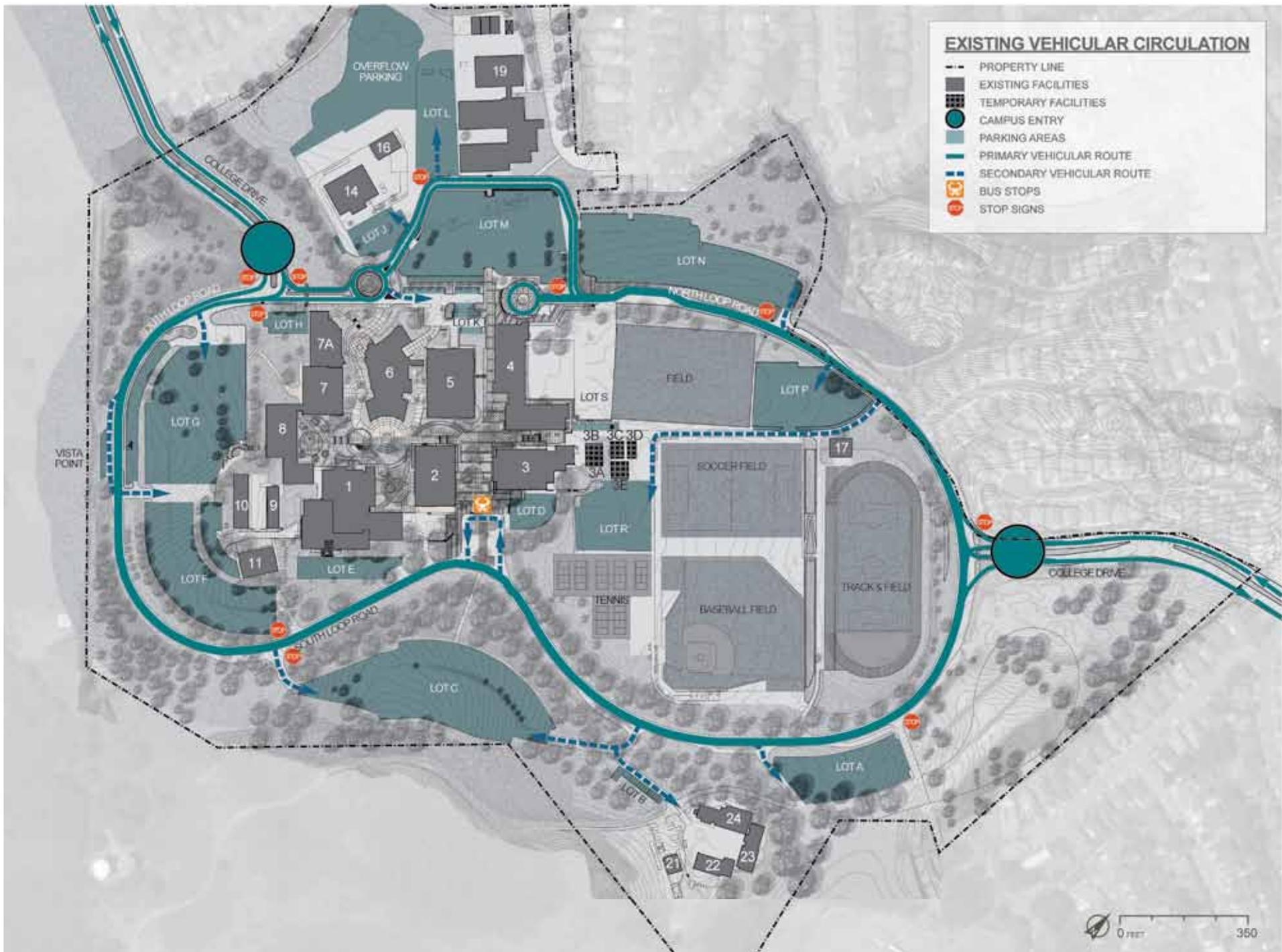
The public transit stop is well-located for delivering passengers to the heart of campus.

The recent construction of the “roundabout” on the loop road between Building 6, Student Services, and Building 7, Science, has improved the traffic flow into Parking Lots M and K as well as into the Loma Chica Parking Lot.

The new pedestrian drop-off at “Ceremonial Circle” is intended to provide a visual destination point and a dedicated centralized location for drop-off.

- 1 East Campus Parking
- 2 Public transit stop
- 3 “Roundabout” across from Building 6, Student Services, and Building 7, Science
- 4 “Ceremonial Circle”





Existing Conditions

Existing Pedestrian Circulation //

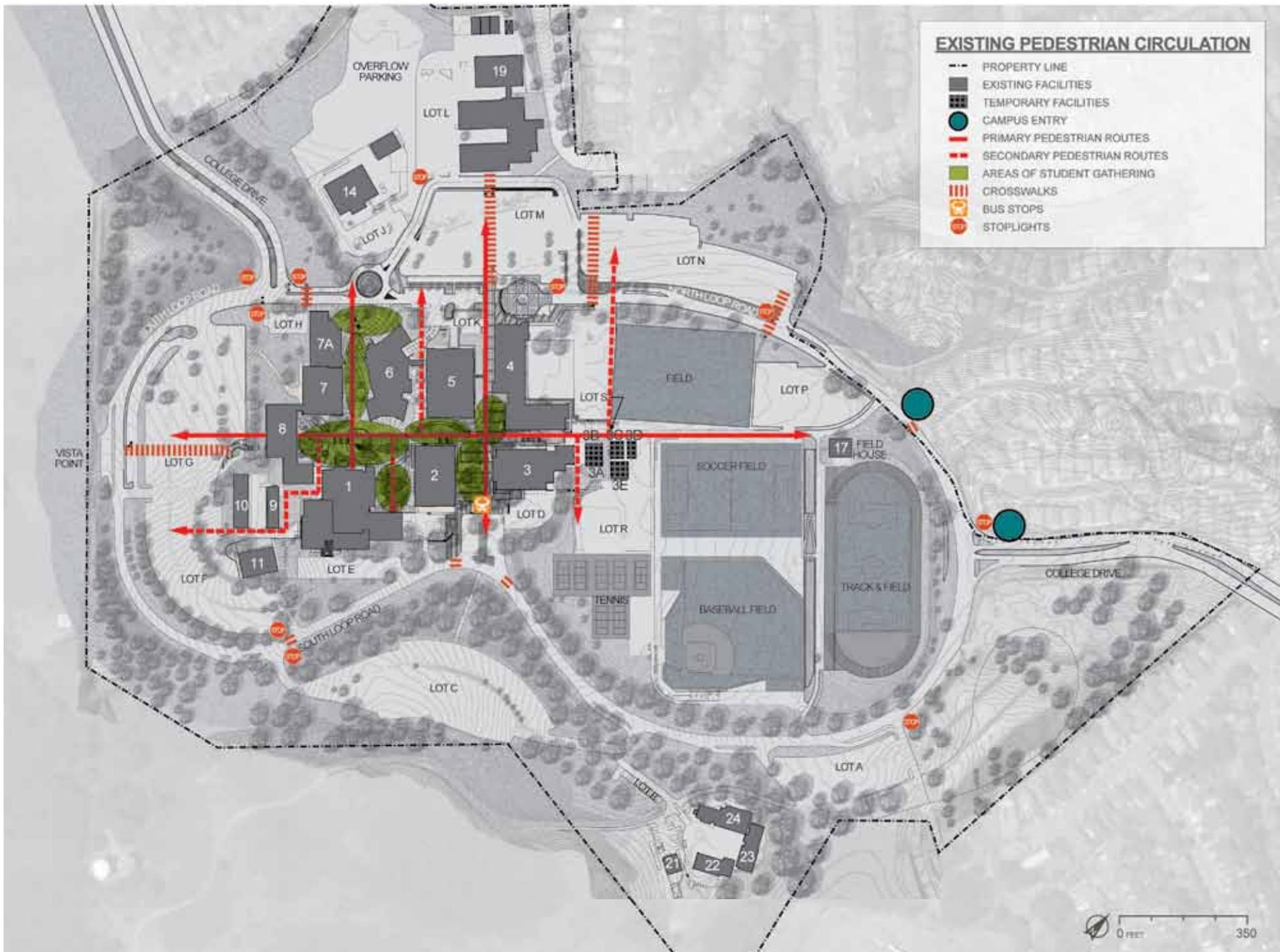
As noted previously, recent construction has made an effort to include additional parking spaces within the loop road in Lots M and K. The balance of parking is generally dispersed around the perimeter of the campus to minimize walking distances to instructional buildings. The recently completed projects included improvements to pedestrian accessibility on a topographically difficult site. Ongoing efforts should continue to make pedestrian access into the campus clearly visible and accessible.

The dispersed perimeter parking lots leave the campus with multiple smaller, less-defined entry points rather than a few well-defined main entries. It is hoped the easily visible Building 4, Administration, Cosmetology, and Multicultural Center, and the recent addition of the drop-off loop in front of it will help consolidate pedestrian traffic flow for the northern portion of campus.

As noted above, some of the main campus buildings have entries facing the loop road, adjacent to loading docks and service entries with Building 1, Social Science/Creative Arts, Building 5, Library/Learning Resource Center, and Building 6, Student Services, as examples. Many people use these loading docks as main entry points to the buildings and also to the campus beyond.

- 1 Pedestrian entry to Building 1, Social Science/Creative Arts, at loading dock
- 2 Pedestrian access from Lots L and M into Main Quad
- 3 Series of parking lots at differing topographic levels
- 4 Pedestrian access from campus to Lot C







Recommendations

2011 Facilities Master Plan //

The 2011 Facilities Master Plan for Skyline College is based on the College's Educational Master Plan. It addresses the current and projected needs for the College and serves as a guide for future development. The recommendations included in this Facilities Master Plan address the Districtwide guiding principles that are summarized in the introduction. The College's Educational Master Plan and these guiding principles were addressed in developing Facilities Planning Priorities that are specific to Skyline College and summarized below.

Facilities Master Planning Priorities

- Reinforce the Skyline College presence as a quality institution of higher education.
- Place student support services in easily identifiable and readily accessible locations.
- Renovate existing buildings to further support classroom instruction and student support services.
- Plan for new and updated facilities to consolidate growing campus programs including Performing Arts, Environmental Sciences, and Health and Wellness.
- Recognize opportunities to take advantage of the College's beautiful natural setting by creating sheltered exterior spaces to maximize the potential for enjoyment of the outdoors.

- Create a significant gateway entrance into the campus core along the College's southern edge.
- Enhance pedestrian pathways from parking lots and between existing buildings to improve pedestrian flow and increase the safety and security of users.
- Remove buildings not originally designed to support College-level instruction (Building 19, Pacific Heights, and Building 14, Loma Chica) from the campus space inventory.
- Plan for potential on-campus faculty/staff housing.
- Integrate sustainable design practices, materials, and technologies in new construction and renovation projects in order to:
 - Reduce operational costs.
 - Provide leadership and community responsibility.
 - Raise the public's awareness about the importance of sustainability.
 - Create facilities that represent an example of sustainable practices.

1 Building 4, Administration, Cosmetology, and Multicultural Center

2 Building 6, Student Services



Recommendations

Facilities Master Plan Projects //

The projects recommended as part of this 2011 Facilities Master Plan for Skyline College are described on the following pages. These projects address the College's Facilities Planning Priorities, accommodate projected program changes, and define a vision for the future. The order of the projects described is based on the location on campus and does not reflect a priority order.

New Construction or Renovation

- Social Science/Creative Arts Complex

Renovation or Reconstruction of Existing Facilities

- Building 5, Library/Learning Resource Center
- Building 14, Loma Chica

State Approved Projects – Pending Funding

- Building 2, Student Services

Projects Pending State Approval

- Center for Kinesiology and Human Performance

Demolition of Existing Facilities

- Building 1, Fine Arts Complex
- Building 16, Child Development Center
(currently being relocated to Building 14, Loma Chica)
- Building 19, Pacific Heights
- Portable Buildings 3A through 3E

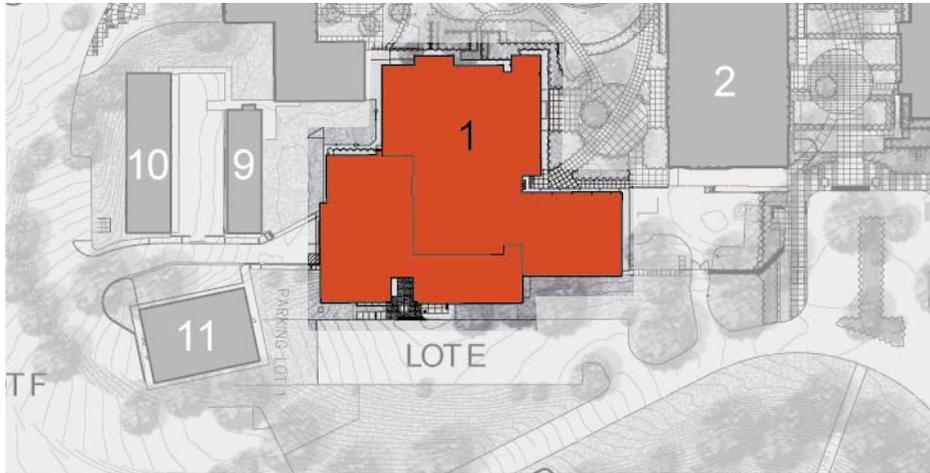
Proposed Site Development

- South Pedestrian Gateway
- Parking Expansion
- Wind Turbines
- Electric Car Charging Stations

Potential Building Sites

- Environmental Science
- Faculty/Staff Housing
- Building at Vista Point





Demolition of Building 1, Creation of a new Social Science/Creative Arts Complex

Building 1 currently houses the Social Science/Creative Arts program. Laid out inefficiently for its current use, the outdated building does not meet current seismic standards, and it contains hazardous materials dating from the original construction. The building will be demolished and replaced with a new Social Science/Creative Arts Complex that better addresses the needs of the programs housed there.

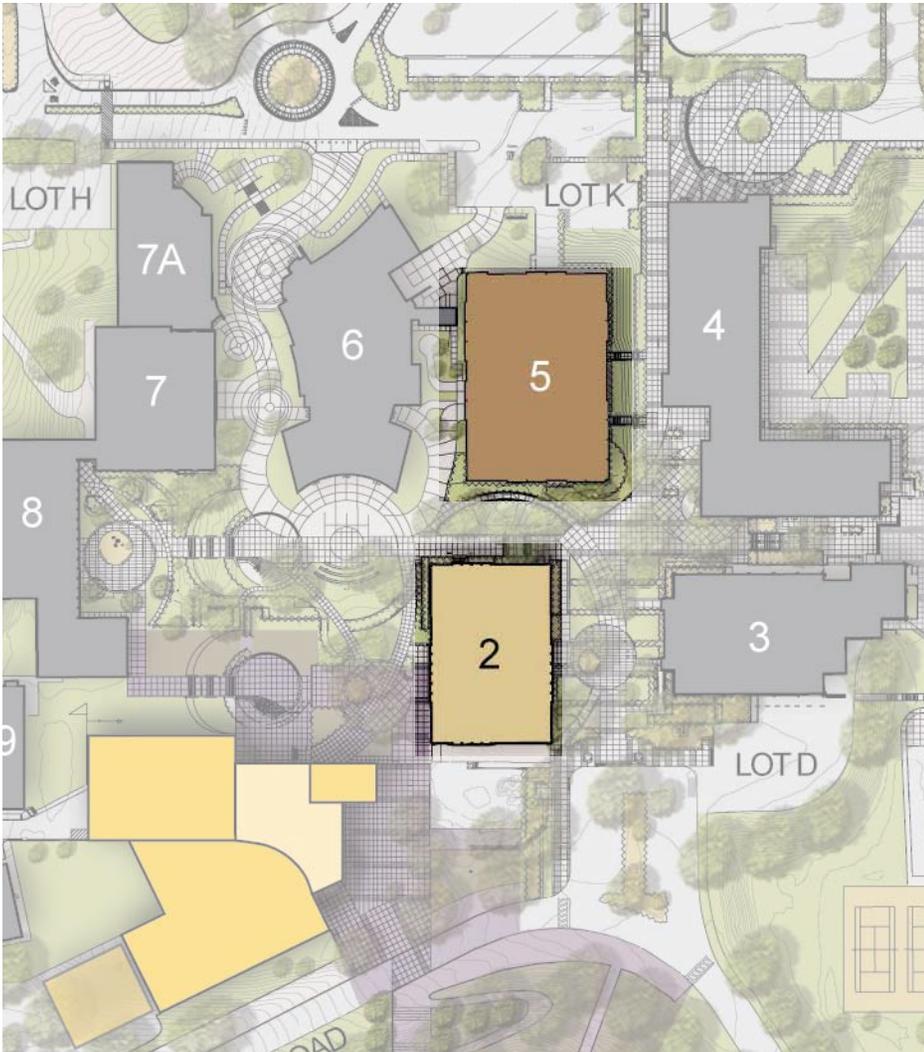
Housed within the existing building is the College's Main Point of Entry, MPOE, for telephone and data communications, which is critical to providing information technology to Skyline College. Any modifications to the existing Building 1 will require careful logistical planning for this critical campus infrastructure.



New Social Science/Creative Arts Complex

The new Social Science/Creative Arts Complex will support the instructional needs of these two divisions. It will include a theater, art studios, classrooms, and support spaces. This building will replace the existing Building 1 in its current location.

The new facility will be designed to serve as an identifiable entry on the south side of campus and play a key role in creating an important connection to the campus core.

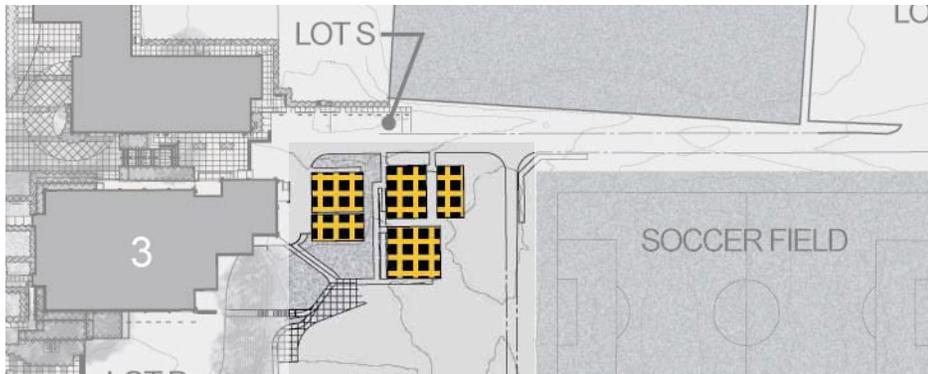


Renovation of Building 5, Library and Learning Resource Center

The existing Library/Learning Resource Center will be renovated to incorporate state-of-the-art technologies to address changes in the ways students, faculty, and staff access information, collaborate with one another on group projects, and provide and receive tutoring. The exterior landscape around the Library will be reconfigured to create a welcoming entry and clear pedestrian pathways to Building 4, Administration, Cosmetology, and Multicultural Center, and the Main Quad.

Renovation of Building 2, Student Services

Building 2 currently houses the Information/One Stop Student Services Center, Technology Labs, Disabled Students Programs and Services (DSP&S), and the Veterans' Center. The Information/One Stop Student Services Center has outgrown the space available, while DSP&S and the Veterans' Center are housed in former cafeteria space that has not been renovated to meet these program needs.



Removal of Portable Buildings 3A through 3E

Portables 3A through 3E have been serving as temporary instructional space for programs the campus has been unable to house in permanent locations. They will be removed from campus once there is permanent space available to accommodate these programs.



Center for Kinesiology and Human Performance/Potential Environmental Science Building

The Master Plan proposes a new building or buildings to house the College's Center for Kinesiology and Human Performance and Environmental Science programs. The proposed location is partially on currently vacant land adjacent to the new Building 4 and partially on the site of the existing Portable Buildings. The building will be designed to support the following goals:

- Provide increased access for students and the community to health and wellness programs and provide classroom spaces that support transfer programs currently housed in the existing Portable Buildings and/or Building 3, Gymnasium.
- Generate space and create a centralized home for the College's rapidly expanding Environmental Sciences Program, which is currently housed in scattered locations around the campus.
- Serve as a model for sustainability for the programs and the campus.
- Create a building destination that anchors the pedestrian east/west axis defining the campus.

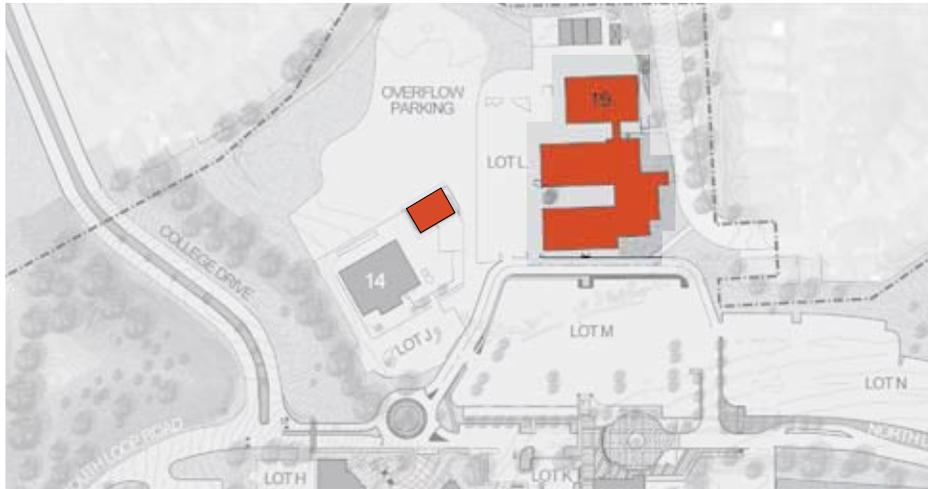


South Pedestrian Gateway

A new gateway will be designed in conjunction with the proposed new Building 1, Social Science/Creative Arts Complex, to define a clear point of entry leading into the campus core from the south. The new entry will gracefully accommodate the grade changes between the loop road and the campus core and be designed to accommodate those arriving in cars or on foot from Parking Lot C.

Wind Turbines

As part of a Districtwide effort to explore opportunities to improve sustainability of operations, reduce utility expenditures, and model environmental stewardship for students and to the community, the District has commissioned a report to identify possible locations for wind turbines on Skyline's campus. While the results of this study will not be available in time to incorporate into this Facilities Master Plan, a wind farm may eventually be incorporated into the campus plan. The location will be selected to provide maximum return on investment to the District.



Demolition of Building 19, Pacific Heights

In early 2000, the District acquired a former middle school site and buildings from the San Bruno Park School District with the intention to use it as temporary swing space during upcoming construction projects. Pacific Heights will, in the short term, continue to provide temporary instructional space, including lab functions for the College's Alternative Energy/Sustainability programs.

The Master Plan ultimately envisions the removal of these buildings, as well as the adjacent portable building that previously housed the Child Development Center, in favor of future campus development.



Parking Expansion

Once the demolition of Building 19, Pacific Heights, is complete, the area will be converted to additional parking.

Potential Faculty/Staff Housing

The Master Plan calls for the reservation of land in the north campus area for potential development as Faculty/Staff Housing, as has been developed at the other two colleges. Currently, there is not enough demand among faculty and staff to warrant construction of a third Faculty/Staff housing project. Should demand change, this north campus site is the designated location.



Potential Building at Vista Point

The Master Plan recommends the College consider the feasibility of constructing a new building at Vista Point to take advantage of the spectacular views of the Pacific Ocean.

The potential for a new building is illustrated here with the recognition that additional analysis will need to be done to determine the financial feasibility based on program needs and within the context of state and local revenue.

Recommendations

Proposed Vehicular Circulation //

Improvements to vehicular circulation patterns over the past several years include the development of the gateway campus entrances, bus routes, transit stops, and additional parking.

When the demolition of Building 19, Pacific Heights, is complete, the area will provide additional parking.

The construction of the Health and Wellness/ Environmental Science Building will increase the need to create additional parking spaces with the expansion of Parking Lot P.

- 1 Entry signage from Skyline Boulevard
- 2 Entry signage from Sharp Park Road
- 3 Proposed location for additional parking
- 4 Proposed location for Environmental Sciences and Health and Wellness Building



Recommendations

Proposed Pedestrian Circulation //

The pedestrian circulation patterns developed and refined over the past several years include a series of pedestrian paths and stairs that help to tie the different areas of the campus together.

As part of the additional parking on former Building 19, Pacific Heights, site, pedestrian pathways will be developed to create clear and safe thresholds into the main campus.

Another area designated for improvement is the pedestrian connection from Parking Lot C into the campus core. The developed pathway will provide a clearly identifiable, safe, and code-compliant stairway that ties into the proposed new Social Science/Creative Arts Complex and the new South Pedestrian Gateway.

All new projects will clearly address accessibility issues.

- 1 Pedestrian campus entry from bus drop-off area
- 2 Pedestrian walkway between Building 6, Student Services, and Building 7A, Science
- 3 Amphitheater at Main Quad
- 4 Pedestrian pathway from Lot C to campus core





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BOARD REPORT NO. 11-7-108B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tina Watts, Coordinator of Child Care Services, Skyline College, 738-7071

APPROVAL OF REVISED NON-SUBSIDIZED TUITION FEES FOR CHILD DEVELOPMENT CENTERS AT COLLEGE OF SAN MATEO AND SKYLINE COLLEGE

Last year, in an attempt to assist families with budget planning and to simplify administrative procedures, the Child Development Centers (CDCs) initiated a payment plan whereby non-subsidized tuition fees were averaged over a ten month period and families were charged a flat monthly fee. The flat monthly rate for a child attending five days per week is \$850 per month.

The CDCs have contracts with some alternative payment providers in San Mateo County, such as the Human Service Agency, Child Care Coordinating Council and Professional Association for Childhood Education (PACE), for low-income families. These agencies reimburse the CDCs using the Regional Market Rate which is higher than the Standard Reimbursement Rate used by the State Department of Education, potentially increasing revenues for the CDCs. However, in order to receive the full reimbursement rate from alternative payment providers, the tuition rates charged by the CDCs cannot be lower than the Regional Market Rate.

This year, the CDCs were informed by one of the alternative payment providers that, because the flat monthly tuition rate of \$850 per month is lower than the Regional Market Rate of \$1,001, the CDCs' reimbursement would have to be reduced accordingly. As a result, staff is recommending that the CDCs return to the prior method of charging non-subsidized families using a daily rate. Although the daily rate will remain the same, this will result in an increase in tuition rates for some clients over the course of the year; billing families for each day instead of averaging the number of days over ten months results in additional days and somewhat higher fees.

The following shows the proposed fees based on daily billing:

Child Age	Full Day (≥ 5 Hours)	Part Day (<5 hours)
2-3 years	\$62	\$52
3-5 years	\$50	\$45

This potential change in fee calculations has been explained to the majority of families who would be affected and all have been understanding and supportive of the change.

RECOMMENDATION

It is recommended that the Board approve the revised non-subsidized tuition fees for the Child Development Centers at College of San Mateo and Skyline College.

BOARD REPORT NO. 11-7-2C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Rick Bennett, Executive Director Construction Planning, 358-6752

**INFORMAL BID LIMIT INCREASE
CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

The District, acting in response to the February 24, 2007 Board Retreat, recommended to the Board of Trustees the adoption of a resolution to become subject to the California Uniform Public Construction Cost Accounting Act (CUPCCAA). This Act is available to special districts, cities and counties of California under Public Contract Code Section 22000. The adoption of this resolution occurred at the May 9, 2007 Board Meeting. As a result of this action, the District raised the minimum required bid for small public works projects from \$15,000 to \$125,000. In addition, the District was afforded the flexibility to negotiate with contractors for projects under \$30,000 and to use informal bidding on projects less than \$125,000, but greater than \$30,000 within the spirit of open accountability.

On April 25, 2011, the State Controller's Office issued a statewide letter stating that the informal bid limit prescribed by section 22032 of the Public Contract Code was increased from \$125,000 to \$175,000 effective July 1, 2011. The increase is pursuant to the terms of the Uniform Public Construction Cost Accounting Act and is at the recommendation of the California Uniform Construction Cost Accounting Commission. The Commission left the \$30,000 limit unchanged. A formal bid is required for public works greater than \$175,000.

The District has used this procurement tool effectively since May 2007. The District has been able to speed up the design, construction and delivery of small projects. Staff has implemented much needed changes to college facilities in an efficient manner, limiting overhead costs, while offering small projects to prequalified local and emerging contractors. The District has used CUPCCAA on a wide variety of small projects, including general office and classroom remodels, plumbing, electrical, lighting, mechanical and data upgrades, and small hardscape and landscaping projects at all three colleges.

Given the increase to the informal bid amount under CUPCCAA, the District will process small projects as follows:

- **\$0-\$30,000 - No Bid.** CUPCCAA exempts this size of project from bidding requirements; the District will negotiate a contract or procure the job by purchase order.
- **\$30,000-\$175,000 - Informal Bid.** Bid award to the qualified contractor submitting the lowest quote through an informal bidding process. Bid, performance and payment bonds continue to be required of all contractors doing work under CUPCCAA. Board action is not required with an informal bid. The District reserves the right to bid a project in this range formally.
- **Over \$175,000 - Formal Bid.** Requires advertisements in a local paper with 14-day advance notice. Trade Journals are notified 30 days in advance. Requires Board approval.

This report is for informational purposes and serves to update the Board of Trustees on the change to the informal bid limits increased under CUPCCAA. Since the Board has adopted a resolution making the District subject to the Act and the change is pursuant to the authority of the California Uniform Construction Cost Accounting Commission, no Board action is required.