

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT BOARD AGENDA  
STUDY SESSION  
July 9, 2008  
District Office Board Room  
3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

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

*Government Code §54957.5 states that public records which relate to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for inspection. Members of the public may also view the documents on the District's Internet Website at: <http://www.smccd.edu/accounts/smccd/boardoftrustees/additionalmeetingdocs.shtml>*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

08-7-1            [Minutes of the Regular Meeting of the Board of Trustees of June 25, 2008](#)

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

**NEW BUSINESS**

08-7-1A            [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.*

08-7-1CA            [Addendum to Renewal of Agreement with American Institute for Foreign Study \(AIFS\), 2008-09](#)

## **Other Recommendations**

08-7-100B      Contract Award for the Cañada College Building 8 Phase 2 Renovation Project

## **INFORMATION REPORTS**

08-7-1C      Presentation on State Budget by State Senator Leland Yee

## **STUDY SESSION**

08-7-2C      Report on Enrollment, Marketing, and Outreach

## **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment
    1. Employment: **Cañada College** – Laboratory Technician, Science & Technology; EOPS/CARE Counselor & CARE Coordinator, Student Services; **Skyline College** – Dean of Planning, Research & Institutional Effectiveness, Planning, Research & Institutional Effectiveness
  - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Unrepresented Employees: Academic and Classified Supervisors

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
June 25, 2008  
San Mateo, CA**

**The meeting was called to order at 6:06 p.m.**

**Board Members Present:** President Richard Holober, Vice President-Clerk Karen Schwarz, Trustees Helen Hausman, and Patricia Miljanich, and Student Trustee Virginia Medrano Rosales; Trustee Dave Mandelkern arrived at 7:20 due to a delayed flight

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve the minutes of the Study Session of the Board of June 11, 2008. The motion carried, all members present voting "Aye."

Pursuant to the item in the minutes reporting approval of the contract for a mobile kitchen at College of San Mateo, President Holober asked if there is a District policy regarding the use of Styrofoam. Executive Vice Chancellor Keller said the District does not use Styrofoam products. Trustee Hausman noted that some cities are considering a ban on using plastic water bottles. Vice President Schwarz said she would like the Board to look into the use of several items that may have an environmental impact. Chancellor Galatolo said staff will make sure this topic will be studied at a future meeting. Chancellor Galatolo said that following press reports of lead in synthetic fields, the District has been assured by the vendor that District fields do not contain lead. Vice Chancellor José Nuñez added that a firm will come in to test the fields for verification.

**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, Executive Vice Chancellor Keller and District Academic Senate President Dilko. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo welcomed Student Trustee Medrano Rosales to her first regular meeting. He also thanked everyone for their support after his mother's death. He said his mother, Winifred Galatolo, was a graduate of College of San Mateo and was very supportive of the District. He asked that tonight's meeting be adjourned in her honor.

President Morrow said she is pleased with the selection of Ms. Medrano Rosales as Student Trustee. She said many of the photos in Skyline publications are the work of Ms. Medrano Rosales. Highlighting her written report, President Morrow said there have been many completion ceremonies and she particularly enjoyed the Butterfly Graduation of the five-year-olds from the Children's Center. President Morrow said that Skyline is pleased to have received a grant for a middle college.

President Claire distributed a compact disc showing the Spotlight high school filmmaking scholarship awards ceremony. He thanked KCSM General Manager Marilyn Lawrence and Professor Michelle Brown for their work on the video competition. President Claire said College of San Mateo is pleased to have been invited to join the Aurora Project and said the College ranks in the top 20% of transfers to UC's in science and math.

President Mohr highlighted items in his written report, including a "Midnight Madness" event to help enroll students who are unable to register for classes in the traditional hours of operation, and the potential partnering of KinderCaminata with Spark, a youth apprenticeship program designed for middle school students. President Mohr also said that Cañada hosted a very well attended and educational Basic Skills Initiative conference on June 9 and 10.

Executive Vice Chancellor Keller said the District is on track for book sales to increase 21% for this month compared with last year, and are up over 10% for the year; this is indicative of increasing enrollment. Executive Vice Chancellor Keller distributed a set of graphs showing Census FTES. Chief Financial Officer Kathy Blackwood said the graphs show continued growth for the current year. A report on the budget and enrollment will be presented later tonight.

District Academic Senate President Dilko said she will present her report under item 08-6-5C.

#### **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 (08-6-2A)**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the actions in Board Report No. 08-6-2A. The motion carried, all members present voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- 08-6-2CA Acceptance of Gifts by the District
- 08-6-3CA Renewal of Agreements with American Institute for Foreign Study (AIFS), 2008-09
- 08-6-4CA Contract Extension for Unit Price Painting, Districtwide
- 08-6-5CA Contract Extension for Unit Price Window Treatment, Districtwide
- 08-6-6CA Contract Award for Unit Price Acoustic Treatments, Districtwide
- 08-6-7CA Approval of Membership in PBS Programs For Pledge (PFP), 2008-09 – KCSM
- 08-6-8CA Approval of PBS Membership Dues and Program Service Purchases, 2008-09 – KCSM
- 08-6-9CA Approval of Service Agreement with Tele-Direct for Pledge Call Center Services, 2008-09 – KCSM
- 08-6-10CA Approval of Service Agreement with Goodman Marketing Partners for Membership Services, 2008-09 – KCSM

- 08-6-11CA Approval of Payment to the South Bay Regional Public Safety Training Consortium for the 2008-09 Peace Officers Training Academy, College of San Mateo
- 08-6-12CA Approval of Budgetary Transfers for the Period Ending May 31, 2008 and Adoption of Resolution No. 08-8 Authorizing Budget Transfers for 2007-08
- 08-6-13CA Adoption of Resolution No. 08-9 Establishing 2008-09 Budget Limits

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

#### **Other Recommendations**

##### **CURRICULAR ADDITIONS AND DELETIONS (08-6-2B)**

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve the additions and deletions as described in the report. The motion carried, all members present voting "Aye."

##### **AWARD OF PROFESSIONAL SERVICES CONTRACT TO RPM CONSULTANT GROUP (08-6-102B)**

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the contract award as described in the report. The motion carried, all members present voting "Aye."

##### **RENEWAL OF CONTRACT WITH TOM CASEY (08-6-103B)**

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve the contract renewal as described in the report. The motion carried, all members present voting "Aye."

##### **APPROVAL OF 2010-2014 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (08-6-104B)**

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the plan as described in the report.

Executive Director of Construction Planning Rick Bennett said the report is a snapshot in time, describing the status of projects campus by campus. He referred the Board to page 9 of the report, which lists projects that have been approved but not funded. Funding for these projects is dependent upon a statewide bond election and the addition of the projects to the State budget. The District has been notified that the Legislature will not include the projects in the State budget and there will not be a statewide bond election in November, leaving the future of these projects in doubt. Vice Chancellor Nuñez distributed a chart showing the State capital outlay projects which are affected by these decisions, totaling \$53,244,000 in State funding that is no longer available. Therefore, these approved but not funded projects are being put back into the mix to compete with other projects for the limited State resources available for the 2009-2010 cycle. The State's funding priority is for projects concerning safety. The Construction Planning Department and Swinerton Management are working with the Colleges to reprioritize projects. Trustee Miljanich asked if, during the process of reprioritization, projects might be more oriented to safety. Vice Chancellor Nuñez said safety is always paramount in all projects, but actual safety projects are not affected.

Chancellor Galatolo said the District's methodical planning over the years has relied on this State funding along with local resources. He said the District still hopes to get the Cañada fitness center funded by the State. Trustee Miljanich asked if there is a chance for a major donor to provide funding and have his/her name on the fitness center. Chancellor Galatolo said Foundation Executive Director Stephani Scott is always open to such opportunities.

Vice President Schwarz asked for clarification on which projects the Board is being asked to approve in the five-year plan. Mr. Bennett said the approval is for projects scheduled for the 2010-2011 cycle and includes four Initial Project Proposals one Final Project Proposal.

President Holober asked why the statewide November 2008 ballot measure is not going forward. Chancellor Galatolo said he met with Assemblyman Gene Mullin last week and was told that the Governor will not support the measure and polling indicates that the measure would not pass in the current economy. President Holober asked how large the bond request would have been; Chancellor Galatolo said it likely would have been between \$1 billion and \$2 billion.

President Holober asked about the effect on the District's original plans for use of Measure A funds, in which some projects were fully funded by Measure A dollars and others used a percentage of these funds supplemented by funds the District expected to get from the State. Chancellor Galatolo said the District has been diligent in allocating resources and takes care to spend taxpayer dollars appropriately. Without State funds, not all of the Measure A projects can be completed and the District may have to reprioritize the projects. In addition, some projects will not be as efficient as originally planned. Chancellor Galatolo said the District has always had good community support and the Board might be asked to consider seeking additional local resources. President Holober said a discussion regarding local resources would be appropriate. He asked if the District has the ability to reallocate funding or if it is locked in on a project-by-project basis. Chancellor Galatolo said it would be possible to make changes when seeking funding for projects. Chancellor Galatolo said that by the time of next year's Board Retreat, more information will be available and the District will seek guidance from the Board on whether to defer completion of specific projects, opt not complete them, or consider seeking additional local support through a bond measure.

After this discussion, the motion to approve the five-year capital construction plan passed, all members present voting "Aye."

**EXTENSION OF UNIT PRICE CONTRACT FOR ASBESTOS ABATEMENT, DISTRICTWIDE (08-6-105B)**

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the contract extension as described in the report. Ulysses Guadamuz, as a member of the public, asked why there are not RFPs for this contract and the other contract extensions being considered tonight. Rick Bennett explained that the original contracts included an option to renew for four additional one-year terms, for a total of five years. After that time, the services will go out to bid for new five-year contracts. The contract for asbestos abatement expires in December 2008. Mr. Guadamuz asked if a process is in place to reevaluate the contracts before the one-year extensions are requested. Linda da Silva, Executive Director of Construction Planning, said the District and its cost consultants are continually monitoring pricing and the District maintains the option of going out to bid. She added that all of the contracts were competitively bid three or four years ago. After this discussion, the motion carried, all members present voting "Aye."

**EXTENSION OF UNIT PRICE CONTRACT FOR FLOORING, DISTRICTWIDE (08-6-106B)**

It was moved by Trustee Hausman and seconded by Vice President Schwarz to approve the contract extension as described in the report. The motion carried, all members present voting "Aye."

**APPROVAL OF CONTRACT AWARD FOR THE ACCESS CONTROLS AND ALARM MONITORING SYSTEM (ACAMS) ADD-ON PROJECT – DISTRICTWIDE (08-6-107B)**

It was moved by Vice President Schwarz and seconded by Trustee Hausman to approve the contract award as described in the report. The motion carried, all members present voting "Aye."

**ADOPTION OF THE 2008-09 TENTATIVE BUDGET (08-6-108B)**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to adopt the tentative budget.

Chief Financial Officer Kathy Blackwood described the budget process. It is the role of the District Committee on Budget & Finance to (1) develop a budget and planning calendar, (2) develop budget assumptions, (3) review the Resource Allocation Model which was developed in 2006-07, and (4) review requests for augmentation.

Budget assumptions include growth for all three Colleges using FTES over the last 10 years; a 1% deficit factor on State-determined revenue; known compensation adjustments; and increases for utilities and benefits.

The Resource Allocation Model allocates for historical imbalances; allocates fixed costs; allocates for projected growth; allocates for compensation changes; and allocates for identified needs. The model then reduces all site allocations to balance the budget, this year in the amount of \$360,596. CFO Blackwood noted that this is not a large figure, given that the budget is over \$114 million.

Other State budget issues include deferred payments. In the proposed State budget, apportionment payments to community colleges would be delayed not only from June 2008 to July 2008, but also from January, February and March 2009 to April, May and June 2009. Part-time faculty funds would be deferred from September 2008 to June 2009. These deferments may require the District to issue additional Tax and Revenue Anticipation Notes and will affect interest income and expense. CFO Blackwood said the District can better deal with the deferments than some other districts because of its reserves.

As noted in earlier discussion tonight, CFO Blackwood noted that the cancellation of the facilities bond on the November ballot affects six District building projects for a total of \$53,244,000 in lost State funds.

The proposed State budget also shows cuts to categorical programs, with 4% to 10% cuts to matriculation, EOPS, DSPS and CalWORKS. If this provision is included in the final State budget, the District will have to absorb the costs in the unrestricted general fund. There are also proposed changes to the 50% law which states that 50% of most expenses must be spent in the classroom. Because the cost for counselors and librarians is not included in classroom expenses, faculty unions at the state level were pushing for change. However, AFT nixed a tentative agreement on a change to the law and it is still being debated.

CFO Blackwood said a final District budget will be brought to the Board at its September 10 meeting. It is not known when a final State budget will be approved.

CFO Blackwood said she has been informed by the State Controller that the State will audit the District's State mandated health fee elimination claim for the last five years, even though the District has not received money from the State for those years. The District is currently involved with other districts in a lawsuit against the State Controller concerning a previous audit in which the State disallowed the entire claim.

Trustee Miljanich asked who serves on the Budget Committee. CFO Blackwood said there is an administrator from each College, a representative from each union, a representative from each academic senate and each classified senate, and a student from each College.

Ulysses Guadamuz, President of CSEA Chapter 33, expressed disappointment with the "Compensation Adjustments" section on page 9 of the tentative budget, which he said infers that the District will not honor their contract. Mr. Guadamuz said CSEA received no communication from the District regarding the matter and said at no time has the union agreed to the State-approved COLA. Chancellor Galatolo said the District believes CSEA did agree to the State-approved COLA and there was a series of emails on how to interpret the agreement. Chancellor Galatolo suggested that Mr. Guadamuz talk with the Vice Chancellor of Human Resources.

After this discussion, the motion to approve the tentative budget carried, all members voting "Aye."

## **INFORMATION REPORTS**

### **DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2008 (08-6-3C)**

Kathy Blackwood asked if there were questions or comments; there were none.

### **THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2007-08 (08-6-4C)**

Kathy Blackwood asked if there were questions or comments. Vice President Schwarz said she enjoys reading about the activities of the Associated Students at the Colleges and also appreciates the report on the Academic Senate.

**DISTRICT ACADEMIC SENATE GOVERNING COUNCIL (DASGC) FINAL REPORT 2007-2008**  
**(08-6-5C)**

President Patty Dilko emphasized that one of the goals and values of the Academic Senate is to have full participation in shared governance and reported that faculty are highly engaged. Another goal is to promote collaboration with AFT and, to this end, conversations have been productive, including meetings with members of the Board of Trustees.

President Dilko highlighted some of the District Senate activities during 2007-08, including the Concurrent Enrollment Pilot Memorandum of Understanding; development of a new website with archives and current information; extensive work on the faculty ethics statement; conversations on the pros and cons of plus/minus grading; and initiation of a program review for the CTL's. President Dilko said she has had the honor of working with District staff, particularly Vice Chancellor Jing Luan, on strategic planning. President Dilko also said that members of the Academic Senate have participated in statewide conferences.

President Dilko said she asked the College Academic Senate Presidents to share the three most important issues they have worked on during the past year. President Dilko summarized their responses as presented in her written report.

President Dilko reported that she has been reelected to serve as District Academic Senate President for another year. Trustee Hausman thanked Ms. Dilko for her report and congratulated her on her reelection.

**BOARD ACTIONS ON CONSENT AGENDA AND REGULAR AGENDA (08-6-6C)**

Barbara Christensen, Director of Community and Government Relations, said that following the Board's agreement to become subject to uniform construction cost accounting procedures, adjustments were made regarding which items are placed on the consent agenda. Changes also were made to reflect current practice. Chancellor Galatolo added that about a year ago, the Board asked how consent agenda items are determined. In response, this report provides a list of items that are placed on the consent agenda and those that are placed on the regular agenda.

Vice President Schwarz said she is concerned about change orders on projects, which are placed on the consent agenda if they are valued between the legal bid minimum and \$500,000, and are reported as part of the Warrants if they are under the legal bid minimum. President Schwarz said it can be difficult to keep track of the total cost of a project if there are multiple change orders on that project. She said it is also important that the Board be informed of the reason for a change order. Chancellor Galatolo suggested modifying board reports so that they state the original amount of the project and a cumulative total of change orders for the project; this modification would apply to reports for items on the consent agenda and regular agenda. Trustee Miljanich said that change orders do not stand out on the Warrants and asked if they might be set apart on the listing. Trustee Mandelkern suggested that cumulative amounts for projects also be listed on the Warrants. Chancellor Galatolo said these changes will be made and will be added to the procedures. After discussion about whether to change the dollar threshold defining where contracts requiring a bid and change orders are placed, the Board agreed that the procedure and process is more important and that it is not necessary to change the threshold. They also noted that any item can be removed from the consent agenda by a Board member who wishes to discuss it further.

**STATEMENTS FROM BOARD MEMBERS**

Vice President Schwarz thanked Barbara Christensen for sending a copy of the photo of the College of San Mateo planetarium which is on the cover of the AT&T telephone book. Vice President Schwarz said she hopes Student Trustee Medrano Rosales feels welcome and said she looks forward to working with her.

Trustee Hausman enjoyed commencement at Cañada College and was impressed with the valedictorian and her story. Trustee Hausman also attended the Skyline Automotive Banquet and the ribbon cutting for the College of San Mateo athletic fields. A scholarship was awarded in Trustee Hausman's name and she received a touching thank you letter from the student who received it. The scholarship requires volunteerism and is community-oriented. Trustee Hausman also welcomed Student Trustee Medrano Rosales.



Trustee Mandelkern complimented President Claire on the commencement ceremony at College of San Mateo as well as the reception and dinner which followed.

President Holober enjoyed the enthusiastic commencement ceremony at Skyline. He also attended the Skyline Automotive Banquet and the ribbon cutting for the CSM athletic fields and appreciated the tribute to Coach Martinez.

**COMMUNICATIONS**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 8:20 p.m.

The Board reconvened to Open Session at 9:55 p.m.

**CLOSED SESSION ACTIONS TAKEN**

Vice President Schwarz reported that, at the Closed Session just concluded, the Board considered the personnel item listed on the printed agenda and voted 5-0 to approve the action in Board Report No. 1-A.

**ADJOURNMENT**

It was moved by Vice President Schwarz and seconded by Trustee Hausman to adjourn the meeting in honor of Winifred Galatolo. The motion carried, all members voting "Aye." The meeting was adjourned at 10:00 p.m.

The next meeting of the Board will be a Study Session on July 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 July 9, 2008 meeting.

Karen Schwarz  
Vice President-Clerk

**BOARD REPORT 08-7-1A**

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**

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

**A. Changes in Staff Allocation**Cañada College

Recommend an increase in staff allocation to change one part-time (67%) 12-month per year Program Services Coordinator position (Grade 27 of the Classified Salary Schedule 60) in the Business, Workforce & Athletics Division to full-time (100%) 12-month per year, effective July 1, 2008. Also recommend that the assignment of the incumbent, Susan Eftekhari, be adjusted accordingly. The position is funded by the First 5 of San Mateo County Preschool for All Grant.

**B. Short-Term, Non-Continuing Positions**

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

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	General Administration	4	7/10/2008	6/30/2009	Theatre Production Technician: Assist with technical theatre operations to support outside theatre facility rental events.
CSM	Planning, Research, & Institutional Effectiveness	1	7/10/2008	6/30/2009	Program Services Coordinator: Assists in the planning and coordinates implementation of services to students, researches and compiles data for reports, retrieves online data, etc.
CSM	Planning, Research, & Institutional Effectiveness	1	7/10/2008	6/30/2009	Office Assistant II: Assists with clerical and public relations tasks, uses a database to retrieve data, organizes data in electronic files, prepares reports, etc.

BOARD REPORT NO. 08-7-1A

CSM	President's Office/ Institutional Advancement	1	7/10/2008	6/30/2009	Office Assistant II: Assists with clerical and public relations tasks, uses a database to retrieve data, organizes data in electronic files, prepares reports, etc.
CSM	President's Office/ Institutional Advancement	1	7/10/2008	6/30/2009	Program Services Coordinator: Assists with student recruitment, orientation, job skills assessment and job placement, special events, tours, individual and specialized programs, makes presentations, retrieves online data, etc.
Skyline	Business/Cosmetology	2	7/10/2008	6/30/2009	Cosmetology Aide: Assist students during practical application lab experiences and assist faculty in classes with close supervision of students.
Skyline	Counseling/DSPS	1	8/18/2008	12/18/2008	Instructional Aide II: Assist students in the Adaptive P.E. Program with the use of specialized equipment.

**BOARD REPORT NO. 08-7-1CA**

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

**ADDENDUM TO RENEWAL OF AGREEMENT WITH AMERICAN INSTITUTE FOR  
FOREIGN STUDY (AIFS), 2008-09**

On June 25, 2008, the Board approved renewal of agreements with the American Institute for Foreign Study for the Fall 2008 (London, England) and Spring 2009 (Florence, Italy) foreign study programs.

The District has received a new agreement with AIFS for the Fall 2008 program in Granada and Madrid, Spain, which is similar to the earlier agreements. The District is responsible for educational curriculum, selection and employment of faculty, academic advisement, student enrollment, and academic record keeping. AIFS is responsible for student housing, optional transportation between San Francisco and the study site, a broad array of student support services, and a social/cultural program to enable students to make the most of their foreign study experience.

The District receives regular State apportionment revenue for California residents attending classes offered through these foreign study programs; non-residents are charged the same fees they would pay if enrolling in on-campus classes. When District faculty are assigned to teach abroad, the cost of hourly replacement is reimbursed to the respective Colleges. A modest budget is maintained to cover the cost of miscellaneous instructional expenses and supplies, including photocopying. Administrative coordination and supervision are provided by the College of San Mateo without additional expenditure.

**RECOMMENDATION**

It is recommended that the Board approve renewal of the agreement with the American Institute for Foreign Study for the Fall 2008 (Granada and Madrid, Spain) foreign study program.

**BOARD REPORT NO. 08-7-100B**

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

**CONTRACT AWARD FOR THE  
 CAÑADA COLLEGE BUILDING 8 PHASE 2 RENOVATION PROJECT**

The two-story, 6,650 square foot building is the home of the executive administration of the College. In the summer of 2005, the President’s, Vice Presidents’ and adjacent business offices on the second floor were modernized by the Measure C-funded Phase 1 renovation project. Until August 2007, Building 8 was also the home of Student Services. During the summer of 2007, Admission and Records, Counseling, Financial Aid and Business Services, which were located on the first floor of Building 8, were relocated to Building 9, the new 72,000 square foot Library and Student Resource Center. This relocation created the opportunity to modernize the portions of the building that were not touched by the original construction. The second phase of renovation will mainly address the first floor and mechanical improvements to the building. New offices, conference rooms, a staff break room and work room will be provided. In addition, included in this renovation is the installation of a new air conditioning system for the entire building. This upgrade will be a welcome improvement given the microclimate at Cañada College, especially during the warm summer and fall days.

In October 2007, the District contracted with Bunton Clifford Architects, a prequalified architectural firm familiar with the work at the District properties, to prepare the plans and specifications for this project. On May 22 and 27, 2008, the District published a legal notice inviting pre-qualified general contractors to bid on this project. Fourteen contractors and subcontractor firms attended the mandatory pre-bid conferences held on June 3 and 4, 2008. On June 26, 2008, five of the fourteen firms submitted the following bids:

General Contractor	Bid
Schembri Construction	\$1,366,110
John Plane Construction	\$1,462,450
Rodan Builders	\$1,549,900
Coulter Construction	\$1,605,165
Q Builders	\$1,738,135

Following bid submission, staff conducted due diligence investigation of the bids. Schembri Construction, the apparent low bidder, was deemed the lowest responsible, responsive bidder. Schembri Construction is based in San Francisco, CA and was prequalified as part of the 2008 Contractor Prequalification Process. Staff believes that Schembri’s bid, which is 2.07% over the Engineer’s Estimate, reflects the current market cost of the building and based on the number of bids received represents good value to the District.

This project will be funded out of Measure “A” general obligation bond funds.

**RECOMMENDATION**

The District recommends that the Board of Trustees award a contract for the Cañada College Building 8 Phase 2 Renovation Project to Schembri Construction in the amount of \$1,366,110.

**PRESENTATION ON STATE BUDGET BY  
STATE SENATOR LELAND YEE**

There is no printed report for this agenda item.

**BOARD REPORT NO. 08-7-2C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

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

**REPORT ON ENROLLMENT, MARKETING, AND OUTREACH**

In response to declining enrollment, the District and Colleges have undertaken a number of efforts in the past several years to strengthen and expand marketing and outreach efforts in order to assure that County residents are fully aware of the wide range of programs and classes our Colleges provide. These efforts have contributed to enrollment and FTES growth this past year as shown in Attachment A. Early results for Summer and Fall, 2008 indicate that this enrollment growth will continue and the District is anticipating reaching its growth cap in 2008-09.

At this Study Session, representatives from the Colleges will describe their marketing efforts and discuss plans for the future. In addition to the College efforts, a number of collaborative Districtwide efforts have been undertaken. These efforts include:

- A marketing audit was conducted by Wide Angle Communications of all the outreach and marketing efforts within the District. The purpose of the audit was to produce a clear understanding of how communications efforts are really working and to present recommendations for improvements. This audit was completed in March 2008. While generally commending the Colleges for marketing and outreach efforts, Wide Angle also presented a number of recommendations for resource re-allocation, consistent branding and messaging, updated photography and design, and improved websites which the Colleges and the District are implementing.
- “Find Your Future Here” was a focused campaign targeted at high school juniors and seniors, their parents and to 19-22 year olds in the County. A comprehensive brochure (attached) describing the 40+ career programs offered, jobs the career programs can lead to, regional demand and expected salaries has been distributed widely within the County. In addition, the District added a “Careers” website, [www.smccd.edu/careers](http://www.smccd.edu/careers), which we will demonstrate for the Board. This marketing effort has been warmly received by high school counselors, parents and students and, we believe, contributed to the large increase in career/ technical enrollments as shown in Attachment A.
- “College Connection” – This effort to increase the number of concurrent enrollment opportunities for high school students both at the Colleges and on the high school campuses has been extensively reported to the Board. As part of this effort, the District produced the attached College Connection brochures which were mailed to all high school students in the County in Summer 2007(yellow brochure) and this summer (blue brochure). We have added a web site, [www.smccd.edu/college\\_connection](http://www.smccd.edu/college_connection), and re-designed and simplified the application and course registration process. We believe that these efforts generated the very large increase in concurrent enrollment as shown in Attachment A.

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- Online Education – The Districtwide effort to expand and promote distance education has also been extensively discussed with the Board throughout the past year. The District has adopted a complimentary course management system, invested in professional development to train faculty on the use of the system and online pedagogical best practices, and funded a number of new online courses. The Distance Education Advisory Committee (DEAC) is coordinating this effort and has developed a Strategic Plan that is being implemented. This effort has contributed to growth in online enrollments as outlined in Attachment A.
- Wait List – Beginning in Fall 2007, ITS implemented a new “wait list” function within WebSMART that allows students to place themselves on a wait list when a class is full. If an opening occurs in the class, the first student on the wait list is automatically added to fill the open seat. The student is sent an email notifying him/her of the opening. Deans regularly review the wait lists and may add class sections when the wait list is large enough and when facilities are available for the class. Training of instructional deans on the effective management and use of wait lists is in progress. The wait list function has proven to be a powerful tool that can be used to accurately assess student demand for particular classes.

Each College will report on current and proposed new marketing initiatives.



## Attachment A

### Student Enrollments - 4 year Trend

	Cañada				CSM				Skyline			
	Fall	%	Spring	%	Fall	%	Spring	%	Fall	%	Spring	%
2004-05	6,075		6,427		11,195		11,213		8,156		8,392	
2005-06	6,099	0.40%	6,277	-2.33%	10,998	-1.76%	10,695	-4.62%	8,225	0.85%	8,297	-1.13%
2006-07	6,179	1.31%	6,230	-0.75%	10,634	-3.31%	10,573	-1.14%	8,229	0.05%	8,364	0.81%
2007-08	6,589	6.64%	6,631	6.44%	11,083	4.22%	10,899	3.08%	8,722	5.99%	9,059	8.31%

Data Source: Census Statistics Reports

### FTES - 4 year Trend

	Cañada	CSM	Skyline	District	%
2004-05	4,061	8,941	6,970	19,972	
2005-06	4,195	8,669	6,887	19,751	-1.11%
2006-07	4,255	8,791	6,801	19,847	0.49%
2007-08	4,449	9,058	7,417	20,924	5.43%

Data Source: FTES report

### Online Enrollments - 4 year Trend

	Cañada	CSM	Skyline	District	%
2004-05	261	840	1,399	2,500	
2005-06	372	1,255	1,704	3,331	33.24%
2006-07	445	1,346	1,775	3,566	7.05%
2007-08	909	1,729	2,509	5,147	44.34%

Data Source: Hyperion

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### Career/Tech Enrollments - 4 year Trend

	Cañada	CSM	Skyline	District	%
2004-05	5,667	12,566	9,749	27,982	
2005-06	5,884	11,196	9,365	26,445	-5.49%
2006-07	5,588	11,842	9,345	26,775	1.25%
2007-08	6,016	11,772	9,665	27,453	2.53%

Data Source: Hyperion

### Concurrent Enrollments - 4 year Trend

	Cañada	CSM	Skyline	District	%
2004-05	650	1,394	414	2,458	
2005-06	761	1,747	534	3,042	23.76%
2006-07	1,020	1,864	1,134	4,018	32.08%
2007-08	1,175	2,039	1,098	4,312	7.32%

Data Source: Hyperion