

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
April 14, 2015, San Mateo, CA**

The meeting was called to order at 6:08 p.m.

Board Members Present: President Patricia Miljanich, Vice President Dave Mandelkern, Trustees Richard Holober, Tom Mohr and Karen Schwarz, Student Trustee Rupinder Bajwa (Trustee Holober arrived at 6:35 and was not present for approval of the minutes or personnel items)

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, College of San Mateo President Michael Claire, Cañada College President Larry Buckley, Skyline College President Regina Stanback Stroud, District Academic Senate President Diana Bennett

Pledge of Allegiance

President Miljanich said there was a request to adjourn the meeting in honor of Abraham Lincoln on the occasion of the 150th anniversary of his assassination. There were no objections from the Board.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the minutes of the meeting of March 25, 2015. The motion carried, all members present voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (15-4-1A)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the actions in Board Report No. 15-4-1A. The motion carried, all members present voting "Aye."

STUDY SESSION

REPORT ON DISTRICTWIDE DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS) AND EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) (15-4-1C)

Robin Richards, Vice President of Student Services at Cañada College, said Jennifer Hughes, Vice President of Student Services at College of San Mateo, will provide data on both the DSPS (called the Disability Resource Center, or DRC, at Cañada College and Skyline College) and EOPS programs. The Board and guests will then take a journey through DSPS/DRC from the student's point of view, focusing on accommodations. Vice President Richards said the DSPS/DRC and EOPS programs are quite different and it would be difficult to cover both in depth at one meeting; the emphasis in this presentation will be on DSPS/DRC and more detailed information on EOPS will be provided at a subsequent meeting.

Vice President Hughes distributed handouts summarizing data on EOPS/CARE and DSPS/DRC and discussed the information contained in the documents.

EOPS/CARE

1. Students served during the 2013-14 academic year: Cañada College – 343; College of San Mateo – 371; Skyline College – 444. Vice President Hughes said these numbers historically have been fairly consistent.
2. Eligibility requirements: Students must (a) be enrolled full-time (12 units), with limited exceptions for evening students and students with a verified disability; (b) be eligible for a Board of Governors Fee Waiver A or B; and (c) have placed in a basic skills math or English course or have been previously enrolled in basic skills courses.
3. Services provided: Individualized counseling; vouchers to purchase required textbooks; priority registration; tutoring; study skill workshops; transportation (i.e. waiver of fee for parking permit); waiver of application fee for transfer; and special workshops and events.

Vice President Hughes said the EOPS program has a strong outreach component to local high schools and community-based organizations, as well as “in-reach” within the Colleges. She said the primary focus of EOPS is access to classes and enrollment assistance, helping students with being retained and with transferring to four-year institutions. Vice President Hughes said data indicates that EOPS students do as well as, or better than, non-EOPS students.

Cooperative Agencies Resources for Education (CARE) Program

Vice President Hughes said the CARE program was established by the State of California to help welfare recipients break the cycle of dependency on welfare and assist them through education to be successful in society. Participants in the CARE Program must (a) be eligible for EOPS services; (b) be single, head of household, and at least 18 years of age; (c) have at least one child under the age of 14; and (d) be receiving TANF (Temporary Assistance for Needy Families, formerly AFDC) or CalWORKs. Services provided include assistance with child care expenses, textbooks and supplies, transportation costs, special counseling; and group support services.

Trustee Mohr said he would be interested in seeing data regarding the success, completion and transfer rates for students in the EOPS program in order to gain an understanding of the impact of the program. Vice President Hughes said the researchers at the three Colleges have this information.

President Miljanich, noting the fact that the number of participants in the program has remained relatively stable, asked if the limiting factor is need for the services or the funding source. Vice President Richards said it is the funding source. President Miljanich asked how many eligible students are not receiving services because of insufficient funding. Vice President Hughes said she does not know the exact number of qualified students who are not being served. She said they are often referred to other support services. Vice President Mandelkern asked how participation is determined if the demand surpasses capacity. Vice President Hughes said the process is typically first come, first served for students who meet the criteria. Vice President Richards added that eligible students are put on a waiting list for the following semester, usually because they arrived after the beginning of the semester. She said the waiting list is not long. President Miljanich said she is concerned about losing these students whose needs might not be met because they are not receiving counseling and other support services offered by the EOPS program. Vice President Richards said she will research data to see how many of the students on the waiting list stay in school and subsequently participate in the EOPS program.

Trustee Mohr asked the presenters to comment on outreach to high schools and the impact this has on enrollment and on families’ connection to the Colleges. Vice President Hughes said outreach is a key component of the EOPS, DSPS/DRC, and CARE programs. She said outreach visits to all high schools are scheduled on a regular basis and focus on the services available through these programs.

Chancellor Galatolo said an information report will be provided at a future meeting and will provide more extensive data and answers to questions raised about the EOPS program.

DSPS/DRC

Vice President Hughes described the demographics of students in the DSPS/DRC program, including students with acquired brain injury, learning disabled students, students with a psychological disability, and students with other disabilities (ADHD, autism spectrum, health/medical issues, and students who have a learning disability but have

not gone through the state model for learning disability assessment). DSPS/DRC services include counseling; test proctoring; assistive technology; alternate media; developmental learning skills courses; learning disability assessment; outreach/in-reach activities; and accommodations to meet specific needs. Services provided to students Districtwide over a one-year period include: 2,280 counseling appointments, 1,203 textbooks converted by Alternate Media, and 3,640 accommodated tests proctored, along with a large number of appointments for learning disability eligibility and appointments with an assistive technology specialist.

Trustee Mohr asked if the Colleges are giving thought about how to respond to the needs of students with Asperger's Syndrome. Vice President Hughes said this has been discussed at all of the campuses. She said the Colleges are confident that the structure and services that are currently in place will serve students with Asperger's Syndrome very well. Trustee Mohr said there are many students on the autism spectrum and he asked if consideration is being given to providing special services to them. Vice President Hughes said this is an issue that is being studied to determine if the Colleges need to do more.

President Miljanich asked how students who may not want to be labeled as needing DSPS services, or who may be too timid to ask for help, can be identified. Vice President Hughes said that, in addition to outreach activities, faculty are astute at picking up cues and referring students to services. She said that once students get connected to services, staff do an excellent job of making them feel comfortable. President Miljanich asked if training is available to faculty in this area. Melissa Matthews, DRC Coordinator and Counselor at Skyline College, said the Colleges do provide training opportunities for faculty.

Trustee Schwarz asked if there is coordination between the high schools and Colleges for students who have a disability and have gone through school with an Individualized Education Program (IEP). Ms. Matthews said the Priority Enrollment Program (PEP) is a useful tool for these students and their parents. It brings students and families to the campuses for orientation, tours and placement testing and includes presentations for parents. Ms. Matthews said the Colleges also conduct outreach to high school counselors and special education teachers to facilitate a smooth transition from the IEP to accommodations at the Colleges.

Kevin Sinarle, Counselor in the DSPS Program at College of San Mateo, and Max Hartman, Interim Director of the DRC program at Cañada College, role played a session between a counselor and student. Their conversation focused on identifying the areas in which the student has difficulty and providing referrals to resources and accommodations based on the needs that were identified.

Board members and guests were invited to move to the Assistive Technology Lab where Judy Lariviere, Assistive Technology Computer Specialist, discussed and demonstrated three accommodations available to assist students in the DSPS/DRC programs:

1. Kurzweil 3000: Scans a book or other printed document, displays the page as it appears in the original document, and reads the document out loud while highlighting the image of the print as it is being read.
2. Dragon Naturally Speaking: Using voice recognition technology, types onto a screen what the student dictates.
3. Smart Pen: contains an embedded computer and digital audio recorder; records what is being said and what the user is writing. Records what is written for later uploading to a computer, and synchronizes those notes with any audio it has recorded.

A student named Danny explained how assistive technology accommodations help him with his studies. He said his grades have improved due to the availability of these resources.

There was discussion regarding issues of privacy due to the recording of instructors and other students in the classroom. Ms. Lariviere said students are required to inform instructors about accommodations they are using in the classroom. If a student has an accommodation, it must be allowed by law. If there is not an accommodation, permission must be granted to record. It was noted that the culture within the District is such that faculty not only allow accommodations, but ask what else they can do to help their students. It was also noted that no issues have arisen regarding other students whose comments may be recorded.

There was discussion about whether there is a stigma associated with the use of the assistive technology accommodations. Danny said other students react positively if he explains how the accommodations help him. It was pointed out that the smart pen is unobtrusive and likely not noticed. It was also noted that many tools have become mainstream technologies that are used by non-DSPS/DRC students as well.

President Miljanich thanked the group for an informative presentation.

RECESS TO CLOSED SESSION

President Miljanich said that during Closed Session, the Board will hold a conference with Agency Labor Negotiator Eugene Whitlock; the bargaining unit is AFT.

The Board recessed to Closed Session at 8:00 p.m.
The Board reconvened to Open Session at 10:05 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich announced that at the Closed Session just concluded, the Board took no actions.

ADJOURNMENT

It was moved by Trustee Mohr and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:06 p.m. in honor of Abraham Lincoln.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the April 29, 2015 meeting.

Dave Mandelkern, Vice President-Clerk