

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION

January 15, 2009, 7:00 p.m.
College of San Mateo Coastside
225 Cabrillo Highway South
Half Moon Bay, 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 should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*

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

7:00 p.m. ROLL CALL

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

09-1-1 [Approval of Minutes of the December 10, 2008 Meeting of the Board](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

09-1-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

Other Recommendations:

- 09-1-1B [Approval of Proposed Inscriptions for Skyline College Building 4N: Multicultural Center, Cosmetology, Administration and Classroom Building](#)
- 09-1-100B [Approval for District to Advance Cal Grant Awards to Students](#)

INFORMATION REPORTS

- 09-1-1C [Report on Prequalified Contractors for the Cañada Vista Housing Project](#)
- 09-1-2C [Discussion of Agenda for Annual Board Retreat](#)

STUDY SESSION

- 09-1-3C [Update on KCSM](#)

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment
 1. Employment: **Cañada College** – Project Coordinator, Science & Technology;
Skyline College – Instructional Aide II, Counseling/DSPS
 - B. Public Employee Discipline, Dismissal, Release

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
December 10, 2008
San Mateo, CA**

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

Board Members Present: President Richard Holober, Vice President-Clerk Karen Schwarz, Trustees Helen Hausman, Dave Mandelkern and Patricia Miljanich, and Student Trustee Virginia Medrano Rosales

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

ORGANIZATION OF BOARD OF TRUSTEES

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

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

President Schwarz 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 Hausman and seconded by President Schwarz to elect Trustee Mandelkern to serve as Board Representative. The motion carried by a vote of 4-0, with Trustee Mandelkern abstaining.

It was moved by Vice President Miljanich and seconded by Trustee Hausman to reaffirm the appointment of Chancellor Galatolo as Secretary for the Board. The motion carried, all members voting "Aye."

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said there is a request to add the following item to the agenda: 08-12-3A, Approval to Implement Retirement and Voluntary Separation Incentives for Faculty Represented by AFT. The Board voted unanimously to add this item to the agenda.

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the minutes of the November 12, 2008 meeting of the Board. The motion 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, Executive Vice Chancellor Keller, District Academic Senate President Dilko, and Associated Students of Cañada College Secretary Blanca Castillo.

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 outgoing President Holoher for his service and said he personally enjoyed working with President Holoher. Chancellor Galatolo also said he looks forward to working with President Schwarz and Vice President Miljanich. Chancellor Galatolo said he and Barbara Christensen attended the graduation ceremony at the County Jail for graduates of the program in which inmates learn to tutor other inmates; the project is connected with Project Read. Chancellor Galatolo said the graduates were very grateful for his and Ms. Christensen's attendance and he had the opportunity to encourage graduates to consider the vocational programs offered by the District's Colleges. Chancellor Galatolo said the event was very moving and he encouraged Board members to attend the graduation ceremonies which take place twice a year. Chancellor Galatolo said a meeting has been arranged with Congresswoman Anna Eshoo to discuss the Lehman Brothers issue.

Adding to her written report, Skyline College President Morrow distributed copies of a study prepared by the Center for Student Success of the State Research and Planning Group for California Community Colleges entitled "A Qualitative Study of Two-to-Four Year Transfer Practices in California Community Colleges." The 2008 study provides an analysis of seven case studies featuring colleges with consistently higher-than-expected transfer rates. President Morrow also provided copies of the individual case study, "Transfer Practices at Skyline College." Copies of the two documents are attached to the official minutes of record.

Adding to his written report, College of San Mateo President Claire distributed two invitations to the Board: (1) the College of San Mateo Coastside Open House and Tour, to be held on January 15 in conjunction with the Half Moon Bay Coastside Chamber of Commerce & Visitors' Bureau January Mixer, and (2) the Holiday Reception and Scholarship Auction to be held on December 11 in the College Library.

Adding to his written report, Cañada College President Mohr thanked Board members for attending the College's induction into the Redwood City/Belmont/San Carlos Chamber of Commerce Leadership Hall of Fame on November 12. President Mohr said Cañada is the first organization to be inducted and the honor is mostly the result of the College's support of the Chamber's Leadership Program.

Executive Vice Chancellor Keller said he and Chief Financial Officer Kathy Blackwood met with Eric Skinner, Vice Chancellor of the College Finance and Facilities Planning Division in the State Chancellor's Office, on December 2 in Sacramento. During the meeting, they emphasized to Vice Chancellor Skinner the importance of local property taxes for the District's and the entire community college system's financial health. EVC Keller said that the State budget situation is getting worse and the District is concerned about a cash flow problem at the State level. Trustee Holoher asked if there are immediate cash flow problems that need to be addressed. EVC Keller said current bills are being paid with available funds. The District does not receive the major part of property taxes until April, and the District is dependent on apportionment payments which the State will defer to September. There is a plan to issue Tax and Revenue Anticipation notes sometime after the first of the year in order to get through the deferral. If there is no market for the notes, it might be possible to transfer money from the property account into the general fund to cover the operating budget.

District Academic Senate President Dilko said faculty members are helping students get ready for finals. They are also participating in shared governance and working on budget committees, planning for savings, reductions and reorganizations. The final Academic Senate meeting of the semester was held this week. Lucia Lachmayr from Skyline College, who is Coordinator of the Cal-PASS project for the County, spoke at the meeting about Cal-PASS. She described the three learning community committees that currently exist: English, Math and English Language Learners. These three groups are meeting to talk about curriculum and assistance to students. The Senate is discussing ways to institutionalize the Cal-PASS work. Aggregated data about the success rates of high school students once they come to the Colleges will be available by March. The Academic Senate has been asked to review District Rules and Regulations regarding intellectual

property rights. A taskforce with faculty from the three Colleges is being formed to study the issue. It will go through AFT leadership and be brought to the Board next semester. Senate leadership, in collaboration with Human Resources and AFT, is interested in creating a packet for part-time faculty who are most affected by the economic downturn; the information will contain information on resources available to them. The Senate is also discussing the resurrection of a class size resolution. Discussions include which aspects faculty need to consider when recommending class size, e.g., the effect of class size on budget, pedagogy, and the progress of students through a program.

Ms. Castillo described accomplishments and activities throughout the semester, including: a retreat focusing on skills and team building; a summer training session; fall elections; service on the District Shared Governance Council and College committees; attendance at the State Senate General Assembly in San Jose; and a food drive. Upcoming events include a winter retreat and recruitment of new members. Ms. Castillo thanked Student Trustee Medrano Rosales for representing students at the District level.

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 (08-12-1A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 08-12-1A. The motion carried, all members voting "Aye."

APPROVAL TO IMPLEMENT RETIREMENT AND VOLUNTARY SEPARATION INCENTIVES FOR NON-REPRESENTED EMPLOYEES AND EMPLOYEES REPRESENTED BY CSEA AND AFSCME (08-12-2A)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve implementation of incentives as outlined in the report. Trustee Mandelkern asked if the incentives will be offered only to regular employees. Chancellor Galatolo said this is correct and the report will be amended to clarify this point. After this discussion, the motion carried, all members voting "Aye."

APPROVAL TO IMPLEMENT RETIREMENT AND VOLUNTARY INCENTIVES FOR FACULTY REPRESENTED BY AFT (08-12-3A)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve implementation of incentives as outlined in the report. Chancellor Galatolo said this report will also be amended to clarify that the incentives will be offered only to regular faculty. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

08-12-1CA Acceptance of Gifts by the District

08-12-2CA Approval of Trustees' Fund for Program Improvement Projects for Cañada College and College of San Mateo

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

Other Recommendations

APPROVAL OF SMCCCD STRATEGIC PLAN (08-12-1B)

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the Strategic Plan. Vice Chancellor Jing Luan recognized the leadership of Patty Dilko, Co-Chair of the Strategic Planning Taskforce. He said that during the two-year process of writing the Plan, hundreds of people were engaged, much data was reviewed and revisions made, and many open forums were held. He thanked members of the Taskforce, the Vice Presidents and Chancellor Galatolo for their hard work and support. Taskforce Co-Chair Dilko recognized Vice Chancellor and Taskforce Co-Chair Luan for his leadership and understanding of research. She added that she appreciated the collegial work with faculty, staff and administrators throughout the process. After this discussion, the motion carried, all members voting “Aye.”

ADDITIONS TO DISTRICT RULES AND REGULATIONS: SECTIONS 6.04 MINIMUM CLASS SIZE GUIDELINES; 6.11 REQUIREMENTS FOR DEGREES AND CERTIFICATES; 6.14 COURSE PREREQUISITES AND OTHER LIMITATIONS ON ENROLLMENT; 6.16 STANDARDS OF SCHOLARSHIP; AND 6.20 PROBATION, DISMISSAL, AND READMISSION; AND DELETION OF SECTIONS 6.08 SMALL CLASS GUIDELINES; 6.25 GRADUATION COURSE REQUIREMENTS; 6.27 COURSE PREREQUISITES AND OTHER LIMITATIONS ON ENROLLMENT; AND DELETION OF THE FOLLOWING SECTIONS FROM POLICY 7.35 ACADEMIC STANDARDS: SECTION 2 STANDARDS FOR PROBATION, SECTION 3 REMOVAL FROM PROBATION, AND SECTION 4 STANDARDS FOR DISMISSAL (08-12-2B)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the changes as described in the report. Trustee Mandelkern suggested that the Board’s recommendation regarding intra-district articulation and course naming might be included in paragraph 3 of Section 6.11. President Dilko said faculty at all of the Colleges are well aware of the Board’s desire to have requirements be the same at the three Colleges and are actively working on this issue, but there is no resolution as yet. Chancellor Galatolo said the Colleges are very close to coming to an agreement on parity. He said that while the Board has the authority to make unilateral changes in policy, he would recommend that the Board remind the Academic Senate presidents that they are very interested in parity and then allow the standard shared governance process to go forward. The Board agreed with this suggestion. After this discussion, the motion carried, all members voting “Aye.”

ADDITION OF NEW POLICY TO DISTRICT RULES AND REGULATIONS: SECTION 1.01 DISTRICT MISSION (08-12-3B)

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to approve the addition as outlined in the report. Trustee Holoher noted that while working in partnership with surrounding educational institutions is mentioned in the preamble, it is not highlighted in the bullet points as is working in cooperation with the community, businesses, public service agencies, etc. Chancellor Galatolo said a bullet point regarding vertical integration of public education could be added and the Mission Statement could be brought to the District Shared Governance Council for review and then back to the Board. It was agreed that this procedure will be followed; a vote on the motion was not taken.

APPOINTMENT OF DIRECTORS FOR THE SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION (08-12-100B)

It was moved by Trustee Holoher and seconded by Vice President Miljanich to approve the appointment of directors as listed in the report. The motion carried, all members voting “Aye.”

DISTRICTWIDE CONSOLIDATION OF SECURITY AND PUBLIC SAFETY (08-12-101B)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the consolidation of services as described in the report. Prior to presenting his report (a copy of which is attached to the official minutes of record), Vice Chancellor José Nuñez introduced John Wells, Supervisor of Security at College of San Mateo; Mike Celeste, Supervisor of Security of Skyline College; and Pete Katsumis, Chief of Security of Cañada College. Vice Chancellor Nunez’s report included descriptions of current operations and structure,

issues and responsibilities, 2007 data on calls for service and parking citations issued, security calls during 2008, current use of force, and future outlook. Vice Chancellor Nuñez said that in February 2008, the Board approved execution of an agreement with Management & Police Consulting, LLC for Districtwide organizational assessment of the Colleges' security operations. He discussed the consultant's process and recommendations and the ensuing District staff recommendations which include consolidation of security within a new SMCCCD Public Safety Department headed by the Vice Chancellor of Facilities. The District also recommends consolidation of campus security budgets. The District would conduct a phased implementation of the recommendations from January through July, 2009.

Trustee Holober asked if the consultant's and District's staffing recommendations were in agreement. Vice Chancellor Nuñez said the consultant's recommendation called for a larger staff, but working with the current limited resources, District staff believes adequate coverage can be obtained by using 21 full-time personnel. President Holober asked for clarification on current training and qualifications vs. what they would be under the revised structure. Vice Chancellor Nuñez said the District advised the consultant that it is not interested in the use of weapons; therefore, there is no need for the four to six month POST certification process. The consultant recommended certain training programs for officers, including use of force and customer service. Mr. Celeste said the South Bay Regional Public Safety Training Center is willing to assist in training officers. Trustee Holober asked if the recommendation suggests a greater level of training and skills which would also be reflected in compensation. Vice Chancellor Nunez said this is correct and that the goal is to make sure the training and compensation are adequate and that the same level of training is provided for all officers.

Trustee Hausman noted that Vice Chancellor Nuñez's report shows pepper spray and batons under "Current Use of Force" at College of San Mateo but not at Cañada or Skyline. Vice Chancellor Nuñez said the new structure would eliminate such differences. Each College would have pepper spray and batons available to be used only for self-defense.

President Schwarz asked if, given the current budget constraints, video monitoring is still part of the plan. Vice Chancellor Nuñez said that once the budgets are consolidated, and with efficient use of scheduling and technology, the Department can work within the confines of the current budget. In terms of technology, video monitoring has been implemented in new or modernized buildings at Skyline. College of San Mateo will have the capability within two months and Cañada within approximately three months. In the consolidated Department, a dispatcher at College of San Mateo will have monitoring capability at all three campuses. The cost for the technology piece of the program is being absorbed by Capital Improvement funds. Executive Vice Chancellor Keller said that when reviewing the budget, this program was put in context with all others, recognizing that difficult cuts will have to be made at all three Colleges. He believes this proposal has the minimal, essential elements for reorganization and provides the most efficient use of resources. Trustee Mandelkern said that it would be helpful to the Board to be provided a rough budget analysis when proposals are brought forward.

Trustee Mandelkern expressed concern about the lack of details in the proposal, i.e. when an officer would call for support from other agencies. He said officers need to be trained in standard procedures for responding to emergencies. He asked if the consultant had included in their report policies and procedures used by others which could be a model for the District, and said he was disappointed that the Board was not given copies of that report. Vice Chancellor Nuñez will provide copies of the report to the Board.

Trustee Mandelkern asked about the status of emergency messaging and notification. Chief Technology Officer Frank Vaskelis said emergency text notification has been implemented and more than 15,000 cell phone numbers have been collected. Trustee Mandelkern expressed interest in participating in the system; Chancellor Galatolo will provide details to the Board. Vice Chancellor Nuñez said there is also an Event Enunciation System which allows announcements to be heard in the interior of buildings. Trustee Mandelkern asked if the varying levels of notification, i.e. text messaging and Event Enunciation, are tied into a larger notification system which would include a procedure to notify the media in case of emergency.

Vice Chancellor Nuñez said this is a work in progress and there is no specific timeline as yet. Chancellor Galatolo noted that consolidation will take place over a period of six months, during which time further policies and procedures will be developed.

Trustee Holober said it would be unwise to cut corners on safety and that between now and adoption of a new budget, there should be further discussion of whether staffing levels are adequate.

After this discussion, the motion carried, all members voting "Aye."

CONTRACT AWARD FOR LAB MICROSCOPES, SKYLINE COLLEGE (08-12-102B)

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

AUTHORIZATION AND UTILIZATION OF OAKLAND UNIFIED SCHOOL DISTRICT CONTRACT FOR DISTRICTWIDE MOVING SERVICES (08-12-103B)

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the District's piggybacking onto the contract as described in the report. The motion carried, all members voting "Aye."

APPROVAL FOR PURCHASE OF 60 MHZ EFT FT-NMR SPECTROMETER FOR CAÑADA COLLEGE (08-12-104B)

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

APPROVAL OF CONSTRUCTION CONSULTANTS (08-12-105B)

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

ADOPTION OF RESOLUTION NO. 08-14, AUTHORIZING USE OF DESIGN-BUILD PROJECT DELIVERY METHOD (08-12-106B)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve adoption of Resolution 08-14 as described in the report. President Holober asked if the changing economy might make it possible to get a better price. Executive Director of Construction Planning Rick Bennett said this project came about in reaction to the change in the funding mechanism from the State and was moved up in the queue. In addition to price, it is important to meet the schedule and the design-build method allows the District to move more quickly. There was competition, as 18 design-build entities sought to qualify for the project. Mr. Bennett agreed that the design-bid-build method might be better for some projects. Chancellor Galatolo added that both methods can be competitive. Some projects, such as asphalt, lend themselves to design-bid-build. In the project described in the report, flexibility is needed and with the design-build method, the bidder which best suits the needs can be selected rather than being required to hire the lowest responsive bidder. Trustee Mandelkern said the design-build method tends to exclude people from competing because it is an expensive process to prepare for; if there are pieces that can be broken out into a more classic design-bid-build method, better prices might be available. Vice Chancellor Nuñez said the Construction Planning Department, under the leadership of Linda da Silva and Rick Bennett, look carefully at all angles of each project to determine the best delivery method. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF PREQUALIFICATION PROCESS AND PREQUALIFICATION QUESTIONNAIRE FOR THE CAÑADA VISTA HOUSING PROJECT (08-12-107B)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to approve the recommendation as outlined in the report. Barbara Christensen said that because Cañada Vista is a revenue producing project, it is utilizing the Government Code design build provision, which has fewer restrictions than other campus projects which are subject to the Education Code. With the College Vista project, no

prequalification process was utilized. With Cañada Vista, a prequalification process is in progress, using the Construction Planning Department's questionnaire, modified to fit the project.

Trustee Holober said that regardless of the difference in codes, the Board established a prequalification process for all projects and the standards should not be reduced for any project. He believes this recommendation asks to modify the prequalification standards. Ms. Christensen said the questionnaire has been modified at different times over the years to accommodate changes in the Department of Industrial Relations standards and the Board was not asked to approve those changes. Trustee Holober, President Schwarz and Trustee Mandelkern all expressed concern that changes in a Board approved questionnaire had not been brought to the Board for approval. Vice President Miljanich said she trusts that District staff shares the same interest as the Board in making the process successful and she did not consider it a completely static document. Vice Chancellor Nuñez said he had operated on the belief that the Board policy required a prequalification process, but not approval of the actual questionnaire. Ms. Christensen asked if all projects, some of which are at the end of their prequalification cycle, need to be modified or re-done because of the changes in the questionnaire which the Board was not aware of. The Board agreed this was unnecessary but indicated that they want all future changes to be brought forward.

President Holober noted that on the questionnaire, there are some yes/no questions that will cause some respondents to be eliminated from the pool, while other questions are based on a point system. Trustee Holober asked if there are a certain number of points required in order to prequalify. Trustee Mandelkern asked if the point system is on a relative scale and if subjective judgments can be made. Executive Director of Construction Planning Linda da Silva said there is no set floor on points below which an entity will not be considered. When respondents score low, they will be invited to meet so that they can be advised of what they can do to prequalify the following year. Ms. da Silva said there is an attempt to make the questionnaire as objective as possible and it is used as a sorting and screening tool, but there is a subjective aspect to it and this is why respondents are asked for clarification on some questions.

Vice President Miljanich asked if Board members are concerned that the bar is not high enough in the modified questionnaire. Trustee Holober said this is a concern in that some labor standards would not be considered. Trustee Mandelkern agreed, citing the fact that under the modifications, a contractor could be prequalified even if the contractor does not provide health and welfare or retirement benefits. Trustee Mandelkern noted that at the September 10, 2008 study session, he asked why this project is not being done under a PLA and said he would like to keep as many features of a PLA as possible. Ms. Christensen said that ten contractors have been internally prequalified using the modified questionnaire and all of them provide benefits and use apprentices. She asked if the Board would prefer that those which do not provide benefits be automatically excluded. Trustee Mandelkern said this would be his preference. Chancellor Galatolo said the final decision on which contractor to hire is the Board's; they can weigh the pros and cons of each contractor and say no to any which does not meet standards the Board deems important.

President Schwarz said at the last Board meeting, there was discussion on how to make the project attractive to contractors and it was believed that the modifications would attract different bidders to the pool. She asked if the ten prequalified bidders are union contractors. Ms. Christensen said they are both union and prevailing wage contractors. Bill Nack, Business Manager of the Building and Construction Trades Council of San Mateo County, said the prequalification process was used for general contractors but not for subcontractors. He expressed the hope that the Board's concerns about what is important include the subcontractors as well. President Schwarz asked if union general contractors would hire non-union subcontractors; Mr. Nack said they might. Mr. Nack said his understanding is that seven of the prequalified contractors are non-union and three are union. Trustee Mandelkern asked Mr. Nack for the Council's help in bringing down costs on the project, as was done with College Vista. Mr. Nack said the Council has always advocated for projects to be under PLAs and he believes this project would be better if done under a PLA.

President Holober said he wants to be sure his comments regarding periodic review of the prequalification questionnaire are taken in a positive light. He said that before voting on the recommendation on the floor, he

would like clarification on (1) whether there will be an opportunity after tonight for contractors to continue to apply to be prequalified, and (2) that staff will bring two or three finalists to the Board and the Board will grant the award for the contractor. Ms. Christensen said the prequalification process will not close until after the first of January. She said that the final two or three will be brought to the Board in February for final selection by the Board. Trustee Holober asked if the Board will be provided a list of prequalified contractors before January 15; Ms. Christensen said she will provide this list. After this discussion, the motion carried, all members voting "Aye."

INFORMATION REPORTS

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING SEPTEMBER 30, 2008 (08-12-1C)

President Schwarz asked if there were questions regarding the report; there were none.

FIRST QUARTER REPORT OF AUXILIARY OPERATIONS, 2008-09 (08-12-2C)

Trustee Mandelkern asked if the change in student activity fees is a result of the changing economy. Executive Vice Chancellor said the increase is a result of the change in accounting method for recording student activity card revenue.

STATEMENTS FROM BOARD MEMBERS

All Board members expressed thanks to outgoing President Holober for his leadership during the past year. Vice President Miljanich said she particularly appreciates how well Trustee Holober articulates the values of the District. Board members also congratulated President Schwarz and Vice President Miljanich.

Student Trustee Medrano Rosales attended the impressive Skyline Automotive Luncheon today. She also enjoyed the CSEA holiday luncheon.

Vice President Miljanich attended the Peninsula Clergy Network Dialogue at which President Mohr was honored for his leadership in that group.

Trustee Hausman enjoyed the outstanding Jazz Festival at College of San Mateo and commented that the signage was good on the campus. Trustee Hausman also attended the CSEA holiday luncheon and thanked CSEA for the invitation. Trustee Hausman attended an event at which the San Francisco Girls Chorus sang and noted that this group and the San Francisco Boys Chorus will perform at the inauguration of President-Elect Obama.

Trustee Mandelkern thanked CSEA for the enjoyable holiday luncheon. He also attended the Skyline Automotive luncheon. Trustee Mandelkern suggested that the Board be provided an information report on College of San Mateo accreditation following the recent site visit. President Claire said he is confident the College will fully meet the recommendations. Further results will be known by February and the Board agreed to receive a report after that time. Trustee Mandelkern also recommended early completion of budgeted projects and purchases when possible in order to help stimulate the local economy. Chancellor Galatolo said the Construction Planning Department will look into how they might expedite certain projects.

Trustee Holober also thanked CSEA for the holiday luncheon. He congratulated the new CSEA President, Annette Perot.

President Schwarz attended the event at which Cañada College was inducted into the Leadership Hall of Fame. She also witnessed the swearing in of Sepi Richardson, a Foundation Board member, as mayor of Brisbane. President Schwarz attended the Foundation Board meeting and said the Annual Campaign will begin in January. Mr. Mark Padilla was elected to the Board. At the meeting, a video of the Skyline College President's Innovation Fund programs was shown. President Schwarz attended the meeting of the

Educational Housing Corporation at which the budget and the Savings Incentive Fund were discussed. President Schwarz also thanked CSEA for the enjoyable holiday luncheon.

COMMUNICATIONS

None

MEETING OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

The meeting was called to order at 9:15 p.m.

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

Approval of Minutes of the December 12, 2007 meeting

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

Naming of Officers for 2008

The new officers for 2008 will be:

President – Karen Schwarz

Vice President – Ron Galatolo

Secretary – Patricia Miljanich

Treasurer – Jim Keller

It was moved by Secretary Schwarz and seconded by Vice President Galatolo to approve the new officers. The motion carried, all members voting "Aye."

President Schwarz announced that the next meeting of the Financing Corporation will be held on December 9, 2009.

Adjournment

It was moved by President Schwarz and seconded by Secretary Miljanich to adjourn the meeting. The motion carried, all members voting "Aye."

RECESS TO CLOSED SESSION

President Schwarz announced that during Closed Session, the Board will consider the personnel items listed as 1-A and 1-B on the printed agenda. The Board will also conduct a conference with legal counsel regarding one case of anticipated litigation.

The Board recessed to Closed Session at 9:30 p.m.

The Board reconvened to Open Session at 11:45 p.m.

CLOSED SESSION ACTIONS TAKEN

President Schwarz 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 President Schwarz and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 11:46 p.m.

The next meeting of the Board will be a Study Session on Thursday, January 15 at 7:00 p.m. at the Coastside Center in Half Moon Bay.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the January 15, 2009 meeting.

Patricia Miljanich
Vice President-Clerk

BOARD REPORT 09-1-1A

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

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

A. REASSIGNMENT

Cañada College

Mary Anne Leary Assistant Project Director Science & Technology

Reassigned through the hiring process from a Division Assistant position at Skyline College into this full-time 12-month position, effective January 12, 2009. The change in staff allocation was Board approved on October 29, 2008.

Jennifer Castello Interim Division Dean Humanities & Social Science

New temporary administrative employment, effective January 1, 2009 through June 30, 2009. Reassigned from faculty status for this temporary position.

Skyline College

Vivian Paw Accounting Technician Business Services

Correction to December 10, 2008 Board Report indicating effective date of December 1, 2008. The effective date of the reassignment was changed to January 1, 2009.

B. LEAVE OF ABSENCE

Skyline College

Shelly Hausman Communications Manager Marketing/Outreach/Economic Dev.

Recommend approval of a pregnancy disability leave of absence, effective January 2, 2009, 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.

C. SHORT-TERM, NON-CONTINUING POSITIONS

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

<i>Location</i>	<i>Division/ Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
CSM	Operations/Theatre	1	1/20/2009	6/30/2009	Theatre Production Technician: Technical assistance to assist with special events.
CSM	Math/Science	1	2/2/2009	6/30/2009	Office Assistant II: Assistance with website updates and online data collection.

BOARD REPORT NO. 09-1-1B

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Victoria P. Morrow, President, Skyline College

**APPROVAL OF PROPOSED INSCRIPTIONS FOR SKYLINE COLLEGE
BUILDING 4N: MULTICULTURAL CENTER, COSMETOLOGY,
ADMINISTRATION AND CLASSROOM BUILDING**

President Morrow described the background to this idea for the Board in her Executive Reports on September 24 and December 10, 2008. Skyline College is interested in adding a feature to Building 4N-- the new building which will house the College's Multicultural Center, Cosmetology program, classrooms and administrative offices. The building is being constructed between buildings 3 (Gymnasium) and 5 (Library and Learning Resource Center), and the College would like to have two inspiring quotations embedded in the walls, one each on the wall facing the loop road and the wall facing the center of campus. President Morrow and her Cabinet worked with Swinerton, District staff and the architects to identify the best locations for these inscriptions and to establish the number of characters (letters and spaces between words) that could be accommodated there. President Morrow asked that the proposal to select such an inscription be considered by the College Council, which is composed of students, faculty, staff and administrators. The Council concurred with the proposal.

The College Council also discussed and recommended the process for selecting a quotation and agreed that the approach taken by the College should be similar to the one used in selecting the inscription for Building 6, the Student and Community Center. They recommended the following criteria:

- Length: 51 or 60 characters in length maximum, including spaces between words (depending upon the site).
- Appropriate to the educational mission of the College and inspirational in relation to it.
- Timeless (i.e. no buzz words or jargon) and suitable for a permanent installation.
- Written by an author suitable for this permanent use of a quote.
- Fostering inclusion and community.

All students, College employees and community members were encouraged to participate in the selection of the inscription. The opportunity to submit proposals and the opportunity to vote were publicized via the web and on the College's electronic signboard. The College newspaper, The Skyline View, covered the topic on September 11 as well. Submissions could be made either electronically or in hard copy in drop boxes on campus. A resource person in the library was identified to assist people interested in submitting quotations.

Seventy-three proposed inscriptions were submitted. The College Council then identified a short list of the ten most suitable quotes. That short list was submitted to the College librarians for verification of the authorship, exact wording and the context for the quotation. The College Council then agreed to

eliminate two of the quotations based upon that scrutiny. The final list of eight quotations is provided below, alphabetically by author:

1. Education is not preparation for life; education is life itself. - *John Dewey*
2. It isn't where you came from; it's where you're going that counts. - *Ella Fitzgerald*
3. To accomplish great things, we must dream as well as act. - *Anatole France*
4. Leadership and learning are indispensable to each other. - *John F. Kennedy*
5. Chance favors the prepared mind. - *Louis Pasteur*
6. The future belongs to those who believe in the beauty of their dreams. - *Eleanor Roosevelt*
7. The wisest mind has something yet to learn. - *George Santayana*
8. Wisdom outweighs any wealth. – *Sophocles*

On December 5-17, there was an opportunity for web-based password-protected voting for all students, faculty, staff and community members from the President's Council and the President's Council Advisory Board. They were invited to submit their opinion about which quotations would be the most inspiring for future Skyline students. A link was created on the front page of the College website at www.skylinecollege.edu. The online ballot was constructed in an "instant runoff" format, and asked voters to rank the quotations. A total of 250 votes were cast.

RECOMMENDATION

It is recommended that the Board of Trustees approve the following quotations for the inscriptions for the east and west walls of Skyline College Building 4:

- For the eastern wall, facing the Loop Road, the recommendation is for the top ranking quotation among the shorter submissions (51 characters or fewer), from George Santayana: "The wisest mind has something yet to learn."
- For the western wall, facing the quad, the recommendation is for the top ranking quotation among the longer ones (70 characters or fewer), from Eleanor Roosevelt: "The future belongs to those who believe in the beauty of their dreams."

San Mateo County Community College District

January 15, 2009

BOARD REPORT NO. 09-1-100B

APPROVAL FOR DISTRICT TO ADVANCE CAL GRANT AWARDS TO STUDENTS

The printed report for this agenda item will be available at the Study Session.

BOARD REPORT NO. 09-1-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor-Superintendent

PREPARED BY: Barbara Christensen, Director of Community/Government Relations
650-574-6510

**REPORT ON PREQUALIFIED CONTRACTORS FOR THE
CAÑADA VISTA HOUSING PROJECT**

As requested at the December Board meeting, the District is presenting the list of general contractors who have been prequalified to bid on the Cañada Vista housing project. They are:

- 1) Nevada Pacific West Builders
- 2) Baycor Builders, Inc.
- 3) Agresti & Associates Construction Corp.
- 4) J. H. Fitzmaurice
- 5) Bid-D Pacific Builders
- 6) Segue Construction, Inc.
- 7) Nibbi Brothers Associates, Inc.
- 8) Johnstone Moyer
- 9) Douglas Ross Construction
- 10) J. R. Roberts/Deacon, Inc.
- 11) Barry Swenson Builders
- 12) West Coast Contractors, Inc.
- 13) Wright Contracting, Inc.

Bid packets will be available tomorrow and contractors will have until Friday, February 20 to submit their bids. As part of the bidding process, contractors will be asked to identify three subcontractors for all trades and to identify by line item the subcontractor used to price the bid.

The District and Education Housing Partners will need three-four weeks to review and verify the bids. We anticipate that we will bring the Board the top two or three bidders at one of the Board meetings in March. As the Board is aware, when the District was attempting to start construction on this project in the Fall, we utilized a split permit process and as previously reported to the Board, we had previously bid the grading portion of the project and awarded it to OC Jones. Their bid came in \$18,000 under the engineer's expected price; OC Jones also agreed to hold their price for a Spring start. Therefore, we anticipate that we can begin the project in early April as planned.

San Mateo County Community College District

January 15, 2009

BOARD REPORT NO. 09-1-2C

DISCUSSION OF AGENDA FOR ANNUAL BOARD RETREAT

There is no printed report for this agenda item.

San Mateo County Community College District

January 15, 2009

BOARD REPORT NO. 09-1-3C

UPDATE ON KCSM

There is no printed report for this agenda item.