

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA**  
**REGULAR MEETING**  
**August 17, 2005**  
**District Board Room**  
**3401 CSM Drive, San Mateo**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The public's comments on agenda items will be taken at the time the item is discussed by the Board. The Board welcomes public discussion.*

*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 need to 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) 574-6550.*

*Regular Board meetings are taped; tapes are kept for one month.*

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**6:00 P.M. PUBLIC SESSION**

**ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

05-8-1 Minutes of the Study Session of the Board of Trustees of July 13, 2005  
05-8-2 Minutes of the Regular Meeting of the Board of Trustees of July 27, 2005

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

**STATEMENTS FROM EXECUTIVES**

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

**NEW BUSINESS**

05-8-1A Approval of personnel actions: changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel

**Approval of Consent Agenda**

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

- 05-8-1CA Declaration of surplus property
- 05-8-2CA Approval of Community College League of California Membership dues, 2005-06

### **Other recommendations**

- 05-8-100B Award of contract for Bookstore POS and accounting system
- 05-8-101B Public hearing and adoption of Resolution No. 05-13 to execute an emergency vehicle easement to San Mateo Executive Park LLC

### **INFORMATION REPORTS**

### **STATEMENTS FROM BOARD MEMBERS**

### **COMMUNICATIONS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment  
Employment: **Cañada College** – Interim President (correction to July 27 approval); **College of San Mateo** – Interim Dean, Mathematics and Science Division; Instructor, Language Arts Division; **Skyline College** – Vice President of Student Services (correction to June 22 approval); **District Office** – Custodian, Facilities, Planning and Operations Division
  - B. Public Employee Discipline, Dismissal, Release
2. Conference with labor negotiator  
Agency negotiator: Harry Joel  
Employee organizations: AFSCME, AFT, CSEA

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

July 13, 2005  
San Mateo, California

**The meeting was called to order at 4:30 p.m.**

**Board members present:** Vice President-Clerk Mandelkern; Trustees Hausman, Holober and Schwarz; Student Trustee Burns

**Board members absent:** President Miljanich

**Others present:** Chancellor Galatolo, Executive Vice Chancellor Keller and Vice Chancellor Joel

**Also present:** Cañada College Vice President McBride (for the President); CSM President Kelly and Vice President Claire; and District Senate President Kapp

**From San Mateo City Council:** Mayor Epstein; Deputy Mayor Lee; Council Members Groom, Lempert and Matthews; City Manager Croce; City Attorney Mason; Community Development Director Beyer; and Deputy Clerk Lynch

**JOINT STUDY SESSION WITH SAN MATEO CITY COUNCIL**

City Council and College Board members and others toured the CSM and *College Vista* construction sites. Following the tour, the City Council and College Board met in the College District Board Room. In the absence of Board President Miljanich, Vice President-Clerk Mandelkern served as President Pro Tem.

**Pledge of Allegiance**

**DISCUSSION OF CSM ACTIVITIES, INITIATIVES AND OTHER ITEMS OF INTEREST TO THE SAN MATEO CITY COUNCIL (05-7-1C)**

CSM President Kelly opened discussion and asked CSM Vice President of Instruction Claire to present a report on program initiatives. Vice President of Instruction Claire stated that these initiatives focus on relationships with the San Mateo community and are consistent with the District and College mission of transfer, workforce development, basic skills, language acquisition and lifelong learning. He described the College's relationships and partnerships with the City of San Mateo, including the Police Academy, Reserve Officer training, Fire Academy, the Building Inspection Program and the Music and Fine Arts Camp. Among other services to the community are the Community Education Program, serving approximately 6,00 residents annually; College for Kids; and Service Learning, which includes after school programs and Park and Recreation activities. Initiatives that the College has undertaken include Learning Communities, which develop critical thinking skills and knowledge synthesis among related disciplines; biotech certification, including computer forensics, alternative energy exploration; and lab support technology. In addition, a program called VITA (Volunteer Income Tax Assistance) is planned for the Fall. In response to the nursing shortage, he added that the College is fortunate to have developed partnerships with area hospitals in order to increase the size of the nursing program.

In discussion, Council members expressed their interest in whether the District would undertake another bond measure. The members also emphasized the need to expand information about all that the District has accomplished thus far with the original bond funding. Chancellor Galatolo and Board members said that staff and the Board are examining and

documenting the remaining unmet facilities needs, which include extensive classroom renovation. Further public information will be forthcoming as plans take shape.

Council Member Matthews expressed appreciation for the College's efforts to reach students and for the resources and potential reflected at CSM and *College Vista*.

City Manager Croce commended President Kelly for her work to bring the College to the community. He also acknowledged the efforts of Director Christensen regarding redevelopment matters.

## **BRIEF RECESS**

## **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 (05-7-1A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the actions in Board Report No. 05-7-1A. The motion carried by a vote of 4-0, all members present voting "Aye."

### **APPROVAL OF CONTRACT FOR BOND COUNSEL SERVICES (05-7-100B)**

It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the contract detailed in the report between the District and Jones Hall to act as the District's bond counsel and provide a variety of related services as might be needed. These services include the issuance of bonds for a minimum fee of \$25,000 and a maximum fee of \$37,000 depending on the size of debt obligation; and include reimbursable expenses not to exceed \$2,500 and bond disclosure document preparation fee not to exceed \$25,000. The motion carried by a vote of 4-0, all members present voting "Aye."

### **DISCUSSION OF UNMET CAPITAL FACILITIES NEEDS AND POTENTIAL NEW BOND MEASURE (05-7-2C)**

Chancellor Galatolo opened discussion, explaining that staff has developed and expanded the list of unmet facilities needs as requested by the Board at recent meetings. Executive Facilities Director Nunez continued the presentation after expressing his appreciation to Director da Silva and Swinerton Consultants Freeman and Gee. He detailed the District's unmet facilities needs, including code compliance and accessibility repairs and upgrades. This project group includes mechanical, electrical, plumbing, accessibility, Title IX and other code compliance repairs and upgrades, along with general modernization of the buildings to repair architectural finishes and provide flexible, ergonomic furniture and technological upgrades in support of instructional programs. At Cañada College, this includes the gym, bookstore, humanities classroom building and Instructional Support Center. CSM sites include the Social Science complex, math and media center, instructional support centers, gym and wellness center and Library and Learning Resource Center. Skyline's needs include the Social Science Complex and the Instructional and Administrative Resource Center.

Describing the workforce development facilities repairs and upgrades, Executive Director of Facilities Planning and Operations Nunez said that this project group includes repairs and renovations to existing facilities, and construction of new facilities to support training and vocational programs such as Fire Science and Law Enforcement, Information Technology, Business and International Trade, Cosmetology and other workforce development programs. At Cañada, this would include an instructional Technology Center and College Support Services Center; at CSM, Law Enforcement support systems, Horticultural training facilities, Fire Science training and EMT training facility, and vocational program student support

facility; at Skyline, workforce development and International Trade Complex, early childhood education vocational center, and Automotive Technology training facility.

Other project groups include science and healthcare programs repairs and upgrades; safety and security; emergency response and exterior accessibility upgrades; and campus infrastructure, erosion control and other exterior upgrades.

The Board extensively discussed the needs as described and determined that there is a need to proceed with steps to get another bond on the ballot, based on the described needs and the results of the voter survey that was recently conducted.

**The Board recessed to Closed Session at 9:00 p.m.**

**The Board reconvened to Public Session at 9:20 p.m.**

**CLOSED SESSION ACTIONS TAKEN**

President Pro Tem Mandelkern stated that, during the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 4-0 to approve the actions in Board Report No. 1-A and 1-B. He also reported that the Board discussed collective bargaining matters with Negotiator Joel; no action was taken.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried by a vote of 4-0, all members present voting "Aye." The Board adjourned at 9:25 p.m.

The next Regular Meeting of the Board will be July 27, 2005, beginning at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the August 17, 2005 meeting.

Dave Mandelkern  
Vice President-Clerk

July 27, 2005  
San Mateo, California

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

Chancellor Galatolo announced that DeAnne Wilkes-O'Rourke had been hospitalized and that Sue Harrison would be taking that support role this meeting.

**Board Members present:** President Miljanich, Vice-President Clerk Mandelkern, Trustees Hausman, Holober, and Schwarz; and student Trustee Burns

**Others present:** Chancellor Galatolo, Executive Vice Chancellor Keller, Vice Chancellor Joel; Skyline President Morrow; Dean Susan Estes for CSM President Kelly; and District Academic Senate Nick Kapp.

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the minutes of the Study Session of June 8, 2005. The motion carried with four members voting "Aye" and Trustee Schwarz abstaining because she was not in attendance at the study session on June 8<sup>th</sup>.

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to approve the minutes of the Regular Meeting of June 22, 2005. The motion carried, all members voting "Aye".

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

None

**STATEMENTS FROM EXECUTIVES**

Chancellor Galatolo noted that Tom Mohr was in attendance and, after action to be taken in closed session this evening, Mr. Mohr would be the interim president at Cañada College during the search for a new President. He acknowledged Mr. Mohr and his many years of service in public education and noted that faculty and staff at Cañada will be pleased to have him on board.

Executive Reports covering recent activities, events and staff honors at the Colleges were presented by Skyline President Morrow and Dean Susan Estes for CSM President Kelly.

President Morrow, adding to her written report, expressed her thanks to the facilities staff for the level of support and coordination her college has received during the various construction projects at the campus.

Also, in addition to her written report, President Morrow showed a video that was presented at the Workforce Innovations Conference in Philadelphia recently at which Skyline was awarded a Recognition of Excellence for its regional biotech partnership.

President Morrow also noted that she had recently returned from the Harvard Graduate Seminar for Presidents and thanked the District for its support in this endeavor.

In addition to her written report, Dean Estes distributed additional information related to the Independent Living Program (ILP) which is highlighted in the Executive Report. She also distributed a brochure about CSM Connects which is CSM’s Volunteer Community Service Program. President Miljanich noted that her firm has worked with CSM and the ILP Program and that it has been a very successful collaboration.

Executive Vice Chancellor Keller noted that the annual general assembly of the facilities staff had been held recently and a new facilities newsletter was introduced at the session. The newsletter is meant to keep facilities employees informed about department activities and to introduce facilities staff to their co-workers.

He also noted that the District had received advanced apportionment information this morning. He stated that the information will be presented in the annual proposed budget, however he noted that the results reflect the impact of the “triple flip” on the District. He commented that the District will lose \$4 to \$5 million in ERAF as well as a large amount due to folding in of PFE funds. Exec Vice Chancellor Keller noted that the District will receive \$20 million in apportionment funding, which is approximately ½ of 1% of the apportionment of the entire system.

Chancellor Galatolo again expressed his dismay at the apportionment results and effect of the “triple-flip” on the District. He noted that the District had not received general apportionment money for several years but is now back to “square one.” He indicated that the District would continue to pursue legislative relief in this area.

**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 (05-7-2A)**

It was moved by Trustee Holoher and seconded by Trustee Hausman to approve the actions in Board Report No. 05-7-2A. The motion carried, all members voting “Aye”.

**APPROVAL OF CONSENT AGENDA (05-7-1CA THROUGH 05-7-4CA)**

The consent Agenda consists of the following board reports:

- 05-7-1CA Approval of amendment to contract with Swinerton Management & Consulting for Capital Improvement Program management services for additional labor compliance monitoring services
- 05-7-2CA Declaration of surplus property
- 05-7-3CA Approval of Trustees’ Fund for Program Improvement Projects for Cañada College
- 05-7-4CA Approval of extension of the use of the County of Los Angeles contract for Districtwide office supply purchases

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the Consent Agenda. The motion carried, all members voting “Aye”.

**ADOPTION OF RESOLUTION NO. 05-12 ORDERING AN ELECTION TO AUTHORIZE THE ISSUANCE OF SCHOOL BONDS, ESTABLISHING SPECIFICATIONS OF THE ELECTION ORDER, AND REQUESTING CONSOLIDATION WITH OTHER ELECTIONS OCCURRING ON NOVEMBER 8, 2005 (05-7-101B)**

It was moved by Student Trustee Burns and seconded by Trustee Schwarz to adopt resolution No. 05-12 ordering an election to authorize the issuance of school bonds, establishing specifications of the election order and requesting consolidation with other elections occurring on November 8, 2005.

Referring to the District's last bond measure, Chancellor Galatolo noted that the District had raised over \$100 million in funds from state, local and private sources along with the \$207 million provided through taxpayer dollars from that Bond. He also noted that the projects authorized by the previous measure had been completed on time and on budget and that the purpose of the new measure is to complete the remainder of the projects identified in 2001. He noted that, if approved, the \$468 million measure before the board would cost approximately \$13.45 per \$100,000 of assessed value for the average homeowner.

Trustee Hausman asked how the \$13.45 per \$100,000 of assessed value compared to the amounts tested in the research conducted by Godbe and Associates. Chancellor Galatolo said that the research had tested three bond amounts in \$50 million increments starting at \$283 million up to \$433 million. He recalled that a \$433 million bond equated to \$12.40 per \$100,000 in assessed valuation and that the survey results showed 65%-67% approval rating at that level. The Chancellor also noted that the bond amounts tested in the survey were benchmark amounts used to gauge voter approval threshold as well as to determine assessed valuation amounts. An analysis of unmet needs has been conducted which indicates that unmet need totals \$468 million.

Trustee Mandelkern noted that after having toured the campuses and having seen the facilities under construction, he has seen the need for continuing renovation and adaptation of the physical plant to meet the needs of students and community. He thanked the facilities staff and Chancellor for keeping the board informed, through various presentations and tours, of the work that is yet to be done. He also said he does believe that the District has effectively spent the funds from the first bond and that it is timely that the District plans to continue the renovation process.

He noted some concerns/questions regarding the measure including: the financial impact of the CIP projects on the operating budget in terms of the impact of adding additional square footage; concerns about the size of the measure and whether all options have been pursued in terms of leveraging other available funds to reduce the size of the measure; the impact on the taxpayer in the county given existing parcel taxes and school measures; and whether the upcoming special election in November is the best time to pursue the measure.

Chancellor Galatolo acknowledged Trustee Mandelkern's concern regarding staffing of new facilities but noted that buildings and facilities are being designed with efficiencies to minimize staffing and maintenance needs where possible—for example the use of artificial turf on athletic fields, use of materials in buildings requiring less waxing and maintenance, and upgraded heating and ventilation requiring fewer repairs—in an effort to free up staff for other maintenance issues.

Regarding Trustee Mandelkern's concerns about the size of the issue, the Chancellor noted that the size of the measure represents the documented unmet facilities needs. He noted that the list of unmet needs reflects necessary modernization of classrooms and he noted that additional state, local and private monies would again be leveraged with bond funds to fulfill these unmet needs.

Trustee Hausman asked about Godbe's opinion regarding placing the measure on the special election ballot. Chancellor Galatolo recalled that the researchers at Godbe had indicated they did not anticipate a huge disparity in

the voters due to the nature of the election and that a 67% approval rating was indicative of community support for the measure.

Trustee Holober addressed the issue of timing of the election. He indicated that, due to the special election, the electorate will be larger than a normal off year electorate, however it will still be smaller than the electorate in a primary or general campaign. This, he said, would be advantageous to the District in that campaign costs will be smaller with the smaller electorate. He also thought that people who support education and education funding will be highly motivated to vote in this special election due to the nature of some of the measures on the ballot.

Regarding the size of the measure, Trustee Holober asked if there had been follow-up conversations with Godbe regarding the \$468 million bond amount. Chancellor Galatolo indicated that there had been follow-up with Godbe and other campaign professionals regarding this question and that the feeling was that the difference between the \$430 million tested and the \$468 million amount suggested for the ballot would not make a big difference in terms of support for the measure.

President Miljanich indicated she was concerned about the prospect of going back to the voters again in a few years if the full amount to cover unmet needs is not requested at this time.

Trustee Holober expressed his concern that by not going forward there is a risk of leaving newly modernized buildings standing next to those not renovated in 35-40 years and said that this sends a bad message to students regarding the value that the District and community place on their education. Student Trustee Burns agreed and noted that student comments to him indicated they want to see the project come to fruition and to see the impact in all of their classrooms.

Trustee Hausman noted that it was advantageous that the measure was coming on the heels of the positive Grand Jury Report regarding the Districts' management of Bond Funds. Trustee Schwarz noted that much of the infrastructure and health and safety work has been completed and that projects funded by the new measure will be more visible. She also noted that it is important that taxpayers understand that the cost per \$100,000 in assessed valuation will be \$13.45. Trustee Schwarz expressed her support for moving forward with the measure for the benefit of the students and the community.

Trustee Mandelkern indicated that based on the persuasive arguments from the other trustees that he also now believed the District should move forward. He noted that the process of change should be considered a continuous one.

At this point in the meeting, the board discussed the ballot language at length. Barbara Christensen introduced Chris Lynch, bond counsel from Jones Hall, and Nageen Darani, Financial Advisor from Morgan Stanley. Based on the board's input, Director Christensen, Ms. Darani and Mr. Lynch worked on minor revisions to the ballot question to make sure the issue of health careers was included while still keeping the language to the required 75 word length.

After discussion, Barbara Christensen read the revised ballot wording as follows: To prepare College of San Mateo, Cañada College, and Skyline College students for universities and high demand jobs; upgrade nursing, health career, science, computer, and biotechnology labs; improve accessibility for disabled students; make earthquake safety improvements; repair/modernize libraries, classrooms, and aging facilities; and other projects in the Bond Projects List, shall San Mateo County Community College District be authorized to issue \$468,000,000 in bonds at interest rates within legal limits and with oversight by a Citizens' Advisory Committee?

Bond Counsel Chris Lynch noted that the motion for consideration should be restated to indicate that the resolution is adopted with the ballot measure amended as discussed and with the authority to staff to amend the ballot question and other items in the ballot measure, if necessary, without making substantive changes.

Trustee Miljanich asked for any further discussion on the bond projects list or the resolution.

There was no other discussion and the motion to adopt resolution No. 05-12, as amended, carried with all members voting "Aye".

**CONTRACT AWARD FOR UNIT PRICE WINDOW TREATMENTS, DISTRICTWIDE (05-7-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the contract award for unit price window treatment Districtwide to Peninsulators in an amount not to exceed \$120,000 for the first calendar year. The motion carried, all members voting "Aye".

**RATIFICATION OF SUBCONTRACT WITH STANFORD UNIVERSITY TO DEVELOP AN EARLY COLLEGE PROGRAM WITH EAST PALO ALTO HIGH SCHOOL (05-7-103B)**

It was moved by Student Trustee Burns and seconded by Trustee Hausman to ratify the subcontract with Stanford University to develop an Early College Program with East Palo Alto High School.

Trustee Hausman asked whether East Palo Alto High school is public or private. Canada's Vice President of Student Services, Phyllis Lucas-Woods indicated that the school is a Charter School. She explained there are three entities in the project and that the project has been in the planning stages for some time.

Board members posed the following questions: Trustee Hausman asked whether the program at the High School was open to all; Trustee Mandelkern asked if there are students at Cañada who came from this program. Vice-President Woods indicated that there were no students yet, but that the purpose of the program was to achieve that result.

Trustee Schwarz asked if the effective dates of September 1, 2004 through August 31, 2005 were correct. Trustees Hausman and Schwarz also wondered if the contract amount of \$61,375 was an amount that was to be paid out by the District or received by the District.

Trustee Holober noted that the District often loses students from the southern end of this District and that the District needs to support programs such as these.

President Miljanich tabled the item until Vice-President Lucas-Woods contacted Vice-President McBride to clarify these issues.

**ACCEPTANCE OF FEDERAL TRIO FUNDS (05-7-104B)**

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the acceptance of Trio Funds in the amount of \$1,100,000 from September 1, 2005 through August 31, 2010. The motion carried, all members voting "Aye".

**ADOPTION OF PUBLIC HEARING DATE AND RESOLUTION NO. 05-10 REGARDING INTENTION TO EXECUTE AN EMERGENCY VEHICLE ACCESS EASEMENT TO THE CITY OF SAN MATEO (05-7-105B)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to adopt a public hearing date and Resolution No. 05-10 regarding intent to execute an emergency vehicle access easement to the City of San Mateo.

Director Christensen noted that the hearing referenced in this item would be at the August 17<sup>th</sup> meeting at 6:30 p.m. She also noted that the easement was actually to be conveyed to San Mateo Executive Park, LLC so that the motion should be amended to reflect the change. The District recently became aware that the easement was not originally

recorded in 1970 and it is important to have it recorded now because there is a potential land contract in which the easement will be important. Director Christensen gave the Board a revised resolution reflecting this change.

The motion, amended as noted above, carried, all members voting "Aye".

**ADOPTION OF RESOLUTION NO. 05-11 AUTHORIZING CONTRACT WITH LOS ANGELES UNIFIED SCHOOL DISTRICT FOR POLYVISION WHITEBOARDS, TACKBOARDS AND ACCESSORIES (05-7-106B)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to adopt Resolution 05-11 authorizing a contract with Los Angeles Unified School District for Polyvision Whiteboards, Tackboards and Accessories in an amount not to exceed \$130,000 for the period June 2005 through July 2006. The motion carried, all members voting "Aye".

**CONTRACT AWARD FOR SPECIALTY OFFICE FURNITURE (5-7-107B)**

It was moved by Trustee Schwarz and seconded by Trustee Holoher to approve the contract award for specialty office furniture to Allsteel and HumanScale for the duration of the CIP with expenditures for Allsteel not to exceed \$45,000 for the period beginning July 1, 2005 through June 30, 2006 and the expenditures for HumanScale not to exceed \$135,000 for the same period. The motion carried, all members voting "Aye".

**CONTRACT AWARD FOR THE LIBRARY AND STUDENT RESOURCE CENTER, BUILDING 9, CAÑADA COLLEGE (05-7-108B)**

It was moved by Trustee Hausman and seconded by Student Trustee Burns to approve the contract award to S.J. Amoroso Co., Inc. in an amount not to exceed \$22,249,000 for the Library and Student Resource Center, Building 9, Cañada College.

Trustee Mandelkern asked if Amoroso would be required to meet the terms of the District's project labor agreement since the funds are largely from state capital outlay funds rather than bond project funds. Director Da Silva noted that Amoroso will comply with all prevailing wage requirements and because it is a state project, there is a labor compliance program in force. Trustee Mandelkern asked if subcontractors were covered under that program as well and Director Da Silva noted that all workers on the project must comply.

Trustee Schwarz commented on the close nature of the bids. Trustee Holoher asked why only three of the nine contractors attending the pre-bid conference actually bid on the project. Director Da Silva referred the question to Jeff Gee from Swinerton Management. He indicated that there is a considerable amount of competition in the construction market and that it can easily cost \$30,000 to \$50,000 to bid on a project of this size making it a tough balancing act for construction companies with a number of choices of projects on which to bid. He indicated that the closeness of the bids is indicative that the bids are accurate and quality bids.

There was no further discussion and the motion carried, all members voting "Aye".

**STATEMENTS FROM BOARD MEMBERS**

Trustee Hausman indicated that she had attended the Chancellor's Circle Luncheon and that she had enjoyed hearing the story of a recipient who had benefited from a Foundation scholarship. She also enjoyed a KCSM program called "I Can't Give You Anything But Love".

Trustee Holoher reported that he, also, had attended the Chancellor's Circle Luncheon. He also said that he will be going, along with President Miljanich and Chancellor Galatolo, to the CSEA Convention in Las Vegas.

**CONTINUATION OF DISCUSSION OF ITEM 05-7-103B**

At this point in the meeting, Vice-President Lucas-Woods returned with information regarding the agenda item related to the Early College Program at East Palo Alto High School. President Miljanich re-opened the item for discussion.

Vice-President Lucas-Woods indicated that she had spoken to Vice-President McBride on the telephone. She noted that the contract referred to in the report is related to a Stanford Grant. Cañada College has been written into this Grant and will receive \$61,375 for activities related to the planning and coordination of the program. The dates noted in the board report are correct. There are 400 students at the school and all of them will be expected to take courses at Cañada.

The motion carried, all members voting "Aye".

**COMMUNICATIONS**

None

The Board recessed to Closed Session at 7:45 p.m.

The Board reconvened to Open Session at 8:20 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Miljanich reported that, at the Closed Session conducted earlier, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No.1-A. She also reported that the Board conferred with Chief Negotiator Joel regarding collective bargaining matters; no action was taken.

**ADJOURNMENT**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting adjourned at 8:20 p.m.

The next Regular Meeting of the Board will be August 17, 2005, beginning at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the August 17, 2005 meeting.

Dave Mandelkern  
Vice President-Clerk

**BOARD REPORT NO. 05-08-1A**

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

**APPROVAL OF PERSONNEL ACTIONS**

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

**A. Reassignment**

District Office

- 1. Azadeh Jorgensen** Human Resources Representative Office of Human Resources

Reassignment from Staff Assistant, effective August 1, 2005.

College of San Mateo

- 1. Yanely Pulido** Financial Aid Technician Admissions and Records Division

Correction to July 27, 2005 Board approved reassignment from Division Assistant, from effective date of September 6, 2005 to effective date of August 29, 2005.

**B. Phase-In Retirement**

College of San Mateo

- 1. Linda Scholer** Instructor Language Arts Division

Recommend approval of participation in 3.5-year Phase-In Retirement effective August 15, 2005. Confirmation of employee eligibility and final approval of the employee's proposed workload reduction is managed by the State Teacher's Retirement System.

**C. Changes in Staff Allocation**

Districtwide Change for Payroll Clerk

In accordance with the CSEA collective bargaining agreement and as a result of the Bay Ten salary survey, it is necessary to reclassify the grades of the job family of Payroll Clerks to achieve the 4th ranking as follows:

C. Changes in Staff Allocation (continued)

1. Recommend reclassification of Cañada College Payroll Clerk I position (3C0069), at the Business/Operations Division from Grade 21 to Grade 22 of the Classified Salary Schedule 60.

It is also recommended that the incumbent, Terry Watson be placed at the new salary, effective July 1, 2004.

2. Recommend reclassification of College of San Mateo Payroll Clerk I position (4C0122), at the Business Services Division from Grade 21 to Grade 22 of the Classified Salary Schedule 60.

It is also recommended that the incumbent, Ada Delaplaine be placed at the new salary, effective July 1, 2004.

3. Recommend reclassification of District Office Payroll Clerk II positions (1C0037, 1C0039), at the District Office/Administrative Services from Grade 23 to Grade 24 of the Classified Salary Schedule 60.

It is also recommended that the incumbents, Yadira Arias and Sharon Himebrook be placed at the new salary, effective July 1, 2004.

4. Recommend reclassification of Skyline College Payroll Clerk I positions (2C0076, 2C0077), at the President's Office, Operations Division from Grade 21 to Grade 22 of the Classified Salary Schedule 60.

It is also recommended that the incumbents, Marian Kelly and Ellen Lee be placed at the new salary, effective July 1, 2004.

College of San Mateo

1. Recommend reclassification of Division Staff Assistant position (4C0145), from Grade 21, title "Staff Assistant" of the Classified Salary Schedule 60, to Grade 24, title "Division Assistant" of the Classified Salary Schedule 60.

This reclassification is as a result of increased scope and level of responsibility, and was agreed upon with CSEA. It is also recommended that the incumbent, Deborah Laulusa be placed at the new salary and title effective, April 1, 2005.

2. Recommend reclassification of College of San Mateo Video Tape Operations Manager position (4C0171) at the KCSM Division from Grade 34 to Grade 38 of the Classified Salary Schedule 60.

This reclassification is in accordance with the CSEA collective bargaining agreement and as a result of the Bay Ten salary survey, to achieve the 4th ranking. It is also recommended that the incumbent, Clyde C. Rivers be placed at the new salary, Effective July 1, 2004.

## D. Short-Term, Non-Continuing Assignments

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>Date</i>		<i>Services to be performed</i>
			<i>Start</i>	<i>End</i>	
1. Cañada	Science and Technology MESA Program	1	08/18/05	05/28/06	Office Assistant II: to perform office work and assist in the MESA lab.
2. Cañada	Business and Workforce Development	8	08/18/05	02/28/06	Assistant Coach: to assist coaches from various departments. (2 Assistant Basketball Coach, 2 Assistant Volleyball Coach and 4 Assistant Soccer Coach positions.)
3. CSM	PE/Athletics	14 of 28, July 13, 2005 Board approved	Start Date Correction from 08/15/05 to 07/15/05	06/30/06	Assistant Coach: to assist coaches with recruiting, practice planning/implementation, record keeping, filming practices/games or assisting student-athletes in transferring to four-year colleges and universities.
4. CSM	Math and Science	1	08/18/05	06/30/06	Storekeeper: to assist with organizing and catalog of Geology Department collections in preparation of the move to new Science building.
5. Skyline	Student Services/Admissions & Records	12	08/18/05	06/30/06	Admission and Records Assistant II: to assist with admissions, registration, document imaging during peak registration periods.
6. Skyline	Vice President of Student Services	1	08/18/05	09/15/05	Administrative Secretary: to assist with answering phones, type and distribute memos and meeting materials, and other routine clerical functions.

**BOARD REPORT NO. 05-8-1CA**

**TO:** Members of the Board of Trustees  
**FROM:** Ron Galatolo, Chancellor-Superintendent  
**PREPARED BY:** Rick Bennett, Director of General Services, 358-6752  
Bob Domenici, Senior Buyer, 358-6728

**DECLARATION OF SURPLUS PROPERTY**

In accordance with Education Code Sections 81450 and 81452, property that becomes surplus to the needs of the District will be declared as such by the Board with the method of disposal dictated by the value of this property. Board policy (Section 8.02, District Rules and Regulations) delegates the disposal, in compliance with State or local laws and regulations, to the Chancellor, Associate Chancellor, or designee.

As the Capital Improvement Program progresses, the volume and variety of surplus continues to grow. Recently, in preparation for summer renovation projects, the Colleges in collaboration with Swinerton have identified miscellaneous furniture and equipment that are surplus to the District's needs:

- Computers, scanners, lab instruments, & animal habitats from Cañada College Chemistry Lab
- Outdated furniture and computers from the College of San Mateo's summer swing moves.

A complete listing of this equipment and furniture follows the board report. As always, the General Services Department is committed to handling this surplus in an efficient manner. The Department anticipates that local area educational institutions, non-profits, or agencies will be able to use the District's surplus equipment and furniture at the least cost to the District and the Colleges. The District is committed to handling electronic waste in a responsible manner and if we cannot sell or donate our old computers, a responsible recycler connected to the California Electronic Waste program will be employed to recycle our surplus.

**RECOMMENDATION**

The District recommends that the Board of Trustees declare the items specified on the attached list surplus to the mission of the District and the Colleges.

**BOARD REPORT NO. 05-8-2CA**

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

**APPROVAL OF COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC)  
MEMBERSHIP DUES, 2005-06**

The Community College League of California (CCLC) was formed in 1990 as the result of the merger of the California Association of Community Colleges (CACC), the California Community College Trustees (CCCT), and the Chief Executive Officers of the California Community Colleges. The CCLC staff provides assistance to its members in the areas of education services, research and policy analysis, governmental relations, communications, athletics and association operations as well as facilitation of Board retreats and sponsorship of workshops and seminars.

The District has been a member in good standing of the CCLC since its inception in 1990 and was a member of the CACC and CCCT for many years prior to the merger.

The CCLC assesses its dues annually in conjunction with the dues for the Commission on Athletics (COA) which is a part of the CCLC. For 2005-06, the total being assessed by CCLC/COA for the District's annual membership is \$35,599 (a \$2,343 increase from 2004-05).

Payment of the CCLC portion of the dues (\$23,011) is prorated among the Board of Trustees, the Chancellor's Office, and the three Colleges. Payment of the COA portion of the dues (\$12,588) is prorated among the three Colleges only.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve payment of Community College League of California membership dues, including dues for the Commission on Athletics, in the amount of \$35,599 for 2005-06.

**BOARD REPORT NO. 05-8-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Rick Bennett, Director of General Services, 358-6752  
Tom Bauer, Director of Bookstore Operations, 738-4447

**CONTRACT AWARD FOR BOOKSTORE POS & ACCOUNTING SYSTEM**

As the Board is aware, both Skyline and CSM will be receiving new bookstore facilities and the District will be renovating the Cañada bookstore as part of the Capital Improvement Program. A critical part of this renovation is the purchase of a new retail operation system for the District bookstores. The current Budgetext system is nine years old and the hardware is in disrepair. Further, the software is no longer adequate, particularly in the area of accounting and textbook ordering.

Accordingly, over the past six months, the General Services Department in conjunction with the Bookstore Management Team (BMT), released a series of bid documents for the procurement of a new point of sale and accounting system. The RFI, RFP, and "Best and Final" methodology was used because it has proven successful for other large purchases in obtaining the very best possible proposals available from the vendor pool. The first document, RFI 86510, requested basic information from eight potential vendors. In conjunction with the RFI, the BMT conducted numerous vendor interviews between April 5, 2005 and April 20, 2005 with all eight respondents. From the RFI and the interviews, the BMT pre-qualified three vendors to provide pricing against RFP 86510. Those vendors were MBS Systems, LLC (MBS), Nebraska Book Company, Inc. (NBC), and Budgetext. The process was useful as the Bookstore team was able to make critical assessments of their needs throughout each step of the process, allowing the BMT to clarify what system requirements were essential for their operation.

From the RFP and another round of interviews, site visits, multiple conversations with vendors, and with users of the Missouri, Nebraska and Budgetext systems, the Bookstore team developed a "Best and Final" document, released on July 28, 2005. The team eliminated Budgetext from the Best and Final process because of the following:

- Age of new system—only six months on the market,
- Lack of installed base—no systems installed and functioning in any store other than three beta-test sites,
- Customer service—current service and software not in line with District criteria and standards.

On Thursday August 4, 2005, the vendors returned their "Best and Final" documents to the District and analysis began. The "Best and Final" methodology was effective because final pricing of both competing systems was reduced about 10% overall. In particular, the final proposals addressed recurring costs and other items of interest to the Bookstore team, including:

1. Deep discounts for 5 year prepayment of ongoing software maintenance costs;
2. Reduced annual Web site support costs;
3. Reduced ongoing high-speed credit card processing costs;
4. Improved buy-back agreement;
5. Extended timeline for guaranteed pricing;
6. Vendor sponsored student scholarships.

After several days of meetings and analysis, the team reached a recommendation. Based on a five-year total cost of ownership model, the Board will note that both proposals are very close in price with MBS edging out NBC by 10%. Although each system has certain advantages over the other system, several factors convinced the team that MBS was the best choice. Most obvious was fact that the system cost less, based on a five-year total cost of ownership (TCO) pricing model (see the pricing chart below).

Bookstore System Vendor	Maintenance Costs			5 yr TCO
	Best & Final	Web 5 year	Software 5 year	
Missouri Books	\$ 365,666	\$ 22,250	\$ 42,663	\$ 430,579
Nebraska Books	\$ 355,497	\$ 42,305	\$ 71,224	\$ 469,026

The BMT also conducted discussions and site visits with references provided by both finalists. Based on that process, the BMT felt the MBS results were more positive and in line with District criteria and standards related to customer service and software.

Other criteria the BMT found important regarding MBS were: the use of the IBM platform and its system reliability; the availability of real-time sales data; support of a perpetual inventory and a strong textbook package with the best access to used books. Furthermore, MBS is committed to cutting-edge technology. For example, this fall, MBS is piloting digital textbooks in ten college bookstores across the country in partnership with five major textbook publishers. The technology, created by MBS, allows students to purchase access cards at the Bookstore for 30% less than the cost of a new textbook which, when processed through the MBS Point of Sale system, gives students digital access to textbooks. MBS's system technology has the power to make the bookstores more efficient and improve customer service. In particular, its credit card processing through the Lethoff gateway provides credit and debit approval in less than three seconds. This rapid transaction time will significantly reduce waiting time at the cash register. MBS's payment gateways allows the stores to electronically process and clear checks, accept gift cards and process debit cards with a pin. MBS is also in the final stages of writing its Customer Relationship Module (CRM). This module will allow the Bookstores to reward frequent shoppers, communicate specific textbook buyback information to students based on their past purchases and offer a host of other enhanced customer services.

The Bookstore Management Team feels that MBS has the system that best accommodates the requirements of our bookstores and positions the bookstores for efficient operations and growth over the next decade. Funding for the \$430,579 procurement of the MBS operating system will come from COP funds and future bookstore revenues.

## RECOMMENDATION

The District recommends that the Board of Trustees award RFP 86510 and the resultant contract for procurement of a college bookstore operations system to MBS System, LLC for an amount not to exceed \$473,000 + sales tax. The \$473,000 represents Missouri's final quote plus 10% to cover any contingencies that develop between the time of this award and installation, training and system launch at each bookstore.

**BOARD REPORT NO. 05-8-101B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 05-13  
TO EXECUTE AN EMERGENCY VEHICLE ACCESS EASEMENT  
TO SAN MATEO EXECUTIVE PARK LLC**

The College District recently received a request from SummerHill Homes to formalize an existing Emergency Vehicle Access Easement (EVA) between the property located at West Hillsdale Boulevard and Clearview Way (commonly known as the San Mateo Executive Park) and the College of San Mateo.

The San Mateo Executive Park property, which is directly adjacent to CSM, has long utilized and benefited from an improved road for emergency vehicle access (EVA) which connects San Mateo Executive Park to West Hillsdale via the College of San Mateo's Perimeter Road. The EVA is secured by bollards and chains for which the City of San Mateo Fire Department has access to via a Knox box. A map showing the approximate location of the EVAE is attached as "Attachment 1."

The EVAE pre-dates the 1971 development of San Mateo Executive Park. As part of the project's development approvals, the then-existing EVA was improved to support a 44,000 pound load. However, despite a diligent search of title records, the City of San Mateo and SummerHill Homes have not been able to unearth the recorded document for the existing EVAE. It is probable that, given the lapse of time, the original document was lost, misfiled or misplaced. As a result of this apparent oversight in failing to record the EVA easement, it is necessary to formally document, and clarify, each party's rights and obligations with respect to the EVA easement.

The Education Code Section 81310 defines the process for dedications and easements by a community college district. The process includes:

- 1) adoption of a resolution by a 2/3 vote of the Board declaring the Board's intention to make the dedications/easements and setting a time for a public hearing on this matter;
- 2) publicizing the resolution in three public places within the District and publishing the notice once in a newspaper of general circulation in the District;
- 3) holding the public hearing and adoption of a resolution (by a 2/3 vote) authorizing the President of the Board to execute a deed for the dedication or conveyance.

At the July 27, 2005 Board meeting, the Board adopted a resolution declaring its intent to convey the described EVAE to San Mateo Executive Park and set a public hearing date and time for 6:30 p.m. on August 17 in the Board Room. The announcement of that date has been published in a local paper and posted at all three Colleges and the District Office since July 28, as required by law. The attached Resolution 05-13 completes the process by directing the President of the Board of Trustees to execute the deed (Exhibit A) for conveyance.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees 1) hold a public hearing on the intention to convey an emergency vehicle access easement to San Mateo Executive Park, LLC and 2) adopt Resolution 05-13 to execute the deed conveying the emergency vehicle access easement described in the attached Exhibit A to San Mateo Executive Park, LLC.

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

RESOLUTION NO. 05-13

**ADOPTION OF RESOLUTION NO. 05-13 TO EXECUTE  
AN EMERGENCY VEHICLE ACCESS EASEMENT  
TO SAN MATEO EXECUTIVE PARK, LLC**

August 17, 2005

**RESOLVED**, by the Board of Trustees of the San Mateo County Community College District,  
that:

**WHEREAS**, certain portions of the College of San Mateo Perimeter Road in San Mateo, more particularly described as set forth in Exhibit A, attached hereto and incorporated herein by reference, are owned by the District; and

**WHEREAS**, the Board of Trustees unanimously resolved on July 27, 2005 its intention to grant an Emergency Vehicle Access Easement over a portion of the CSM Perimeter Road as described in Exhibit A to San Mateo Executive Park, LLC; and

**WHEREAS**, the Board of Trustees set 6:30 p.m. on August 17, 2005 as the date of the public hearing on this matter, said hearing to be held at 3401 CSM Drive in San Mateo; and

**WHEREAS**, notice of the public hearing on this action was posted and published in compliance with Education Code 81310, et. seq;

**NOW, THEREFORE IT IS HEREBY RESOLVED**, that the Board of Trustees directs the President of the Board to execute a grant deed conveying the easement upon the property herein described to San Mateo Executive Park, LLC.

**PASSED AND ADOPTED** by the Board of Trustees of the San Mateo County Community College District at a meeting held on August 17, 2005 by the following vote:

Aye and in favor of said resolution

No and against said resolution

ATTEST:

Vice President-Clerk, Board of Trustees



ENGINEERS  
SURVEYORS  
PLANNERS

July 14, 2005  
BKF Job Number: 20050027-10

**"EXHIBIT A"**

**EASEMENT**

**NON-EXCLUSIVE EMERGENCY VEHICLE ACCESS EASEMENT**

Across a portion of the lands of San Mateo County Community College District at the College of San Mateo Campus in San Mateo, CA. as described on the attached Easement "Exhibit A" and "Exhibit B".

All that real property situate in the City and County of San Mateo, State of California, being a portion of the land described as Parcel 1 in that certain Final Order of Condemnation filed for record on November 18, in Book 3495 of Official Records at page 4, San Mateo County, State of California, and being more particularly described as follows:

BEGINNING at the most westerly corner of the parcel of land shown on that certain Parcel Map recorded on January 23, 1973, in Book 19 of Parcel Maps at page 22, San Mateo County, said corner being on the southeasterly line of said Parcel 1; thence along the northwesterly line of said parcel shown on said map being also the same line as the southeasterly line of said Parcel 1, North  $44^{\circ}33'56''$  East 958.35 feet to the TRUE POINT OF BEGINNING; thence leaving said northwesterly line, South  $68^{\circ}50'17''$  East 47.63 feet; thence South  $44^{\circ}42'22''$  West 881.00 feet to the beginning of a tangent curve to the right; thence along said curve having a radius of 135.00 feet, through a central angle of  $63^{\circ}15'20''$ , an arc length of 149.04 feet to a point of reverse curvature; thence along said curve having a radius of 40.00 feet, through a central angle of  $85^{\circ}23'04''$ , an arc length of 59.61 feet; thence South  $22^{\circ}34'38''$  West 27.62 feet to the beginning of a tangent curve to the left; thence along said curve having radius of 39.50 feet, through a central angle of  $18^{\circ}15'09''$ , an arc length of 12.58 feet to an angle point in the northeasterly line of that certain Right-of-Way Easement filed for record on March 21, 1988, as Document Number 88033635, Official Records, San Mateo County, said angle point being at the easterly terminus of a line described in said Right-of-Way Easement as "North  $69^{\circ}38'34''$  West 34.23 feet;" thence along said northeasterly line, North  $68^{\circ}19'38''$  West 34.23 feet; thence leaving said northeasterly line of said Right-of-Way Easement, North  $22^{\circ}34'38''$  East 133.77 feet; thence South  $67^{\circ}25'22''$  East 32.24 feet; thence South  $22^{\circ}34'38''$  West 3.60 feet to the beginning of a tangent curve to the left; thence along said curve having a radius of 20.00 feet, through a central angle of  $86^{\circ}00'27''$ , an arc length of 30.02 feet to a point of compound curvature; thence along

255 Shoreline Drive  
Suite 200  
Redwood City  
California 94065  
phone 650.482.6300  
fax 650.482.6399  
www.bkf.com

Exhibit "A"  
Page 1 of 2

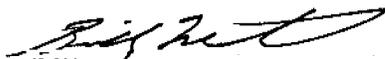
said curve having a radius of 105.00 feet, through a central angle of 71°51'49", an arc length of 131.70 feet; thence North 44°42'22" East 873.62 feet; thence North 34°08'30" East 68.45 feet; thence South 55°51'30" East 45.57 feet; thence North 64°21'20" East 50.70 feet to the northwesterly line of said parcel shown on said map recorded in Book 19 of Parcel Maps at Page 22; thence along said northwesterly line, South 44°33'56" West 72.54 feet to the TRUE POINT OF BEGINNING and containing an area of 39,092 square feet, more or less.

**Basis of Bearings**

The bearing North 44°33'56" East of the northwesterly line of the parcel of land shown on that certain Parcel Map recorded on January 23, 1973, in Book 19 of Parcel Maps at page 22, San Mateo County Records, State of California, was used as the basis of all bearings shown hereon.

A plat showing the above described land is attached hereto and made a part hereof as "Exhibit B".

This description was prepared by me or under my direction in conformance with the requirements of the Land Surveyor's Act.

  
Billy Martin, P.L.S. 5797  
License Expires: 6/30/06



Dated: JULY 14, 2005

K:\MAIN\2005\0027\08 Survey\H Plats & Legal Descriptions\AccessEsmt.doc



EASEMENT  
AREA = 39,902 SQFT ±

SEE  
SHEET 2

T.P.O.B

LANDS OF SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT  
PARCEL 1, 3495 OR 4  
(27 LLS 32-35)

19 PARCEL MAPS 22

873.62'  
958.35'  
N 44°22'22" E  
N 44°33'58" E

EASEMENT

SEE  
SHEET 3

CITY OF SAN MATEO STREET  
EASEMENT  
DOC NO 88033635

67 MAPS 32-33

P.O.B, MOST WESTERLY  
CORNER OF PARCEL  
SHOWN ON 19 PM 22

WEST HILLSDALE  
BOULEVARD

**LEGEND**

- DOC NO DOCUMENT NUMBER
- LLS LICENCED LAND SURVEYOR MAP
- M MAP
- OR OFFICIAL RECORDS
- PM PARCEL MAP
- P.O.B. POINT OF BEGINNING
- R RADIAL
- (1) RECORD DATA PER DOC NO 88033635

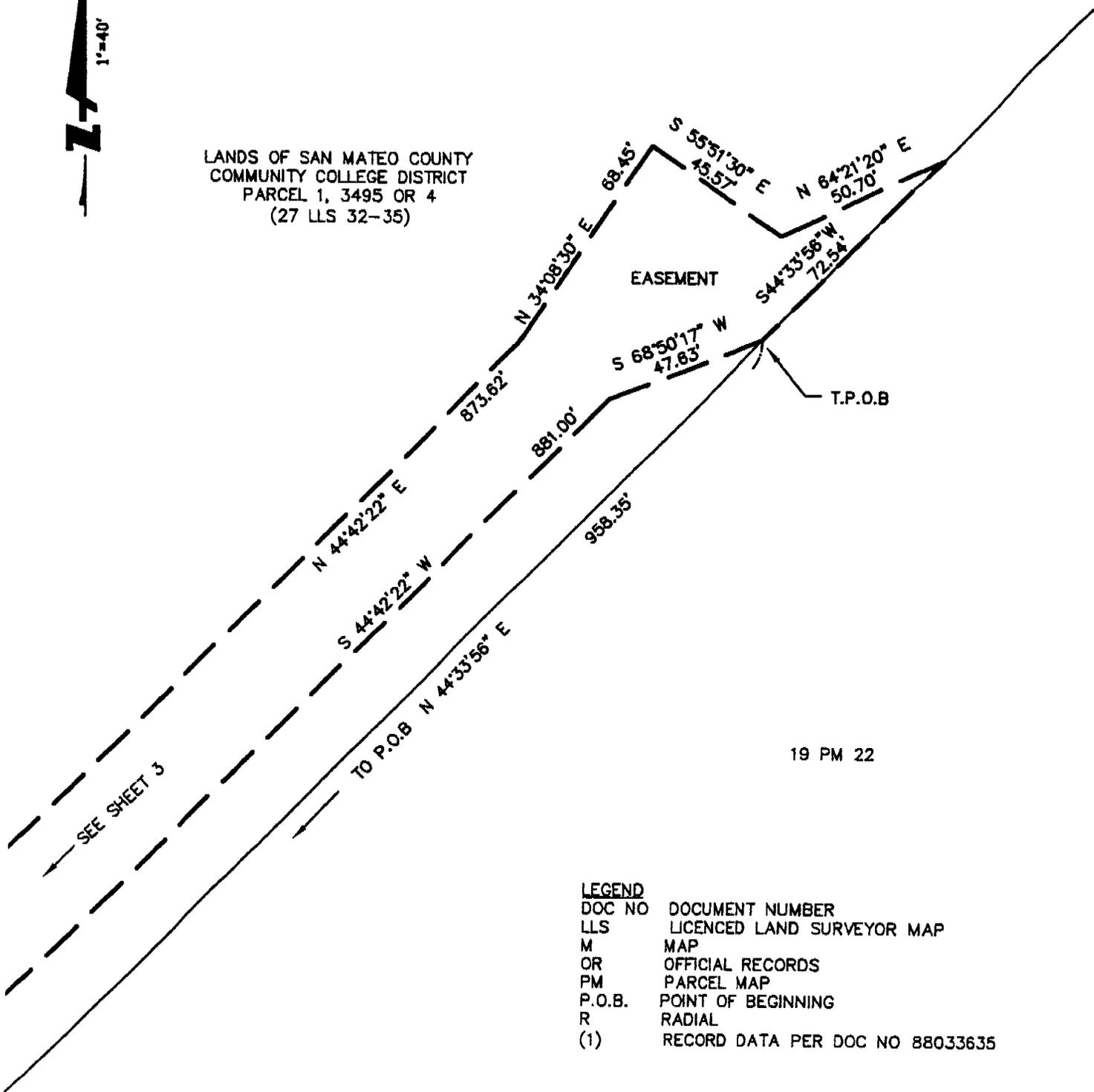


540 Price Avenue  
Redwood City, CA 94083  
650/482-8300  
650/482-8399 (FAX)

Subject EXHIBIT B  
EASEMENT  
Job No. 20050027-10  
By RCS Date 07/14/05 Chkd.  
SHEET 1 OF 3



LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)



19 PM 22

**LEGEND**  
 DOC NO DOCUMENT NUMBER  
 LLS LICENCED LAND SURVEYOR MAP  
 M MAP  
 OR OFFICIAL RECORDS  
 PM PARCEL MAP  
 P.O.B. POINT OF BEGINNING  
 R RADIAL  
 (1) RECORD DATA PER DOC NO 88033635



540 Price Avenue  
 Redwood City, CA 94063  
 650/482-6300  
 650/482-6399 (FAX)

Subject EXHIBIT B  
 EASEMENT  
 Job No. 20050027-10  
 By RCS Date 07/14/05 Chkd. RCS  
 SHEET 2 OF 3

LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)

SEE SHEET 2  
 873.62'  
 881.00'



1"=40'

EASEMENT

P.O.B.

LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)

67 MAPS 32-33

CITY OF SAN MATEO  
 STREET EASEMENT  
 DOC NO 88033635

WEST HILLSDALE BOULEVARD

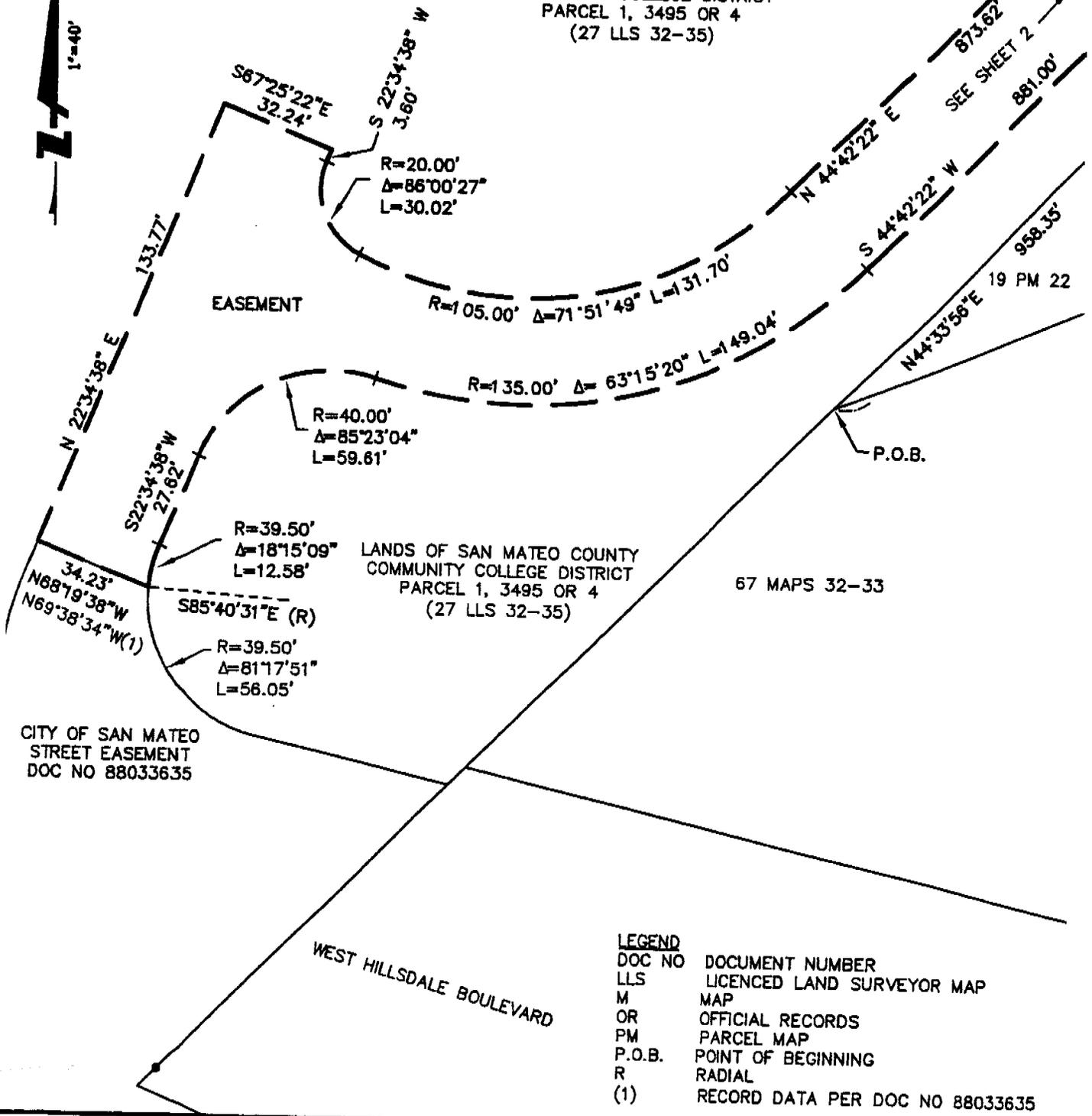
**LEGEND**

DOC NO	DOCUMENT NUMBER
LLS	LICENCED LAND SURVEYOR MAP
M	MAP
OR	OFFICIAL RECORDS
PM	PARCEL MAP
P.O.B.	POINT OF BEGINNING
R	RADIAL
(1)	RECORD DATA PER DOC NO 88033635



540 Price Avenue  
 Redwood City, CA 94063  
 650/482-6300  
 650/482-6399 (FAX)

Subject EXHIBIT B  
 EASEMENT  
 Job No. 20050027-10  
 By RCS Date 07/14/05 Chkd. RCS  
 SHEET 3 OF 3



AccessEsmt.txt

-----  
 Parcel name: ACCESS 1

	North: 35780.0286	East : 8074.3678
Line	Course: N 44-33-56 E	Length: 72.54
	North: 35831.7096	East : 8125.2710
Line	Course: S 64-21-20 W	Length: 50.70
	North: 35809.7674	East : 8079.5651
Line	Course: N 55-51-30 W	Length: 45.57
	North: 35835.3432	East : 8041.8489
Line	Course: S 34-08-30 W	Length: 68.45
	North: 35778.6904	East : 8003.4320
Line	Course: S 44-42-22 W	Length: 873.62
	North: 35157.7873	East : 7388.8661
Curve	Length: 131.70	Radius: 105.00
	Delta: 71-51-49	Tangent: 76.10
	Chord: 123.23	Course: S 80-38-16 W
	Course In: N 45-17-38 W	Course Out: S 26-34-11 W
	RP North: 35231.6517	East : 7314.2400
	End North: 35137.7407	East : 7267.2749
Curve	Length: 30.02	Radius: 20.00
	Delta: 86-00-27	Tangent: 18.65
	Chord: 27.28	Course: N 20-25-36 W
	Course In: N 26-34-11 E	Course Out: N 67-25-22 W
	RP North: 35155.6285	East : 7276.2207
	End North: 35163.3070	East : 7257.7534
Line	Course: N 22-34-38 E	Length: 3.60
	North: 35166.6311	East : 7259.1356
Line	Course: N 67-25-22 W	Length: 32.24
	North: 35179.0090	East : 7229.3663
Line	Course: S 22-34-38 W	Length: 133.77
	North: 35055.4907	East : 7178.0082
Line	Course: S 68-19-38 E	Length: 34.23
	North: 35042.8494	East : 7209.8185
Curve	Length: 12.58	Radius: 39.50
	Delta: 18-15-09	Tangent: 6.35
	Chord: 12.53	Course: N 13-27-03 E
	Course In: S 85-40-31 E	Course Out: N 67-25-22 W
	RP North: 35039.8708	East : 7249.2060
	End North: 35055.0359	East : 7212.7332
Line	Course: N 22-34-38 E	Length: 27.62
	North: 35080.5392	East : 7223.3373
Curve	Length: 59.61	Radius: 40.00
	Delta: 85-23-04	Tangent: 36.90

AccessEsmt.txt

Chord: 54.24	Course: N 65-16-10 E
Course In: S 67-25-22 E	Course Out: N 17-57-42 E
RP North: 35065.1821	East : 7260.2718
End North: 35103.2326	East : 7272.6070
Curve Length: 149.04	Radius: 135.00
Delta: 63-15-20	Tangent: 83.14
Chord: 141.59	Course: N 76-20-02 E
Course In: N 17-57-42 E	Course Out: S 45-17-38 E
RP North: 35231.6531	East : 7314.2384
End North: 35136.6846	East : 7410.1862
Line Course: N 44-42-22 E	Length: 881.00
North: 35762.8328	East : 8029.9437
Line Course: N 68-50-17 E	Length: 47.63
North: 35780.0275	East : 8074.3617

Perimeter: 2653.92 Area: 39,902 sq. ft. 0.92 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)  
Error Closure: 0.0062 Course: S 79-26-18 W  
Error North: -0.00114 East : -0.00613  
Precision 1: 428,051.61



**BOARD REPORT NO. 05-8-101B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6560

**PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 05-13  
TO EXECUTE AN EMERGENCY VEHICLE ACCESS EASEMENT  
TO SAN MATEO EXECUTIVE PARK LLC**

The College District recently received a request from SummerHill Homes to formalize an existing Emergency Vehicle Access Easement (EVA) between the property located at West Hillsdale Boulevard and Clearview Way (commonly known as the San Mateo Executive Park) and the College of San Mateo.

The San Mateo Executive Park property, which is directly adjacent to CSM, has long utilized and benefited from an improved road for emergency vehicle access (EVA) which connects San Mateo Executive Park to West Hillsdale via the College of San Mateo's Perimeter Road. The EVA is secured by bollards and chains for which the City of San Mateo Fire Department has access to via a Knox box. A map showing the approximate location of the EVAE is attached as "Attachment 1."

The EVAE pre-dates the 1971 development of San Mateo Executive Park. As part of the project's development approvals, the then-existing EVA was improved to support a 44,000 pound load. However, despite a diligent search of title records, the City of San Mateo and SummerHill Homes have not been able to unearth the recorded document for the existing EVAE. It is probable that, given the lapse of time, the original document was lost, misfiled or misplaced. As a result of this apparent oversight in failing to record the EVA easement, it is necessary to formally document, and clarify, each party's rights and obligations with respect to the EVA easement.

The Education Code Section 81310 defines the process for dedications and easements by a community college district. The process includes:

- 1) adoption of a resolution by a 2/3 vote of the Board declaring the Board's intention to make the dedications/easements and setting a time for a public hearing on this matter;
- 2) publicizing the resolution in three public places within the District and publishing the notice once in a newspaper of general circulation in the District;
- 3) holding the public hearing and adoption of a resolution (by a 2/3 vote) authorizing the President of the Board to execute a deed for the dedication or conveyance.

At the July 27, 2005 Board meeting, the Board adopted a resolution declaring its intent to convey the described EVAE to San Mateo Executive Park and set a public hearing date and time for 6:30 p.m. on August 17 in the Board Room. The announcement of that date has been published in a local paper and posted at all three Colleges and the District Office since July 28, as required by law. The attached Resolution 05-13 completes the process by directing the President of the Board of Trustees to execute the deed (Exhibit A) for conveyance.

#### **RECOMMENDATION**

It is recommended that the Board of Trustees 1) hold a public hearing on the intention to convey an emergency vehicle access easement to San Mateo Executive Park, LLC and 2) adopt Resolution 05-13 to execute the deed conveying the emergency vehicle access easement described in the attached Exhibit A to San Mateo Executive Park, LLC.

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

RESOLUTION NO. 05-13

**ADOPTION OF RESOLUTION NO. 05-13 TO EXECUTE  
AN EMERGENCY VEHICLE ACCESS EASEMENT  
TO SAN MATEO EXECUTIVE PARK, LLC**

August 17, 2005

**RESOLVED**, by the Board of Trustees of the San Mateo County Community College District,  
that:

**WHEREAS**, certain portions of the College of San Mateo Perimeter Road in San Mateo, more particularly described as set forth in Exhibit A, attached hereto and incorporated herein by reference, are owned by the District; and

**WHEREAS**, the Board of Trustees unanimously resolved on July 27, 2005 its intention to grant an Emergency Vehicle Access Easement over a portion of the CSM Perimeter Road as described in Exhibit A to San Mateo Executive Park, LLC; and

**WHEREAS**, the Board of Trustees set 6:30 p.m. on August 17, 2005 as the date of the public hearing on this matter, said hearing to be held at 3401 CSM Drive in San Mateo; and

**WHEREAS**, notice of the public hearing on this action was posted and published in compliance with Education Code 81310, et. seq;

**NOW, THEREFORE IT IS HEREBY RESOLVED**, that the Board of Trustees directs the President of the Board to execute a grant deed conveying the easement upon the property herein described to San Mateo Executive Park, LLC.

**PASSED AND ADOPTED** by the Board of Trustees of the San Mateo County Community College District at a meeting held on August 17, 2005 by the following vote:

Aye and in favor of said resolution

No and against said resolution

ATTEST:

Vice President-Clerk, Board of Trustees



ENGINEERS  
SURVEYORS  
PLANNERS

July 14, 2005  
BKF Job Number: 20050027-10

**"EXHIBIT A"**

**EASEMENT**

**NON-EXCLUSIVE EMERGENCY VEHICLE ACCESS EASEMENT**

Across a portion of the lands of San Mateo County Community College District at the College of San Mateo Campus in San Mateo, CA. as described on the attached Easement "Exhibit A" and "Exhibit B".

All that real property situate in the City and County of San Mateo, State of California, being a portion of the land described as Parcel 1 in that certain Final Order of Condemnation filed for record on November 18, in Book 3495 of Official Records at page 4, San Mateo County, State of California, and being more particularly described as follows:

BEGINNING at the most westerly corner of the parcel of land shown on that certain Parcel Map recorded on January 23, 1973, in Book 19 of Parcel Maps at page 22, San Mateo County, said corner being on the southeasterly line of said Parcel 1; thence along the northwesterly line of said parcel shown on said map being also the same line as the southeasterly line of said Parcel 1, North  $44^{\circ}33'56''$  East 958.35 feet to the TRUE POINT OF BEGINNING; thence leaving said northwesterly line, South  $68^{\circ}50'17''$  East 47.63 feet; thence South  $44^{\circ}42'22''$  West 881.00 feet to the beginning of a tangent curve to the right; thence along said curve having a radius of 135.00 feet, through a central angle of  $63^{\circ}15'20''$ , an arc length of 149.04 feet to a point of reverse curvature; thence along said curve having a radius of 40.00 feet, through a central angle of  $85^{\circ}23'04''$ , an arc length of 59.61 feet; thence South  $22^{\circ}34'38''$  West 27.62 feet to the beginning of a tangent curve to the left; thence along said curve having radius of 39.50 feet, through a central angle of  $18^{\circ}15'09''$ , an arc length of 12.58 feet to an angle point in the northeasterly line of that certain Right-of-Way Easement filed for record on March 21, 1988, as Document Number 88033635, Official Records, San Mateo County, said angle point being at the easterly terminus of a line described in said Right-of-Way Easement as "North  $69^{\circ}38'34''$  West 34.23 feet;" thence along said northeasterly line, North  $68^{\circ}19'38''$  West 34.23 feet; thence leaving said northeasterly line of said Right-of-Way Easement, North  $22^{\circ}34'38''$  East 133.77 feet; thence South  $67^{\circ}25'22''$  East 32.24 feet; thence South  $22^{\circ}34'38''$  West 3.60 feet to the beginning of a tangent curve to the left; thence along said curve having a radius of 20.00 feet, through a central angle of  $86^{\circ}00'27''$ , an arc length of 30.02 feet to a point of compound curvature; thence along

255 Shoreline Drive  
Suite 200  
Redwood City  
California 94065  
phone 650.482.6300  
fax 650.482.6399  
www.bkf.com

Exhibit "A"

Page 1 of 2

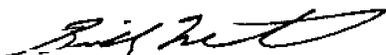
said curve having a radius of 105.00 feet, through a central angle of 71°51'49", an arc length of 131.70 feet; thence North 44°42'22" East 873.62 feet; thence North 34°08'30" East 68.45 feet; thence South 55°51'30" East 45.57 feet; thence North 64°21'20" East 50.70 feet to the northwesterly line of said parcel shown on said map recorded in Book 19 of Parcel Maps at Page 22; thence along said northwesterly line, South 44°33'56" West 72.54 feet to the TRUE POINT OF BEGINNING and containing an area of 39,092 square feet, more or less.

**Basis of Bearings**

The bearing North 44°33'56" East of the northwesterly line of the parcel of land shown on that certain Parcel Map recorded on January 23, 1973, in Book 19 of Parcel Maps at page 22, San Mateo County Records, State of California, was used as the basis of all bearings shown hereon.

A plat showing the above described land is attached hereto and made a part hereof as "Exhibit B".

This description was prepared by me or under my direction in conformance with the requirements of the Land Surveyor's Act.

  
Billy Martin, P.L.S. 5797  
License Expires: 6/30/06



Dated: JULY 14, 2005

K:\MAIN\2005\0027\08 Survey\H Plats & Legal Descriptions\AccessEsmt.doc



EASEMENT  
AREA = 39,902 SQFT ±

SEE  
SHEET 2

T.P.O.B

LANDS OF SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT  
PARCEL 1, 3495 OR 4  
(27 LLS 32-35)

19 PARCEL MAPS 22

EASEMENT

SEE  
SHEET 3

CITY OF SAN MATEO STREET  
EASEMENT  
DOC NO 88033635

67 MAPS 32-33

P.O.B. MOST WESTERLY  
CORNER OF PARCEL  
SHOWN ON 19 PM 22

WEST HILLSDALE  
BOULEVARD

LEGEND

DOC NO	DOCUMENT NUMBER
LLS	LICENCED LAND SURVEYOR MAP
M	MAP
OR	OFFICIAL RECORDS
PM	PARCEL MAP
P.O.B.	POINT OF BEGINNING
R	RADIAL
(1)	RECORD DATA PER DOC NO 88033635

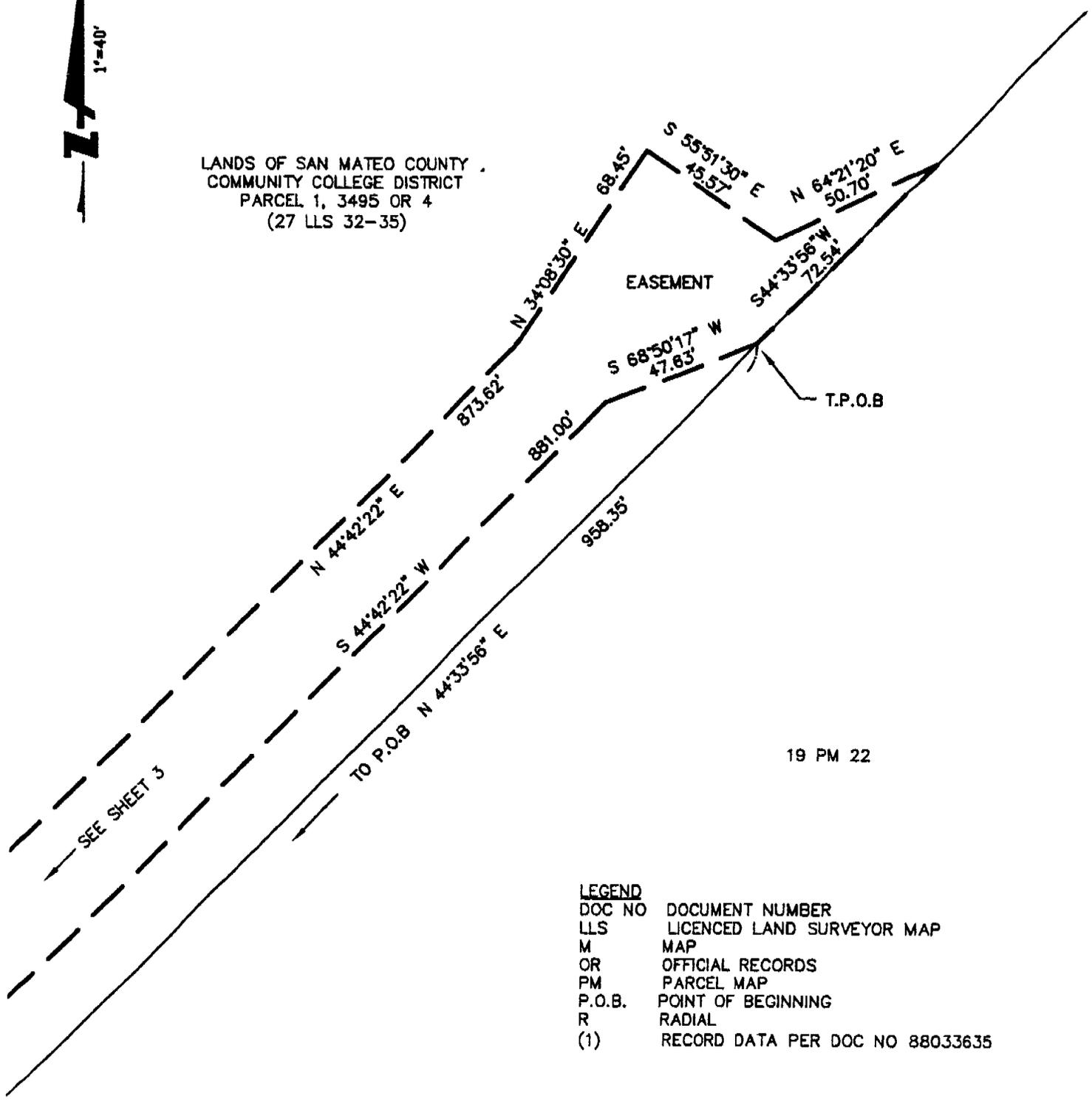


540 Price Avenue  
Redwood City, CA 94063  
650/482-8300  
650/482-8399 (FAX)

Subject EXHIBIT B  
EASEMENT  
Job No. 20050027-10  
By RCS Date 07/14/05 Chkd.  
SHEET 1 OF 3



LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)



19 PM 22

**LEGEND**

- DOC NO DOCUMENT NUMBER
- LLS LICENCED LAND SURVEYOR MAP
- M MAP
- OR OFFICIAL RECORDS
- PM PARCEL MAP
- P.O.B. POINT OF BEGINNING
- R RADIAL
- (1) RECORD DATA PER DOC NO 88033635

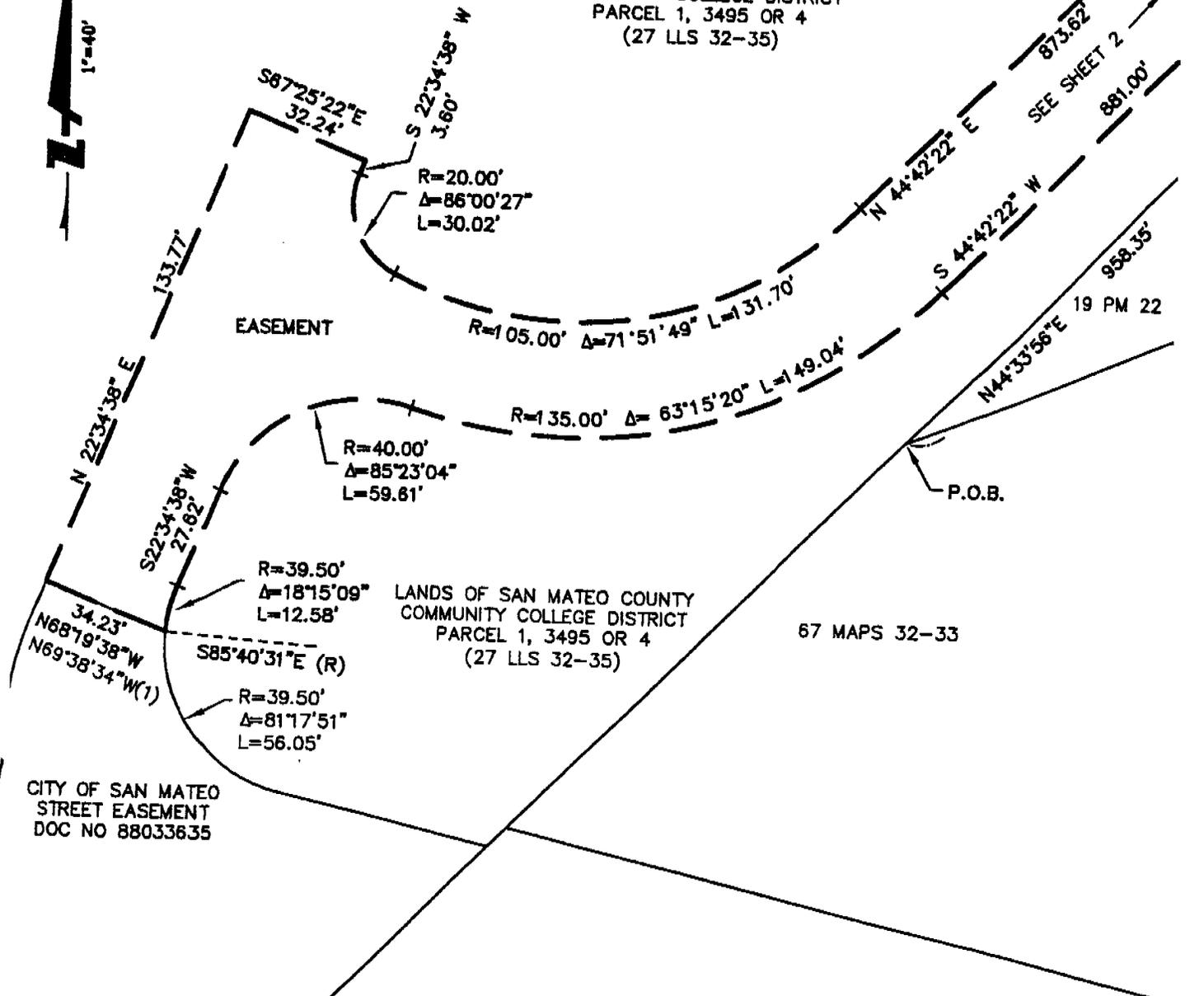


540 Price Avenue  
 Redwood City, CA 94063  
 650/482-6300  
 650/482-6399 (FAX)

Subject EXHIBIT B  
 EASEMENT  
 Job No. 20050027-10  
 By RCS Date 07/14/05 Chkd. RCS  
 SHEET 2 OF 3

LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)

873.62'  
 SEE SHEET 2  
 881.00'



CITY OF SAN MATEO  
 STREET EASEMENT  
 DOC NO 88033635

LANDS OF SAN MATEO COUNTY  
 COMMUNITY COLLEGE DISTRICT  
 PARCEL 1, 3495 OR 4  
 (27 LLS 32-35)

67 MAPS 32-33

WEST HILLSDALE BOULEVARD

**LEGEND**

DOC NO	DOCUMENT NUMBER
LLS	LICENCED LAND SURVEYOR MAP
M	MAP
OR	OFFICIAL RECORDS
PM	PARCEL MAP
P.O.B.	POINT OF BEGINNING
R	RADIAL
(1)	RECORD DATA PER DOC NO 88033635



540 Price Avenue  
 Redwood City, CA 94063  
 650/482-6300  
 650/482-6399 (FAX)

Subject EXHIBIT B  
 EASEMENT  
 Job No. 20050027-10  
 By RCS Date 07/14/05 Chkd. RCS  
 SHEET 3 OF 3

AccessEsmt.txt

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-----  
Parcel name: ACCESS 1

North: 35780.0286	East : 8074.3678
Line Course: N 44-33-56 E	Length: 72.54
North: 35831.7096	East : 8125.2710
Line Course: S 64-21-20 W	Length: 50.70
North: 35809.7674	East : 8079.5651
Line Course: N 55-51-30 W	Length: 45.57
North: 35835.3432	East : 8041.8489
Line Course: S 34-08-30 W	Length: 68.45
North: 35778.6904	East : 8003.4320
Line Course: S 44-42-22 W	Length: 873.62
North: 35157.7873	East : 7388.8661
Curve Length: 131.70	Radius: 105.00
Delta: 71-51-49	Tangent: 76.10
Chord: 123.23	Course: S 80-38-16 W
Course In: N 45-17-38 W	Course Out: S 26-34-11 W
RP North: 35231.6517	East : 7314.2400
End North: 35137.7407	East : 7267.2749
Curve Length: 30.02	Radius: 20.00
Delta: 86-00-27	Tangent: 18.65
Chord: 27.28	Course: N 20-25-36 W
Course In: N 26-34-11 E	Course Out: N 67-25-22 W
RP North: 35155.6285	East : 7276.2207
End North: 35163.3070	East : 7257.7534
Line Course: N 22-34-38 E	Length: 3.60
North: 35166.6311	East : 7259.1356
Line Course: N 67-25-22 W	Length: 32.24
North: 35179.0090	East : 7229.3663
Line Course: S 22-34-38 W	Length: 133.77
North: 35055.4907	East : 7178.0082
Line Course: S 68-19-38 E	Length: 34.23
North: 35042.8494	East : 7209.8185
Curve Length: 12.58	Radius: 39.50
Delta: 18-15-09	Tangent: 6.35
Chord: 12.53	Course: N 13-27-03 E
Course In: S 85-40-31 E	Course Out: N 67-25-22 W
RP North: 35039.8708	East : 7249.2060
End North: 35055.0359	East : 7212.7332
Line Course: N 22-34-38 E	Length: 27.62
North: 35080.5392	East : 7223.3373
Curve Length: 59.61	Radius: 40.00
Delta: 85-23-04	Tangent: 36.90

AccessEsmt.txt

Chord: 54.24	Course: N 65-16-10 E
Course In: S 67-25-22 E	Course Out: N 17-57-42 E
RP North: 35065.1821	East : 7260.2718
End North: 35103.2326	East : 7272.6070
Curve Length: 149.04	Radius: 135.00
Delta: 63-15-20	Tangent: 83.14
Chord: 141.59	Course: N 76-20-02 E
Course In: N 17-57-42 E	Course Out: S 45-17-38 E
RP North: 35231.6531	East : 7314.2384
End North: 35136.6846	East : 7410.1862
Line Course: N 44-42-22 E	Length: 881.00
North: 35762.8328	East : 8029.9437
Line Course: N 68-50-17 E	Length: 47.63
North: 35780.0275	East : 8074.3617

Perimeter: 2653.92 Area: 39,902 sq. ft. 0.92 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)  
Error Closure: 0.0062 Course: S 79-26-18 W  
Error North: -0.00114 East : -0.00613  
Precision 1: 428,051.61



**Aerial Map  
San Mateo Executive Park Property**





# Cañada College

**Executive Report  
August 17, 2005**

**Cañada College Leaders Attend Dale Tillery Summer Institute** — Five members of the campus community – Phyllis Lucas-Woods, Vice President of Student Services; Jeanne Gross, Interim Dean University Center & Academic Support Services; Martin Partlan, Associate Professor of Physics and Vice President Academic Senate; Doug Hirzel, Associate Professor of Biology; and Dave Patterson, Reference Librarian; – attended the Dale Tillery Summer Institute for Community College Leadership and Innovation on the Clark Kerr Campus at the University of California, Berkeley Aug. 1-4. The institute explored and addressed the issues of access, equity, and achievement with renowned university educators, community college leaders.

**Student Leaders Travel to New York for Conference** — Four student leaders traveled to New York's Time Square for the annual Association for the Promotion of Campus Activities Conference held Aug. 4-6. Veronica Espinoza, Noel Chavez, Josh Bryant, and Salote Lutui traveled with Aja Butler, student activities coordinator. They attended workshops on a variety of subjects such as organizing student activities, group dynamics, incorporating diversity, and career planning.

**Groundbreaking Held for Library and Student Resource Center** — Community leaders gathered Monday, Aug. 15 to break ground on the new Library and Student Resource Center. More than 150 people attended the event, including speakers from the state Chancellor's Office and local business leaders.



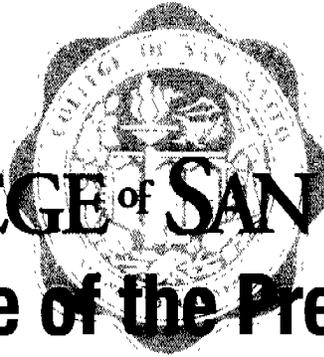
**Student Learning Outcomes and Assessment Cycle** — Ray Lapuz, Cañada College math professor, and Karen Wong, Skyline reading/English professor, led a half-day workshop Tuesday, Aug. 16 on student learning outcomes and the assessment cycle. The workshop was designed to prepare faculty for the upcoming semester; help them develop classes and assessment strategies; define student learning outcomes; identify good and not so good student learning outcomes; and get a head-start for the all-day workshop in September.

**Summer Survey Results: Location, Programs, Cost & Reputation** — Cañada College Researcher Bart Scott conducted a student survey during summer semester. He found that 60 percent of the students attended Cañada because of the school's location, 34 percent because of programs, 29 percent for the cost, and 20 percent because of Cañada's academic reputation. Nearly half of the school's summer students said they plan to transfer to a four-year school. Sixty-six percent are first-generation college students and 51 percent do not speak English as their primary language.

# Happenings at Cañada

August 17 through September 30, 2005

<b>Date</b>	<b>Time</b>	<b>Event</b>
8/17/05		First Day of Classes
8/19	1 – 3 P.M.	All College Meeting, Bldg 3, Rm.142
8/24	11 A.M. – 1 P.M.	University Center Classes Begin MESA Welcome Lunch, Bldg 5, Rm. 105 in the MESA Center
8/30	12 – 1:30 P.M.	ASCC Welcome Back Barbeque, Frisbee Lawn
9/1	1:30 P.M.	College Council Meeting, Bldg 22, Rm.114
9/8	12:45 – 1:30 P.M.	Learning Center Fall Workshop "Steps for Algebra Success" Bldg. 5, Rm 105
9/14	12 – 1 P.M.	ASCC "Meet the Candidates" (students running for Student Senate), location TBA
9/15	12:45 – 1:30 P.M.	Learning Center Fall Workshop "Time Management" Bldg. 5, Rm 105
9/22	12:45 – 1:30 P.M.	Learning Center Fall Workshop "Listening and Taking Notes at the Same Time" Bldg. 5, Rm 105
9/26	8 A.M. – noon	Eye Exams sponsored by the Health Center, Student Center



# COLLEGE of SAN MATEO

## Office of the President

### Executive Report to the Board of Trustees

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AUGUST 17, 2005

#### **DIVERSITY LECTURE SERIES BEGINS 3<sup>RD</sup> SEASON**

The President's Lecture Series: Diverse Voices in Writing, launches its third season this fall with a notable lineup of prolific authors. The series begins on September 20 with **Ruthanne Lum McCunn**, author of *Thousand Pieces of Gold* and *Wooden Fish Songs*, who will present "When the Sky Falls: An Exploration of Language and Culture." On October 19, the series welcomes **Al Young**, California's poet laureate and author of *Who is Angelina* and *Conjugal Visits*, discussing "The Future of Love: A Poet's Take." The semester finale, on November 17, features **Toni Mirosevich**, author of *The Rooms We Make Our Own* and *Queer Street*, presenting "Queer Street: Mr. Rogers' New Neighborhood." The series is once again funded by a generous grant from the Lane Family Charitable Trust; it is coordinated by **Susan Estes**, dean of language arts.

#### **FLEX DAY DEDICATED TO SLOs**

On Tuesday, August 16, CSM held a welcome back breakfast meeting which was followed a flex day activity. Faculty attended meetings which focused on articulating student learning outcomes (SLOs) at the course and department/program levels. This activity was coordinated by **Sandra Stefani Comerford**, a professor of English and faculty lead in the college's assessment initiative.

#### **BASEBALL PLAYERS EXCEL ON AND OFF THE FIELD**

CSM's baseball team continues to accumulate impressive statistics both athletically and academically. From this year's group of sophomores, 10 players transferred to four-year colleges and universities, seven of which received scholarships. The Bulldog baseball team has a well-established track record for preparing players for the next step in their careers as 94% of the student-athletes in the last 11 years have either transferred to four-year schools or signed professional contracts.

#### **MIDDLE COLLEGE KICKS OFF 7<sup>TH</sup> YEAR**

On August 11, 60 San Mateo Middle College High School students began the fall semester at CSM with a day of orientation and team building activities. The 33 seniors and 27 juniors began their first interdisciplinary unit with a field trip to Angel Island which included a nature tour and tours of the island's historic sites.

### **A BUSY SUMMER FOR TECHNOLOGY FACULTY**

**Sam Sanchez**, assistant professor of multimedia, recently became certified as a Pro Tools Operator in Music Production. Pro Tools is a high-end digital audio workstation produced by Digidesign which is used in professional music production as well as film and video post production. Sam's certification has made it possible for CSM to become a Digidesign-sponsored school. Pro Tools will first be taught as a Community Education offering this fall, and thereafter, it will be offered for credit through the Technology Division.

**Roy Brixen**, professor of electronics, served as a panelist at the Semiconductors, Automated Manufacturing, Electronics – Training and Education Conference; the session in which he participated was on emerging technologies in electronics.

**Lilya Vorobey**, assistant professor of drafting, machine tool, manufacturing and welding technologies, completed a four-day class on Mastercam, an award winning 3D computer aided software package that creates mechanical parts that can be sent via a network to a Haas Milling Center. In Spring 2006, students will be able to machine a variety of metals and plastics to create items from a paperweight to a portrait by importing drawings, 2D sketches, clip art, photos or CAD files.

**Diane Bennett**, associate professor of multimedia, attended "Curriculum Institute," a program sponsored by the State Academic Senate that focused on program development and revision, technology curriculum development and student learning outcomes.

### **SPEAKING OF PR...**

--The August 8 edition of the *San Mateo County Times* carried a story which featured CSM's Transition to College program. The article described the critical role the program plays in helping students with psychological disabilities achieve their educational and career goals.

--An aerial view of the Bulldog's football field was featured on the cover of the SBC's 2005 phone book for Central San Mateo County.



**SKYLINE COLLEGE**  
**EXECUTIVE REPORT FOR THE BOARD OF TRUSTEES**  
**AUGUST 17, 2005**

**APPRECIATION**

**Opening Day, August 15, 2005:** Skyline College welcomed back faculty and staff for the 2005-2006 academic year in an afternoon program at the Main Theatre. President Vicki Morrow reviewed the numerous achievements of faculty, staff and students this past year as well as challenges and initiatives that will be facing the college this year. Representatives from campus leadership groups welcomed faculty and staff. Faculty service awards were presented and faculty who were tenured in 2004-2005 were recognized, as well as staff and faculty who completed degrees. Faculty and staff received buttons that say "Ask Me!" for use during the first weeks of school to assist students to feel welcome and to help them find their way around the campus. New campus maps, which identify current parking lots, access points, and new information on disabled access, were also distributed to assist faculty and staff, as well as to help serve students. Following the opening program, all faculty and staff gathered between Buildings 7 and 8 for a group photo. Many people helped to make Opening Day a success:

- Regina Stanback-Stroud, Vice President of Instruction, and Lori Adrian, Vice President of Student Services for introducing new faculty and staff and assisting with faculty service awards.
- Peter Monrroy, Vice President of the Associated Student of Skyline College, for his presentation.
- Donna Elliott, Classified Council President, for greeting classified staff and for designing the detailed map which was distributed to faculty and staff and is posted around the campus.
- Carla Campillo, Academic Senate President, for welcoming faculty.
- Chip Chandler and Rick Hough, campus representatives for American Federation of Teachers, for the exercise session and spirited presentation.
- Ray Hernandez, Academic Senate Vice President, for presenting faculty service awards.
- Linda Ghio for the program and stage set-up.
- Julene Rhoan for arranging the delicious desserts.
- Jerry Peel for making arrangements for the group photograph.
- Rich Tidd for helping with logistics and managing the Main Theatre.
- Maria Norris and Theresa Tentes for registering faculty.

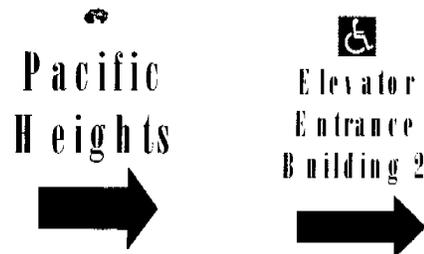


*Professor Hui Pate with her international business students.*

- Tony Gulli, Larisa Cosmineanu, Martin Morales, and other Facilities staff for cleaning and arranging furniture.
- Rachelle Minong, Eleonora Movsesova and Student Assistant Vivian Mon for overall assistance.
- Linda Allen, Susan Andrien, Kamla Bucceri, Stanlee Garriott, Sandra Hatzistratis, Richard Soyombo, and William Watson for their help handing out materials and ushering.

**Art on Campus Task Force completes draft guidelines:** Skyline College's College Council will consider a draft policy on art on campus which has been prepared by the Art on Campus Task Force. Skyline wishes to thank the participants for their thoughtful work this spring and summer in preparing the draft: Donna Bestock, and Bridget Fischer, co-chairs, Doria Bernard, Melchie Cabrigas, Kathy Fitzpatrick, Richard Inokuchi, Linda Kisich, Judy Lariviere, Sue Lorenzo, Julene Rhoan, and Arthur Takayama.

**Skyline College enhances signage for Welcome Week:** In order to improve access to Skyline College for students, bright red banners have been placed throughout the campus to direct students to key service areas. Kenny Gonzalez, One Stop Student Services Center Coordinator, created the banners, and the Facilities staff installed them.



**Parking on campus:** Construction at Skyline College has had an effect on parking for students and staff alike and Doug Henry, Swinerton Team Construction Manager, is working hard to make improvements during the various construction phases. He prepared an extensive analysis of the parking situation on campus, and while there will likely be future construction projects that could impact these numbers, the synopsis shows that:

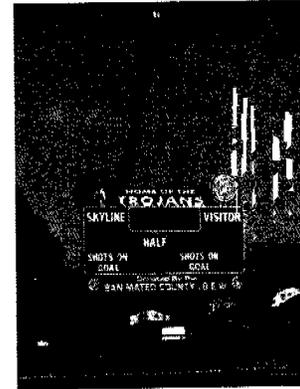
- As of Opening Day, there are only 30 fewer faculty and staff spaces and 20 fewer student spaces than at the beginning of Fall Semester 2004, in spite of the disruption. Last Fall Semester, the campus was at an all time high for Fall/Spring Semesters with 226 faculty and staff parking spaces. Skyline will remain at about 200 spaces for staff parking until Spring 2007, when that number is expected to increase by as much as 50% and could exceed 250 spaces for faculty and staff throughout campus, a new all time high number.



*Facilities staff is standardizing the look across the campus and is working hard to place new signs in all parking lots before the start of the semester.*

- Spaces for disabled persons should increase from about 40 spaces historically to over 60 spaces later this fall. This is a 50% increase and again an all time high for the campus.
- Skyline expects visitor parking to remain constant from a year ago at about 40 spaces and increase by about 50% to close to 60 spaces in Spring 2007, another all time high for the campus.

**International Brotherhood of Electrical Workers donates scoreboards:** Skyline wishes to thank Michael Meals, Business Manager of Local 617 of the I.B.E.W., for arranging the donation of electronic scoreboards for the newly renovated athletic facilities and gymnasium. The scoreboards have contributed tremendously to the sports facilities' beauty and functionality. These facilities and scoreboards will serve not only to attract potential students to our institution, but will also facilitate many community activities such as high school and youth and community athletic events. Partnerships with corporations, unions, and businesses such as I.B.E.W. have assisted Skyline in providing the resources and support necessary for the delivery of instruction to students. Without these kind donations of resources to purchase the scoreboards, our state of the art facilities would not be complete.



#### **PROGRAM NEWS**

**Jump Start holds ninth completion ceremony:** Skyline College honored 25 Jump Start students who successfully completed the ninth program, Jump Start 2005, on July 28, 2005. The celebration featured videos that were written and directed by the students. Thanks to these Skyline people who made it all happen: Anita Martinez, Susan Andrien, Salah Webb, Stephen Fredericks, Rachel Cerdenio, Felix Perez, Guillermo Villanueva, Bonnie Cagno, Kamla Bucceri, Ira Lau, Lisa Rodelo, and Ray Kuan. The Jump Start program offers instruction in English, Mathematics, Digital Video Production, Learning Skills, and Career Preparation to at-risk students from high schools in Northern San Mateo County. The credits that these students earn help them to make up incomplete or failing grades they have earned in their high schools, while the motivation and basic skills they gain in Jump Start help them to achieve continued success, graduate with their classes, and go on to college. Some of the students who completed Jump Start in 2004 later became students at Skyline College, and the college looks forward to welcoming the students of Jump Start 2005 as Skyline students next year.

**Skyline administrators, faculty and staff attend assessment workshop:** Leadership skills in assessment practice and student learning outcomes was provided to 10 Skyline faculty, staff, and administrators at the RP Group Assessment Institute, which was held at UC Berkeley from August 7-11. Donna Bestock, Sherri Hancock, Cathy Hasson, Ray Hernandez, Margery Meadows, Christine Roumbanis, Regina

## EVENTS

**Associated Students of Skyline College plans Welcome Week events:** Skyline's ASSC is planning a host of activities to commemorate the start of the 2005-2006 academic year. The popular pancake breakfast will be held on Wednesday, August 24, in front of Building 2 from 7:30 a.m.-10:30 a.m. Other activities include:

**Wednesday, August 17**      **Information Table**  
**Free coffee and doughnuts**  
Quad in front of Building 2  
8:00 a.m. to noon and 5:00-8:00 p.m.

**Thursday, August 18**      **Information Table**  
**Free coffee and doughnuts**  
Quad in front of Building 2  
8:00 a.m. to noon and 5:00-8:00 p.m.

**Friday, August 19**      **Block Party and BBQ**  
Courtyard between Buildings 2 and 3  
11:00 a.m. to 1:00 p.m.

**Monday, August 22**      **Club Fair**  
Quad in front of Building 2  
10:00 a.m. to 1:00 p.m.

**Information Table**  
Quad in front of Building 2  
5:00 p.m. to 8:00 p.m.

**Tuesday, August 23**      **Ice Cream Social**  
Quad in front of Building 2  
11:00 a.m. to 1:00 p.m.

**Information Table**  
**Free papusas served**  
Quad in front of Building 2  
5:00 p.m. to 8:00 p.m.

**Wednesday, August 24**      **Pancake Breakfast**  
In front of Building 2  
7:30 a.m. to 10:30 a.m.

**ASSC Runoff Election, September 6 and 7, 2005:** Associated Student Body Presidential Candidates Taylor Angel and Melchie Cabrigas will begin campaigning during Welcome Week. The runoff election will be held on September 6 and 7.