

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION AGENDA
January 9, 2008, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA**

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
 - *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
 - *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements 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) 358-6753.*
 - *Regular Board meetings are taped; tapes are kept for one month.*
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6:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

08-1-1 [Minutes of the Regular Meeting of the Board of December 12, 2007](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

08-1-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

08-1-2A [Approval of Revision to Miscellaneous Pay Rates Salary Schedule](#)

INFORMATION REPORTS

Study Session

08-1-1C [Skyline College CIP2 Design-Build Project Report](#)

08-1-2C [Agenda for Annual Board Retreat](#)

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
December 12, 2007
San Mateo, CA**

The meeting was called to order at 6:04 p.m.

Board Members Present: President Hausman, Vice President-Clerk Holober, Trustees Mandelkern, Miljanich and Schwarz, and Student Trustee Young

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline College
President Morrow, College of San Mateo President Claire, Cañada College
President Mohr and District Academic Senate President Dilko

Pledge of Allegiance

SWEARING IN OF RE-ELECTED TRUSTEES

The Honorable Joseph Scott administered the oath of office to Trustees Mandelkern, Miljanich and Schwarz. They each said it is a privilege to serve and they look forward to another term of working with administrators, faculty, staff and students. Trustee Schwarz and Vice President Holober introduced family members in attendance.

ORGANIZATION OF BOARD OF TRUSTEES

President Hausman announced that tonight is the annual organizational meeting of the Board to elect officers for the coming year, as required by the Education Code.

President Hausman called for nominations for President. It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to elect Vice President Holober to serve as President. The motion carried by a vote of 4-0, with Vice President Holober abstaining. The gavel was turned over to President Holober.

President Holober called for nominations for Vice President-Clerk. It was moved by Student Trustee Young and seconded by Trustee Hausman to elect Trustee Schwarz to serve as Vice President-Clerk. The motion carried by a vote of 4-0, with Trustee Schwarz abstaining.

President Holober called for nominations for the position of Representative of the Board to elect members to the County Committee on School District Organization. It was moved by Trustee Miljanich and seconded by Trustee Hausman to select Trustee Mandelkern to serve as Board Representative. The motion carried by a vote of 4-0, with Trustee Mandelkern abstaining.

Finally, it was moved by Vice President Schwarz and seconded by Student Trustee Young to reaffirm the appointment of Chancellor Galatolo as Secretary for the Board. The motion carried, all members voting "Aye."

Outgoing President Hausman thanked fellow Board members and others for their consideration during the year in which she had complicated knee replacement surgery. The other Board members thanked Trustee Hausman for her outstanding leadership. President Holober cited examples of accomplishments during the past year, including pursuit of the second faculty/staff housing project, ribbon cuttings for the new buildings at Cañada College and Skyline College, upcoming construction at College of San Mateo and opening of the satellite center in Half Moon Bay.

President Holober announced that he will conduct Board meetings to invite input as follows: (1) staff reports, (2) public comment and (3) Board discussion.

RECESS

The Board and guests took a brief recess to enjoy refreshments and conversation.

DISCUSSION OF THE ORDER OF THE AGENDA

President Holoher said there is a request by American Federation of Teachers (AFT) President Ernie Rodriguez that item 07-12-2A, Approval of a New Administrative/Executive Salary Schedule, be moved to an earlier time on the

agenda to accommodate faculty members who wish to address the Board. President Holoher also requested that item 07-12-1C, Discussion of Appointments to the Bond Oversight Committee, be placed as an early item to accommodate a potential Committee member in attendance. Vice President Schwarz agreed that item 07-12-1C should be moved but suggested that, since item 07-12-2A is already one of the first items, the remainder of the agenda should remain as published. There was consensus by the Board that item 07-12-1C will be considered after Statements from Executives, and that the remainder of the agenda will be unchanged.

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the minutes of the Regular Meeting of the Board of November 13, 2007. With regard to item 07-11-5C, Approval of New Administrative Salary Schedule, Trustee Mandelkern wished to verify the accuracy of the statement, "The recommendation would increase salaries by an average of 3.15%." Chancellor Galatolo confirmed this to be accurate. Trustee Mandelkern asked that the cost to implement the proposal, stated as approximately \$122,000 in the Board Report, be added to the minutes. Trustee Mandelkern also asked that the first sentence of paragraph 3 on page 5 be corrected to read: "Trustee Mandelkern asked if the primary objective is to attract the most qualified individuals and to make the positions competitive internally ***as opposed to increasing the salaries of the current executives.***" Student Trustee Young asked that the statement on page 6, saying she was taught by College of San Mateo faculty when she was 15 and 16 years old, be amended to read that she began taking classes at CSM at age 14. The motion to approve the minutes as amended carried, all members voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

None

STATEMENTS FROM EXECUTIVES

Executive Reports were presented by Chancellor Galatolo, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr and Executive Vice Chancellor Keller. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo thanked Trustee Hausman for her outstanding job as Board president and welcomed President Holoher as the new president. Chancellor Galatolo attended an event last evening that honored five faculty scholars at College of San Mateo and Cañada College. As background, Chancellor Galatolo said that Professors Jean Mach, Michael Burke and Jeremy Ball formed the Center for the Scholarship of Teaching and Learning at CSM. Recognizing this as a program that would be outstanding at Cañada College as well, Professors Denise Erickson and Patty Dilko formed a Center at Cañada. Supported wholly by faculty development funds, the Centers allow faculty to bring different ways of looking at teaching and learning into the classrooms. Chancellor Galatolo is pleased to recognize the five scholars that were honored as well as all faculty scholars at all of the colleges.

President Morrow said that a report on the Skyline design-build project will be presented in January. The proposal is currently being reviewed for responsiveness. President Morrow also distributed The Center for Workforce Development & Corporate Education's newsletter.

President Claire said he and Vice Chancellor Nuñez attended the awards ceremony at which CSM received an "Award of Merit in Higher Education" from California Construction Magazine for the Science Building; President Claire showed the plaque that was awarded. President Claire also noted that, as part of a marketing campaign, informational materials have been placed in the downtown San Mateo movie theater.

Adding to his written report on Catalino Tapia and the Bay Area Gardeners Foundation, President Mohr said that Cañada College recently received a \$50,000 gift for scholarships from the Foundation. President Mohr said that faculty and staff, with guidance from Vice President of Instruction Marilyn McBride and faculty leaders, have concluded a basic skills plan for the rest of this year and next fall. President Mohr also said that last week he, Academic Senate President Dilko, Vice President McBride, Vice Chancellor Luan and CSM President Claire met with Superintendent Pat Gemma regarding classes on the high school campuses during the summer. They will work to develop an offering of classes with a wide range of appeal and will present it at another meeting on January 11. President Mohr acknowledged the three faculty members who were honored as teacher scholars at last night's

event: Anniqa Rana, Professor of ESL; Paul Roscelli, Professor of Economics; and Lezlee Ware, Professor of Political Science. Chancellor Galatolo added acknowledgement of the teacher scholars from CSM, Michelle Brown and Lucia Olson.

Executive Vice Chancellor Keller reported that the new STAR projector is scheduled to be installed at CSM on December 26. There was a meeting today with top engineers and scientists, which was attended by the District's attorneys, contractors and representatives from Siemens. There is still no definitive answer regarding the cause of the activation of the deluge system. The District will now work on the legal and insurance issues connected with the \$1 million claim.

President Dilko congratulated the reappointed Board members, congratulated President Holober and Vice President-Clerk Schwarz, and thanked Trustee Hausman for her service as President. President Dilko reported that the Academic Senate met with Frank Vaskelis to discuss the process of transforming the Centers for Teaching and Learning on each campus, and work on this will continue. She noted that the Cañada Academic Senate has taken the lead in discussions of compressed calendars and will continue to work with Vice Chancellor Luan on modeling different calendar options for discussion and review by faculty, staff and administration. Providing an update on the concurrent enrollment pilot MOU, President Dilko said the District Academic Senate fully supports investigation and implementation of activities with high school students who are prepared to take college level courses. She added that the Statewide Academic Senate also is endorsing an investigation into increasing concurrent enrollment opportunities. President Dilko agreed that the published articles which were discussed at the November 13 Board meeting did not reflect the full opinion of faculty; however, they did accurately express faculty concern about the model of high school teachers teaching college courses within their typical working day, which is the only model addressed in the MOU. The District Academic Senate is working on a specific model and hopes to bring recommendations to AFT and the Board in January 2008.

Wendy Smith, Skyline College Commissioner of Activities, presented the student report. She distributed folders containing a list of fall 2007 programs and events and fliers advertising some of the events. In addition to the events listed on the handout, Commissioner Smith announced that Skyline will host a Coats for Comedy Drive on February 22, 2008.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

DISCUSSION OF APOINTMENTS TO THE BOND OVERSIGHT COMMITTEE (07-12-1C)

President Holober introduced Gita Dev as a potential candidate to serve on the committee. Ms. Dev told the Board that she has been a resident of San Mateo County for many years. She has acted as Chair of the National Housing Committee and American Institute of Architects, and was involved in the development of LEED standards. As developers were interested in procuring endorsements from green organizations, Ms. Dev became involved with the Sierra Club and Sustainable San Mateo County. She developed a web site of case studies to show what green buildings might look like. Other relevant activities are listed on her resume, which was distributed to the Board. Ms. Dev said she hopes her service can be useful to the Bond Oversight Committee.

President Holober asked if there were other nominations to serve on the committee; there were none.

Director of Community/Government Relations Barbara Christensen reported that Gene Klein, immediate past chair of the Executive Committee of the San Mateo Area Chamber of Commerce, has resigned from the Committee. Director Christensen will consult with Linda Asbury, President of the Chamber, to see if another member from the Chamber might be willing to serve. The item will be brought to the Board at the January 23, 2008 meeting as an action item.

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-12-1A)

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to approve the actions in Board Report No. 07-12-1A. The motion carried, all members voting "Aye."

APPROVAL OF A NEW ADMINISTRATIVE/EXECUTIVE SALARY SCHEDULE

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to approve the new salary schedule as outlined in the report.

Dr. Ernie Rodriguez, AFT Local 1493 President, said that while there is understanding among faculty that there is some merit to the proposal, especially at the dean level, faculty have a number of concerns. He said that approval of the proposal at this time would be devastating to faculty morale and to the relationship between faculty, administration and the Board. He said that the timing of the request is poor given the State deficit and that it would be devastating if administrators were given significant increases while faculty receive small or no COLA increases. Dr. Rodriguez said that some of the information provided by the District has been unjust in that it highlights examples of the very few faculty who earn high salaries and implies that all faculty can achieve these salaries. He stressed that faculty workloads have increased and that faculty are at the front line with students. Dr. Rodriguez said he approaches the Board with great respect and hopes they will see that it is reasonable to defeat the proposal at this time. He said that three faculty members wish to address the Board: Professor Ann Freeman, Language Arts, CSM; Professor Susan Petit, Language Arts, CSM; and Professor Nancy Wolford, Business and Workforce Development, Cañada College.

Dr. Freeman read the letter that she sent to the Board in opposition to the proposal; a copy of that letter is attached to the official minutes of record.

Dr. Petit highlighted points in the letter she sent to the Board, a copy of which is also attached. She said she considered the situation of adjunct faculty who, if teaching a maximum of nine faculty load credits per semester could earn \$16,000 to \$25,000 annually. Dr. Petit believes the disparity between these figures and the amount proposed for the Chancellor's salary is too large. Dr. Petit also said she agrees with Professor Freeman that there is a need to hire more full-time faculty who, in addition to teaching, have other responsibilities such as serving on committees and course development. These are areas in which adjunct faculty typically do not have the time or expertise to contribute.

Dr. Wolford said she has worked in four other Districts in the Bay Area and that the administrative support in this District has been the best, from the Dean level to the Board of Trustees. Dr. Wolford questioned whether the funding for the proposal after this year will come from the general funds of the Colleges and whether it would result in the inability to hire much needed full-time faculty and support staff.

AFT Executive Secretary Dan Kaplan said that AFT had organized faculty to send emails and letters to the Board and that a packet of this correspondence was placed in front of each Board member. He read an email that was sent to Past President Hausman from AFSCME Representative Felix Huerta in opposition to the proposal; a copy of the email is attached to the official minutes of record. Vice President Schwarz asked if a membership meeting had been called by AFSCME to discuss this matter and if Mr. Huerta was speaking on behalf of the AFSCME membership. Mr. Kaplan replied that membership was copied on the letter, but he did not know if there was a discussion with membership prior to sending the letter.

Hearing no further comments from the audience, President Holober asked for Board discussion. Trustee Miljanich thanked those who spoke, noting that sometimes decisions are very difficult and the Board is always open to input from others. Trustee Miljanich said it is important to respect all constituent groups and that in fairness, implementation of a new administrative/executive salary schedule is long overdue. The proposal is meant to do for executives and administrators what has been done for all other groups. While not commenting on specific letters addressed to the Board, Trustee Miljanich said there has been some injustice in comparing the highest range in the proposed salary schedule with the lowest range of part-time faculty. She added that it also is not productive to pit one constituent group against another. She noted that the Board received an information report on this topic at the last meeting and spent over an hour discussing the issue. Trustee Miljanich asked to verify the accuracy of the statement on page 2 of the Board Report which states the average pay for the top 20 faculty earners was \$122,190 and some faculty members earned more than \$160,000. Chancellor Galatolo confirmed the accuracy of the figures. Trustee Miljanich concluded her remarks by stating her belief that the budget can be accommodated and that now is the time to move forward on the new salary schedule.

Trustee Hausman said this is an important issue which the Board does not take lightly and has studied thoroughly. She noted that the salary schedule has not been looked at for over 30 years and that there is a very basic need to do so. She added that it is imperative to consider the total picture for the entire District.

Trustee Mandelkern said he appreciates the spirit of professionalism shown in the emails and by the speakers sharing their concerns about District finances. He said, however, that it is important to clarify that the proposal suggests a salary schedule realignment rather than an increase in actual individual salaries. He said it is not accurate that raises would be 16 to 30%. He believes the adjustment is overdue in order to achieve parity and to make salary schedules competitive to attract the best and most qualified people to the District. It would also provide career progression within the District. Trustee Mandelkern noted that administrators received the same 3.5% COLA increase that other groups received, and this was fair. Trustee Mandelkern suggested that the proposal be changed so that there would be no cost to implement the salary schedule adjustment. For example, step 2 of the dean position might be adjusted from \$128,000 to \$127,000. Chancellor Galatolo said this would create a mechanical problem because the District has approximately 40 administrators, all at various steps. He added that placing existing administrators at a lower salary than is recommended in the proposal could cause a possible disparity in compensation, as a newly hired administrator could potentially be placed at a higher salary than a long-term, existing employee. President Holober postponed discussion of Trustee Mandelkern's idea at this time because it was not yet in the form of a motion; he asked for further comments from Board members.

Student Trustee Young said an email was sent to students and there was not a large response. She said there is a need for administrators to be at a competitive level but that students are concerned about courses that are not being offered and about whether faculty are fairly compensated given their workload.

Vice President Schwarz said that anything that encourages faculty to move into administrative positions is good for the District; if faculty do not apply for dean positions because the salaries are not high enough, the District will be harmed. She added that every other group has had salary schedule adjustments to make the positions competitive with other districts and it is finally time to do so for administrators. Vice President Schwarz noted that the District has fewer administrators than 30 years ago and it cannot be trimmed any further. She said that some of the letters from faculty show they don't understand that they too have received salary adjustments and some of the information disseminated by AFT is erroneous. Vice President Schwarz added that the District is very proud of its faculty. She said that administrators also serve the District well and she is totally supportive of the proposal.

President Holober said he agrees with the need to address this issue and added that some faculty recognize the problem with filling dean positions. He said, however, that the State's financial outlook has deteriorated since the study began and he is concerned about this, especially at a time when others might not get an increase. President Holober said he was going to suggest acceptance of the first step of the proposed salary schedule, perhaps looking at deans separately, and postponement of the other steps until there is a clearer State picture; however, he would also like to consider further Trustee Mandelkern's earlier suggestion.

Trustee Miljanich responded that since she has been a member of the Board, there has been discussion of salary adjustments for different groups each year, and every other constituent group has received adjustments in an organized fashion. She supports the adjustment as outlined in the report with no changes. Trustee Hausman agreed with Trustee Miljanich's comments.

Trustee Mandelkern said he would not support approving adjustment of only one step on the schedule because it lacks parity and fairness. He said he still believes there is a way to adjust the salary schedule while bringing the cost down. Trustee Miljanich questioned how this would be accomplished. Trustee Mandelkern said he would need more specific information on individual salaries and ranges in order to provide exact figures, but he believes that by fractionally lowering the numbers in each group, the cost of implementation could be reduced to zero. Trustee Miljanich said this is a different approach which has not been used with other constituent groups and questioned whether that is how salary adjustments for other constituent groups will be handled in the future. Trustee Hausman added that lowering any numbers a small amount will not make enough difference, and that postponing the adjustment will create greater problems.

Trustee Mandelkern moved to amend the motion so that the last sentence of the recommendation reads as follows: "It is also recommended that the Board place administrators on the lowest step of the revised salary schedule that does not lower his/her pay ***and would result in a zero net dollar increase over the current salary schedule for the current year*** and that the identified benchmarked positions be re-surveyed every four years." The motion was seconded by President Holoher. The motion failed, President Holoher and Trustee Mandelkern voting "Aye" and President Hausman, Trustee Miljanich and Trustee Schwarz voting "No."

President Holoher moved to amend the motion so that the recommendation asks the Board to adopt the first step of the proposal now and revisit the remainder of this proposal when the current budget situation is clarified. Trustees Mandelkern and Hausman asked for clarification. Vice President Holoher said his amendment would move every administrator's salary to the next applicable step for that administrator on this schedule without accepting the full schedule, and the Board would do nothing more until the budget picture for the upcoming year is clearer. Trustee Mandelkern said the amendment would incur the economic hit of adjusting salaries and would not solve the problem of competitiveness. Trustee Hausman suggested that the Board has tried very hard to do the right thing but inaction will result in belaboring this issue for months and years to come. After this discussion, it was moved by President Holoher to accept the amendment. The motion was seconded by Trustee Mandelkern. The motion failed, President Holoher voting "Aye" and Vice President Schwarz, Trustee Hausman, Trustee Mandelkern and Trustee Miljanich voting "No."

President Holoher called for a vote on the original recommendation as presented in the board report and as moved and seconded earlier. The motion carried, Vice President Schwarz, Trustee Hausman and Trustee Miljanich voting "Aye" and President Holoher and Trustee Mandelkern voting "No."

As faculty members were exiting the Board Room, Trustee Mandelkern expressed disappointment that they would not be present during discussion of the next agenda item, which concerns faculty.

PUBLIC HEARING OF AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND THE DISTRICT'S INITIAL PROPOSAL TO AFT; ADOPTION OF DISTRICT'S INITIAL PROPOSAL (07-12-3A)

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to conduct the public hearing. Receiving no questions or comments, President Holoher declared the public hearing closed. It was moved by Trustee Miljanich and seconded by Trustee Hausman to adopt the District's Initial Proposal to AFT. Trustee Mandelkern requested that language be added to the Board Report to indicate that the District will negotiate in good faith. After discussion regarding the appropriate language, it was moved by Trustee Mandelkern to amend the Board Report so that the second paragraph reads, "The District is proposing no changes to the current contract which will expire on June 30, 2009 ***and will negotiate in good faith the AFT's proposals as has occurred in the past.***" The motion to amend was seconded by President Holoher. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 07-12-1CA Declaration of Surplus Property
- 07-12-2CA Approval of Trustees' Fund for Program Improvement Projects for College of San Mateo and Skyline College

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the items on the Consent Agenda. The motion carried, all members voting "Aye."

Other Recommendations

NOMINATIONS FOR BOARD OF DIRECTORS, CALIFORNIA COMMUNITY COLLEGE

TRUSTEES, 2008 (07-12-1B)

President Holoher asked if there were nominations. Hearing none, President Holoher announced that the Board will vote on a slate of candidates for the Board of Directors at the January 23, 2008 Regular Meeting.

ADOPTION OF DISTRICT ACADEMIC CALENDAR FOR 2008-2009 (07-12-2B)

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the academic calendar as presented. Student Trustee Young said the District Student Council has concerns with the proposed calendar because the schedule is confusing and inconsistent, particularly with regard to final exams. They are also concerned about the flex day in the spring 2009 semester which is scheduled on a Wednesday when there are labs for many of the classes. Vice Chancellor Harry Joel explained that the calendar is an item that is negotiated with AFT each year. It is a complicated process as a certain number of days of instruction are required and the holiday schedule must be considered. This year the Academic Senate requested a fixed flex day in the spring and chose the Wednesday. Student Trustee Young said it appears that there are final exams scheduled on the same Friday night as commencement. Trustee Miljanich said she would assume that if a student is scheduled to take a final exam and to graduate on the same evening, the instructor would allow the student to take the exam at another time. Student Trustee Young commented that the problem may have been avoided if spring semester began one week earlier. Student Trustee Young asked why fall 2008 classes end on December 12 instead of December 19. Vice Chancellor Joel said he is not sure why AFT decided on the date, but it might have to do with weekend classes.

President Holoher, noting that the calendar is subject to collective bargaining and the proposal is before the Board, asked if there is anything the Board can do to try to change the calendar. Chancellor Galatolo said it would have to be renegotiated with AFT. Vice Chancellor Joel said that because of time constraints, it would be difficult to try to make changes to this calendar. Student Trustee Young said it is disturbing that the Board is under pressure to approve the calendar because of time constraints, and added that students would like to have input on the issue. Vice Chancellor Joel proposed looking at the calendars for both 2009-10 and 2010-11 next year so that the time constraints could be avoided. He also said that AFT will re-form a calendar committee.

Vice President Schwarz thanked Student Trustee Young for bringing this issue to the Board's attention. She hopes the negotiating teams will take the students' concerns into consideration. Trustee Mandelkern added that he too understand the students' concerns but also sees the problem with time constraints.

Regina Stroud, Skyline College Vice President of Instruction, said these issues were raised by all who were involved with the calendar development, including the Vice Chancellor of Human Resources, faculty, staff and the Offices of Instruction at the three Colleges. There was concern about students having continuity in the instructional process, making sure that credits were not compromised, and that there was no compromise in the earning of apportionment and FTES. To mitigate problems next year, it was agreed that all groups involved in calendar development would meet in one room together rather than going to various groups in stages. This agreement was welcomed by AFT, the Vice Chancellor and the Offices of Instruction.

After this discussion, the motion to approve the academic calendar as shown in the report carried, all members voting “Aye.”

RECEIPT AND ACCEPTANCE OF THE 2006-07 DISTRICT AUDIT REPORT (07-12-100B)

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to accept the audit report as presented. Auditor Terri Montgomery of Vavrinek, Trine, Day & Co., LLP presented highlights of the report. She noted that the report states that the basis financial statements present fairly the financial position of the District. She outlined the report as follows:

- Pages 4-17: provides management’s discussion and analysis
- Pages 18-46: shows the detailed audit and financials
- Pages 48-62: allows federal and state agencies to see the funds they have granted
- Page 66: shows auditor’s findings – there is one finding that needs to be tracked.

Auditor Montgomery said that a separate letter is issued with additional comments.

Regarding federal grant money, Trustee Mandelkern asked if the District charges an indirect overhead rate. Chief Financial Officer Blackwood answered yes and Executive Vice Chancellor Keller added that the District negotiates the rate in order to be competitive. Trustee Mandelkern asked if the District has ever been audited by the federal government on grants. CFO Blackwood said there have been audits but only on selected programs.

Following this discussion, the motion to accept the audit report carried, all members voting “Aye.”

APPROVAL OF CONTRACT WITH THOMAS F. CASEY FOR LEGAL COUNSEL SERVICES (07-12-101B)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the contract as described in the report. Trustee Mandelkern asked if there is a cap on the total amount for the contract. Executive Vice Chancellor Keller said there is no cap and that a negotiated rate is typical for legal contracts. After this discussion, the motion carried, all members voting “Aye.”

APPROVAL OF PURCHASE OF STUDIO CAMERAS AND ACCESSORIES FOR KCSM (07-12-102B)

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve the purchase as described in the report. The motion carried, all members voting “Aye.”

APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO CIP2 DESIGN-BUILD PROJECT (07-12-103B)

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the contract award as described in the report. President Claire described the notification process, including all-campus meetings, display boards, open office hours, signage on campus, and an online and paper survey. There were also meetings with students to work on issues of concern to them. The College Council reviewed and approved the general contract issues, and unanimously endorsed the project. Construction Planning Department Executive Director Linda da Silva said page 3 of the report summarizes the evaluation of the proposal submitted by McCarthy Building Companies. Out of a possible maximum of 100 points for the eight evaluation factors, the proposal scored 95 points.

Vice President Schwarz asked for clarification of the statement on page 2 of proposal that “Although overall the architectural concepts have been well received, the proposed building exterior materials may represent too great of a departure from the legacy architecture.” President Claire said that some faculty experts like the look and pointed out that renderings don’t always capture what the buildings will actually look like. President Claire had a telephone conference with McCarthy regarding this matter and he will visit other places that have similar structures.

Vice President Schwarz noted that the total price for all proposed scope items is \$18 million more than the budget for the design-build contract, and asked if there are ways to lower this cost. Ms. da Silva said there are no fewer than 54 line items, from buildings to bus stops, and the District has the ability to make choices. She cited the following examples: the proposal shows costly a bus stop, but the District can procure one at no cost from Sam Trans; the safety fencing around the Aquatic Center is shown with one side having a trellis in front of a wrought iron gate, and the trellis is not needed; there are five water features in the proposal, and there is not a need for that many.

Trustee Mandelkern asked for an update on comments regarding the Student Activity Center. Student Trustee Young said President Claire and Vice President Hughes are holding meetings with a group of five students. Vice President Hughes said that in the past, they have worked with the Student Activities Coordinator but the College Council recommends formation of another council with representatives from all groups that will occupy the buildings. Student Trustee Young said students are more comfortable now and believe they are being involved in the process.

President Holober asked if the contractor will be responsible for any escalation of costs. Ms. da Silva said that in the RFP, the District allowed the design-build teams two options: (1) to specify five items of major concern and to propose a baseline of how they costed it out in the proposal along with a neutral index and a maximum amount to escalate each of the five items to during the course of the contract, or (2) to propose a lump sum buyout figure specifying that if the District pays this figure, the builders will not come back with any requests for escalation adjustments. McCarthy chose to ask for the lump sum figure. President Holober said he recently met industry hygiene and health consultants hired by the District and asked if these consultants will be present to monitor during construction. Ms. da Silva said industrial hygienists will be present because there are hazardous materials in buildings that will be torn down.

After this discussion, the motion to approve the contract award carried, all members voting "Aye."

ADOPTION OF RULES AND REGULATIONS, SECTION 2.29, SEXUAL ASSAULT EDUCATION AND PREVENTION (07-12-104B)

It was moved by Student Trustee Young and seconded by Vice President Schwarz to adopt Rules and Regulations, Section 2.29. The motion carried, all members voting "Aye."

APPROVAL OF SUBGRANT TO SEIU UNITED HEALTHCARE WORKERS-WEST & JOINT EMPLOYER EDUCATION FUND (07-12-105B)

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the subgrant as described in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

DISCUSSION OF POSSIBLE DATES FOR GROUNDBREAKINGS/GRAND OPENINGS (07-12-2C)

After a brief discussion of possible dates that Board members would or would not be available, it was agreed that staff will survey the Board and report back.

STATEMENTS FROM BOARD MEMBERS

Vice President Schwarz attended the Redwood City Planning Commission meeting at Cañada College regarding the proposed faculty/staff housing project. The meeting was well attended by members of the community and Cañada faculty and staff. Comments were negative from the Woodhill Estates Homeowners Association and positive from others. Members of the Planning Commission asked thoughtful questions. Barbara Christensen made a very good presentation as did the developer and landscape architect. Sue Friedman, who lives in back of College Vista and vigorously opposed that project, told Planning Commissioners and opponents of the new project that the District will work with them and that they will find it to be a wonderful project. All of the land use matters before the Planning Commission passed by a vote of 6-0. Barbara Christensen said the comments by Cañada faculty and staff were very helpful at that meeting. She said that on November 27, the Town of Woodside

Planning Commission voted 6-0 in favor of the lot line adjustment. Today Director Christensen received a letter from the attorney representing the Woodhill Estates Homeowners Association asking for documents. Director Christensen told the attorney she was disinclined to continue discussions that had been taking place regarding possible changes to the project. Director Christensen said the first choice by Cañada faculty and staff and the Board of Trustees for the project name is Cañada Vista.

Trustee Hausman attended the CSEA luncheon where she enjoyed the warm and friendly atmosphere as well as the meal.

Trustee Mandelkern enjoyed attending the Skyline Automotive Luncheon. He also mentioned that the book "Annette Vallon: A Novel of the French Revolution," by Skyline College English Department faculty member James Tipton, has been highlighted at bookstores around the country and has provided good publicity for Skyline. Trustee Mandelkern cited examples of very positive stories from the Colleges: Hassany Alejandro, a Middle College student at Cañada, who will present his project findings at the American Geophysical Union fall meeting; the wonderful work of Tatalino Tapia and the Bay Area Gardeners Foundation; and Darlene Chan, who achieved the American Dream by putting her son through Princeton University while working in a poultry plant and then successfully completed the Biomanufacturing Certification Program at Skyline.

Student Trustee Young congratulated the three reappointed trustees and said she wishes she could have voted for them. She also congratulated President Holober and Vice President Schwarz and thanked Trustee Hausman, saying she was a remarkable president who was very student-focused.

President Holober attended the CSEA luncheon and said it was a enjoyable party.

COMMUNICATIONS

None

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

The meeting was called to order at 9:44 p.m.

Present: President Hausman, Vice President Galatolo, Secretary Holober, and Treasurer Keller

Naming of Officers for 2008

The new officers for 2008 will be:

President – Richard Holober

Vice President – Ron Galatolo

Secretary – Karen Schwarz

Treasurer – Jim Keller

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to approve the new officers. The motion carried, all members voting "Aye."

Approval of Minutes of December 18, 2006 meeting

It was moved by Corporation Secretary Schwarz and seconded by Trustee Hausman to approve the minutes as presented. The motion carried, all members voting "Aye."

Adjournment

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye."

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 10:00 p.m.
The Board reconvened to Open Session at 11:18 p.m.

CLOSED SESSION ACTIONS TAKEN

President Holober reported that, at the Closed Session just concluded, 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 and 1-B.

ADJOURNMENT

It was moved by Trustee Mandelkern and seconded by Vice President to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 11:20 p.m.

The next meeting of the Board will be a Study Session on Wednesday, January 9, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the January 9, 2008 meeting.

Karen Schwarz
Vice President-Clerk

BOARD REPORT 08-1-1A

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 ITEMS

A. REASSIGNMENT

College of San Mateo

Sandra Stefani Comerford Dean of Language Arts Language Arts

Promoted from the position of Professor in the Language Arts Division, effective January 7, 2008, replacing Susan Estes who was reassigned.

Skyline College

Roxanne Brewer Financial Aid Technician Student Services

Promoted from a Staff Assistant position in the Marketing/Outreach/Economic Development Office at Skyline College, effective January 7, 2008, replacing Erika Torres who resigned.

Aileen Connigo Financial Aid Technician Student Services

Promoted from an Office Assistant II position in the Financial Aid Office at College of San Mateo, effective January 7, 2008, replacing Regina Morrison who was reassigned.

District Office

Mary Chries Concha Thia Accounting Technician Administrative Services

Reassigned from Accounting Technician in the Operations Division of Skyline College, effective January 14, 2008. The change in staff allocation was Board approved on December 12, 2007.

B. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to delete one full-time 10-month Program Services Coordinator position (3CC007) at Grade 27 of the Classified Salary Schedule 60 in the Community Based English Tutoring (CBET) Program and to add one full-time 10-month Staff Assistant position at Grade 21, effective January 10, 2008.

BOARD REPORT 08-1-1A

College of San Mateo

- 2. Recommend a change in staff allocation to add one part-time (48%) 12-month Office Assistant II position at Grade 18 of the Classified Salary Schedule 60 in the Community Education Program. The position will be funded by Community Education.

District Office

- 1. Recommend reclassification of one Web Support Analyst position (1C0220) in the Information Technology Services Division from Grade 200S of the Classified Professional/Supervisory Salary Schedule 60 to Director of Web Services at Grade 220S, effective January 1, 2008. This reclassification is the result of recent changes to the duties and responsibilities of the position.

It is also recommended that the incumbent, Jasmine Witham, be placed into the Director of Web Services classification, effective January 1, 2008.

C. LEAVE OF ABSENCE

Cañada College

Lezlee Ware

Associate Professor

Humanities Division

Recommend approval of a pregnancy disability leave of absence, effective February 29, 2008, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

D. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Skyline	Science/Math/Technology	1	1/22/2008	6/30/2008	Instructional Aide II: Assist students in the Center for Advanced Learning and Technology on an as needed basis.
Skyline	Counseling Services/DSPS	1	1/22/2008	5/29/2008	Instructional Aide II: Assist students in the Adaptive Physical Education program with individual needs as directed by instructor. Set up and store equipment for classes.

BOARD REPORT NO. 08-1-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

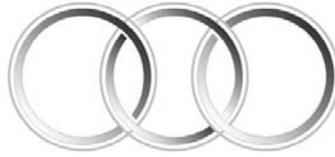
PREPARED BY: Harry W. Joel, Vice-Chancellor,
Human Resources and Employee Relations, (650) 358-6767

**APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES
SALARY SCHEDULE**

The Miscellaneous Pay Rates Salary Schedule was originally established by the Board of Trustees in 1989 (Board Report No. 89-7-3A) for KCSM production crews and selected other services not covered by other District salary schedules. The classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

RECOMMENDATION

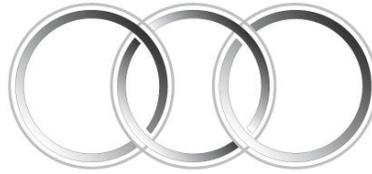
It is recommended that the Miscellaneous Pay Rates Salary Schedule be revised effective January 1, 2008 to include the proposed rate increases in the hourly rates for KCSM Project Leader, KCSM Production Operator, KCSM Floor Director, KCSM Video Shader and KCSM Video Mixer, Lifeguard, and Senior Lifeguard. These new rates will be more competitive in our surrounding employment area and will put the District in compliance with the State minimum wage of \$8.00, which will go into effect on January 1, 2008.



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Revised January 1, 2008)

CLASSIFICATION	HOURLY PAY RATES
<p>KCSM Projects Leader Under direction of General Manager or other management staff, directs and coordinates contracts, technical requirements, compliance with Federal Communications Commission regulations, studio scheduling and other strategic planning and logistics for special station projects and productions.</p>	<p>Current: \$50.00 Flat Rate Proposed: \$60.00 Flat Rate</p>
<p>KCSM Production Operator Operates cameras; adjusts camera angles and apertures; makes minor repairs to equipment and supplies; serves as studio mixer; operates teleprompters.</p>	<p>Current: \$23.00 - \$25.00 - \$28.00 Proposed: \$35.00 - \$40.00 - \$45.00</p>
<p>KCSM Floor Director Works with producer and other directors to set up, monitor and adjust camera angles, cues, lighting and sound performance quality; supervises scripts, placement and performance of on-air talent.</p>	<p>Current: \$28.00 - \$32.00 - \$34.00 Proposed: \$30.00 - \$35.00 - \$40.00</p>
<p>KCSM Video Shader Operates cameras to monitor color and level of consistency throughout various programs.</p>	<p>Current: \$28.00 - \$32.00 - \$34.00 Proposed: \$30.00 - \$35.00 - \$40.00</p>
<p>KCSM Video Mixer Sets up production video consoles pursuant to producer/director requests. Serves as interface between producer/directors and crews.</p>	<p>Current: \$28.00 - \$32.00 - \$34.00 Proposed: \$35.00 - \$40.00 - \$45.00</p>
<p>Lifeguard Monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>	<p>Current: \$7.60 - \$8.36 - \$9.20 Proposed: \$8.50 - \$9.00 - \$9.50</p>
<p>Senior Lifeguard Trains and directs the work of Lifeguards; monitors swimming pool and guest safety; performs watch and rescue procedures; administers CPR and other First-Aid as required; trains guests in swimming pool safety. American Red Cross Lifeguard Training Certificate and ARC CPR/First Aid for the Professional Rescuer.</p>	<p>Current: \$9.35 - \$10.29 - \$11.32 Proposed: \$10.50 - \$11.00 - \$11.50</p>

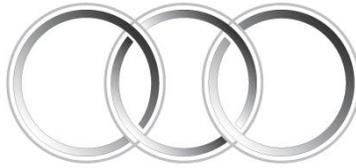


**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

MISCELLANEOUS PAY RATES SALARY SCHEDULE (continued)

(Revised January 1, 2008)

CLASSIFICATION	HOURLY PAY RATES
<p>College Physician Plans, implements and leads professional College health care services in conjunction with public health nursing staff; provides medical advice and treatment in the College Health Center; writes prescriptions as needed; confers with medical plan providers and emergency medical personnel regarding follow-up care; sets up and maintains confidential documentation of treatment and services provided; completes required medical provider and emergency forms; makes presentations to students, organizations and other groups as assigned.</p>	\$100 Flat Rate
<p>Assistant Coach Provide support for coaching in a specific sport; supervise practices, assist at games.</p>	Up to \$5,000 per season.
<p>EMT I Proctor Lead Instructors in the various classes schedule and assign work to pool instructors, which can result in work assignments varying from one to several class sessions per semester.</p>	\$25.00 Flat Rate
<p>Health Educator Assist in organizing and delivering health education programs and services to students. Provide proactive health information on an as-needed basis.</p>	\$27.00 Flat Rate
<p>Accompanist Play piano to assist in voice classes and for choral groups.</p>	\$26.00 – \$36.00



**SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT**

MISCELLANEOUS PAY RATES SALARY SCHEDULE
(Revised January 1, 2008)

EMPLOYMENT REGULATIONS

Individuals who are employed in classifications listed on the Miscellaneous Pay Rates Salary Schedule are not a part of the classified service, are at-will employees, subject to unemployment insurance regulations, and are employed pursuant to California Education Code Section 88003.

The “Miscellaneous Pay Rates” classifications are designed to supplement current staff services on a short-term, non-continuing basis, and constitute temporary, at-will employment for special District services and projects.

SALARY STEP PLACEMENT

The initial placement of individuals at one of three steps within a pay range, as well as their subsequent movement to a higher step within the range, is dependent upon relevant training and previous applicable work experience, and is at the discretion of the hiring manager.

Individuals who are employed in any of the listed classifications are paid via timesheet, and are subject to payment at time-and-one-half of the hourly rate for hours in excess of the regular District work day or work week.

EQUAL EMPLOYMENT OPPORTUNITY

The San Mateo County Community College District is an Equal Opportunity Employer which seeks to employ individuals who present the rich diversity of cultures, language groups and abilities in its surrounding communities.

(Rev. 1/1/2008)

BOARD REPORT NO. 08-1-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

SKYLINE COLLEGE CIP2 DESIGN-BUILD PROJECT REPORT

In August 2006 the Board approved the 2006 Facilities Master Plan (Board Report No. 06-08-101B), which is the basis of the second phase of the capital improvement program (CIP2). In November 2006, the Board passed Resolution No. 06-19 (Board Report No. 06-11-101B) authorizing use of the design-build delivery method for the Skyline College CIP2 Design-Build Project.

SKYLINE COLLEGE CIP2 DESIGN-BUILD PROJECT

In order to best meet the current and future needs of Skyline College, construction of new facilities for instruction, multicultural programs, and administrative offices as well as improved exterior areas was recommended in the San Mateo County Community College District's 2006 Facilities Master Plan. This complex, multi-component project will be delivered using the design-build construction method. New buildings 4N and 11N will continue the process of reinvigorating the facilities at Skyline College, in addition to enhancing and expanding academic program offerings.

Building 4N - Building 4N will be the new home of the Cosmetology program and will expand the Physical Education offerings of the College. This building, located along the northeast edge of the campus loop road, will be convenient for both students and the outside community members who are patrons of these programs. The Cosmetology facilities will provide hair, make-up, and spa training functions and will also provide these services to the public in a facility that will emulate the experience of commercial salon and spa facilities. The physical education facilities will include Fitness Training, Spinning classes, Sports Medicine Training, and an area for Yoga, Dance and Pilates. Co-locating the Cosmetology & Physical Education programs within this building will allow the programs to appeal to a broader audience of students and public patrons who might not be aware of the diverse offerings that Skyline College can provide. The building will also house the Multicultural Programs and provide offices for College Administration. The building will serve as a place to host special events, and foster student interaction through formal and informal gatherings. This new building is targeted to receive LEED certification (Leadership in Energy and Environmental Design), demonstrating Skyline College's commitment to sustainable building design and construction. This building will be approximately 73,000 gross square feet.

Building 11N - Building 11N will allow the Automotive curriculum to expand by providing facilities for training in Automatic Transmission repair. Incorporated in this new building will be 10 service bays, which will simulate operations within a commercial automotive repair facility. The space will allow students to obtain extensive education in the servicing of automatic transmissions. This building will be approximately 13,000 gross square feet.

Campus Exterior - Skyline College's campus exterior will be revamped to take advantage of the existing forest-like and grassland setting. New entries at Skyline Boulevard and Sharp Park Road will provide gateways to a lively campus where students and the community will feel inspired to participate in college activities, with gathering spaces acting as centers of concentrated activity and energy. Landscape improvements will create

hierarchies to define vehicular and accessible pedestrian circulation routes and manage pedestrian/vehicular interface. Emergency vehicle access will be improved, as well as other safety and security measures. Public transportation, passenger drop-off and pick-up zones, service & delivery zones will be enhanced. Wayfinding signage, exterior lighting and provisions for art will also be part of this project. In addition, the electrical and mechanical infrastructure of the campus will be upgraded.

DEVELOPING THE REQUEST FOR PROPOSALS (RFP)

The 2006 Facilities Master Plan set the foundation for this project, but additional architectural work was needed to bridge the gap from the master plan to a point where Design-Build Entities (DBEs) could enter into a design-build competition. In November 2006, the Board approved the use of Kwan Henmi Architects to assist College and District staff in developing the Request for Proposals to DBEs (Board Report No. 06-11-102B).

Kwan Henmi worked closely with the campus administration, staff, faculty and students to develop the space program for each building, along with the requirements for the campus exterior spaces. President Vicki Morrow, Vice President of Instruction Regina Stroud, Vice President of Student Services Lori Adrian, and a broad spectrum of faculty and staff representatives worked with Kwan Henmi to identify the critical elements for a successful project. The College established steering committees for each project component. The project intent, boundary lines, massing diagrams, program elements, adjacencies, space arrays and room data sheets for each proposed new building and outdoor areas were developed. Additionally, Kwan Henmi worked with Planning, Facilities and Information Technology staff to develop systems specifications, such as mechanical, electrical, plumbing, telecommunications, security, fire and life safety, elevators, storm water, sanitary sewer, landscape and paving. The teams also identified requirements for public and non-assigned spaces, such as restrooms and utility closets, and circulation spaces such as lobbies, corridors and stairs. District staff developed design standards, and worked with legal counsel to update the District's standard form of design-build contract. The resulting RFP identified the functional, programmatic and legal requirements that DBEs were required to incorporate into their proposals in order to have a conforming bid.

The RFP specified that the following selection criteria were to be considered in selecting the DBE whose proposal demonstrated the "best value" to the District. The first five criteria are required by Education Code 81700, the code section under which this design-build project is being awarded; the additional criteria, which are critical to the success of the project, were added at the District's discretion.

1. Price	20 points
2. Technical Expertise	10 points
3. Life Cycle Costs over 25 Years	10 points
4. Skilled Labor Force Availability	10 points
5. Acceptable Safety Record	10 points
6. Architectural Aesthetics and Design Innovation	10 points
7. Project Management Plan	15 points
8. Program Requirements	15 points

TOTAL (Maximum)	100 points
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PREQUALIFICATION OF DESIGN-BUILD TEAMS

Concurrent to the development of the RFP, District and College staff prequalified design-build entities.

The prequalification of design-build teams was conducted in December 2006 and January 2007, when the District received four Prequalification Applications from interested DBEs. A committee comprised of Skyline College representatives, including faculty, staff and students, Construction Planning Department and

Facilities staff, as well as representatives from Swinerton Management & Consulting, reviewed and evaluated these

applications to determine eligibility to participate in the design-build competition. Criteria for eligibility included financial strength, safety record, litigation history, team experience and dynamics, experience with educational facilities, experience with the Division of the State Architect, proposed approach for the project, and understanding of the College's vision for the campus. The four DBE teams not only met the essential requirements of prequalification, they impressed the committee as being highly qualified to bring tremendous expertise, ability and creativity to the project; we had attracted very strong and well regarded industry players to the project. The District invited the three top ranking teams to compete in the design-build competition: Hensel Phelps Construction Company, Hunt Construction Group, and Sundt Construction, Inc. The fourth team, C. Overaa & Company, was identified as an alternate, agreeing to consider participating in the competition in the event that one of the three teams withdrew.

ISSUANCE OF THE REQUEST FOR PROPOSALS

The RFP was issued on June 28, 2007. From July 2007 until November 2007, at the request of DBEs, the District held confidential meetings with each proposing DBE to provide feedback on their developing proposals, given the stated guidelines and requirements of the Request for Proposal.

During the proposal period, Sundt Construction informed District staff that they were withdrawing from the design-build competition, since the contract issued with the Request for Proposal did not meet their corporate requirements of a negotiated contract award. At this point, District staff contacted C. Overaa, to determine if they wanted to participate in the design-build competition. Overaa declined to participate, indicating that their existing workload made the effort and cost of participating in a design-build competition unnecessary toward their corporate goals. Subsequently, the Hunt Construction Group informed District staff that they were no longer actively participating in the competition, for similar reasons. At the September 4, 2007 Board of Trustees meeting, Staff provided an information briefing, indicating that it was very likely that the District would be down to one design-build participant, but would continue moving forward with the process.

PROPOSAL RECEIVED FROM DBE

On November 30, 2007, Hensel Phelps Construction Company submitted the lone design-build proposal to the District. Evaluation of their proposal commenced immediately thereafter.

PROPOSAL EVALUATION

Since receipt of the Hensel Phelps proposal, College and District Staff have had significant input into the evaluation of the proposal to determine if the proposal meets the requirements set forth in the Request for Proposal.

A Skyline All-College Meeting was conducted on December 14, 2007, during which the Hensel Team presented their architectural concepts for new buildings and landscaping. Proposal submittals, including drawings and renderings, were posted on the College's and District's website on December 18th, and architectural presentation boards were displayed in the Building 6 Cafeteria. Staff created both online and paper surveys inviting comments from the College community at large.

Eight proposal evaluation subcommittees, including representatives of the College administration, District staff and Swinerton Management & Consulting, have begun to review the proposal, based on the scoring criteria established in the Request for Proposal. It appears that the proposal is responsive to the RFP. However, the proposed costs exceed the project budget. College Administration and Planning staff are working with Hensel

Phelps Construction Company to find creative solutions toward scope/budget alignment.

Staff now seek Trustees' input on the Hensel Phelps proposal. In order to maintain the project's overall schedule requirements, Staff plan to return to the Board of Trustees in February 2008 with a recommendation.

San Mateo County Community College District

January 9, 2008

BOARD REPORT NO. 08-1-2C

AGENDA FOR ANNUAL BOARD RETREAT

There is no printed report for this agenda item.