

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
June 25, 2014, San Mateo, CA**

The meeting was called to order at 6:03 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Tom Mohr, Student Trustee Rupinder Bajwa

Others Present: Chancellor Ron Galatolo, Deputy Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said that in order to accommodate presenter Bryan Godbe, there was a request to hear item 14-6-6C immediately following the swearing in of the student trustee. There were no objections.

President Schwarz said that Samuel Goldman, former journalism instructor at Skyline College, passed away on June 17. She asked that this meeting be adjourned in his memory. All Board members agreed.

SWEARING IN OF STUDENT TRUSTEE

President Schwarz administered the oath of office to Student Trustee Rupinder Bajwa. Student Trustee Bajwa introduced his father, mother and sister who were in the audience. He said he looks forward to working with the Board during the coming year. He said he will do his best to represent the students of the District and will fulfill his duties to the best of his abilities. He thanked his family for their support.

REVIEW RESULTS OF BOND SURVEY (14-6-6C)

Bryan Godbe of Godbe Research presented the results of a bond measure feasibility survey conducted for the District by his company from June 11 through June 18, 2014. He said data collection was completed via telephone interviews lasting 18 minutes. The universe was 223,204 registered likely November 2014 voters, with a subset of 97,582 registered likely November 2015 voters. The survey tested the influence of supporting and opposing arguments on potential voter support and identified any differences in voter support due to demographic and/or voter behavioral characteristics.

Mr. Godbe summarized the results as follows:

- The survey revealed a strong base of voter support for a community college bond measure.
 - Support for the \$388 million bond was 74.7% on the second test (“informed support”) in the November 2014 election; support for the \$477 million bond was 66.6% on the second test in the November 2014 election; and support for the \$563 million bond was 65.8% on the second test in the November 2014 election.
 - There is also support in the 2015 election, but the margins are much smaller than in 2014.
- Support for the bond measure exceeds the 55% threshold at all tax rates tested, but only the \$9.00 per \$100,000 assessed valuation (the amount associated with the \$388 million bond) provides a margin beyond the error rate.
- A combination of modernizing classrooms and labs, providing disabled access, updating computer labs and classroom technology, and increasing energy efficiency are strongly supported by the respondents.

Mr. Godbe said he recommends that the District begin preparing for the November 2014 election in order to preserve the District’s options, given that both the November 2014 and November 2015 elections are feasible. He said the deadline for placing a measure on the November 2014 ballot is August 8.

Trustee Mandelkern said respondents were polled post-education (“informed support”) on the three bond amounts; he asked if they were also polled on the tax rate, i.e. the dollar amount per \$100,000 assessed valuation; Mr. Godbe said they were not. Trustee Mandelkern said that in the pre-education (“uninformed support”) polling, there was a dramatic drop in support depending on the three proposed tax rates. He said this was not the case in the 2011 polling and asked if the results

were available for comparison with the 2012 polling. Mr. Godbe said only two amounts were tested in 2012 and, while there was a drop in support for the larger amount, it was not statistically significant. Trustee Mandelkern asked whether the total bond amount or the tax rate is a more accurate predictor of voter response. Mr. Godbe said that in districts where voters are well-educated, such as this District, the tax rate is a better indicator and in districts where voters are less-educated, the bond amount is a better indicator.

Trustee Mandelkern asked if the difference in support for a bond in 2014 vs. 2015 is due to the age of likely voters. Mr. Godbe said this is the case; fewer people overall and more senior citizens vote in off-year elections and tend to be more frugal and probably more conservative. Mr. Godbe said he does not believe this will change over time leading up to the 2015 election.

Trustee Mohr said he believes the survey results are encouraging and demonstrate a cushion at a certain level. He said he would like to ask staff to prepare documents for a bond measure that the Board can examine.

Vice President Miljanich said that, given the needs of the District, she is disappointed at the level of support for the higher bond amounts; however, she hopes the Board will move forward with a bond measure.

President Schwarz asked if the format and most of the questions were the same as were used in previous surveys. Mr. Godbe said the format was the same. He said the ballot questions were adjusted somewhat based on what was learned in the 2012 survey.

President Schwarz said that placement of a bond measure on the ballot can be added to the July 23rd Board meeting agenda for further discussion and possible action if the Board agrees. There were no objections.

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the meeting of June 11, 2014. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES

Chancellor Galatolo distributed a handout on outreach activities which was prepared by Barbara Christensen, Director of Community/Government Relations, in conjunction with the three Colleges. He said that all three Colleges have external advisory committees and all host a number of civic events throughout the year. He provided examples of specific activities at each of the Colleges. Chancellor Galatolo welcomed Student Trustee Bajwa and said he has been impressed with the questions and comments Student Trustee Bajwa has made at the meetings he has attended thus far.

Skyline College President Stanback Stroud said there was record attendance at the commencement ceremony and a record number of degrees and certificates were awarded. Anne Wilson, CEO of the United Way of the Bay Area, provided an engaging presentation. The grand opening and ribbon cutting for the Entrepreneur Center took place on May 29; a plaque of appreciation was presented to the Board for their support of the Center. Beta Theta Omicron, Skyline College's chapter of the Phi Theta Kappa Society, won the 2013 USA Today Case Study Challenge. Skyline College's Respiratory Care Program won the annual Greater Bay Area Region "Sputum Bowl" preliminaries and will represent the Bay Area at the statewide respiratory conference in Long Beach. Skyline College student Latasha Washington has volunteered with Habitat for Humanity and will help construct affordable housing in Cape Town, South Africa. President Stanback Stroud said she received a letter from a community member describing the impact that the late Samuel Goldman had on his life and career.

College of San Mateo President Claire said 1,542 degrees and certificates were awarded at the commencement ceremony, the highest number in many years. Regarding outreach activities, President Claire said almost 1,700 events were held at the College during the last academic year. Former Student Trustee Richael Young has earned a graduate degree and is a partner in a new company which she co-founded with one of her professors at the University of Illinois. President Claire congratulated and welcomed Student Trustee Bajwa.

Cañada College President Buckley welcomed and congratulated Student Trustee Bajwa. He said the commencement ceremony was successful and he enjoyed seeing the graduates and their families celebrating together. Cañada College student Sarahi Espinoza was recognized by President Obama at the White House for her work on behalf of Deferred Action Childhood Arrivals (DACA). Ms. Espinoza created a website to help educate other DACA recipients. Cañada College is included in the Working Families Success Network Grant being presented tonight and is hoping to move forward with a SparkPoint Center similar to the one at Skyline College. Classified staff held a workshop at Filoli; faculty members

attended as well and participated in a discussion on how to work together for student success. President Buckley said he had a successful meeting with San Francisco State University Leslie Wong regarding revitalization of the University Center.

Deputy Chancellor Keller said discussions are in process regarding development of a Districtwide strategic plan. The District will use the services of a consultant who will meet with the cabinets at each College. The topic will be placed on the agenda for a future Board meeting in order to solicit input from the Board.

District Academic Senate President Bennett congratulated Student Trustee Bajwa on behalf of faculty. President Bennett said the Performance Evaluation Task Force has completed Appendix G. Following legal review, the document will be shared with the Vice Presidents Council and College deans. Results of the Academic Senate elections are: Districtwide President – Diana Bennett; Cañada College President – Doug Hirzel; College of San Mateo President – David Laderman; Skyline College President – Kate Browne.

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 (14-6-4A)

President Schwarz said that on page 4 of the report, the number of Health Services Physician positions should be one rather than three. It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the actions in the revised report. The motion carried, all members voting “Aye.”

APPROVAL OF ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS (14-6-5A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the contract renewals. The motion carried, all members voting “Aye.”

APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE AND EMPLOYMENT POLICY (14-6-6A)

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

APPROVAL OF CONSENT AGENDA

President Schwarz said the Consent consists of the following reports:

14-6-1CA	Approval of Curricular Additions, Deletions and Modifications – Cañada College, College of San Mateo and Skyline College
14-6-2CA	Annual Review and Approval of Instructional Material Fees
14-6-3CA	Adoption of Resolution No. 14-7 Establishing 2014-15 Budget Limits
14-6-4CA	Approval of Renewal of Agreement with County of San Mateo for Legal Services
14-6-5CA	Approval of International Student Insurance Program, 2014-15

Trustee Holoher requested that item 14-6-4CA be removed from the consent agenda. It was moved by Vice President Miljanich and seconded by Trustee Mohr to approve the remaining items on the consent agenda. The motion carried, all members voting “Aye.”

APPROVAL OF RENEWAL OF AGREEMENT WITH COUNTY OF SAN MATEO FOR LEGAL SERVICES (14-6-4CA)

Trustee Holoher said he will oppose the renewal of the agreement for the same reasons he has expressed in past years. It was moved by Vice President Miljanich and seconded by Trustee Mohr to approval renewal of the agreement. The motion carried, with Trustee Holoher voting “No” and all other Board members voting “Aye.”

Other Recommendations

DISCUSSION OF CALIFORNIA ASSEMBLY BILL 2087, AS AMENDED, AND POSSIBLE ACTION TO TAKE A POSITION ON THE BILL (14-6-3B)

It was moved by Vice President Miljanich and seconded by President Schwarz to discuss and take possible action on Assembly Bill 2087. Trustee Holober said this is a weaker version of the original bill discussed at a prior Board meeting. He said he believes the Board should align itself with this modest effort to address the issue. Trustee Mohr said Board members received a letter from the President of the League Board stating that problems with accreditation would be addressed. Trustee Mohr said he wrote a letter in response addressing his areas of concern; he suggested that other Board members might consider doing the same. Trustee Holober suggested that the Board consider sending a response from the entire Board. After this discussion, the motion to support the bill carried, all members voting "Aye."

APPROVAL OF CONTRACT AWARD FOR THE CAÑADA COLLEGE AND COLLEGE OF SAN MATEO ROADWAY AND PARKING LOT FIXTURE LED RETROFIT PROJECT (14-6-100B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the contract as detailed in the report. Trustee Mandelkern asked if an Environmental Impact Report or Negative Declaration is required for the project. Vice Chancellor José Nuñez said this is a maintenance project and no report is required. The motion carried, all members voting "Aye."

ACCEPTANCE OF WORKING FAMILIES SUCCESS NETWORK GRANT FOR CAÑADA COLLEGE (14-6-101B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to accept the grant as detailed in the report. The motion carried, all members voting "Aye."

ACCEPTANCE OF ACHIEVING THE DREAM WORKING FAMILIES SUCCESS NETWORK GRANT FOR SKYLINE COLLEGE (14-6-102B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to accept the grant as detailed in the report. In response to a question from Trustee Mandelkern, President Stanback Stroud explained that Skyline College has been asked to take a coordinating role for the national program; this grant will provide funding for Skyline College to offer support to other colleges. After this discussion, the motion carried, all members voting "Aye."

ACCEPTANCE OF GROVE FAMILY FOUNDATION'S GROVE SCHOLARS PROGRAM FUNDING FOR 2014-15 (14-6-103B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to accept the grant as detailed in the report. The motion carried, all members voting "Aye." Trustee Mandelkern said he is pleased that this will provide funding for more student scholarships.

APPROVAL OF REVISIONS TO BOARD POLICY 6.22, ACADEMIC RENEWAL (14-6-104B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the revisions as detailed in the report. In response to a question from Trustee Mohr, Jennifer Hughes, Vice President of Student Services at College of San Mateo, said the grade for the substandard course work to be alleviated would never be removed from a student's record; however, it would be noted that the student had pursued the academic renewal policy and the effect on his/her GPA would be removed. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF 2016-2020 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (14-6-105B)

It was moved by Vice President Miljanich and seconded by Trustee Mohr to approve the plan as detailed in the report. Vice President Miljanich asked about the process used to arrive at the project list. Karen Powell, Director of Maintenance and Operations, said the primary basis is the facilities master planning process. There is dialogue among the Facilities group, the College Presidents and their cabinets, participatory governance groups, and members of the community. She said staff also considers the Facility Condition Index.

Trustee Holober asked how this Five-Year Plan reflects reality. Chancellor Galatolo said the Five-Year Plan includes projects that staff believes the State might support. He said the needs which the District believes are important may be very different from those which the State would consider as Initial Project Proposals. Therefore, the projects contained in the Master Plan and those in this document do not necessarily overlap perfectly. Chancellor Galatolo said the Master Plan reflects the projects the District considers essential and is used as the operating document.

Trustee Holober noted that the status for some projects is shown as “design will commence upon voter approval of a future general obligation bond.” He asked if this refers to a state bond or a local bond. Ms. Powell said it refers to a local bond. She said contemplated locally-funded projects are included in the report because the State needs this information in order to get a complete picture of how competitive the District’s grant proposals are. The state also wants to make sure that a campus is not overbuilt. Chancellor Galatolo said that “locally funded projects” could include funding from the District’s Capital Projects Fund and past local bonds, as well as future local bonds.

Trustee Mohr asked if the Board will be provided information on project priorities if they approve placing a bond measure on the ballot. Vice Chancellor Nuñez said he previously shared with the Board a list of project needs totaling \$670 million. He said that if the Board approves a bond measure, he will work with the District team and the College Presidents to modify the list in accordance with the amount approved for the bond measure.

President Schwarz noted that there has been no State bond since 2006 and there is no guarantee that State funding will become available. Vice Chancellor Nuñez said the District, along with approximately 25 other community college districts, has submitted its Initial Project Proposals and Final Project Proposals every year even though no State funding has been available. He said there was debate at a recent meeting of the Association of Chief Business Officials about whether districts that have not submitted their proposals should be allowed to compete if there is a State bond in November 2014. He said it appears likely that they will be allowed to compete and the District and others that have complied with the submission requirements will lose their place in the queue. In response to a question from Vice President Miljanich, Vice Chancellor Nuñez said the decision about whether districts that did not submit proposals will be allowed to compete is made at the State Chancellor’s Office.

Trustee Holober said that most projects listed in the report are locally funded and he asked if this list would then become the list of projects for a potential bond measure if it is approved by the Board. Ms. Powell said the list would be modified and refined to match the amount of the bond. Chancellor Galatolo said this would in turn be reflected in a revised Facilities Master Plan.

Trustee Mandelkern asked if there is sufficient time before the August 8th filing deadline for Facilities staff to consult with the College Presidents, modify the project list to match the three bond amounts, and bring the lists back to the Board for discussion and potential approval of placing a bond measure on the ballot. Vice President Miljanich said that in the past, the Board received a list of needs and then the projects were prioritized at the campuses. Trustee Mohr said he would like to have a good sense of what major projects would be included as the Board considers going forward with a bond measure. He said the College Presidents and Chancellor, along with their teams, have worked on the project list for a long time and could quickly prioritize which are most important in order to move forward with the educational mission. Trustee Mandelkern agreed that it would be helpful for the Board to have a detailed project list prior to discussing and possibly voting on a bond measure. Chancellor Galatolo said the project list for the ballot would be general, such as “recondition classrooms” or “construct new science buildings” rather than specific projects at each campus; however, information provided to the Board will be specific.

Vice President Miljanich said she does not believe it is the job of a trustee to determine specific projects to be undertaken at each campus. Instead, she said she is interested in hearing that there was a process at each College to determine which projects are considered most important and to have an understanding of how those decisions are made.

After this discussion, the motion to approve the Five-Year Capital Construction Plan carried, all members voting “Aye.”

ADOPTION OF THE 2014-15 TENTATIVE BUDGET (14-6-106B)

It was moved by Vice President Miljanich and seconded by Trustee Mohr to adopt the tentative budget. Executive Vice Chancellor Kathy Blackwood said the following guidelines were applied during development of the budget: address Board goals and District strategic plan; address community needs; balance the budget projections in each of the next three years; and use one-time funds for one-time expenses. She compared the State adopted budget and the likely District adopted budget. Fund 1 (Unrestricted General Fund) revenues are projected to be \$132.4 million; the majority is property tax revenue, which is projected to increase by 5.81%. RDA funds are also projected to increase. Fund 1 expenses are projected to total \$132.4 million, with the majority going to site allocations.

Executive Vice Chancellor Blackwood compared the District’s revenue based on community-supported status vs. State revenue limit. She said the District will realize an estimated benefit of \$22,264,802 for next year as a result of being community-supported. She discussed other community college districts in the state which are also community-supported.

Executive Vice Chancellor Blackwood reviewed other funds, including Internal Service, Debt Service, Restricted Fund, Capital Projects, Enterprise/Auxiliary, Special Revenue, Student Aid, and Reserve for Post-Retirement Benefits. She discussed Categorical Funds and what portion the District is estimated to receive for 2014-15. Categorical programs and the estimated amounts to the District are:

- Student Success and Support Program (SSSP) - \$3.2 million
- Student Equity – amount not known at this time
- Disabled Students Programs and Services (DSPS) - \$1.5 million
- Scheduled Maintenance and Instructional Equipment (one-time) - \$2.5 million
- Economic and Workforce Development – amount not known, RFP based

Executive Vice Chancellor Blackwood said the District uses the self assessment checklist provided by the Chancellor's Office. Although use of the checklist is not mandatory, it is used for accreditation and helps show that the District is fiscally sound.

Executive Vice Chancellor Blackwood said this year's issues include:

- Changes in the K-12 system, including restricting the size of reserves to no more than 5%; local control funding formula; categorical funds as part of base. Staff will continue to monitor.
- Drop in Proposition 30 funding; because of the timing of the release of funds, the District received funding for two years in 2013-14.
- End of Measure G funds on June 30; carryover will be spent in the next year.
- Redevelopment Agencies – most are still awaiting Department of Finance approval before they can plan to sell property; when sales occur, the District will receive one-time funds.
- KCSM-TV – the budget includes \$900,000 to the General Fund for LocusPoint with a transfer to the Restricted Fund for the TV budget. No additional funds will come from the District. However, the federal government has determined that the LocusPoint transfer-in does not qualify as a District contribution and will, therefore, lower the Corporation for Public Broadcasting grant over time. It is hoped that the station will be sold before this issue becomes a budgetary problem.
- Resource allocation – staff is working on a new model that will address Board goals and the strategic plan and will also meet the needs of the community.
- Reserves – currently at 5% of expenditures in accordance with Board policy.

In response to a question from Trustee Mohr, Executive Vice Chancellor Blackwood explained that, while the Board policy calls for a 5% reserve, there are a variety of reasons that it may be larger at different points in time, including purchase orders, projects that have been approved but not yet expended, and ending balances that can be carried forward.

Trustee Mandelkern asked Executive Vice Chancellor Blackwood to address the CalSTRS and CalPERS increases and their impact on the District. Executive Vice Chancellor Blackwood said CalPERS rates are expected to increase from approximately 11% to 20% by 2020-21. Legislation recently signed by the Governor will increase CalSTRS rates for both employers and employees; the employer's contribution is expected to increase from 8.25% to 19% and the employee contribution will increase from 8.25% to 10.25% over a three-year period. Executive Vice Chancellor Blackwood said the combined incremental amount for the District is just under \$500,000 for next year and this has been built into the budget. She said it is difficult to project further into the future. Executive Vice Chancellor Blackwood noted the projected increases are subject to change.

Trustee Holober said the Board has had beginning conversations about a policy on reserves going forward and he believes this is a topic for a future study session. He said he would prefer to have further discussion prior to the final budget presentation to allow the Board an opportunity to adopt a reserves policy. Staff will place this item on a future agenda.

Trustee Holober asked if the District's community-supported status would be affected if categorical funds were to become part of its base. Executive Vice Chancellor Blackwood said it would not likely impact the community-supported status because it would be less than the \$22 million benefit derived from being community-supported.

Trustee Holober asked if the salaries and benefits shown for the San Mateo Athletic Club are for District employees. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said they are not District employees. Trustee Holober said this is essentially a payment to a vendor and he asked if this is the proper way to categorize the expense. Executive Vice Chancellor Blackwood said showing the line items provides more information. She said the vendor is

incurring the expenses on behalf of the District and the District shares the account from which they are paid. Trustee Holober asked if the management fees are separate from the salaries and benefits. Vice Chancellor Bauer said they are separate expenses.

Trustee Holober said he would like to receive an update on how the District is doing with the collection of fees from students. Executive Vice Chancellor Blackwood said this will be presented as an information item at a future meeting.

Trustee Mohr said it would be interesting to learn what types of things the District is able to do because of the \$22 million benefit derived from being community-supported. Executive Vice Chancellor Blackwood said it is difficult to quantify outside of salaries and benefits. President Claire said a sizable portion is being used to replace funds being lost because of the expiration of Measure G. Trustee Holober noted that the District negotiated a very good package of salaries and benefits for its employees.

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

INFORMATION REPORTS

DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2014 (14-6-3C)

The Board accepted the report.

THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2013-14 (14-6-4C)

The Board accepted the report.

REPORT ON RECRUITMENT AND HIRING (14-6-5C)

Harry Joel, Vice Chancellor of Human Resources and Employee Relations, described the hiring process prior to 2007. Paper applications were mailed or dropped off to the Human Resources Department (HR) and there were lines of applicants before due dates. The process was decentralized, with HR providing only a brief orientation to screening committees and the campuses conducting all phases of screening and hiring. Committee chairs were burdened with too many responsibilities, creating delays in screening applications. Applicants frequently became disgruntled after not being notified of their status in a timely manner. The best qualified candidates sometimes accepted other positions due to hiring delays.

Vice Chancellor Joel outlined improvements to the process which began in 2007. HR staff participates on each committee as a resource. Screening committees receive training on non-discrimination, EEO, diversity, etc. Sample applicant screening forms and sample interview questions are prepared in advance by HR. An HR staff member serves as a liaison with applicants and ensures that each applicant is treated fairly and equally. The hiring process is streamlined as applications are reviewed as they are received.

Vice Chancellor Joel said that since August 2007, the District has had a partnership with PeopleAdmin, an applicant tracking system designed for use in higher education. Benefits of the system include: online completion of applications; rapid posting of positions; pre-screening of applications; automated collection and reporting of EEO data; applications reviewed online by screening committees. As a result of the system, the use of paper has dramatically decreased, the time it takes to fill positions has been significantly reduced, and screening committees do not feel as burdened as in the past. There is also better selection of the best qualified candidates.

Vice Chancellor Joel said that between August 2007 and June 2014, 34,549 applications were received from 32,239 applicants, and 685 individuals were hired. He said that 50% or more of the individuals hired by the District are members of minority groups, mirroring the makeup of the community. In 2013-14, 70% of permanent faculty hires came from the adjunct ranks, an increase over previous years. In 2013-14, 48 classified and administrative employees received promotions, reassignments or reclassification; this was also an increase over previous years.

Vice Chancellor Joel said selection committees are recommended by the hiring manager, who could be the Dean of a division, the Chancellor or a Vice Chancellor, a College President, etc. Members of selection committees for faculty positions are appointed by the Academic Senate; members for classified positions are appointed by CSEA; and members for administrative positions are appointed by the College President in collaboration with the Academic Senate and CSEA. Membership reflects diversity as well as sufficient knowledge of the position being filled.

Debbie Carrington, Human Resources Manager, described “On-Boarding.” She said that once a hiring offer is made, references are thoroughly checked and background checks and fingerprinting are conducted. The new employee meets with HR to complete employment paperwork and they are referred to the District’s new hire orientation website which includes information on compensation and benefits, a copy of the employee handbook, and other information.

Vice Chancellor Joel said a new version of PeopleAdmin will be implemented on July 8, 2014 and will include expanded reporting and data analysis and an easy-to-use application portal page and mobile app. The system will allow online ranking of applicants by screening committees.

Vice Chancellor Joel said HR will continue to provide guidance to adjunct faculty who are preparing to apply for full-time positions. They will continue to offer training for screening committees as well as diversity training. They will also finalize the District EEO Plan and present it to the Board.

Vice President Miljanich asked who goes through the applications. Vice Chancellor Joel said the screening committees review the applications. He said it is usually easy to eliminate applications because many candidates do not meet the required qualifications. Vice President Miljanich asked if there is a person in charge on each screening committee. Vice Chancellor Joel said each committee has a chair and a HR staff member also attends each meeting to provide expertise. Vice President Miljanich asked if a variety of employees serve on committees. Vice Chancellor Joel said a variety of faculty members are willing to serve; it is more difficult with classified staff because many are shy or introverted and do not wish to serve. Vice President Miljanich asked if there is guidance for the committees on how many candidates to bring forward. Vice Chancellor Joel said there are no guidelines; however, committees are cautioned that all those brought forward should be well qualified. President Stanback Stroud said she meets with all committees that convene to fill management positions and explains that the committee’s job is to screen candidates and send only those who meet the required qualifications.

Trustee Holober asked if there is a process for considering for other positions candidates who are well-qualified but do not get hired for the position for which they applied. President Claire said he had occasion to hire two finalists when he was aware that a faculty member was going to be retiring. President Stanback Stroud and Vice Chancellor Nuñez said they also have been able to do this sparingly and when it is within their budgets.

Trustee Mohr said he has known many HR leaders and that Vice Chancellor Joel, who is retiring as of June 30, is the best he has known. He said he has heard comments from people about how well they are treated by the outstanding HR staff. He thanked Vice Chancellor Joel for the wonderful job he has done and said he can leave with pride, knowing that he has contributed to the District in a great way. Trustee Holober seconded Trustee’s Mohr’s sentiments. He said he believes that hiring the right people is the hardest part of the job and is crucial to the institution. Vice President Miljanich said Vice Chancellor Joel is also skilled at helping people negotiate how and when to leave the District and helps them feel good about their accomplishments.

President Schwarz thanked Vice Chancellor Joel and Ms. Carrington for their report. She said it is impressive to learn how the process has been improved and she hopes that Vice Chancellor Eugene Whitlock will continue to provide updates. President Schwarz wished Vice Chancellor Joel the best for the next chapter in his life. She said he is well-loved throughout the District.

COMMUNICATIONS

President Schwarz said that since the last regular meeting, the Board received a letter from a member of the community regarding the Humane Society of the United States; an email from a high school student who is developing a website geared toward high school students about colleges and universities, requesting permission to include the District’s College logos and links to their websites; and an email from a member of the community regarding his son’s admission to a class at College of San Mateo.

STATEMENTS FROM BOARD MEMBERS

Trustee Holober said he received a call from a California Federation of Teachers lobbyist on June 23 asking him to testify on Assembly Bill 1942 which was introduced by Assembly Member Fonta. Trustee Holober said he responded that he could testify only as an individual. He said he talked with President Schwarz and Chancellor Galatolo prior to testifying. He said the bill was diluted dramatically and the Board may or may not want to consider supporting it. The original bill would have established some open meeting laws for ACCJC meetings, addressing meeting notices, opportunities for members of the public to speak and not have to identify themselves and sign in, and record retention. All of these issues

were removed from the bill, awaiting the audit by the State Auditor which will be released tomorrow. President Schwarz thanked Trustee Holober for testifying.

Vice President Miljanich said the for-profit Corinthian Colleges, which is the parent company of the Everest, WyoTech and Heald brands, will receive a bailout from the federal Department of Education despite being accused by the Department of failing to provide data addressing illegal practices. She said this is ironic in light of what has occurred with City College of San Francisco. Ms. Christensen said she believes an agreement was reached with the Department of Education that would allow Corinthian to receive federal aid for students now enrolled while the corporation sells its colleges.

Trustee Mandelkern wished Vice Chancellor Joel well in his retirement and thanked him for many years of faithful service. He welcomed Student Trustee Bajwa and thanked him for bringing his family to the meeting.

Trustee Mohr said he attended an advisory committee meeting for the Youth Empowerment Scholar Program at Skyline College; a meeting on "Supporting the Most At Risk Students in Our Community" which was sponsored by the San Mateo County School Boards Association; a forum on Sustainable San Mateo, with a focus on transportation issues; Assembly Member Kevin Mullin's advisory committee meeting, at which superintendents discussed the importance connecting with the Colleges regarding work on the Common Core; the grand opening of the Entrepreneur Center; and a Project Change blue ribbon commission meeting for Project Change, which reaches out to incarcerated youth to offer support for attending college.

Student Trustee Bajwa thanked Board members for their warm welcomes. He said he has received support and guidance throughout the transition; he thanked District staff, particularly Gina Dizon, Human Resources Representative. Student Trustee Bajwa said he will bring more input to the Board after meeting with the District Student Council. He congratulated Vice Chancellor Joel on his retirement and wished him the best of luck.

President Schwarz welcomed Student Trustee Bajwa and said she has observed that he is well-respected by other students. President Schwarz said she attended the "Supporting the Most At Risk Students in Our Community" meeting and is pleased that the School Boards Association is interested in this topic. She also attended the Cañada College and College of San Mateo Middle College graduations; the College of San Mateo Nursing Pinning ceremony; College of San Mateo Dental Assisting Pinning ceremony; commencement ceremonies at Cañada College and College of San Mateo; and the grand opening of the Entrepreneur Center.

RECESS TO CLOSED SESSION

President Schwarz announced that during Closed Session, the Board will consider the personnel items listed as 1A, 1B, 1C and 1D on the printed agenda.

The Board recessed to Closed Session at 9:50 p.m. and reconvened to Open Session at 10:25 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 items listed as 1A, 1B, 1C and 1D.

ADJOURNMENT

It was moved by Trustee Mohr and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:26 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 23, 2014 meeting.

Patricia Miljanich
Vice President-Clerk