

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
July 25, 2012
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 and potential or existing litigation. 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

12-7-2 [Minutes of the Study Session of July 11, 2012](#)

STATEMENTS FROM EXECUTIVES

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

12-7-3A [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.

- 12-7-1CA [Approval of Budgetary Transfers for the Period Ending May 31, 2012 and Adoption of Resolution No. 12-8 Authorizing Budget Transfers for 2011-12](#)

- 12-7-2CA [Acceptance of Gifts by the District](#)

Other Recommendations

- 12-7-101B [Adoption of Resolution No. 12-9 Regarding Board Absences](#)

- 12-7-102B [Acceptance of a Grant from the Developing Hispanic-Serving Institutions Program at the U.S. Department of Education for Cañada College](#)

- 12-7-103B [Approval of Contract Award for Districtwide Pouring Rights](#)

- 12-7-104B [Approval of Contract Award for Districtwide Snack Vending Machines](#)

- 12-7-105B [Request for Approval of Internal Borrowing](#)

- 12-7-106B [Contract Award for College of San Mateo North Gateway Part II Project](#)

INFORMATION REPORTS

- 12-7-3C [Report on Donations to KCSM-FM and TV for Fiscal Year 2011-12](#)

- 12-7-4C [Report on the Results of a Survey on the District's Funding Needs](#)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: **Cañada College** – Counselor, Counseling Services (2 positions); **College of San Mateo** – Librarian, Vice President of Instruction; **Skyline College** – Director of Marketing, Communications & Public Relations, President's Office; Visual Communications Coordinator, President's Office

 - B. Public Employee Discipline, Dismissal, Release

2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFSCME, AFT and CSEA

3. Public Employee Performance Evaluation

- A. President, Cañada College
- B. President, College of San Mateo
- C. President, Skyline College

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
July 11, 2012, San Mateo, CA**

The meeting was called to order at 6:05 p.m.

Board Members Present: President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holober, Patricia Miljanich, Karen Schwarz, and Student Trustee Bailey Girard

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

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve the minutes of the June 27, 2012 meeting of the Board. The motion carried, with President Mandelkern abstaining and all other members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

President Claire said he was informed earlier this week that former College of San Mateo student body president Matthew Kaidor passed away of natural causes. He asked that the Board adjourn this meeting in Mr. Kaidor's memory.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-7-1A)

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in Board Report No. 12-7-1A. The motion carried, all members voting "Aye."

RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS (12-7-2A)

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

Other Recommendations

APPROVAL OF MEDI-CAL ADMINISTRATIVE CLAIMING AGREEMENT BETWEEN SKYLINE COLLEGE, THE CONTRA COSTA COUNTY OFFICE OF EDUCATION AND THE BAY REGION LOCAL EDUCATIONAL CONSORTIUM (12-7-100B)

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

STUDY SESSION

UPDATE ON KCSM-TV (12-7-1C)

Chancellor Galatolo said that staff routinely performs contract negotiations but the negotiations for the sale of KCSM-TV have been very complex and have taken considerable time and effort. He said staff was anticipating outlining a recommendation at this meeting and bringing the recommendation to the Board for action at a subsequent meeting. However, negotiations are still ongoing. An update will be provided but Chancellor Galatolo cautioned that not all information can be shared because doing so could jeopardize negotiations.

Jan Roecks, Interim Dean of Business, Workforce & Athletics at Cañada College, said that on April 11, in her capacity as Director of General Services (the position she held until recently), she presented to the Board a status update on the sale of KCSM-TV. At that time she reported what the team had done so far and what they anticipated they would need to do in order to complete the sale. The team consisted of Ms. Roecks; Marilyn Lawrence, General Manager of KCSM; Larry Miller, an attorney who specializes in FCC law; and County Counsel Eugene Whitlock. Ms. Roecks outlined the lengthy and complicated process of creating the RFP and putting it out to bid. She reported that six bids were received, two of which the team determined met the criteria and would be viable offers. The three critical criteria that the team considered were (1) whether the bidder met the FCC rules for taking assignment of the KCSM-TV non-commercial license, (2) whether the bidder met the FCC regulations regarding local control and educational programming, and (3) the price offered, source of funding and terms of financing. Ms. Roecks said that at the April 11 meeting, she told the Board that the team hoped to bring a recommendation in approximately two weeks. However, the process to sell the station has been extremely complex and has been slower than the team thought it would be or wanted it to be. The team has had significant communication with both bidders and continues to negotiate actively with both. Ms. Roecks said the team feels confident that they will be able to bring forward a recommendation for a buyer who will meet the requirements.

Trustee Miljanich said the Board understood that the sale of the station would be a complex process and she is not completely surprised that it is taking longer than originally anticipated.

President Mandelkern asked Ms. Roecks if she could share more details on what has caused the delay. Ms. Roecks said there are different issues with the two bidders, all of which involve the three criteria listed above. President Mandelkern asked if both bidders are still active, viable contenders; Ms. Roecks said they are. President Mandelkern asked if a third bidder from the list of responders should be brought in to create more incentive. Ms. Roecks said she does not believe this is necessary. Each of the two bidders with whom the team is negotiating is aware that the other is bidding but does not know the details of the bid. This has made them more aggressive in trying to close the deal with the District. President Mandelkern asked Ms. Roecks if the team is comfortable that they are moving toward closure. Ms. Roecks said they are confident that they are moving in a positive direction in the negotiations.

Trustee Holober said the *Daily Post* ran a story that named the top two bidders. Ms. Roecks said she named all six bidders in April and it is public information. The top two bidders are FM Media and the San Mateo Community Television Corp.

Trustee Holober asked if an initial screening was done to determine if potential bidders would be able to meet the FCC criteria. Ms. Roecks said the RFP was very specific about what was required. There was also an Asset Purchase Agreement that included specific steps and rules. Chancellor Galatolo said a mandatory pre-bid conference was held to explain what was expected of bidders, e.g., they would be required to show they had economic resources and could meet the local control and other FCC requirements. Ms. Roecks said thirteen potential bidders attended the pre-bid conference and, of those, six submitted bids.

Marilyn Lawrence, General Manager of KCSM, said that the FCC sent a letter in March which more clearly identified the rules for programming and ownership. This information was shared with potential bidders and they were given an extra 30 days to respond.

Trustee Holober said that during the discussion in April, it was pointed out that while a buyer must meet the FCC requirements regarding educational programming, the District is not legally permitted to consider the actual programming in making its decision. Therefore, of all potential buyers that meet the FCC requirements, the Board would consider which one offers the best financial deal for the District. Ms. Roecks said this is correct.

Trustee Holober said he applauds the work staff is doing in this complex process. He said the primary purpose of the Board's decision to sell KCSM-TV was to stop the hemorrhaging of funds that the Board believes should be put into classrooms, and bringing in one-time dollars is secondary. He said that during the process of trying to sell the station, money that would be gained from the sale is lost due to the status quo operation of the station. He questioned at what point it would make sense to go to a third bidder, if that bidder could meet the requirements, in order to save more months of hemorrhaging. Ms. Roecks said the team has always been very aware of the Board's

direction regarding the sale and has taken it into consideration at each step in trying to bring a recommendation that will meet all criteria.

President Mandelkern asked if there is a timeline for honoring the public records request that was discussed at the April meeting. Ms. Roecks said that as soon as the negotiations are finalized, she will release the bid documents of the top two bidders, as was requested. She said she has been in contact with the requester to let her know that negotiations are still ongoing. President Mandelkern said the Board will also need time to review the documents before making a decision.

Trustee Schwarz said that, while this is a unique situation, it shares in common with other contracts the negotiation process. She asked if a timeline is imposed on the bidders. Ms. Roecks said the team has been working with the bidders on a timeline but it has had to be extended because negotiations have not been finalized. Trustee Schwarz said it is not generally a good practice to extend timelines and doing so can create other problems. Ms. Roecks said the team is very aware of the timeline and is pushing as hard as they can and being firm about what the District needs. She said that because some of the timeline has not been met, bidders have been asked to show more of a commitment than was previously requested. Chancellor Galatolo said that the failure of the first of the top two bidders to meet the timeline triggered conversations with the other bidder with whom the team is negotiating.

President Mandelkern asked Ms. Roecks if she believes the process is moving toward successful closure rather than having to move on to other bidders. Ms. Roecks said she feels confident that they are moving toward closure. Chancellor Galatolo said the team wants to make sure that, after a signed Asset Purchase Agreement and financing are in place, an offer will not be rejected by the FCC.

Trustee Miljanich said we are in an environment in which there will not be a large number of potential buyers. She said she appreciates the fact that the team is balancing this reality with the search for a buyer who can meet the stated criteria.

Tracy Rosenberg, Executive Director of Media Alliance, said she understands from Ms. Roecks' comments that the team is still negotiating with the top two bidders (A and B) and that when negotiations with A got "stuck," the team went to B in order to push A. Chancellor Galatolo said the team did not go to B in order to push A. The team is currently negotiating with both A and B, with both bids in play.

Ms. Rosenberg asked if there is an estimated time when an agreement will be reached. Ms. Roecks said she cannot give a specific date, but Ms. Rosenberg will know as soon as negotiations are completed because her public records request will be honored at that time.

Ms. Rosenberg said she hopes the Board will allow time after the bids are released for the public to have a chance to review the bids and provide input. She said that the station is a public asset and, while it is owned by the District and the final decision is up to the Board, she believes the ownership is larger than just the people in this room. She would like to see a fairly deliberate process to make sure that a sale is the best possible outcome. President Mandelkern said the Board is committed to a fair and transparent process, as stated at the April meeting. He said adequate time will be provided for both the public and the Board to review a recommendation and to discuss it fully before any decision is made. Ms. Roecks thanked the Board and Ms. Rosenberg for their patience.

Trustee Holober asked if there are expiration dates on the bids from the original six bidders, or if the other four would still be current if the top two bidders do not work out. Ms. Roecks said there is no expiration date and the other bidders could be brought into play. Chancellor Galatolo said it is important to note that the top two bidders were chosen for negotiations because of the three main criteria listed earlier. He said there was a considerable drop-off in the ability to meet these criteria from the remaining bidders.

Regarding the current operation of the station, President Mandelkern said that after several years of trying to reduce the financial subsidy to KCSM-TV, the Board made the difficult decision to sell the station. He said the station is still operating at a deficit and taking resources away from classrooms. He asked Ms. Lawrence if anything more can be done to reduce the need for subsidy while waiting for negotiations to conclude. Ms.

Lawrence said she does not see a way to reduce costs more than what has already been done. She said employees have been moved out of TV and into other positions through managed hiring. She has changed the programming schedule so that fewer people are needed in that area and programming costs are now next to nothing. However, because she thought the sale would be completed sooner, she stopped the pledge drive because people cannot be asked to pledge for a station that is going away. Ms. Lawrence said she is very aware of the issue and tries to make all decisions based on finances. Trustee Holober asked if the major cost is payroll. Ms. Lawrence said the major costs are payroll, transmission and power. The transmitter and power are critical to keeping the station on the air. In terms of payroll, she is using more student assistants and many staff members are doing multiple jobs. Chancellor Galatolo said that, because the pledge drive was stopped when the sale of the station was expected to be completed sooner, support from members is down 70% and this exacerbates the problem.

Trustee Miljanich said it took a long time for the Board to get to the point of actually acknowledging what was happening. The Board then went through a lengthy process of determining the best course of action and Trustee Miljanich said there are not a lot of other viable options. President Mandelkern said an option would be to shut the station down but that would remove the ability to sell the license. Student Trustee Girard said that if the station is shut down, the District would gain nothing. President Mandelkern said shutting the station down could be considered if it gets to a point where losses exceed the value that would be gained from the sale of the license, but he does not believe we are at that point currently.

Trustee Schwarz said there are certain requirements that must be met in order to keep a station running and she appreciates that KCSM-TV is running on bare bones in terms of staff. She said Ms. Roecks has conducted the process very well in the face of unexpected delays. Trustee Schwarz said she appreciates what Ms. Roecks and Ms. Lawrence are doing for the District.

Vice President Hausman said the Board is aware of the complexity with which Ms. Roecks and Ms. Lawrence are dealing and she appreciates that they are not losing sight of the Board's goals.

President Mandelkern said that the Supreme Court recently threw out fines and sanctions for indecency imposed by the FCC against Fox and ABC. He asked if this ruling has an effect on the case brought by the FCC against stations' airing of "The Blues: Godfathers and Sons" which KCSM-TV was a party to. Ms. Lawrence said the KCSM case is dead because it is past the statute of limitations. She said the FCC had asked the station to sign a document waiving the fine but the station would still have had a black mark on its record. The offer was refused by the District. She said the more recent case did not address content but was based on lack of fair notice.

President Mandelkern thanked Ms. Roecks and Ms. Lawrence for their presentation and thanked members of the public for attending the meeting and participating as well.

COMMUNITY NEEDS ASSESSMENT UPDATE (12-7-2C)

Barbara Christensen, Director of Community/Government Relations, said that community needs assessment was one of the goals discussed by the Board in February and adopted in April 2012. Staff has been working to begin the process and define the composition of the assessment. It is anticipated that the community needs assessment will have five parts:

1. An environmental scan with demographic information, both past and projected for the future, about our students and businesses in the community. A meeting was held today with researchers and Workforce Development staff at the Colleges along with staff and researchers from the Workforce Investment Board (WIB), who will work on this part of the project.
2. A survey of the general public which will probably be conducted by telephone, but could also be an online survey. Ms. Christensen provided a list of the types of questions that will be included (a copy of which is attached to the official minutes of record) but said the researchers and other staff at the Colleges are still working on the questions. The survey will most likely be contracted out and an RFP will be sent out in approximately one week.

3. A survey of high school counselors, administrators and faculty, which will also be included in the RFP. The purpose is to understand from their perspective why students choose our Colleges, the barriers students face in coming to college, how successful we are in communicating with the high schools, what more they need from us, and how we can better integrate our curriculum with what the high schools are doing. Ms. Christensen provided a list of sample questions for this portion of the survey as well (a copy of which is attached to the official minutes of record).
4. A survey of students attending the three Colleges in the District. Cañada College and Skyline College administered the Community College Survey of Student Engagement (CCSSE) survey this year and have the results. College of San Mateo agreed to send the same survey to its students in the fall. However, Ms. Christensen would also like to ask questions on topics that were not included in the CCSSE survey, such as registration, financial aid, scholarships, and career-technical offerings. Ms. Christensen provided a list of areas that students would rate, along with a sample of questions (a copy of which is attached to the official minutes of record).
5. A comprehensive business needs assessment. Ms. Christensen learned from Linda Asbury, President/CEO of the San Mateo Area Chamber of Commerce, that the WIB was embarking on a similar project. Ms. Christensen and Chancellor Galatolo met with the WIB director and found that their goals are very much aligned with the District's goals. Subsequently, Chancellor Galatolo, Ms. Christensen and the WIB director met with the San Mateo County Economic Development Association (SAMCEDA). Roseanne Foust, President and CEO of SAMCEDA, was very enthusiastic about being a partner in the project. As a result, the three Colleges, the WIB and SAMCEDA will partner in launching the business needs assessment. The methodology has not been determined, but will likely include some surveys and some focus groups.

Ms. Christensen said a planning meeting was held this afternoon with some of the Deans and staff of Business and Workforce at the Colleges, along with WIB staff and researchers. It was agreed that in September and October, the College leaders will discuss with their Workforce Development faculty what sectors of County businesses they are most interested in studying. Ms. Christensen provided a Business/Employers Needs Assessment Proposal (a copy of which is attached to the official minutes of record) which lists some of the potential sectors. Within each sector, the needs assessment will be designed to discover what kinds of skills employers need, what our Colleges are offering that helps employers, what we are not offering that would be helpful, and what the skill gaps are in the County and region. Each College will identify two sectors to pursue first and two to four sectors to be pursued in the longer term. All information will be informed by the massive amount of research done by the WIB on the career sectors in the County that are growing and those that are declining.

Ms. Christensen said that Economic Development Directors of all cities in the County, as well as Chamber of Commerce heads of all cities in the County, will also be involved in the project. The WIB has already convened each of these groups and everyone is very enthusiastic about the project.

Ms. Christensen said that because the business needs assessment is complex, it will probably take two years to complete. However, information about the first six sectors (two from each College) should be available this year.

Ms. Christensen said she has solicited input from the College Presidents and researchers. She said she would appreciate the Board's input and suggestions for any additions or changes in the way the questions are asked or on the scope of the project.

Student Trustee Girard said each College has a program research and institutional effectiveness group that conducts a survey every year and some of the questions seem to overlap with those on the handout distributed tonight. Ms. Christensen said the College researchers made the same point; they know the full range of what has been done already, including activities regarding student satisfaction that were conducted as part of the accreditation process, and will refine the questions accordingly. President Claire said that College of San Mateo actively surveys students in-depth and was also already on track to administer the CCSSE survey. He said all of the Colleges administered the Noel-Levitz survey in 2010. Ms. Christensen said the results of the Noel-Levitz surveys will also be incorporated.

Vice President Hausman asked if there is a listing of agencies or groups that were used as sources, such as unions, the National Association of Manufacturers, and others. Ms. Christensen said the WIB has collected data by sector and occupation from a variety of sources. She said each Career/Technical program at the Colleges is required to have an advisory group whose members are well-connected with our programs, and the project will use these groups as sources as well.

Trustee Miljanich said the District has gathered information in the past to try to improve the work we do with students, but she particularly likes the business piece of this project. She said this project will strengthen the communication between the Colleges and the business community. She said it will help students understand what is needed in the community and will help the District to provide pathways that can meet those needs.

Trustee Holober said the project looks very comprehensive. He suggested other pieces that might be worth looking at:

- students who are recent graduates of our Colleges and what they think about the Colleges
- students who are dropping out, why they drop out and what might make a difference
- high school students who are trying to figure out where to go next, and how they and their parents perceive our Colleges

Ms. Christensen said these issues came up in the meeting today and she agrees that the first two should be included. Regarding the high schools, the decision was made to talk first with counselors and administrators and then consider a survey.

Trustee Schwarz said that involvement with other organizations will be beneficial. She said she was told that the Middle College High School at Cañada College has a waitlist because the high school counselors have been promoting the program. She said she hopes that counselors will promote additional programs when they have a better understanding of what the Colleges can offer. Ms. Christensen agreed that it is important to understand what more the District needs to do in terms of communicating with high school counselors and administrators.

President Mandelkern said he is impressed and pleased with what has been done thus far. Regarding the high school component, he said that in addition to articulation and transition for students leaving high school, it is also important to consider concurrent enrollment in terms of opportunities for high school students taking classes on our campuses, offering college classes on the high school campuses, and the middle colleges. Ms. Christensen said the middle colleges and concurrent enrollment are included on the list for the RFP. She said the questions need to be formulated.

President Mandelkern said that President Stanback Stroud is hosting a Success Summit at Skyline College in October. The Summit will be attended by members of the President's Council and various segments of the community. He said it will provide an opportunity to get feedback about programs, particularly from the small business community. President Mandelkern encouraged the other College Presidents to consider holding a similar type of event. President Stanback Stroud said that approximately 150 people are expected to attend the Summit. She said the Summit is designed to talk about ways in which the Colleges can be responsive in the entire region. President Stanback Stroud said Skyline College is also hosting a San Bruno Chamber of Commerce Mixer tomorrow. Each attendee who completes a five-question survey about how the College can be more responsive to the community will be eligible to receive a Netbook, provided by Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations. President Stanback Stroud said she will share the information from the surveys with the other Colleges.

President Mandelkern said that in addition to gathering information, the community needs assessment process provides an opportunity to educate the community about what the Colleges have to offer. He said that in communications with all individuals or groups, the following two things should be emphasized: (1) the District cares about and listens to what people in the community think, and (2) the District has many resources and opportunities that people often do not know about

Ms. Christensen said she does not know yet what the costs of the community needs assessment will be. She said costs will be low for the environmental scan and the student survey. The WIB has agreed to split the cost for the business survey and Roseanne Foust has volunteered to put SAMCEDA money in as well.

RECESS TO CLOSED SESSION

President Mandelkern said that during Closed Session, the Board will consider the personnel items listed as 1A and 1B on the printed agenda. The Board will also meet with Agency Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

The Board recessed to Closed Session at 7:30 p.m.

The Board reconvened to Open Session at 8:55 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Trustee Schwarz and seconded by Trustee Holoher to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:59 p.m. in memory of Matthew Kaidor.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 25, 2012 meeting.

Helen Hausman, Vice President-Clerk



President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ July 25, 2012

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Explore CSM through Google Maps Street View



Potential students and visitors to CSM have a new option for virtually viewing the campus—through Google Maps with Street View. Street View invites users to explore places in and around the college through 360-degree street level imagery. The images were shot using Google's Street View Trike which boasts several high-resolution, directional cameras, GPS units for positioning, and three laser range scanners, all built into an actual trike. CSM's Visual Communications Coordinator **Dave McLain** pedaled the trike around the college shooting much of the footage. While CSM has had the street view option available on Perimeter Road for several years, visitors can now explore the interior pathways of the campus and view most of the buildings. CSM was the first community college in the state to utilize this technology for interior street view footage. To explore CSM with Street View, visit <http://tinyurl.com/7pm3rdx> (may take a moment to load) and click the pathway arrows to navigate. (Photo credit: Matt Prestopino)

CSM Celebrates Classified Staff



On June 27, more than 150 employees and students celebrated CSM's classified staff during the annual Classified Appreciation Lunch and Service Awards Ceremony. The event began with a fabulous Mexican buffet catered by Pacific Dining and served by CSM's managers.

President Mike Claire emceed the awards ceremony honoring 15 employees who achieved long-term service milestones in 2011-12. This year's honorees included: **Irma Betancourt, Kevin Eifler, Joyce Griswold, Donald Hackler, Lavine Mar, Chris Rico, Niruba Srinivasan and Dennis Tordesillas** (10 years); **Gina Arrospide, Karen Chadwick, Nick Dellaporta, Robin Lee and Munendra Sharma** (15 years); **Ken Haren** (20 years); and **Medelline Lowe** (30 years). In keeping with the theme of the event, a piñata was hoisted overhead at the conclusion of the program. Several of the honorees (blindfolded, of course) took swipes at the piñata until it finally broke and released its trove of candy. The Classified Events Committee helped to coordinate the event. *(Photo credit: CSM Community Relations and Marketing)*



Peninsula Bridge Students Discover CSM



On July 6, the college welcomed more than 120 Peninsula Bridge students to campus for an activity-packed day. Peninsula Bridge is a non-profit organization that serves middle school students from underserved communities. For many of the attendees, who are residents of San Mateo, it marked their first visit to CSM. Led by CSM's student ambassadors, Bridge students participated in a campus tour, scavenger hunt and a special lecture, "Journaling through Art," presented by Dr. Elizabeth Carroll Consavari, a professor at Stanford and San Jose State universities. For the second half of the day, the students enjoyed lunch and participated in a mini Olympics at CSM's track (Peninsula Bridge's theme for this summer revolves around the 2012 Olympic Games in London). Damion Caldwell, a volunteer mentor with CSM's athletic department and members of the football team assisted with the athletic activity. *(Photo credit: Kelsey Harrison)*



Record Attendance for Concurrent Enrollment Night



Approximately 380 high school students and parents attended Concurrent Enrollment Night in June filling the college's Theatre to capacity. This orientation program has grown steadily in attendance over the past several years and has been moved to larger venues to accommodate larger crowds. In addition to an overview of the program, attendees also learned about financial aid and admissions procedures, study tips, student life and Middle College High School. Counselor Emeritus **Steve Morehouse** was the main speaker for the event; **Alex Guiriba** from the Community Relations and Marketing Department provided coordination with assistance from CSM's student ambassadors. (Photo credit: Alex Guiriba)

CSM Plays the County Fair

Continuing a long-standing tradition, CSM took "the show on the road" to the San Mateo County Fair. With a team of approximately 40 college volunteers, an impressive cast of musicians and dancers and the loyal Bulldog, CSM created a large presence for two days during the fair's June run. The college provided a talented lineup of entertainment on one of the major fair stages featuring music, dance performances and demonstrations. Billed as *CSM Presents*, the college sponsored the following acts: Jonny Atom (disc jockey), Crepuscle, Scarlet Stoic, Missy Ramirez and DJ Sam, The Trouble with Monkeys, Native Elements, CSM Jazz Band, CSM Performance Dance Ensemble and a CSM Cosmetology demonstration.



Adjacent to the stage, CSM hosted information tables staffed by employees and students handing out college materials, giveaways, drawing prizes and candy. The CSM bulldog was on hand to greet and take photos with fair goers. Programs participating this year included KCSM, Financial Aid, Cosmetology, Counseling, Student Life, Reading, Electronics and the Veterans Resource Center. Special thanks to **Helen Souranoff**, theatre events manager, for booking the entertainment and to the Community Relations and Marketing Department for overall coordination of CSM's participation. (Photo credit: Alexis Madayag, Heather Paizis)



Operation Welcome Mat Eases Students into Summer Session



Operation Welcome Mat was up and running throughout the first week of the summer session to assist day and evening students. Outreach tables were set up at various key locations throughout the college; faculty and staff provided information and directions to become familiar with the campus. Operation Welcome Mat was coordinated by **Alex Guiriba** from the Community Relations & Marketing Department with assistance provided by a team of student ambassadors. *(Photo credit: Alexis Madayag)*

Kudos

~ **Roman Skovronski**, College of San Mateo's No. 2 all-time 400-meter hurdler, qualified for the National Junior (under age 20) Championship finals at Indiana University in Bloomington earlier this month. He finished in 8th place in a competition that featured some of the best two-year track athletes in the nation. Roman is ranked No. 2 for his event in Northern California and No. 5 statewide for community colleges. He will return to CSM in the fall for his sophomore year. *(Photo provided by: Joe Mangan)*

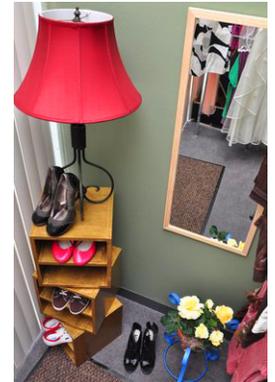


~ **Duane Wakeham**, emeritus professor of art, has an exhibit of his work, titled "Duane Wakeham: Sharing a Way of Seeing," at the Peninsula Art Museum in Belmont, now through September 16. Curator Dewitt Cheng notes how Wakeham,

who also taught at Stanford University, has inspired generations of painters. "Nationally renowned for his deft, atmospheric oil and pastel landscapes, he has led many workshops and has been featured in many magazine articles... He also has taught numerous master classes and has juried exhibitions across the U.S. and in Ontario." In 2000, Wakeham was elected to the Pastel Society of America Hall of Fame. He has also published several books on painting, color and pastels. *(Photo source: Southeastern Pastel Society website)*



~ **Rose Lee Ding**, a former CSM architecture student is the subject of a story in the *San Carlos Patch*, "Local Vendor Overcomes Many Barriers." Rose, who is now the owner of the Yellow Rose Secondhand Boutique in San Carlos, credits her architecture design class at CSM in helping her to realize her potential. Upon receiving very positive feedback from her instructor about a class project, Rose experienced a turning point, "That's when I realized I was good at something." Rose has applied her knowledge from the design course to her shop which is described as being "artfully decorated." *(Photo source: Yelp.com)*



~ CSM alum and college basketball official **Mark Reischling** was inducted into the 2012 Peninsula Sports Hall of Fame. Reischling played basketball at CSM and at California State University, Chico. He became a high school teacher and basketball coach and took on "moonlighting" job of officiating to earn extra money. Reischling parlayed his officiating job into a career that has spanned 42 years and more than 1,800 games. He has officiated 19 conference championship games in five different conferences, 22 NCAA tournaments, including working in the Final Four of the 2001 NCAA tournament. *(Photo source: AAP File Photo)*



CSM Student Success Story: Rhonda Demars

A.A., Social Science



Rhonda Demars “is doing her dream.” As an entrepreneur and president of her own company, which produces natural cosmetics and skincare products, Rhonda credits CSM with a share of her success, “I have to say if it wasn’t for CSM and my teachers I wouldn’t be where I am today!” Rhonda enrolled at CSM when she was in her late 30s with the goal of earning a degree in psychology. At that time, her philosophy was to take one class at a time while not concentrating on how long it would take to complete her degree. “Each class was a challenge but I was determined to finish. I was even awarded scholarships, which paid for books and supplies.”

Rhonda’s goals began to change and take shape as she progressed through CSM’s diverse general education curriculum. She enjoyed political science, history and art as well as fitness boot camp and yoga. Toward the end of her studies at CSM, Rhonda began making skincare products in her kitchen and experimenting with formulas. With a new focus for a potential career, Rhonda began to make connections between what she was learning at CSM and what she could apply to a skincare business.

“I am eternally grateful to **Rebecca Alex**, my art instructor who taught me how to blend flesh tones and how to paint. Those skills were used in formulating my mineral makeup and blending colors. Professor **Rob Komars** was also instrumental in my success. If it wasn’t for his persistence that we apply equations to real life, I wouldn’t be able to cost out my formulas and run my business efficiently with spreadsheets and other skills. I hadn’t taken a math class since high school and he took the time to help me after class. My sociology professor **Minu Mathur** was a mentor and encouraged me to move forward with my studies. Her kindness and wisdom touched me deeply. I even consulted with my chemistry professor about formulas.”



One of her biggest accomplishments was graduating with honors from CSM. “My dad came from Massachusetts to attend the graduation ceremony which was memorable and validating,” says Rhonda. Her advice to students considering CSM: “Do not hesitate. The campus is completely renovated, friendly, and affordable and you will have memories and skills that will last a life time. You never know where the path will lead or who you might meet.”

After graduation, Rhonda decided to pursue formulating skincare products full time. She has created several lines of natural and organic products which she describes as “handmade with integrity and care” for various audiences including babies, teens and men, in addition to women of all ages. In 2009, she moved back to her native Massachusetts to formally launch her company, Progress in Health, Inc. To date, the company has sold more than 18,000 items online and Rhonda continues to formulate new products, including a proprietary mineral makeup. Most importantly, Rhonda is “doing her dream.” “I am so passionate about what I do and making a difference and I attribute my studies at CSM as the catalyst to my success!” (Photo source: *Community Relations and Marketing, Rhonda Demars*)



SPECIAL
POINTS OF
INTEREST:

- Cañada is teaming up with NASA to produce a video on successful engineering collaborations.
- 15 high school students participated in the first-ever Summer STEM Institute at Cañada, a pilot project designed to increase their knowledge of science.

INSIDE THIS
ISSUE:

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- Students Improve Math Placement Test Scores 3
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Into Fourth of July Parade
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Draw Crowd

Cañada College

VOLUME 11, ISSUE VII

JULY 25, 2012

The Grove is Set to Open in August

Cañada students will have a new place to study, eat, and socialize on campus this fall with the opening of The Grove.

The old cafeteria will be replaced with a modern gathering space featuring large open areas for relaxing, a dining court, Career Center and Student Lounge.

"The students have waited a long time for the opening of the new dining hall," said Interim President James Keller.

The centerpiece of Building 5, the Grove is much more than a cafeteria. It brings together the Career Center and Student Lounge with the dining area to create a hub of activity and a true Student Center that Cañada has always lacked.

The Grove was designed by Bunton Clifford Associates with the interior finishes by students in Professor



Nancy Wolford's interior design classes. The finishes highlighted by wood accents, large pendant lighting fixtures, soffits and angled wing walls, will soften the space, enhance the acoustics and take away the "old school" cafeteria feel. A large six-panel video wall will bring a modern, hip, feel to the space.

The Grove is also located adjacent to the Associated Students of Cañada College Office. It should lead to more students becoming aware of campus issues and activities.

"A lot of work has gone into the design of this building to give students a place that they can call their own," Keller said. "Sarah Perkins, former President Tom Mohr, Robin Richards, and Vice Chancellor Jose Nuñez have been instrumental in making sure that the design of the facility meets the needs of the students."

For nearly two years, Cañada students have purchased food from a vending truck located near Building 9. They have not had a dry location to eat during the winter.

The Grove will also serve as a general gathering space and area for campus celebrations as well as educational programming.





A series of workshops scheduled this fall will help students prepare to transfer to four-year colleges and universities.

The Transfer Center is sponsoring a series of five workshops to ease the transition from Cañada to UC and CSU schools.

Workshops will help students review their eligibility and the procedures to apply for Transfer Agreements; complete a common application to UC and CSU schools along with tips on personal statements; navigate the on-line tool used to determine if their classes transfer; transcript evaluation; and financial aid and scholarship opportunities.

“These workshops will help students prepare to transfer and reduce the anxiety they feel about the process,” said Soraya Sohrabi, Transfer Center Director.

Student Engagement is on the Rise

The number of student clubs on campus has more than doubled over the past two years.

The number of student clubs on campus has more than doubled over the past three years and the number of students involved in clubs has increased by more than 20 percent in the last year.

The numbers are part of the Student Engagement Report for 2011-12 prepared by the Center for Student Life and Leadership Development and Associated Students of Cañada College.

The ranks of Phi Theta Kappa at Cañada have swelled to more than 90 students, compared to 39 in 2010-11.

“There is a sense among students that becoming involved



on campus will help them achieve academically,” said Victoria Worch, coordinator of Student Activities. “Research indicates that the more students are engaged, the more successful they

are.”

Worch will talk to faculty on Opening Day about starting new clubs on campus and finding ways to engage students.

Cañada Teams With Notre Dame de Namur to Help Students Find Work

July 26 panel discussion in Redwood City will focus on the secrets of executive recruiters

It’s not easy finding a job in this difficult economy but Cañada College is promoting a workshop sponsored by Notre Dame de Namur University School of Business and Management that will help students understand the secrets of executive recruiters.

NDNU is bringing together executive recruiters from Hutchinson and Bloodgood, KPMG, Moss Adams, Olive Grove, Salesforce.com, and Workforce.com to explain to students what they look for when hiring employees.

The panel discussion will be held on Thursday, July 26



from 6 to 7:30 p.m. at the Sobrato Center for Nonprofits-Redwood Shores, Shoreway Conference Room, 350 Twin Dolphin Drive, Redwood City.

Admission is free but students are encouraged to RSVP.

“This is a great service for our students,” said Interim VPI Linda Hayes.

Huge Crowds Enjoy Fourth of July Fireworks from Cañada Campus



Fireworks returned to Redwood City after a two-year hiatus and with it the crowds poured onto the Cañada College campus to get a glimpse.

Cañada's vantage point at the top of Farm Hill Blvd. provides fireworks fans with an opportunity to see not only the pyrotechnics from Redwood City but also shows up and down the Peninsula.

"We were somewhat overwhelmed at the size of the crowd," said Gary Hoss, chief public safety officer. "We easily had several thousand people on campus."

Despite the large crowds, Hoss said there were no problems.

"It was a well behaved crowd that simply wanted to enjoy the fireworks from an excellent vantage point," he said.

People brought food and beverages but alcohol was prohibited. The public was also prohibited from bringing their own fireworks.

"We had some people bring dogs but overall we didn't have any security problems. Just large crowds."

Images From Redwood City's Fourth of July Parade

Staff, faculty and students represented the college at the annual Redwood City Fourth of July Parade. The college entry was titled "Cañada Grows Students" as the theme of this year's parade was agriculture.

"The parade is an important community event," said Interim Vice President of Instruction Linda Hayes. "It's great that the college is well represented before the community."



The college used an all electric, zero emissions vehicle with "Corey" the Colt, Cañada's mascot, riding in the back.

Deans David Johnson and Janet Stringer were in attendance along with Interim President James Keller, Hayes, and a number of faculty, staff, and students.

The college entry is growing in popularity on campus and a committee will be formed next year to plan the event.

Nearly 100 Percent of Math Jam Students Score Higher on Placement Test

Nearly every student who participated in Math Jam this summer scored higher on the math placement test than they did before entering the program.

This year, 102 students participated in the daytime portion of Math Jam while 47 students chose to participate in the evening.

Math Jam is a two-week intensive preparation for the Math Placement Test for students intending to major in Science, Technology, Engineering, or Mathematics (STEM) fields. It is designed especially for students who placed into a college math course below pre-calculus and who want to advance to the next math level by scoring higher on the Math Placement Test at the end of Math Jam. The goal of Math Jam is to help students complete their



Associates Degree and/or transfer requirements for a 4-year college/university in less time than previously possible.

Math Jam was held June 4-14 in the Learning Center.

Chris Burwell-Woo, a retention specialist in the Science & Technology Division, said 61 percent of the students moved up a level

on the placement test. After completing this year's program.

A second, summer mini-math jam, will be held Aug. 13-17.

Math Jam is open to all high school students who will be taking classes at Cañada in the fall, including concurrent enrollment students.

BOARD REPORT 12-7-3A

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

APPROVAL OF PERSONNEL ITEMS

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

A. REASSIGNMENT

District Office

Robert Dean Chief Public Safety Officer Public Safety

Reassigned from a Public Safety Officer (Grade 27 of Salary Schedule 60) into this position (Grade 192E of Salary Schedule 35), effective July 12, 2012.

B. LEAVE OF ABSENCE

Cañada College

Linda Haley Associate Professor/CBET Coordinator Humanities

Recommend approval of a pregnancy disability leave of absence, effective August 16, 2012, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

Skyline College

Karen Nielsen Cosmetology Aide Business/Industry Relations

Recommend approval of a personal leave of absence without pay, effective July 1, 2012 through December 19, 2012.

District Office

Anthony Vassalle Maintenance Engineer Facilities Operations & Planning

Recommend approval of a medical leave of absence without pay with benefits, effective July 12, 2012 through September 3, 2012.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Office of Instruction/ Learning Center	1	7/26/2012	12/31/2012	Instructional Aide II: Assist students in the Math Lab during late evenings and Saturdays with individual and group tutoring for all levels of math.
Skyline	Vice President of Student Services/SparkPoint	1	8/1/2012	6/30/2013	Assistant Project Director: Assist with the implementation of the Benefits Access for College Completion (Center for Law and Social Policy); coordinate grant activities to increase utilization of public benefits for financial aid recipients.

BOARD REPORT NO. 12-7-1CA

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, 2012 AND ADOPTION OF RESOLUTION NO. 12-8 AUTHORIZING
BUDGET TRANSFERS FOR 2011-12**

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 semiannually.

The 2011-12 final budget (adopted by the Board in September 2011), mid-year changes approved by the Board in February 2012, and transfers shown below are summarized as follows:

	2011-12 <u>Final Budget</u>	<u>Transfers</u> <u>12/31/11</u>	<u>Transfers</u> <u>5/31/12</u>
General Fund (Unrestricted)	\$ 114,940,066	\$537,326	\$588,253
Self-Insurance Fund	547,714	0	0
Debt Service Fund	27,654,116	0	0
General Fund (Restricted)	24,780,907	2,039,795	1,581,065
Capital Projects Fund	52,355,801	15,221	1,016,756
Bookstore Fund	7,422,700	0	0
Cafeteria Fund	169,300	0	0
San Mateo Athletic Club	2,087,587	0	0
Child Development Fund	1,018,133	10,000	1,000
Measure G – SM Parcel Tax	7,050,000	(101,978)	0
Trust Fund (Financial Aid)	20,808,446	115,642	173,168
Post-Retirement Benefits	<u>2,380,000</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$ 261,214,770</u>	<u>\$ 2,616,006</u>	<u>\$3,360,242</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	\$(431,238)
2000 Classified Salaries	(153,216)
3000 Employee Benefits	145,930
4000 Materials & Supplies	319,559
5000 Operating Expenses	57,180
6000 Capital Outlay	349,606
7000 Other Outgo	<u>-0-</u>
Total	\$588,253

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

8600 State Revenues	\$ -0-
8800 Local Revenues	525,809
8900 Other Sources	<u>62,444</u>
Total	\$588,253

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.

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

1000 Academic Salaries	\$649,706
2000 Classified Salaries	136,425
3000 Employee Benefits	148,045
4000 Materials & Supplies	165,039
5000 Operating Expenses	238,142
6000 Capital Outlay	150,672
7000 Other Outgo	<u>93,037</u>
Total	\$1,581,065

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

8100 Federal Revenues	\$443,989
8600 State Revenues	601,740
8800 Local Revenues	658,974
8900 Other Sources	<u>(123,638)</u>
Total	\$1,581,065

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	\$ 27,729
4000 Materials & Supplies	447,206
5000 Operating Expenses	876,260
6000 Capital Outlay	(659,438)
7000 Other Outgo	<u>325,000</u>
Total	\$1,016,756

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

8600 State Revenues	\$-0-
8800 Local Revenues	988,173
8900 Other Sources	<u>28,583</u>
Total	\$1,016,756

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

Child Development Fund – Fund 6

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

4000 Materials & Supplies	<u>\$1,000</u>
Total	\$1,000

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

8800 Local Revenues	\$1,000
---------------------	---------

Additional revenue of \$1,000 was received from the Western Growers Foundation for the Skyline College Child Care Center to establish a garden.

Measure G (San Mateo Parcel Tax) – Fund 6

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

1000 Academic Salaries	\$(414,007)
2000 Classified Salaries	225,139
3000 Employee Benefits	(10,865)
4000 Materials & Supplies	7,028
5000 Other Operating Expenses	143,904
6000 Capital Outlay	<u>48,800</u>
Total	\$-0-

Additional revenue of \$223,750 was received in July less senior exemptions. This entry will be reflected as of June 30, 2012.

Trust Fund (Financial Aid) – Fund 7

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

7500 Student Financial Aid	\$195,094
7600 Other Outgo	<u>(21,926)</u>
Total	\$173,168

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

8100 Federal Revenues	\$(14,010)
8800 Local Revenues	\$521
8900 Other Sources	<u>187,699</u>
Total	\$173,168

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 2011-12.

RECOMMENDATION

It is recommended that the Board approve budgetary transfers and income adjustments for the period January 1, 2012 through May 31, 2012 and that the Board adopt Resolution No. 12-8, authorizing budgetary transfers for 2011-12, as listed and as needed for year-end closing activities.

RESOLUTION NO. 12-8

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

**RESOLUTION AUTHORIZING
BUDGETARY TRANSFERS FOR 2011-12**

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 2011-12 budget as required to permit the payment of obligations of the District during the 2011-12 fiscal year.

REGULARLY PASSED AND ADOPTED this 25th day of July, 2012.

Ayes:

Noes:

Abstentions:

Attest:

Helen Hausman, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 12-7-2CA

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

ACCEPTANCE OF GIFTS BY THE DISTRICT

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following gift was received since the last report.

GIFT

Skyline College

\$2,250.00 donation to support the Expanding Your Horizons Conference held on March 17, 2012 at Skyline College

DONOR

The Expanding Your Horizons Network
Mills College
5000 MacArthur Blvd.
Oakland, CA 94613

RESOLUTION NO. 12-9

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

RESOLUTION REGARDING BOARD ABSENCES

WHEREAS, California Education Code states a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, at the time of the June 27, 2012 meeting of the Board, Trustee Mandelkern was absent due to hardship deemed acceptable by the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Mandelkern is entitled to receive the regular compensation for the meetings at which they were absent.

REGULARLY PASSED AND ADOPTED this 25th day of July, 2012.

Ayes:

Noes:

Abstentions:

Attest: _____
Helen Hausman, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 12-7-102B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Lucy Salcido Carter, Director, Center for International and University Studies,
306-3435

ACCEPTANCE OF A GRANT FROM THE DEVELOPING HISPANIC-SERVING INSTITUTIONS PROGRAM AT THE U.S. DEPARTMENT OF EDUCATION FOR CAÑADA COLLEGE

Cañada College has been awarded a five-year grant from the Developing Hispanic-Serving Institutions Program at the U.S. Department of Education. The proposed program, A2B: Associate's Degree to Bachelor's Degree Program, aims to increase the number of high-need and Hispanic students who complete the bachelor's degree. The A2B will bring new and expand existing bachelor's degree programs offered on the Cañada College campus through the University Center at the College's Center for International and University Studies. The proposed program will include case management, articulated pathways, individualized educational and financial aid plans, and academic support services for community college students to transition successfully from the associate's degree to the bachelor's degree. Funded activities include specialized library services to students preparing for transfer and to students completing the bachelor's degree on campus; a peer mentor program; tutoring to build skills to succeed in upper-division courses; hybrid courses that combine classroom and online time; and a data collection system to track student success after transfer to University Center programs.

The A2B is a cooperative program with three partner universities: San Francisco State University, which will offer a new bachelor of arts in digital animation; National Hispanic University, which will offer a new bachelor of arts degree in child development; and Notre Dame de Namur University, which will expand its bachelor of science degrees in business administration and human services. With grant support, the partner universities will provide academic advisors who will work with A2B staff to guide students through the transition from associate's degree through completion of the bachelor's degree.

The full award is for \$3,351,475 over a five-year period from October 1, 2012 through September 30, 2017 – an average of \$670,295 per year. The award in Year One is \$624,255. The five-year award includes subcontracts to San Francisco State University totaling \$85,139; National Hispanic University totaling \$89,979; and Notre Dame de Namur University totaling \$66,748; as well as \$50,000 over the five-year period for an external evaluator.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Department of Education grant award in the amount of \$3,351,475 to Cañada College, including subcontracts to an external evaluator, San Francisco State University, National Hispanic University, and Notre Dame de Namur University.

BOARD REPORT NO. 12-7-103B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor of Auxiliary Services, 358-6782
Jan Roecks, Past Director of General Services, 306-3460

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE POURING RIGHTS

District Wide Pouring Rights provide comprehensive beverage services for all three College campuses and the District Office. These exclusive pouring rights extend to all beverage products sold in the three College bookstores, cafeterias, fitness center and in all vending machines located throughout each College. The successful vendor is responsible for providing all product, labor, supplies, materials, and additional equipment necessary to meet the needs of all auxiliary operations in the District.

On July 1, 2007, Pepsi was awarded a five year contract for exclusive beverage pouring rights across the District (Board Report Number 07-5-100B). That contract expired on June 30, 2012.

The District issued a Request for Proposal (RFP) for Districtwide Pouring Rights (RFP 86649) in May seeking proposals from qualified vendors to provide exclusive beverage services at reasonable prices delivered with a high level of service that is responsive to the needs of each College and its students. Respondents were also required to propose a financial offer to the District including both monetary and in-kind services to be provided to the District and each College.

The District received two responses to the RFP. One was from the current vendor, Pepsi, and the other from Coca Cola. Both bids were well presented. Pepsi offered a significantly stronger financial package in commissions, scholarships and rebates paid to the District to be used for the benefit of students, student organizations and textbook rental programs Districtwide. The product donations are shared equally between each College and the District Office. The highlights of both financial offers are noted below:

Financial Category	Pepsi	Coke
District Up-Front Funding (One Time)	\$ 30,000.00	\$ -
Annual District Partnership Support Funding	\$ 35,000.00	\$ 25,000.00
District Annual Marketing Funds	\$ 6,000.00	\$ 6,800.00
District Annual Scholarship Fund	\$ 2,000.00	\$ -
District Community College Scholarship (One Time)	\$ 500.00	\$ -
District Vending Machine Commissions	35%	30%
District Annual Rebate per case sold	\$1.50	\$ 1.00
District Annual In-Kind Donations	400 cases	300 cases
District Community College Product Donation (One Time)	50 cases	0 cases

The total value of the Pepsi proposal to the District exceeds \$510,000 over five years. Not only was Pepsi the most beneficial financial offer, they met or exceeded all criteria questions posed in the RFP. Pepsi has provided excellent service to the District for the past ten years since being awarded their first contract in 2002 so the District is confident that Pepsi will continue to provide the outstanding customer service to the District.

RECOMMENDATION

It is recommended that the Board of Trustees award the District's Beverage Pouring Rights contract to Pepsi Beverages Company, Inc. for a period of five years, commencing July 1, 2012 and ending on June 30, 2017.

BOARD REPORT NO. 12-7-104B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Tom Bauer, Vice Chancellor of Auxiliary Services, 358-6782
Jan Roecks, Past Director of General Services, 306-3460

APPROVAL OF CONTRACT AWARD FOR DISTRICTWIDE SNACK VENDING MACHINES

Districtwide Snack Vending Machine rights provide comprehensive snack vending services for all three College campuses and the District Office. These exclusive rights extend to all snack vending machines located throughout each College. The successful vendor is responsible for providing all product, labor, supplies, materials, and additional equipment necessary to meet the needs of the District.

On December 18, 2006, Action Vending was awarded a five year contract for exclusive snack vending rights across the District (Board Report Number 06-12-3CA). During the contract period, Action Vending was purchased by North County Vending which was then purchased by Canteen Vending. The terms of the contract award have been observed throughout the ownership changes. That contract expired on December 31, 2011 but was extended through June 30, 2012 to align all auxiliary contracts on a fiscal year calendar.

The District issued a Request for Proposal (RFP) for Districtwide Snack Vending Machines (RFP 86650) in May seeking proposals from qualified vendors to provide exclusive snack machines carrying products at reasonable prices delivered with a high level of service that is responsive to the needs of each College and its students. Respondents were also required to propose a commission structure to the District.

The District received one response to the RFP from the current vendor, Canteen Vending Service. The bid was well presented. Canteen offered a commission structure identical to that of the prior contract. The commission from the vending machines supports student services at each of the three Colleges. The commission structure is as follows:

Snacks and Candy	30%
Cold Food	15%
Hot Beverages	35%

After thorough research, the District learned that the proposed commission rates are at the higher end of the spectrum when compared with vending services at other community colleges. While the District considered releasing the bid again, it was determined that a more favorable commission structure from another vendor would be unlikely. Since assuming the contract last year, Canteen has demonstrated their commitment to the success of our students and has been a strong vendor partner.

RECOMMENDATION

It is recommended that the Board of Trustees award the District's Snack Vending Machines contract to Canteen Vending Service for a period of five years, commencing July 1, 2012 and ending on June 30, 2017.

BOARD REPORT NO. 12-7-105B

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

REQUEST FOR APPROVAL OF INTERNAL BORROWING

Now that the District has achieved basic aid status, it is not receiving apportionment payments from the State. While the District planned for a certain amount of cash flow interruption with the issuance of a TRAN, \$24 million will not quite cover three months. Fortunately, the District has sufficient cash in its Capital Outlay Fund to meet the District's needs for the near future. This request is for the Board to authorize up to \$20 million of internal borrowing for no longer than a six-month period as allowed by law.

RECOMMENDATION

It is recommended that the Board of Trustees approved internal borrowing of up to \$20 million for up to six months as needed for cash flow purposes.

BOARD REPORT NO. 12-7-106B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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

**CONTRACT AWARD FOR COLLEGE OF SAN MATEO
NORTH GATEWAY PART II PROJECT**

The two phased, State-funded project, CSM North Gateways, addresses potential life-safety hazards by abating hazardous materials, demolishing seismically unsafe structures, and replacing aged electrical infrastructure on the northern end of the College of San Mateo campus. This second and final phase of the project includes demolition of buildings 21-29, on-site recycling of building demolition materials, reconstruction of parking lots, pedestrian pathways and stormwater management infrastructure, and landscaping. The project provides accessible access to the north campus, and energy efficient LED lighting that will reduce operational costs in terms of energy required to power the lights and a reduction in future maintenance costs, while supporting a green technology. Programmatically, the lighting controls will improve conditions for Astronomy events and activities in the adjacent Science Building 36. The project was approved and funded by the State for their portion and the bid has been let. The District is now prepared to award the contract for the North Gateway Part II Project.

Due to the complexity and magnitude of potential operational and safety impacts associated with demolition of the cast-in-place concrete structures and the on-site recycling plant, staff implemented a project-specific supplemental qualification package to be provided by the prime contractor with their bid submission. The qualification package emphasized that contractors should have previous experience on demolition and projects of this magnitude, with an emphasis on safety and coordination with an active college.

On April 18 and 25, 2012, the District published legal notice inviting pre-qualified A licensed contractors to bid on this project. Seventeen A licensed contractors who are on the District's 2012 Pre-Qualified Contractors list attended at least one of two Mandatory Pre-bid Conferences held on April 24 and May 1, 2012. On July 17, 2012 six of these firms submitted bids as follows:

General Contractor	Total Bid
Interstate Grading & Paving Inc.	\$7,587,000
Schembri Construction Co., Inc.	\$7,699,559
Evans Brothers, Inc.	\$7,893,908
McGuire and Hester	\$7,949,393
Robert A. Bothman, Inc.	\$8,172,000
Pavex Construction, Division of Granite Rock Co.	\$8,284,700

After bid opening, District staff conducted a due diligence investigation of the bid results to ascertain the lowest responsive, responsible bid that meets all the requirements of the project. In addition to pricing, all bidders were evaluated for their conformance with the bidding requirements, as well as their ability to meet the requirements of the District's Owner Controlled Insurance Program (OCIP). In addition, the lowest bidder's supplemental qualifications package was opened and graded for acceptance. This review determined that Interstate Grading & Paving, Inc. met all bid requirements, passed the supplemental qualifications requirements, and was deemed the lowest responsive, responsible bidder.

In approving this contract, the Board notes that this project was thoroughly analyzed in the Initial Study/Mitigated Negative Declaration (IS/MND) that was developed for the Facility Improvements at College of San Mateo in 2006/2007 and adopted by the Board on January 24, 2007. That study found that this project created no significant impacts on the environment that could not be mitigated to be less than significant. A complete copy of the IS/MND is available for viewing in the Chancellor's Office, 3401 CSM Drive, San Mateo CA 94402.

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

RECOMMENDATION

It is recommended that the Board of Trustees award the contract for the College of San Mateo North Gateway Part II Project to Interstate Grading & Paving Inc. in an amount not to exceed \$7,587,000.

BOARD REPORT NO. 12-7-3C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Marilyn Lawrence, General Manager, KCSM, 524-6905

REPORT ON DONATIONS TO KCSM-FM AND TV FOR FISCAL YEAR 2011-12

According to Board Policy 8.38, as revised in April, 2012, the General Manager at KCSM may accept or decline gifts for KCSM on behalf of the District and submit a report annually to the Board of Trustees. The value of a contribution will be reported on the aggregate value of all items contributed at one time by a single donor and not the individual value of each item separately. The following is a list of people and foundations/corporations that made donations to KCSM-FM and TV for the fiscal year 2011-12.

Adrian Bellamy	Hillsborough	CA	Gaile Russ	Oakland	CA
Alec Merriam	Tiburon	CA	Garnet Gorin	Tiburon	CA
Andrew Bradley	Kenwood	CA	Germaine Brennan	San Francisco	CA
Andy Rumer	San Francisco	CA	Gina Harris	San Francisco	CA
Anna Harris	San Francisco	CA	Gladys Palrang	San Mateo	CA
Anonymous	Various		Glenn Griffin	San Jose	CA
Arthur S. Lazanoff	Milpitas	CA	Glenn H. Kiyomura	Oakland	CA
Ben Rizzi	San Jose	CA	Gordon Bell	San Francisco	CA
Bob & Edie C. Kirkwood	Palo Alto	CA	Jack D. Jorgenson	Menlo Park	CA
Bruce Colman	San Francisco	CA	James & Ruth Reynolds	Berkeley	CA
Bruce Katz	Mill Valley	CA	James Dudley	Sunnyvale	CA
Cal Herrmann	Richmond	CA	James Parsons	Tiburon	CA
Carl A. Bergard	San Leandro	CA	Jan Elizabeth	San Francisco	CA
Carol Peck	Gilroy	CA	Janet Juve	Berkeley	CA
Curtis Scribner	Oakland	CA	Jean Coyne	Palo Alto	CA
Dan O'Conner	La Quinta	CA	Jeffrey Pfeffer	Hillsborough	CA
Daniel & Judith Gilbert	Portola Valley	CA	Joan Karlin	Mountain View	CA
Dave Gillespie	Los Gatos	CA	Joel A. Karp	Atherton	CA
Deborah Dashow Ruth	Kensington	CA	John & Vicki Ralls	Fremont	CA
Douglas Wolf	San Francisco	CA	John Lilygren	San Jose	CA
Dr. Curtis L. Scribner	Oakland	CA	John M Cooney	San Carlos	CA
Dr. Lawrence Crooks	Richmond	CA	Joseph Fabrizio	Redding	CA
Dr. Paul Fouts	San Francisco	CA	Joyce Brown	Oakland	CA
Dr. Tom Gourley	Berkeley	CA	Joyce Faulknor	Redwood City	CA
Elena Erenkov	San Francisco	CA	Jozef Ruck	Menlo Park	CA
Eric and Simone Lang	Kenwood	CA	Julia Rogers	Sunnyvale	CA
Gail Sinquefield	San Mateo	CA	Karen Christensen	Redwood City	CA

Karen Mora	Menlo Park	CA	Thomas William Weller	Berkeley	CA
Katharine Flynn	Alameda	CA	Thomas Zoline	Beverly Hills	CA
Kathleen Corlett	San Rafael	CA	Toni S. Mayer	El Cerrito	CA
Keith Kappmeyer	San Francisco	CA	Vicky S Dehnert	Mill Valley	CA
Kingsley Schneider	Eugene	OR	Willa Chapman	Half Moon Bay	CA
Kris Stephens	Campbell	CA			
Kwame N. Eason	East Palo Alto	CA			
Larry Tripplett	San Mateo	CA			
Lawrence Howard	Bolinas	CA			
Lawrence Stupski	San Francisco	CA			
Lee Camfield	Santa Rosa	CA			
Lee Isgur	Woodside	CA			
Leo Van Munching	San Francisco	CA			
Leonard Radzilowski	Palo Alto	CA			
Leslie Berry	Clayton	CA			
Liisa Larson	Belmont	CA			
Loretta Mak	San Francisco	CA			
Lorna L. Buster	San Bruno	CA			
Lynn Youngs	Cupertino	CA			
Margaret Passanisi	Alameda	CA			
Mark Polakoff	Fremont	CA			
Mark Stutzman	Oakland	CA			
Michael Temple	Berkeley	CA			
Mike Wilkins	Berkeley	CA			
Park Chamberlain	Cupertino	CA			
Patrick Lee	San Jose	CA			
Paul Fouts	San Francisco	CA			
Paul Ullrey	San Jose	CA			
Quinn Delaney	Oakland	CA			
Rafael Costas	San Francisco	CA			
Richard Rose	Oakland	CA			
Richard Thieriot	San Francisco	CA			
Richard Yanowitch	San Francisco	CA			
Richard Zitrin	San Francicso	CA			
Riko Hirai	Foster City	CA			
Robert Boydston	San Jose	CA			
Robert Griesemer					
Robert Kieve	Los Gatos	CA			
Robert Violante	Palo Alto	CA			
Sarah L Cross	Menlo Park	CA			
Scott & Mavis Buginas	Calistoga	CA			
Scott Olsen	Fredericksburg	VA			
Sean Quinlan	Aptos	CA			
Sidney Tiedt	San Jose	CA			
Srinija Srinivasan	Sunnyvale	CA			
Stuart Leeb	Palo Alto	CA			
S. & E. Miner	Los Altos	CA			
Thomas Braje	Millbrae	CA			

<u>Foundations and Corporations</u>		
Zalec Familian	Emeryville	CA
Nikon Precision Inc.	Belmont	CA
Palo Alto Jazz Alliance	Palo Alto	CA
McDonald's Resturant	Palo Alto	CA
Coblentz	San Francisco	CA
East Bay Comm. Foun.	Oakland	CA
Jack& Rose Ullman Foun.	New York	NY
Microsoft Corporation	Princeton	NJ
Chevron Matching Gifts	Princeton	NJ
Gap Inc. (Matching)	Princeton	NJ
McRoskey Mattress Co.	San Francisco	CA
"Google Gifts, Matching"	Princeton	NJ
Hurlbut-Johnson Fund	Malibu	CA
Amazon Services LLC	Incline Village	NV

San Mateo County Community College District

July 25, 2012

BOARD REPORT NO. 12-7-4C

REPORT ON THE RESULTS OF A SURVEY ON THE DISTRICT'S FUNDING NEEDS

There is no printed board report for this agenda item.