

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
September 23, 2014, San Mateo, CA**

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

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober, Dave Mandelkern and Thomas 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 Vice President of Instruction Gregory Anderson, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the study session of September 10, 2014. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES

Skyline College President Stanback Stroud said Dr. Cornel West provided an outstanding and eloquent presentation on the evening of September 11. She read a portion of a letter from a student who expressed gratitude that this type of resource is available at Skyline College. President Stanback Stroud said 75 students, who are sponsored by the Mexican Consulate and funded by the Becalos Foundation, have had the opportunity to participate in many activities, including an outing to the Mission District in San Francisco. President Stanback Stroud referenced the article in her written report on Skyline College student Darwin Valesquez, who gave a speech for the Latino Community Foundation describing his emigration as an unaccompanied child. President Stanback Stroud expressed thanks to Vice Chancellor José Nuñez for his leadership in working with the Sustainability Ambassador Network at Skyline College. The College received a statewide award for "The Green Gorillas: Student-led Waste Diversion Project." President Stanback Stroud said a student who won an award from the California Science Teachers Association credited Dr. Carina Antilla-Suarez, Professor of Biology, for contributing to her success.

College of San Mateo President Claire distributed a postcard announcing the "Family Science & Astronomy Festival" to be held on October 4. On the same day, the College of San Mateo Makerspace will host free, drop-in crafting and tinkering workshops. Jeffrey Levine, U.S. Ambassador to Estonia, returned to the College of San Mateo campus for his first visit since he attended the College in the 1970s. President Claire and Chancellor Galatolo met with him and provided a tour of the campus. More than 1,000 people attended Transfer Day and had the opportunity to speak with representatives from 55 colleges and universities. President Claire highlighted the article in his written report on College of San Mateo alumnus Brad Martens, who is the Digital Media Coordinator for the San Francisco Giants and possesses two Emmy awards and two World Series rings. Mr. Martens was a concurrently enrolled student while attending Aragon High School and was an intern at KCSM. He completed his General Education requirements at College of San Mateo and transferred to and graduated from San Francisco State University. President Claire distributed information on the "Introductory Habits of Mind Workshop," a professional development workshop aimed at providing students the tools they need to be successful.

Cañada College Vice President Anderson said Cañada College received a sustainability award and he thanked Vice Chancellor Nuñez and his Facilities team for their leadership. He said the solar field will open soon and will generate 1.8 million kWh and the equivalent of 15 jobs for this year. Cañada College has been awarded a \$2.5 million HSI Title 5 grant. Vice President Anderson thanked President Schwarz and Trustee Mohr for attending the ACCEL Regional Convening on September 12. The Convening was the kickoff event in the effort to bring together all adult schools and community colleges in the County around AB 86 legislation, which is designed to find ways in which adult schools and colleges can better connect to serve the thousands of students who are currently underserved. Attendees included board members and superintendents from every school district in San Mateo County. Assemblyman Kevin Mullin provided the keynote address. Cañada College hired a new women's volleyball coach, Brandon Prudencio and the team has a perfect record thus far. The men's soccer team is having a strong season as well.

Deputy Chancellor Keller said the auditors will visit the District in October to go over the books, culminating in the audit reports being presented to the Board in January. The District has refinanced approximately \$121 million of its outstanding General Obligation Bonds, resulting in a savings to the community of approximately \$20 million over the life of the bonds. Deputy Chancellor Keller discussed internal borrowing, which the Board is requested to approve tonight as part of the consent agenda. He said that, in addition to issuing Tax and Revenue Anticipation Notes (TRANs) for cash flow purposes, the District may also borrow from some of its own funds for the same purpose. The money is paid back within 120 days. Deputy Chancellor Keller said there will be open forum discussions at the Colleges this week in order to get input on the development of the District Strategic Plan. Trustees Holober and Mohr are representing the Board in this effort and they also have held an initial meeting.

District Academic Senate President Bennett said Structured Training for Online Teaching (STOT), which offers training to faculty who wish to teach online courses, is beginning its fifth year. Appendix G was ratified by faculty and members of the Performance Evaluation Task Force (PETF) are conducting training at each campus. Tenured faculty will continue to use the old evaluation process while new faculty will be evaluated using the new process. The Academic Senate is planning a joint meeting with the Vice Presidents Council. President Bennett said minimum qualifications review is taking place at the state and local level. The Senate is also reviewing the local minimum qualifications set in 1990. A full-time faculty member from each campus in the areas of reading and psychology will hold Districtwide and local discussions with faculty and then make recommendations to the District Academic Senate regarding what the local minimum qualifications should be.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: IMAGING SUPERNOVAS AT COLLEGE OF SAN MATEO (14-9-3C)

Sandra Stefani Comerford, Vice President of Instruction at College of San Mateo, said it was a pleasure to introduce two distinguished professors, Mohsen Janatpour and Darryl Stanford. She said tonight's presentation is a summary of their research conducted in spring 2014. College of San Mateo students were also involved in the research. Vice President Comerford said the quality of the research is partly the result of the District's investment in excellent equipment in the Observatory and partly the result of the District's commitment to hiring and retaining outstanding faculty.

Professor Janatpour said he has been the Coordinator of the Astronomy Program since 1992. He said the team, including Professor Stanford and Laboratory Technician Dean Drumheller, has put together a program that gives the opportunity for education and research to students and the public. He said the program is the envy of community colleges nationwide and of some four-year institutions. He thanked the Board of Trustees, Chancellor, College President, Vice President and Division Dean for their support of the program. Professor Janatpour introduced students Alex Chassy and Ali Emami who described their research on SN2014J, a supernova that occurred earlier this year. SN2014J is a type 1a supernova which occurs when a white dwarf becomes too massive and explodes. SN2014J is located in M82, a galaxy about 12 million light years away in the constellation Ursa Major. All data on SN2014J was collected at College of San Mateo by students and Mr. Drumheller, using computers, cameras and telescopes. Ms. Chassy, on behalf of the Astronomy Department, thanked the Board for their support.

Trustee Mohr asked the presenters if they are considering publishing their work. Mr. Emami said they are investigating how this might be done. Vice President Miljanich asked Ms. Chassy and Mr. Emami if they plan to continue in this field of study. Both said they plan to continue, noting that it is a fascinating and challenging subject. Vice President Miljanich said she is pleased that the District employs professors who can make this possible. President Schwarz thanked the presenters for their excellent report.

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 (14-9-2A)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the items in the report. President Schwarz asked for information about the request for shuttle drivers as short-term positions at Skyline College. President Stanback Stroud explained that the 75 students sponsored by the Mexican Consulate live in apartments in Daly

City and are currently transported by charter buses which cost \$995 per day. She said there are vans on campus that are available to be used as shuttles to transport the students, necessitating the request for drivers. After this discussion, the motion carried, all members voting “Aye.”

APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (14-9-3A)

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the revision as detailed in the report. Trustee Mandelkern asked what the current minimum wage is. Trustee Holober said the state minimum wage is \$9.00 per hour. Trustee Mandelkern asked why the hourly rate for the position of lifeguard is below the minimum wage. Eugene Whitlock, Vice Chancellor of Human Resources and Employee Relations, said some positions with pay rates below minimum wage might be filled by students, who are on a different pay scale which is not subject to minimum wage. They might also be positions that are currently unfilled and would be updated if and when they are filled. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said all lifeguards at the San Mateo Athletic Club earn minimum wage or above. He said he believes the hourly pay rates listed are no longer accurate and are reflective of the time during which the District employed lifeguards. Trustee Mandelkern suggested that the Salary Schedule be updated for accuracy regarding the lifeguard position. President Schwarz asked if the positions listed on the Salary Schedule as KCSM positions are currently filled and if they are positions that are paid by the District. Vice Chancellor Whitlock said he believes some of these positions are vacant, similar to the situation with the lifeguard position. Chancellor Galatolo said any of the KCSM positions that are filled are paid by the District. After this discussion, the motion to approve the revision to the Miscellaneous Pay Rates Salary Schedule carried, with the provision that the position of lifeguard be updated. All members voted “Aye.”

APPROVAL OF CONSENT AGENDA

President Schwarz said the consent agenda consists of board reports 14-9-1CA, Ratification of May and June 2014 District Warrants; 14-9-2CA, Request for Approval of Internal Borrowing; and 14-9-3CA, Approval of Curricular Additions, Skyline College. It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the items on the consent agenda. The motion carried, all members voting “Aye.”

Other Recommendations

APPROVAL OF SUBSTANTIVE CHANGE PROPOSAL FOR CAÑADA COLLEGE TO BE SUBMITTED TO THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC) (14-9-1B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the proposal as detailed in the report. Trustee Mohr said national and state studies indicate that students who take online courses do not do as well as other students in terms of success, and underrepresented students do substantially less well. He asked if the District tracks data in order to determine how it might help these students be more successful. Vice President Anderson said the researchers do track and disaggregate data. He said there is a success gap between students who take distance courses and those who take face-to-face classes. He said this reflects the ease of entry and exit for online courses, i.e. it is easy to sign up and easy to drop courses. He said most students who take online courses are also taking face-to-face courses at the College and an extra effort is made to connect those students with academic and student support services that exist on campus. Vice President Anderson said demand is strong but the College is proceeding with great caution as it expands its online offerings. He said all faculty who teach online courses have completed STOT or other recognized training. Much of that training consists of how to connect students with the necessary support services and how to create an environment online that matches the face-to-face environment. Trustee Mohr said he is encouraged by the personal support services being offered to students and believes this can help close the gap for underrepresented students.

Trustee Mandelkern said he shares the concerns expressed by Trustee Mohr. He said information he has seen tends to suggest that students who are not as experienced or adept at navigating college systems and coursework on their own and do not have the same level of support that is provided in face-to-face environment are less successful. He said he hopes that on-campus courses are not being replaced with online only courses. Trustee Mandelkern said he believes the Colleges should use judgment and discretion in the types of courses offered and types of students being served. Vice President Anderson said the College will not offer online courses until faculty leaders – both those responsible for teaching and those responsible for the curriculum – are confident that the potential exists for students to succeed at the same rate. He said it is incumbent on professors to connect students to help that is available. He noted that there is ongoing professional development for professors which allows them to work with and learn from other professors who have found success teaching online courses. Vice President Anderson said online courses will never replace on-campus courses.

Trustee Holober said it appears that the District is addressing the potential pitfalls of online education. He said he expects that the Board will continue to receive reports and monitor results. He said he believes online courses are a positive enhancement to course offerings.

District Academic Senate President Bennett said that, in addition to STOT training, the STOT Advisory Committee follows up and mentors faculty who teach online courses. She said areas that need to be addressed include having better representation from support services, technical issues, and research into why students drop out of online classes. President Claire said College of San Mateo has conducted research on the reasons that students drop classes. He said there are many different reasons and no discernable trends have been detected.

After this discussion, the motion to approve the Substantive Change Proposal carried, all members voting "Aye."

APPROVAL OF SUBCONTRACT WITH MONTEREY PENINSULA COLLEGE AND MARIN COMMUNITY COLLEGE DISTRICT FOR NATIONAL SCIENCE FOUNDATION GRANT TO CAÑADA COLLEGE (14-9-102B)

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

ACCEPTANCE OF HSI TITLE V GRANT AWARD FROM THE DEPARTMENT OF EDUCATION FOR CAÑADA COLLEGE: DEVELOPING HISPANIC-SERVING INSTITUTIONS PROGRAM – ¡ESO! EXPANDING STUDENT OPPORTUNITIES (14-9-103B)

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."

APPROVAL OF CONTRACT AWARD FOR THE DISTRICT OFFICE RESTROOM RENOVATION PROJECT (14-9-104B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the contract as detailed in the report. Trustee Mandelkern asked for background regarding the necessity for the renovation. Vice Chancellor Nuñez said the intent is to update the infrastructure in terms of sanitary lines as well as to upgrade to energy efficient fixtures. The motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NO. 14-13 REGARDING BOARD ABSENCE (14-9-105B)

It was moved by Vice President Miljanich and seconded by Trustee Holober to adopt the resolution as detailed in the report. The motion carried, with Trustees Holober, Mandelkern, Miljanich and Mohr voting "Aye" and President Schwarz abstaining.

INFORMATION REPORT

DISCUSSION OF BOARD OF TRUSTEE SELF-EVALUATION

President Schwarz said Board members completed the self-evaluation survey as required by Board Policy 1.35. She said the purpose of the self-evaluation is to identify areas of Board functioning which are working well and those which need improvement and to improve communication and understanding among Board members. Vice President Miljanich said she appreciates the opportunity to engage in the self-evaluation and said it is interesting to learn of fellow Board members' opinions. Trustee Mohr said it is healthy to see things from several different frames of reference. He suggested that the Board might consider periodically inviting faculty and staff to participate in evaluating the Board in order to learn of others' perceptions. Trustee Mandelkern said that, while he would not object philosophically to others' input, it would be necessary to ascertain whether this would be permitted under accreditation standards and other regulations. Trustee Holober said evaluation from faculty and staff could be helpful if it does not replace the self-evaluation; however, he noted that the majority of faculty and staff have not attended Board meetings and, therefore, might have difficulty providing feedback. Vice President Miljanich suggested that input could be solicited by means of open-ended questions, asking respondents what they would like the Board to know as it goes about its planning. President Schwarz said that the self-evaluation instrument was sent to the Board previously for review and one suggestion was that the Chancellor participate. She said Chancellor Galatolo declined. She said the Community College League of California's publication on self-evaluation addresses solicitation of input from others. She suggested that all Board members review the publication and discuss the issue further at a future meeting. Staff will forward the publication to all Board members.

The Board discussed the ten areas covered in the self-evaluation survey.

A. Institutional Mission and Educational Policy

Discussion included whether decisions are made with consideration of the institutional mission, Board goals and values, Board policies and procedures, and use of data to examine strengths and weaknesses. Community needs assessment and data provided by the Colleges were cited as useful tools in the Board's decision-making. The Board discussed methods of measuring progress on goals.

B. Institutional Planning

Discussion included methods of measuring student success and completion, citing the opinion expressed at an earlier meeting that the State's method does not match the needs of this District. It was noted that the Board is participating in the development of a new strategic plan for the District, including the appointment of Trustees Holober and Mohr to represent the Board during the process. The hope was expressed that the new strategic plan will help the Board in both areas discussed – Institutional Mission and Educational Policy and Institutional Planning.

C. Instructional/Student Services Programs

There was discussion on the Program Improvement and Viability process at the Colleges, which results in recommendations to the Board, and presentations at Board meetings on teaching and learning activities at the Colleges. A suggestion was made that more attention be focused on areas in which improvement is needed.

D. Facilities

There was wide agreement that this is an area of strength.

E. Financial Resources

Most Board members consider this an area of strength. There was a suggestion that the budget be more consistent with educational priorities and objectives of the District.

F. Board Operations

There was discussion about the Board's review of consultative decision-making processes within the District. It was noted that the Board has reviewed the participatory governance process, especially the student role. It was suggested that this could be revisited further at a future time.

G. Board-Chancellor Relations

The belief was expressed that relationships have improved as the Board has worked on this over the last few months.

H. Faculty/Student/Classified Relationships

There was wide agreement that relationships are positive. The belief was expressed that Board members do the best they can, within the limits of their schedules, to interact with faculty, students and classified employees.

I. Community Relations

Discussion included the well-developed President's Advisory Council at Skyline College and similar organizations at the other Colleges, as well as Citizen Oversight Committees for the bonds and parcel tax.

J. Governmental Relationships

There was strong agreement that the Board is interested and informed about issues and that Board members do the best they can to participate in organizations and programs affecting community colleges.

President Schwarz said she appreciates the dialogue shared on the self-evaluation survey and in the discussion at this meeting. She said the Board will be stronger because of this process.

COMMUNICATIONS

It was reported that Trustee Mandelkern received a telephone call from an anonymous caller regarding concerns about the screening process for disabled students at Skyline College. President Schwarz received an email from the same individual and referred it to Vice Chancellor Whitlock, who has been communicating with this student. President Schwarz asked that Vice Chancellor Whitlock forward his response to the entire Board.

An email from an employee regarding a personnel matter was received today; it was addressed to Trustee Mohr and copied to other Board members. The Board also received an email regarding an existing claim by Interstate Grading & Paving, Inc.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Bajwa said he attended a joint meeting of the Cañada College and Skyline College Student Senates; he said it was a good learning and bonding experience for both Senates. The Student Senate boards at the three Colleges have started to conduct their fall meetings, including planning advocacy activities for themselves and for California community colleges.

Trustee Mohr said he attended the ACCEL Convening and he applauded the leadership of Vice President Anderson and Larry Teshara, Director of the Adult School for the San Mateo Union High School District. Trustee Mohr participated in a steering committee meeting on the strategic plan and said the purpose of the plan was laid out clearly. He also attended a strategic planning forum held at College of San Mateo, at which Dr. Rick Voorhees distributed an excellent set of assumptions. Trustee Mohr said the Obama administration plans to issue a set of criteria for colleges around the country to rate themselves and to be rated by the public. The criteria will involve affordability, accessibility and outcomes. He said that it will focus on data that demonstrate how well students are doing. Trustee Mohr stressed the importance of examining student outcomes.

Trustee Mandelkern said he appreciates Chancellor Galatolo and Vice Chancellor Whitlock taking the time to respond to the individual who placed the anonymous telephone call to him. He said the caller informed him that he was not provided access to the Board; Trustee Mandelkern invited him to speak at this meeting and to email him with specific information. Trustee Mandelkern said he attended the impressive presentation by Dr. Cornel West at Skyline College. He said the College is fortunate to attract world-class speakers such as Dr. West and others. He said that equally impressive was student participation in the question and answer period, during which students asked thoughtful and articulate questions. Trustee Mandelkern said he was pleased to represent the Board at a reception held by the Peninsula Jewish Community Relations Council. He encouraged attendance at the Skyline College Success Summit to be held on September 26. He commended Deputy Chancellor Keller and staff for saving taxpayers \$20 million by the refinancing of bonds.

President Schwarz said she represented the Board at a meeting of the Foundation Board of Directors. The Foundation's annual campaign goal for 2014 was \$215,000 and the amount raised was \$238,000. President Schwarz reminded the Board of upcoming events – the Arts & Olive Festival at Cañada College on October 5, the Success Summit at Skyline College, and the Chancellor's Circle Foundation event on the evening of September 26. President Schwarz said she attended the ACCEL Convening and learned that Half Moon Bay is attempting to reestablish an adult school. She said she will attend a forum on October 15 to show support for this effort. President Schwarz suggested that Vice President Anderson update the Board about ACCEL at a future meeting, including a possible connection with Early College.

RECESS TO CLOSED SESSION

President Schwarz said that during Closed Session, the Board will (1) consider the personnel items listed as 1A on the printed agenda, (2) conduct public employee performance evaluations as listed on the printed agenda, and (3) hold a conference with agency labor negotiator Eugene Whitlock; the employee organizations are AFT, AFSCME and CSEA. The Board recessed to Closed Session at 8:20 p.m.

ADJOURNMENT

It was moved by Vice President Miljanich and seconded by Trustee Holoher to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:00 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 8, 2014 meeting.

Patricia Miljanich, Vice President-Clerk