

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
April 24, 2013, San Mateo, CA**

**The meeting was called to order at 6:01 p.m.**

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

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College Vice President of Instruction Sarah Perkins, College of San Mateo President Michael Claire, Cañada College President Larry Buckley and District Academic Senate President Diana Bennett

**Pledge of Allegiance**

Vice President Schwarz asked that the meeting be adjourned in memory of Elio Fontana, a former member of the Board of Trustees, who passed away on March 31. Mr. Fontana was also the father of Valerie Anderson, President's Office Coordinator at College of San Mateo.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Holoher and seconded by Student Trustee Girard to approve the minutes of the study session of April 10, 2013. The motion carried, with Trustee Mandelkern abstaining and the remainder of Board members voting "Aye."

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo said a celebration will be held on May 2 to recognize the many contributions President Hausman has made to the District. He said President Hausman has been an amazing ambassador for the District and will be sorely missed.

Skyline College Vice President Perkins said the March 21<sup>st</sup> President's Breakfast raised more than \$100,000 for the President's Innovation Fund. More than 900 girls attended the Expanding Your Horizons Conference on March 16. Through a partnership with Goodwill, the first group of students earned Skyline College Warehousing Certificates. Two Skyline students, Sarah Kay and Thomas Kroner, were selected for the All-California Academic Team.

College of San Mateo President Claire said San Mateo Mayor David Lim will be the speaker at commencement exercises on May 24. President Claire distributed the latest schedule of classes and noted that new sections have been added. He said the headline on all schedules will be "CSM In Your Community."

Cañada College President Larry Buckley said Andrea Ramirez is the winner of a Pister Scholarship. Ms. Ramirez came to the United States from Mexico at age 20. She was a single mother with very limited English and came to Cañada College to take ESL classes. She eventually began to take regular college courses, joined the honors society, became involved in student government and tutored students. She also volunteered in the community. Ms. Ramirez will major in feminist studies when she transfers.

Alaa Aissi, President of the Associated Students of Cañada College (ASCC) said ASCC is focusing on identifying strengths and skills of student leaders. Every student who is elected to a student government position must take the StrengthsFinder test, which helps the advisor and others to effectively communicate with the students. In other leadership development, ASCC is sending six students to the General Assembly in Burlingame; a leadership retreat was held in February, and Cañada College students are well-represented on College and District participatory governance committees. This semester, 976 student IDs were created. There are 19 active clubs. Spring events included Club Rush, Welcome Back Week, Spirit Thursdays, Pi Day, and Club Awards. ASCC elections will be held next week.

Vice President Schwarz thanked Ms. Aissi for an outstanding presentation. She said it is positive to see students involved in student government and is particularly impressed with the Club Awards. President Hausman said she appreciates the emphasis on strengths and leadership. Trustee Miljanich asked what the categories are in the StrengthsFinder test. Ms. Aissi said categories include Achiever, Communication, Focus, Individualization and Responsibility.

President Buckley said Ms. Aissi is a junior in the Middle College High School. When she graduates from high school, she will have a junior standing in college.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: READING APPRENTICESHIP: A TOOL FOR STUDENT SUCCESS, PRESENTED BY COLLEGE OF SAN MATEO (13-4-5C)**

Susan Estes, Vice President of Instruction at College of San Mateo, said members of the Biology Department will report on Reading Apprenticeship, a new initiative which is helping students succeed across a number of disciplines. She introduced Professors Theresa Martin and Kathy Diamond.

Professor Martin said the majority of students coming to the campuses place below college-level classes. Reports indicate notable achievement gaps in gender, age and ethnic demographics. While College of San Mateo has many services for under-prepared students, most target specific groups and impact relatively small numbers of students. The Reading Apprenticeship Initiative (RA) can improve the academic success of all students if faculty adopt the practices in their classrooms. One goal is to help students use textbooks to understand the course material. Often, instructors felt they needed to spend lecture time explaining the course content and breaking down the textbook meaning. This does not help students learn to be independent users of textbooks.

Professor Martin said the California Community Colleges Success Network offered professional development in RA. A group of Science, Reading and English faculty attended summer training in Oakland in 2012. Teachers are trained to help students engage with the text, become more strategic and be more self-sufficient as readers. In the classroom, students receive content-specific help. They learn the course material at the same time they are developing reading strategies. RA is also being implemented in the new Learning Center's tutoring sessions.

Professor Martin said RA is a nationally recognized program. It was developed originally in the K-12 arena. In the adult population, Renton Technical College in Washington State recently adopted RA across their campus and were able to show increases in standardized test performance with decreased preparation time.

Professor Diamond thanked President Claire and Vice President Estes for their support and thanked Dean Charlene Frontiera for her dedication to students and her leadership. She said RA provides tools to help students see that they can be good at learning, that they have the background and skills to apply to their learning, and that they can be successful in using texts to assist their learning. Students can build on models demonstrated by instructors and develop their own strategies by working together and practicing with the class. The first lesson of RA training addresses the social and personal dimensions of the classroom. Instructors at College of San Mateo consider their individual teaching styles in adopting methods for building mutual respect and a sense of success among students. Professor Diamond provided examples of RA, including students answering questions anonymously and use of a Metacognitive Reading Log. She said faculty implementing RA regularly share techniques and experiences with colleagues.

Professor Martin said this is only the second semester using RA, but preliminary results are encouraging. Students exposed to RA routines report that they continue to use RA strategies.

Hilary Webb, a student at College of San Mateo, said she finds the Metacognitive Reading Log to be stimulating and challenging. She said RA has helped her to think more critically while reading and has helped in making connections to other classes. She said RA makes her a more engaged and active reader.

Professor Martin discussed the support for RA on the campus in terms of professional development and the emphasis on student success and achievement.

Trustee Holober said reading comprehension is crucial in everyone's careers and lives and he is pleased to see this effort by faculty.

Trustee Miljanich asked if RA is being used in the District's feeder schools. Professor Martin said she believes very similar programs are being used.

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

Carlos Martin said he is running for City Council in South San Francisco. He said he would like to start a conversation with the community colleges about the continuing need to provide education in the field of biotechnology. He said he would also like to discuss training for careers in the medical field.

#### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-4-2A)**

It was moved by Trustee Holoher and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-4-2A. The motion carried, all members voting "Aye."

#### **AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFT (13-4-3A)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the actions in Board Report No. 13-4-3A. The motion carried, all members voting "Aye."

#### **AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829, COUNCIL 57, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFSCME (13-4-4A)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the actions in Board Report No. 13-4-4A. The motion carried, all members voting "Aye."

#### **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33, AFL-CIO INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO CSEA (13-4-5A)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-4-5A. The motion carried, all members voting "Aye."

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

Vice President Schwarz said the consent agenda consists of Board Report 13-4-1CA, Ratification of January and February 2013 District Warrants, and Board Report No. 13-4-2CA, Ratification of Student Privileges. It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the items on the consent agenda. The motion carried, all members voting "Aye."

#### **Other Recommendations**

#### **APPROVAL OF REVISION OF GRADING POLICY: PLUS/MINUS GRADING (13-4-1B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the revision as detailed in the report. District Academic Senate President Bennett said detailed information is contained in the report. She said the process for adopting plus/minus grading has been underway for ten years. The new grading system will be in alignment with the UC and CSU systems. Faculty believes plus/minus grading will counteract grade inflation and faculty will use plus/minus grading as a valuable tool to inform students of their performance.

Paul Roscelli, Professor of Economics at Cañada College, spoke in support of plus/minus grading. He said he believes grades are a communication device and any information that can be more precisely given is valuable. He said plus/minus grading provides more precise and accurate information to students, potential employers and transfer institutions. He said surveys have indicated that a majority of faculty on each of the campuses supports implementation of plus/minus grading, and he noted that the use of the system will be voluntary. Professor Roscelli said that if grades are calibrated correctly, the system can be a powerful incentive for students to work harder.

David Laderman, Professor of Film and Vice President of the Academic Senate at College of San Mateo, said he supports plus/minus grading. He said its use has been widespread for many years and most private institutions use it. He said students will get a more precise picture of how they are doing in a class. He said it more accurately reflects what students earn in a class.

Peter Fairchild, a member of the public, said his son attends Cal Poly. He said pluses and minuses are very significant to his son and other students in terms of evaluating themselves and how they are doing in a class.

Trustee Miljanich asked how students can determine which professors use or don't use plus/minus grading. President Bennett said it would be posted on the class syllabus.

Trustee Holober said there is an issue of consistency and uniformity throughout the institution. He questioned whether the optional use of plus/minus grading might make some professors' classes more or less desirable than the same classes being taught by someone else. Professor Laderman said the potential reputation of instructors is an issue that already exists and will always exist. He said the use of plus/minus grading is optional by default rather than by design; if instructors have strong feelings, they can use the grading system that is in place currently.

President Bennett said the chart shown in Appendix A is the correct chart as it shows the D+ and D- grades. Trustee Holober asked if the points shown on the chart are fixed by code or other protocol. Chancellor Galatolo said Title 5 prohibits the use of a C- grade. President Bennett said A+ is not included because Title 5 gives the maximum grade point value as 4.0. Some institutions use the A+ grade but it has the same value as an A grade.

Trustee Mandelkern said the vast majority of California community colleges do not use plus/minus grading and he questioned whether this would put the District's students at a competitive disadvantage in terms of transfers. Vice President Schwarz shared this concern regarding transfers and added that the optional aspect could put some students at a disadvantage because not all students can take the same class. Professor Roscelli said he believes that, with the possible exception of the A grade, there is no way to know whether a student will be helped or harmed as the grade could either improve with a plus or decrease with a minus. He said he believes the four-year institutions will take into account the fact that the college attended by a transferring student uses plus/minus grading.

Trustee Mandelkern said students, through the Student Trustee and the three Associated Students organizations, have raised consistent concern regarding the inclusion of the A- grade with no balancing A+. Student Trustee Girard said students' opposition to the A- is based on the potential negative impact on students who wish to transfer to certain institutions such as Ivy League colleges. Trustee Mandelkern said he believes private institutions spend more time analyzing students' applications. He said he is more concerned with any potential impacts on students wishing to transfer to UCs or CSUs. Professor Laderman said he believes plus/minus grading will be beneficial to the majority of students. He said highest achieving students, including those in student government, are expressing concern about the A- grade and he does not believe they are representative of the majority of students. Trustee Holober said students elect their student governments and the Board considers the government to be the voice of students. He said if other students dissent, they are welcome to come to Board meetings and express their views. Ms. Aissi agreed that the Associated Students organizations represent students at the Colleges. She said she believes the use of an A- makes it difficult for some students to reach their full potential, could harm them in terms of transfer, and could result in some students dropping out of school. Trustee Mandelkern asked if the Board would like to consider modifying the recommendation to eliminate the A-. Trustee Miljanich said much work and study has gone into the recommendation and she would not feel comfortable altering it.

President Hausman said she believes plus/minus grading negates individuality. She said she believes it is more difficult for four-year institutions to evaluate students who are coming from a community college that uses plus/minus grading.

Trustee Miljanich said she is fairly supportive of the recommendation. She said it provides a more accurate reflection of a student's performance. She said she does not believe it will generally present a disadvantage when transferring because many four-year institutions already use the plus/minus system.

Trustee Holober said he believes that allowing students to achieve a little better grade could provide an incentive for them to work harder. He noted that the difference in grade point in sections where plus/minus grades were given vs. sections where letter-only grades were given was very slight (2.73 for letter-only and 2.71 for plus/minus). Trustee Holober said he agrees with the recommendation.

Trustee Mandelkern says he understands the pressure faced by students regarding their calculated GPAs. However, he agrees with the concept of allowing more variability to present a better picture of student performance. He said he has concerns regarding the inclusion of the A- grade, but overall is in favor of the recommendation.

After this discussion, the motion carried, with President Hausman voting “No” and the remainder of regular Board members voting “Aye.” Student Trustee Girard cast an advisory “No” vote.

**APPROVAL OF EDUCATIONAL MASTER PLANS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (13-4-2B)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the Plans as presented. Trustee Mandelkern asked why there is a wide disparity in size among the Colleges’ Plans, with College of San Mateo’s Plan being substantially larger than the others. President Claire said College of San Mateo decided to produce a comprehensive report which will continue to provide useful information for the College. After this discussion, the motion carried, all members voting “Aye.”

**APPROVAL OF CURRICULAR ADDITIONS – CAÑADA COLLEGE AND SKYLINE COLLEGE (13-4-3B)**

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the additions as detailed in the report. The motion carried, all members voting “Aye.” Vice President Schwarz suggested that curricular additions be placed on the consent agenda for future meetings; all Board members agreed.

**APPROVAL OF MODIFICATION OF SUBAWARD TO SAN FRANCISCO STATE UNIVERSITY FOR HSI-STEM GRANT FROM THE DEPARTMENT OF EDUCATION FOR CAÑADA COLLEGE (13-4-100B)**

It was moved by Trustee Mandelkern and seconded by Trustee Holober to approve the modification as detailed in the report. The motion carried, all members voting “Aye.”

**ACCEPTANCE OF SUBAWARDS FOR A GRANT FROM THE SAN MATEO COUNTY WORKFORCE INVESTMENT BOARD (WIB) FUNDING FOR MOBILE APPLICATION AND CUSTOMER RELATIONS COHORT TRAINING FOR CAÑADA COLLEGE (13-4-101B)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to accept the subawards as detailed in the report. The motion carried, all members voting “Aye.”

**APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO BUILDING 12 ROOF REPLACEMENT PROJECT (13-4-102B)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the contract award as detailed in the report. The motion carried, all members voting “Aye.”

**ACCEPTANCE OF DISTRICT ACTUARIAL STUDY (13-4-103B)**

It was moved by Trustee Mandelkern and seconded by Student Trustee Girard to accept the Actuarial Study as presented. Chancellor Galatolo said the overall retiree health liabilities are shrinking at the same time funding of the trust fund is growing. He said the liability could be fully funded in the next ten years. He applauded the previous Board that put the program in place. Trustee Mandelkern said the Board and administration that put the program in place showed foresight and wisdom. He noted that the trust fund continued to be funded even during difficult economic times. After this discussion, the motion carried, all members voting “Aye.”

**ADOPTION OF RESOLUTION NO. 13-6 REGARDING BOARD ABSENCES (13-4-104B)**

It was moved by Trustee Miljanich and seconded by Trustee Holober to adopt Resolution No. 13-6. The motion carried, with Trustee Mandelkern abstaining and the remainder of Board members voting “Aye.”

**APPROVAL OF REVISIONS TO BOARD POLICIES: 2.25, PROHIBITION OF HARASSMENT; 2.34, COMPUTER AND NETWORK USE; 6.13, CURRICULUM DEVELOPMENT, PROGRAM REVIEW, AND PROGRAM VIABILITY; 6.16, STANDARDS OF SCHOLARSHIP; AND 6.32, INTELLECTUAL PROPERTY (13-4-105B)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the revisions as detailed in the report. Trustee Holober said it is not clear which individuals, other than employees, are included in Policy 2.25, e.g.

students, volunteers and members of the community. Trustee Mandelkern added that other agencies' policies frequently address outside vendors and contractors as well. He suggested that a statement be added to item number (1) in the policy to clarify that the provisions of the policy apply to all employees, students and others who come onto District property. In addition, any items that refer to employees or students will be changed to "individuals." Staff will make these revisions; the Board agreed that it is not necessary to bring the policy back for further review.

Trustee Holober said he believes Policy 2.34 to be well-written. He said privacy is important and understanding the rules regarding this issue is important. He noted that this is a new policy and that it should be widely publicized. There was discussion about how best to publicize the policy. Chancellor Galatolo said staff will discuss possible ways to distribute the policy and will report back to the Board.

Chancellor Galatolo said staff and AFT leadership met to discuss Policy 6.32 and agreed on the language in the policy. Trustee Mandelkern said item number (7) states that "Intellectual Property owned by the District can be sold to students without royalty or profit to the employee and at a price to be determined by the Bookstore." However, he said he does not believe the intention is to say that the Bookstore determines prices for distance learning course materials. Chancellor Galatolo said this item refers to faculty who put together workbooks, articles or other instructional materials that are sold through the Bookstores. Trustee Mandelkern said "Intellectual Property" is more broadly defined and is not the correct term to use in this item which refers to a limited list of materials. He agreed with Chancellor Galatolo's suggestion to begin the sentence with "Certain Intellectual Property, such as . . ." (provide limited list). Chancellor Galatolo said staff will confer with AFT leadership on this clarification before posting the revised policy.

After this discussion, and with the agreement to make the revisions noted above, the motion carried, all members voting "Aye."

#### **RECEIVE PUBLIC INPUT ON FILLING A POTENTIAL BOARD VACANCY, EITHER BY ELECTION OR BY APPOINTMENT (13-4-106B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to receive public input. The motion carried, all members voting "Aye." Vice President Schwarz said a press release inviting public comment was issued on April 17 to all print, radio and television outlets in the area. A notice was also sent to all individuals who regularly receive board packets. In response, four emails were received. Two of the emails expressed support for filling a potential vacancy by appointment; one expressed support for holding a special election; and one expressed support for leaving a potential vacancy unfilled until the next election. Vice President Schwarz asked if there were additional public comments or questions. There were none.

#### **CHOOSE METHOD TO FILL POTENTIAL BOARD VACANCY AND DISCUSSION OF NEXT STEPS (13-4-107B)**

Vice President Schwarz said the Board received information from County Counsel's office indicating that it is permissible for the Board to discuss and decide on a process to fill a potential vacancy before a vacancy actually occurs. She said John Nibbelin from County Counsel's office is in the audience to respond to any Board questions regarding this matter.

It was moved by Trustee Miljanich and seconded by President Hausman to fill a potential Board vacancy through an appointment process.

Trustee Mandelkern asked if a letter of resignation was submitted by President Hausman. President Hausman said the letter will be submitted on May 1, which will be the effective date of her resignation. Trustee Mandelkern said it is his understanding that the Board cannot take any actual action until after the letter of resignation is received by the County Superintendent of Schools. President Hausman said the objective at this meeting is only to choose a method for filling a potential vacancy. Mr. Nibbelin said the Board is allowed to make a decision on the method but not to act to fill the vacancy until after it occurs. Trustee Holober asked if it is correct that the Board can vote now on its choice to appoint, call an election, or do nothing to fill a potential vacancy. Mr. Nibbelin said that is correct. He said that if the Board decides to do nothing, the County Superintendent would call a special election. Trustee Holober asked if the Board could wait until the regular November election to fill the vacancy. Mr. Nibbelin said that the special election that would be called if the Board does nothing might be consolidated with the November election. Trustee Holober asked if the Board could request that it be consolidated; Mr. Nibbelin said it could.

Trustee Miljanich said she would like to amend her motion to delegate to Vice President Schwarz the responsibility to work with staff to devise a process which could be brought to the Board for action at the next meeting. Vice President Schwarz said a special Board meeting could be called at which the Board could take action any time after a letter of resignation is submitted. She said there are several examples of how other districts have filled vacancies and a process could be put together quickly.

Trustee Holober said this item does not appear to be an action item. Trustee Mandelkern concurred, stating that there is no recommendation included in the report. Chancellor Galatolo said staff normally makes recommendations; however, since this is a Board matter, staff has no recommendation. Trustee Miljanich said it is an action item to "Choose Method To Fill Potential Vacancy. . ." Mr. Nibbelin said he believes the agenda item contains sufficient description to meet Brown Act requirements for an action item.

Trustee Holober noted that in a letter, Mr. Nibbelin said there is nothing in the law to prevent President Hausman from voting on the method for filling a Board vacancy, but that he believes the safest course would be for President Hausman to abstain from voting. Mr. Nibbelin said the Education Code is very clear that President Hausman cannot vote on her replacement if the Board chooses to appoint a trustee and he believes it would be the safest course if she also does not vote on the process itself. Trustee Miljanich said, and Mr. Nibbelin agreed, that it is acceptable for President Hausman to participate in discussions regarding the process. President Hausman agreed to abstain from voting.

Trustee Mandelkern said he agrees that the Board can engage in conversation about a potential vacancy. However, he is concerned about dealing with a hypothetical situation, particularly given the timing requirements as outlined in Education Code Section 5093. President Hausman said her decision is final and there will be no change in the effective date of her resignation. Mr. Nibbelin suggested that the motion be modified to make clear that the process is being voted on and approved on the condition that a resignation actually occurs on May 1. Vice President Schwarz said she believes the fact that a letter has not yet been submitted is a very minor point, but it can be addressed by the change in the motion as suggested by Mr. Nibbelin.

Student Trustee Girard asked if a policy or procedure should be adopted to deal with future Board vacancies. Trustee Mandelkern said he does not believe a general policy is practical because of varying circumstances and timing issues.

Trustee Holober said he is concerned about the issue of timing, particularly the "blackout period" before the November election, during which an appointment cannot be made. Mr. Nibbelin said the Board will have 60 days from the time of the May 1 resignation to make an appointment and will not run up against the blackout period. Trustee Holober said that during the 60 day period, several steps would need to be taken: the Board would send out a widely publicized notice inviting people to apply for the position; give a reasonable amount of time for people to apply; interview candidates, which could take one or two meetings; and vote to fill the vacancy. Trustee Holober said his preference is not to vote immediately after interviewing candidates, but to have time for reflection and vote at a subsequent meeting. Trustee Mandelkern said he also would like time for reflection and would prefer to vote on a candidate at a subsequent meeting.

Trustee Mandelkern said the four public comments were split, with two people favoring an appointment process. He said he supports an appointment because he believes spending \$500,000 on a special election is not a prudent use of taxpayer funds. Trustee Holober said he agrees that an appointment process is preferable. He said he is concerned that a vacancy has not yet occurred and asked if a special meeting should be called on May 1 or May 2 to vote on adopting an appointment process. Trustee Miljanich said she is confident there will be a vacancy on May 1 and, with the legal advice that it is acceptable to vote on a process should a vacancy occur, she does not feel it is necessary to delay a vote until after a letter of resignation is submitted. Vice President Schwarz said a process is not difficult to develop and, working with staff and using the examples she has gathered, a draft process will be developed as soon as possible. Trustee Miljanich said that when a draft is developed, the Board could meet between May 1 and the regularly scheduled meeting on May 15 to review the draft and adopt a process. Trustee Mandelkern said holding such a meeting would seem prudent in terms of timing. He suggested that Board members submit to staff dates that they would be unavailable between May 1 and the end of June. Board members agreed to do so.

Trustee Mandelkern asked if School Board Association documents make mention of the appropriateness of Board members engaging in discussions with candidates or potential candidates for a Board vacancy. Mr. Nibbelin said he has not seen anything regarding this issue in School Board Association documents. However, he has noted in other

districts' processes that there has been agreement on the part of board members to not have discussions with candidates. After discussion, the Board agreed that it is appropriate to have conversations with people who approach them until the application deadline; after the application deadline, they will agree to hold no further discussions.

Trustee Miljanich amended her original motion to read: In the event that a vacancy occurs on or about May 1, pursuant to the announced resignation of Trustee Hausman, it is the direction of the Board that this vacancy shall be filled by appointment. The further direction of the Board is that Trustee Schwarz will work with staff to develop a draft process to fill this vacancy which will be brought back to the Board at a meeting for discussion at a time to be determined. Vice President Schwarz seconded the amended motion. The motion carried, with President Hausman abstaining and all other Board members voting "Aye."

### **EVALUATION OF RESULTS OF FIRST REVIEW OF DISTRICT ELECTIONS AND CONSIDERATION OF NEXT STEPS (13-4-108B)**

Vice President Schwarz said that at the last Board meeting, Trustee Miljanich asked to have this item placed on the agenda. Trustee Miljanich said she does not want to lose momentum on this issue. She said she has given a lot of thought to the process and conversations that were held in multiple meetings. She said it seemed apparent to her that the two members of the subcommittee had a better grasp and knowledge of the issues. She said it would make sense to her to reconfigure the subcommittee to rotate the current members off and ask Vice President Schwarz and herself to serve so that they might have the benefit of conferring with the experts and becoming better educated.

Trustee Holober said a reconfiguration of the subcommittee would be fine with him. He said he understood that the Board was setting the issue aside for a period of time and he asked Trustee Miljanich if she foresees further consideration in the near future. Trustee Miljanich said the Board will have to look at the maps and last proposals again and possibly consider other suggestions. Vice President Schwarz said she is disappointed that the Board did not receive copies of the last maps that were drawn. She said she does not understand how the maps were developed and it might help if she could examine the issue more closely as a member of the subcommittee.

Regarding a timetable, Trustee Holober said the Board could:

1. Revisit the issue soon and vote on the District election method before making an appointment to fill a Board vacancy; the maps could then be a consideration for applicants or for Board decision making.
2. Vote on the election method after making an appointment to fill a vacancy but before the November election; it would be within the Board's legal right to consider incumbency as long as it is not the determining factor.
3. Do nothing until after November and possibly have two incumbents in the same district.

Trustee Miljanich said she assumed that the issue would not be decided quickly and that a new Board member would be in the mix; Vice President Schwarz said her preference is to have the new Board member in the mix.

Trustee Mandelkern suggested that the Board revisit this topic after getting through the issues that caused the delay in taking action earlier. He said a new Board member might have an interest in becoming involved in redistricting. Trustee Miljanich said she would prefer to make a decision at this time about who will serve on the subcommittee. She said she believes it would help her to ask questions and better understand the issues involved, including statistics and Communities of Interest. Vice President Schwarz said she believes this is fair and she would be willing to serve on the subcommittee.

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to reconfigure the subcommittee on redistricting and that Vice President Schwarz and Trustee Miljanich become the members of the subcommittee. Trustee Holober said he is ambivalent about the motion because nothing is happening currently. Trustee Miljanich said she wants to make a statement that the Board is still engaged in the process, even if it is not acting on it at this time. The motion carried, with Trustee Holober abstaining, Trustee Mandelkern voting "No" and the remainder of Board members voting "Aye."

### **COMMUNICATIONS**

None

### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Girard said the student trustee from the Ventura County Community College District was present at this meeting but had to leave earlier. Student Trustee Girard said he will attend retirement parties for President



Hausman and Vice President Estes. He also plans to attend State Senator Gordon's education talk on May 4. Student Trustee Girard wished President Hausman the best of luck.

Trustee Mandelkern said he attended the Skyline College President's Breakfast, the Cesar Chavez Commemorative Luncheon at Skyline, and the Progress Seminar. He told President Hausman that she will continue to be a presence in the District because she has given so much. He offered heartfelt thanks from himself, students and staff who have benefitted from her leadership.

Trustee Holober said the Board will never find another Helen Hausman and it will require more work and planning to replace her. President Hausman said she is sure the Board will make the right decision. She advised the Board to be mindful that they are making a choice for 40,000 students and the community.

Trustee Miljanich said that, although the Board may have some differences, she believes they have come together as a student-centered and community-minded Board. She said it will be difficult to find a replacement who will continue to enhance the work of the District as President Hausman has done. Trustee Miljanich said she has fond memories of getting to know President Hausman and will be sad in her absence. She said when she first ran for the Board, she thought she would be a Board member for only four years. Subsequently, she has learned the importance of consistency in leadership and direction and she commends President Hausman for being a consistent leader.

Vice President Schwarz said she went to the College of San Mateo Observatory for a very enjoyable evening of "Jazz Under the Stars." She also attended an art show at which works by former Skyline College President Linda Salter were exhibited. Vice President Schwarz said Vice President Estes will be retiring and wished her the very best. Vice President Schwarz said she knew President Hausman before they began serving on the Board together. She said President Hausman has been a role model and someone she looks up to, and has also been a dear friend. She said she knows they will maintain their friendship. Vice President Schwarz presented an engraved gavel to President Hausman on behalf of the Board.

President Hausman said it was not her intention to retire before her term expires, but she was left with no choice. She said the District is one of the best districts not only in California, but in the entire country. She charged the Board to maintain that excellence and to make it even better if possible.

#### **RECESS TO CLOSED SESSION**

Vice President Schwarz said that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

Vice President Schwarz said the next meeting of the Board will be a regular meeting on May 15 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 9:05 p.m. and reconvened to Open Session at 9:45 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

President Mandelkern 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 items listed as 1A and 1B.

#### **ADJOURNMENT**

It was moved by Trustee Holober and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:50 p.m. in memory of Elio Fontana.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the May 15, 2013 meeting.