

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
July 27, 2016, San Mateo, CA**

The meeting was called to order at 5:00 p.m.

Board Members Present: President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mandelkern said that during Closed Session, the Board will hold a conference with Agency Labor Negotiator Eugene Whitlock; the employee organizations are AFT, AFSCME and CSEA.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:00 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:06 p.m.

Board Members Present: President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

Others Present: Chancellor Ron Galatolo, Skyline College Vice President of Administrative Services Eloisa Briones, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Mandelkern reported that the Board took no reportable action during Closed Session.

MINUTES

It was moved by Trustee Holober and seconded by Trustee Mohr to approve the minutes of the study session of July 13, 2016. The motion carried, all members voting Aye.

STATEMENTS FROM EXECUTIVES

Prior to hearing statements from executives, President Mandelkern presented an engraved crystal vase to outgoing District Academic Senate President Diana Bennett in appreciation for her outstanding service. He thanked President Bennett for her contributions and said she will be missed.

Chancellor Galatolo thanked President Bennett for her service and said she represented faculty extremely well. He said Skyline College President Regina Stanback Stroud has been honored by the California Community College Classified Senate with their annual State Leadership Award. The award is presented to an outstanding individual who has shown significant support for classified participation in governance at the state level. He asked Vice President Briones to congratulate President Stanback Stroud on his behalf. Chancellor Galatolo said that Dennis Arreola passed away on July 19. He said Mr. Arreola was a beloved member of the Skyline College family and a great friend to the entire District. Chancellor Galatolo requested that the Board adjourn this meeting in Mr. Arreola's memory.

College of San Mateo President Claire introduced Krystal Romero who is being recommended to the Board as the new Dean of Counseling, Advising and Matriculation. He said Ms. Romero started her career as a member of the classified staff and has held a variety of positions in Student Services, serving with leadership and vision.

District Academic Senate President Bennett said it has been an honor and privilege to serve as Academic Senate President. She thanked the Board, Chancellor Galatolo and District staff for their support. She introduced Leigh Anne Shaw, Professor and Faculty Coordinator for the English Language Institute at Skyline College, who is the incoming District Academic Senate President.

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 (16-7-2A)

President Mandelkern said that under “Changes in Staff Allocation,” staff requests that item #2, recommending creation of a new District Office classification titled “Director of Planning and Research,” be removed from the report. The recommendation for creation of this position will be included in the personnel report submitted for the next Board meeting. It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in the revised report. The motion carried, all members voting Aye.

APPROVAL OF CONSENT AGENDA

President Mandelkern said the consent agenda consists of board reports 16-7-3CA and 16-7-4CA as listed on the printed agenda. It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the items on the consent agenda. The motion carried, all members voting Aye.

Other Recommendations

ADOPTION OF RESOLUTION NO. 16-17 ADOPTING IN ITS ENTIRETY, VOLUME I AND THE INTRODUCTION, CHAPTER NINE (9) – THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT JURISDICTIONAL ANNEX – AND THE APPENDICES OF VOLUME II OF THE SAN MATEO COUNTY HAZARD MITIGATION PLAN (HMP) (16-7-100B)

It was moved by Trustee Schwarz and seconded by Trustee Holober to adopt Resolution No. 16-17. The motion carried, all members voting Aye.

APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT REGARDING SKYLINE COLLEGE MIDDLE COLLEGE (16-7-101B)

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the Memorandum of Understanding. Trustee Schwarz noted that the report states that the District will continue to carry the cost this year. She asked how much the District is budgeting for this expenditure. Vice President Briones said the Board authorized providing \$600,000 in initial funding for the Middle College. She said the program expenditures will be included in the final budget which will be presented in September. She said the South San Francisco Unified School District (SSFUSD) will bear most of the costs beginning with the 2017-18 year. Chancellor Galatolo said the District approached SSFUSD a number of years ago and they did not express an interest in participating in a Middle College program. Later, with strong support on the part of Trustee Goodman who was serving on the Board of the SSFUSD, they expressed interest but indicated that they did not have sufficient resources. Chancellor Galatolo said the District believed that the Middle College program was an important initiative in terms of serving students; therefore, it was decided that the District would carry the costs for the first two years. He said he does not believe an agreement with the SSFUSD would have been reached without the help of Trustee Goodman and he commended Trustee Goodman for his support. President Mandelkern also thanked Trustee Goodman on behalf of the Board. After this discussion, the motion carried, all members voting Aye.

APPROVAL OF MASTER AGREEMENT FOR TAXING ENTITY COMPENSATION AND DISTRIBUTION OF NET PROCEEDS FROM SALE OF ELEVEN FORMER REDEVELOPMENT PROPERTIES IN SOUTH SAN FRANCISCO (16-7-102B)

It was moved by Trustee Holober and seconded by Trustee Goodman to approve the Master Agreement. The motion carried, all members voting Aye.

APPROVAL OF MEMORANDUM OF UNDERSTANDING AND REVOCABLE LICENSE BETWEEN SKYLINE COLLEGE AND SAN FRANCISCO VETERANS ADMINISTRATION HEALTH CARE SYSTEM (16-7-103B)

It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the Memorandum of Understanding. Trustee Mohr asked how many veterans are being served at each College. Executive Vice Chancellor Blackwood said she will gather the information and respond to the Board. Chancellor Galatolo suggested that other data be included, such as the number of units veterans are taking. President Mandelkern asked if Skyline College initiated the contact with the Veterans Administration or if they were contacted by the Veterans Administration. Vice President Briones said she believes Skyline College was approached by the Veterans Administration through excellent relationships that have been established. Trustee Schwarz said she supports having Veterans Administration staff on campus to assist veterans and hopes similar programs can be instituted at the other Colleges. President Claire said Veterans Administration representatives are on campus at College of San Mateo for a certain number of hours each week. He said staff will report on the College's Veterans program during a "Board Series Presentation" in September. President Mandelkern said he hopes Cañada College will reach out to the Veterans Administration in Palo Alto to provide services at Cañada College as well. After this discussion, the motion carried, all members voting Aye.

ADOPTION OF RESOLUTION NO. 16-18 ESTABLISHING GOVERNING BOARD MEMBER ELECTIONS TO OCCUR ON THE SAME DAY AS STATEWIDE GENERAL ELECTIONS (16-7-104B)

It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the resolution. President Mandelkern said it has been determined that the District will be required to switch to even-year elections in order to be in compliance with Senate Bill 415.

William Tunick of the law firm Dannis Woliver Kelley said a district may continue to hold an odd-year election if by January 1, 2018 it has adopted a plan to consolidate future elections with the statewide general elections (even years) no later than November 8, 2022. Accordingly, the Board has three options in terms of when to move to even-year elections: move the election for the Board of Trustees from 2017 to 2018, from 2019 to 2020, or from 2021 to 2022. He said one factor for consideration is the cost of elections. He said the cost of off-year mail ballot elections is significantly less than polling place elections, which have been the status quo in even-year elections. However, there is a strong possibility that mail ballot elections will be allowed for even-year elections beginning in 2018 and this would significantly reduce the difference in cost. Mr. Tunick said another factor is whether the Board wishes to coordinate the timing between the shift to even-year elections and a possible change to by-trustee area elections. President Mandelkern said that during previous discussions, the Board agreed to move forward with a shift to even-year elections independent of discussions regarding by-trustee area elections. He said the Board can postpone action on the resolution if they want to revisit this issue.

Mr. Tunick said the resolution presented calls for shifting the 2017 election of trustees to 2018. He said he will answer questions if the Board wishes to consider other options. President Mandelkern said he would personally like to put disproportionate weight on the wishes of Trustee Holober and Trustee Mohr who will be up for election in 2017 and whose election date would be shifted to 2018. Trustee Mohr said he is strongly in favor of moving the election to 2018. He said that in addition to the advantage of serving another year before being up for re-election, this would be in line with several other districts in the County and would put the District in compliance with SB 415. Trustee Holober said he has a slight preference for the 2017 election; however, it is insignificant in terms of the overall picture and he will support the resolution moving the election to 2018. Trustee Schwarz, whose term would be extended one year to the election of 2020 rather than 2019, said she would prefer not to have her term extended; however, she said she is willing to comply with the will of the Board.

After this discussion, the motion to adopt Resolution No. 16-18 carried, all members voting Aye.

INFORMATION REPORTS

DISCUSSION OF BY-TRUSTEE AREA ELECTIONS (16-7-2C)

Larry Ferchaw, Executive Director at Cooperative Strategies, said he will discuss four areas during his presentation: criteria in drawing voting districts, implementation process, conceptual scenarios, and community input process.

Criteria/Considerations in Trustees Areas

Mr. Ferchaw discussed considerations in determining boundaries of by-trustee areas. He said areas shall:

- contain nearly equal number of inhabitants
- be drawn to comply with the Federal Voting Rights Act
- be compact and contiguous as much as possible
- respect communities of interest as much as possible
- follow man-made and natural geographic features as much as possible
- respect incumbency if possible
- consider other local considerations such as K-12 boundaries

Mr. Ferchaw discussed District demographics using 2010 census data and citizen voting age population estimates, outlining racial/ethnic populations as percentages of the total County population. He described how the total number of people per voting district would vary depending on whether the Board of Trustees is composed of five, seven or nine members.

Implementation Process

Mr. Ferchaw presented potential calendars for a by-trustee area election process. The schedule includes presentation, feedback and revisions of trustee area scenarios; three public hearings; the Board's selection of a trustee area map; submission of the map to the County Registrar of Voters by Cooperative Strategies; and the Board of Governors' consideration of a waiver application for transition to trustee areas.

Conceptual Scenarios

Mr. Ferchaw presented four drawings of possible trustee areas. Scenarios A and B are based on five trustee areas while Scenarios C and D are based on seven areas. Each of the scenarios was drawn in accordance with the criteria listed above. Mr. Ferchaw said he used the boundaries of the County Board of Supervisors districts as a starting point. He noted that using the unchanged supervisory districts would result in two SMCCCD Board members residing in the same district.

Mr. Ferchaw discussed the demographics associated with each scenario, broken down by Total Population, Population 18 and Over, and Citizens by Voting Age Population Estimate. In each case, the Asian population constitutes a majority in Trustee Area 1 in the North County. It was not possible to create a scenario in which the Hispanic/Latino population constituted a majority in a trustee area. Mr. Ferchaw said that in order to achieve numerical balance, it is not possible to maintain city boundaries; however, he can attempt to split cities into two areas rather than three.

Mr. Ferchaw said that while Scenarios A and B maintain the same population variances, Scenario A is more similar to the County Board of Supervisors districts. Scenario B shows a different grouping of cities and includes a higher percentage of Latino Citizen Voting Age Population in Areas 2 and 4, with 25.63% in Area 4. Mr. Ferchaw said that if the Board opts to have five trustee areas, they can "mix and match" features from Scenarios A and B to have a revised map created.

Mr. Ferchaw reviewed the boundaries and demographics for Scenarios C and D which show seven trustee areas. Trustee Schwarz asked if Mr. Ferchaw had examined the areas of the County Board of Education which also has seven areas. Mr. Ferchaw said the County Board uses an at-large election method even though those elected must come from a specific area; therefore, they are not required to follow the same requirements in terms of balanced population and contiguous areas.

The Board discussed potential alternatives to include in new scenarios. Discussion points included:

- making the three Colleges a frame of reference in terms of how the communities in the areas connect with each College
- more closely following boundaries that the public would be more familiar with, e.g. supervisory areas
- keeping at least part of Pacifica in the same area as Skyline College
- examining the boundaries of high school feeder districts

The Board discussed the potential advantages and disadvantages of having a five vs. seven member Board, including how the number of trustees might affect communities of interest, incumbency, and the balance between representing the entire District as well as trustees' own areas. There was consensus among Board members that more time is needed to consider this issue while reviewing the scenarios.

Mr. Ferchaw said he will consider all of the Board members' comments and suggestions when drawing revised maps. He said he will send larger versions of the existing scenarios to the Board via email which will allow the Board to see city boundaries more clearly. He will also include population numbers for each city. Mr. Ferchaw will attend the Board meeting of August 24 to continue the discussion and present alternative maps based on Board member input.

Community Input Process

Mr. Ferchaw said three public hearings are required to be held at regularly scheduled Board meetings. The Board discussed the location of the meetings and agreed to schedule a Board meeting at each College campus and hold the public hearing at these meetings. Other methods of seeking input could include additional community meetings; outreach to elected officials, other school districts and civic organizations; the use of the District website to display maps and solicit feedback; and outreach through student communications and faculty and staff associations.

REPORT ON THE SAN MATEO COUNTY CIVIL GRAND JURY AND PUBLIC SAFETY STUDY (16-7-3C)

Grand Jury Report

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, introduced Bill Woods, Director of Public Safety. Vice Chancellor Nuñez said that on July 5, the Grand Jury released a report entitled "Safety, Security, and Emergency Preparedness on the San Mateo County Community College Campuses." He said Mr. Woods and his team have prepared a draft Board of Trustees' response to the report which will be reviewed and subsequently brought to the Board at the study session of August 17.

Trustee Mohr quoted the report as stating:

"Cell phones are the principal method of emergency contact between PSOs and local law enforcement. Interviewees reported inconsistent campus mobile phone coverage, which renders communication difficult between PSOs and local law enforcement."

Trustee Mohr asked if public safety officers are able to call law enforcement immediately if help is needed. Mr. Woods said each campus currently has a single police radio which allows immediate communication with the local law enforcement agency. He said the Public Safety Department is currently working on purchasing a new radio system that will allow the campuses to have law enforcement frequencies from all of the respective law enforcement agencies and possibly fire departments as well, pursuant to letters of agreement between the District and each law enforcement agency. All public safety officers will carry the radio on their belts and a radio will be in all patrol vehicles. At College of San Mateo and Skyline College, officers will be able to switch to the appropriate frequency on their radios and make the call, which will be heard by every officer in the respective law enforcement agency. Cañada College is serviced by the County Sheriff's Office which uses a different radio system; however, the Sheriff's Office dispatcher constantly monitors the mutual aid channel, providing seamless communication.

President Mandelkern asked to what extent public safety officers rely on cell phones vs. radios for communication. Mr. Woods said most communication among public safety officers occurs via radio. Regarding cell phones, he said all officers know where the few "dead spots" are. If an officer identifies a need for immediate assistance while in one of these areas, he/she will notify a fellow officer by radio and the fellow officer can make a cell phone call to the appropriate law enforcement agency. Vice Chancellor Nuñez said cell phone amplifiers have been added to the plans for construction projects in new and modernized buildings. Radio frequency amplifiers are also required in all new buildings.

President Mandelkern asked if the Grand Jury's citing of potential problems in contacting local law enforcement in crisis situations due to cell phone dead spots is considered accurate by the Public Safety Department. Mr. Woods said it is accurate because public safety officers primarily use their cell phones to contact outside agencies due to having only one police radio on campus. President Mandelkern asked if the proposed new radio system will solve this issue. Mr. Woods said it will solve the problem because each officer will have a radio and can make immediate calls for assistance. He said it is anticipated that a contract will be awarded after the site surveys are completed, which will be in approximately two weeks. After the contract is awarded, the system will be in place within 45 to 60 days. President Mandelkern said the need to communicate with fire departments is very important and he hopes the ability to do so will be included in the new radio system.

Trustee Schwarz asked why Cañada College is covered by the Sheriff's Office rather than the Redwood City Police Department. Mr. Woods said Cañada Vista is situated in Redwood City but the remainder of the campus is in the Town of Woodside which is serviced by the Sheriff's Office.

Vice Chancellor Nuñez said he does not believe that the Grand Jury report is completely accurate regarding the adequacy of emergency preparedness training for faculty and staff. He said the recommendation that more emergency preparedness training should be provided for students is accurate.

President Mandelkern said the Board is responsible for responding to the Grand Jury report and their feedback and input should be taken into account when drafting the response. He said his general feedback is that the Board appreciates the work the Grand Jury did and thanks them for their input on the subject. He said the response could include the acknowledgment of some issues, such as potential problems with communication during emergency situations, and confirmation that the District is working on these issues. Regarding the frequency of multi-agency drills, President Mandelkern said it is not clear what the Grand Jury recommends. He said it might be appropriate for the response to indicate that the District believes that every other year is the appropriate interval for the drills.

Trustee Mohr said he believes the Grand Jury report is very positive overall. He asked if the report is considered thorough, e.g. did Grand Jurors contact the appropriate individuals to get answers on each issue. Vice Chancellor Nuñez said he believes the report is thorough and unbiased. He said the Grand Jurors spoke with him, Chancellor Galatolo, former Director of Public Safety Mike Celeste, and others. However, he said the Grand Jury did not use all of the information provided and this will be noted in the draft of the response.

President Mandelkern said he agrees that the Grand Jury report is positive overall. He said the Public Safety Department staff is to be commended for the work they do. He said he is pleased to see progress on installing locks on all classroom doors. He said the Board will look forward to reviewing the draft response on August 17.

Public Safety Services Study

Vice Chancellor Nuñez said the Public Safety study is currently underway. He said site visits are scheduled at each of the Colleges. In addition, there will be five public forums at each of the campuses to solicit concerns and opinions from students, faculty, staff, administrators and community members. A report on the study will be presented to the Board at the meeting of December 14, 2016. Trustee Mandelkern said there is a great deal of interest on the part of students and he hopes the presentation to the Board on December 14 does not conflict with final exams. Vice Chancellor Nuñez said the report can be presented at a different meeting if a conflict exists for students.

Trustee Mohr asked if the Board will be informed of any major issues that might emerge throughout the course of the study. Chancellor Galatolo said the Board would be informed, most likely through the Chancellor's weekly updates to the Board.

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Trustee Holober said he regrets that he will be unable to attend the Districtwide Opening Day event because he will be on vacation.

Trustee Schwarz said she attended the Trades Introduction Program (TIP) graduation ceremony. She said 50 TIP graduates are now employed in various trades. Trustee Schwarz said she attended the retirement event for Sarah Perkins, Vice President of Instruction at Skyline College. She thanked Skyline College for hosting the event and wished Vice President Perkins the best. Trustee Schwarz thanked District Academic Senate President Bennett for her service. She said she appreciates President Bennett's valuable input on behalf of faculty. Trustee Schwarz said she is pleased that the Board is adjourning this meeting in memory of Dennis Arreola. She said Mr. Arreola was a Skyline College graduate before serving as Financial Aid Director and ultimately retiring as Dean of Admissions. She said Mr. Arreola also stayed connected with the College after his retirement.

Trustee Mohr said he attended the TIP graduation ceremony and witnessed a great deal of enthusiasm and excitement. He said he had a conversation the following day with Rayna Lehman of the San Mateo County Central Labor Council. Ms. Lehman expressed appreciation for President Claire's input into the TIP process. She said she would like to talk further

with the District about the possibility of students receiving credit for TIP. President Claire said he has met with Ms. Lehman and they are working on this item currently.

Trustee Mohr said he attended the Classified Appreciation Lunch at College of San Mateo; he noted that classified staff feel positive about their interface with the students, faculty and staff with whom they work. He said an orientation for international students was taking place at the same time and he took the opportunity to visit with students from Nepal and learn about their country. He said the students expressed concern about housing. Trustee Mohr said he attended the Silicon Valley Leadership Economic Forum, which featured discussions on transportation, housing and homelessness, and education. He said he had a conversation at the meeting with Bethany McCormick, Strategic Human Resources Manager at Lawrence Livermore National Laboratory. Ms. McCormick said Cañada College is part of Lawrence Livermore's consortium in which they are developing a 24-month engineering technology course primarily for veterans. Participants go directly into summer internships with NASA, Sandia and Livermore. Trustee Mohr said he spoke with Joshua Hugg of the San Mateo County Housing Leadership Council regarding the high number of renters in the County. He said the high cost of rentals is having a tremendous effect on students, some of whom are living in cars, and affects their ability to feed themselves and find housing. He said this is an important issue as the District looks at the complete picture of how it is serving students.

Trustee Mohr complimented the Board on setting aside time to discuss the impact of race, class and privilege on the educational process. He said there is a large body of scholarly work and experience, including the work of some individuals in the District, that can help the Board and others understand the impact of race, class and privilege on educational outcomes. He said that taking the time to discuss this issue puts the Board in a better position to strategically examine how the District's policies, programs and resources help alleviate the obstacles experienced by many students. Trustee Mohr said this matter is important in San Mateo County, as approximately 20% of the residents are living in poverty and are subject to the concerns associated with race and class.

President Mandelkern thanked President Bennett for her service as District Academic Senate President and said the Board will miss her wise input and leadership. He welcomed incoming President Leigh Anne Shaw and said he looks forward to working with her. President Mandelkern asked Vice President Briones to convey congratulations to President Stanback Stroud on receiving the California Community College Classified Senate State Leadership Award. President Mandelkern asked the Board to entertain a resolution in support of the Redwood City Elementary School District's parcel tax measure which will be on the November ballot. There were no objections and a resolution will be brought to the Board at its next business meeting. President Mandelkern said he regrets that he was unable to attend the TIP graduation ceremony due to traffic stoppage. He said he looks forward to the opening day activities, the opening ceremony of the CSEA convention, and the new faculty orientation functions.

ADJOURNMENT

The meeting was adjourned by consensus at 8:34 p.m. in memory of Dennis Arreola.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the August 17, 2016 meeting.

Thomas Mohr
Vice President-Clerk