

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
February 22, 2017, San Mateo, CA**

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

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mohr said the need to take immediate action on one item of potential litigation came to the attention of the District subsequent to the agenda being posted. The Board voted unanimously to add this item to the closed session agenda. President Mohr said that during closed session, the Board will (1) hold a conference with the Real Property Negotiator regarding disposition of property and terms of payment as listed on the printed agenda, (2) hold a conference with agency labor negotiator Kathy Blackwood; the employee organizations are AFT and CSEA, and (3) hold a conference with legal counsel regarding one case of potential litigation.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 5:03 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:09 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz, Student Trustee Dennis Zheng

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

PLEDAGE OF ALLEGIENCE

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of January 25, 2017. The motion carried, all members voting Aye.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo wished Student Trustee Zheng a happy birthday. He congratulated Eugene Whitlock, Vice Chancellor of Human Resources and General Counsel, who received the Association of California Community College Administrators (ACCA) Diversity Award for his contributions and leadership in promoting diversity and cultural awareness. Chancellor Galatolo asked President Stanback Stroud to report on a grant received by Skyline College. President Stanback Stroud said Skyline College was recently awarded a Chancellor's Office Innovation Grant. She said the award goes to both Skyline College and the District at-large. The amount of the award is \$1.5 million; \$750,000 will be used to support and implement the Skyline College Promise program and the remaining \$750,000 will be used to support Promise scholarships across the three Colleges.

District Academic Senate President Shaw said the three College Senates have voted to convert from being senates of the whole to representative senates. She said the Senates believe this will help them conduct their business more effectively. She said the Senates are reviewing their bylaws and looking at their processes of operation to examine how they can improve their roles in participatory governance. President Shaw said the Senates have responded to the Board's interest in attending District and local Senate meetings and will send a list of meetings in the near future.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: RECOGNITION BY THE BOARD OF DISTRICT AND COLLEGE CLASSIFIED EMPLOYEES OF THE YEAR AND SELECTION OF NOMINATION TO BE FORWARDED TO THE STATE CHANCELLOR'S OFFICE (17-2-1B)

President Mohr said this award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Each of the Colleges and the District Office were invited to nominate one classified employee, and each were honored by the Board. Each district may forward the information for one nominee to the California Community Colleges Chancellor's Office for consideration of a statewide award; that nominee is selected by the Board.

President Stanback Stroud introduced the nominee from Skyline College, Alana Utsumi, Program Services Coordinator in the Science/Math/Technology Division. She said terms often used to describe Ms. Utsumi are student-centered, sincere, dedicated and warm. She said Ms. Utsumi is known and loved by students, faculty, staff and administrators. She plays a key role in supporting the Expanding Your Horizons event. She also plays a pivotal leadership role and helped with the conversion of the Classified Council to the Classified Senate which is recognized by the State Community College System. President Stanback Stroud said she has had the pleasure of serving with Ms. Utsumi on the College Governance Council. Ms. Utsumi has been instrumental in supporting a collegial and collaborative relationship among classified staff, faculty, and administrators as well as supporting students. Ms. Utsumi is very active in the community. She is a breast cancer survivor and has participated in more than ten walks to bring awareness to breast cancer. She also provides support to people who are currently battling cancer. President Mohr presented a certificate to Ms. Utsumi and said it represents the fact that she is a treasure in the District. Ms. Utsumi introduced her husband and thanked her colleagues from Skyline College as well as friends from the District Office and other Colleges.

President Claire introduced the nominee from College of San Mateo, Finausina Tovo, MANA Program Services Coordinator. He said Ms. Tovo is an employee who makes a difference and is among those who are the heart and soul of College of San Mateo, representing the best of what the College does. Ms. Tovo began her career working in Enrollment Services. She saw that a number of Pacific Islander/Polynesian students needed help and she, along with colleagues, became the person these students came to for help. President Claire said this is how the MANA program developed, long before it was in the College plans. The results of her good work as the Program Services Coordinator for the MANA program are evident. Ms. Tovo spends a good deal of time volunteering in the community and received an award for her volunteer activities from the Peninsula Conflict Resolution Center. President Mohr presented a certificate to Ms. Tovo and said her work is valuable and transformative. Ms. Tovo introduced members of her family. She thanked President Claire for allowing her to be ambitious in her desire to make a difference for students. She said this award is shared by many at College of San Mateo upon whose shoulders she has stood. Ms. Tovo said that in her culture, "we don't talk, we sing." A group of students in the MANA program performed a lovely song for the audience.

President Moore introduced the nominee from Cañada College, Anna Camacho, Project Director in the STEM Center. She said the STEM Center has been transformative as it has enabled many students to make their way into STEM fields who otherwise would not have had the opportunity. All STEM Center students applying for a Karl S. Pister scholarship have identified their own interaction with Ms. Camacho as helping them progress toward their pathway to success. Ms. Camacho has been instrumental in Cañada College's partnership with San Francisco State University which offers a summer program that provides a foundation for STEM students to build upon. Ms. Camacho helps to set up internships for STEM students and is in charge of grants. She has also been instrumental in developing and sustaining collegial working relationships among faculty, staff and students. President Mohr presented a certificate to Ms. Camacho and said she represents the reason the STEM Center is successful. Ms. Camacho said she works with a wonderful team who dedicate every day to making sure students have everything they need to transfer successfully. She thanked the team, especially Dr. Amelito Enriquez who is an inspiration to both students and staff. She said she shares this award with her team and is proud to be a part of it.

Chief Technology Officer Bruce Griffin introduced the nominee from the District, Jasmine Robinson, District Director of Web Services. He said Ms. Robinson embodies commitment to the District and exhibits a very strong work ethic. In her 17 years with the District, she has held a number of positions in Information Technology Services. As Director of Web Services, she supports everyone in the District and the support happens 24 hours per day and seven days per week. She is committed to increasing her job knowledge and using it to benefit the District. Ms. Robinson has taken classes at Stanford University and has started an online degree program at Harvard University. Next month she will complete the California Community Colleges Chief Information Officer certification and the District is already seeing the benefits from her participation in the program. Ms. Robinson also shows a commitment to the community, including creating a

website connecting hospitalized patients with individuals who wish to send greeting cards. President Mohr presented a certificate to Ms. Robinson. He said that when an individual enters the IT Department, it is immediately clear that staff are there to be of assistance. He said that spirit is demonstrated by Ms. Robinson. Ms. Robinson thanked the Board, administration and Mr. Griffin. She said she is honored but noted that she is part of an incredible team who all share the honor. She said one of her team's mottos is, "If you do things right, people won't know you did anything at all."

President Mohr said it is wonderful to celebrate these very important people and all of the classified staff. He said that, unfortunately, each district may advance only one name to the State Chancellor's Office. He said that based on a survey among all Board members, the candidate whose name will be submitted for a statewide award is Anna Camacho.

Trustee Schwarz congratulated the four nominees. She said she is impressed that each of them wanted to share the award with the people with whom they work. She said they are all deserving of the award and she thanked them for all they give to the District.

Vice President Holober congratulated all of the nominees and said they are all winners. He said each nominee has a wonderful story of hard work, dedication, excellence and commitment to students and to the mission of the District. He said he is proud to have all of them working in the District and is grateful for the wonderful work they do.

Trustee Goodman thanked the nominees for everything they do for students and the District. He said they are excellent examples of the values expressed in the Strategic Plan and the District's mission. He said they are committed to putting students first, as well as being committed to their campuses and their teams. He asked that they express the Board's gratitude to the teams they represent.

Trustee Mandelkern said the four nominees are fantastic representatives of their campuses and the District Office. He said it takes many people to help the District be successful in its mission to make students successful and to help them achieve their dreams. He said the four nominees are outstanding and deserve the recognition they have received.

On behalf of students, Student Trustee Zheng thanked the four nominees for working to help students achieve their dreams.

President Mohr told the four nominees, "You are the best of who we are and who we strive to be."

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES – UPDATE ON THE STRONG WORKFORCE PROGRAM AT CAÑADA COLLEGE (17-2-7C)

Gregory Anderson, Vice President of Instruction, introduced Alex Kramer, Director of Workforce Development; Heidi Diamond, Dean of the Business, Design and Workforce Division; and Melinda Ramzel, Associate Professor in the Business, Design and Workforce Division.

Vice President Anderson said the State Legislature approved the Strong Workforce Program (SWP), adding an investment of \$200 million in ongoing categorical funds to spur career technical education (CTE) in the community colleges in order to address the need for one million more middle-skill workers. The Task Force on Workforce, Job Creation and a Strong Economy addressed the intent of the SWP, focusing on student success; workforce data and outcomes; curriculum; career pathways; CTE faculty; regional coordination; and funding. The intent is to increase the quantity of CTE – more enrollments in programs leading to high-demand, high wage jobs – and improve the quality of CTE leading to more students completing/transferring, more students employed, and more students improving their earnings.

Dean Diamond said the ongoing funds have been allocated to districts based on labor market need, enrollments and student outcomes. Sixty percent of the funds are allocated as Local Shares for districts to invest in CTE at the colleges and forty percent are allocated as Regional Shares to invest in CTE at colleges upon coordinated action. The District's shares are:

	Local Share	Regional Share
Cañada College	\$ 554,609	\$ 317,761
College of San Mateo	\$ 727,146	\$ 411,912
Skyline College	\$ 795,111	\$ 447,218
District Totals	\$2,076,866	\$1,176,891

Professor Ramzel said Cañada College has engaged the wider campus community with regard to the SWP, including faculty and students, as well as receiving feedback and input from community stakeholders including the adult schools, advisory boards, ACCEL and JobTrain.

Mr. Kramer said the three Colleges looked at labor market data in the region and throughout the state and cross-referenced them against supply data provided by the Centers for Excellence which is a branch of the State Chancellor's Office. They identified supply gaps and proposed investments through the SWP to fill those gaps. Four new programs for Cañada College were identified: Neurodiagnostic Technology; Teacher Credential Program (in partnership with San Francisco State University, Notre Dame de Namur University, and the County Office of Education); Information Security and Digital Currency; and Viticulture and Enology. Dean Diamond said the new programs will receive the same support that all CTE programs receive, including faculty professional development, program marketing, curriculum development, and facilities, equipment and software as needed.

Vice President Holober said he understands that the SWP is designed to address jobs that need middle-skill workers and which do not require four-year degrees. He asked about Cañada College's selection of a Teacher Credential Program given that teachers need a four-year degree in order to be credentialed. President Moore said the County Office of Education and Notre Dame de Namur University approached Cañada College indicating their desire to help bridge the gap to allow students who are in the Associate Degree pathway and those who are working at the County Office as paraprofessionals to take courses that will be needed for teacher credentialing. President Moore said Cañada College is opting to use SWP funds to create this pipeline.

Trustee Mandelkern asked what Neurodiagnostic Technology involves. Vice President Anderson said it involves assessing issues with the brain and fine and gross motor control. He said certification leads to jobs in a hospital setting. He said he will send more detailed information about Neurodiagnostic Technology to the Board.

President Mohr thanked the presenters for their concise and coherent report. He said he recalls that when the SWP was first brought forward, a large amount of the money was going to be retained at the State Chancellor's Office to be used for bureaucratic work. He said the leadership of this District, including Chancellor Galatolo and President Stanback Stroud, stepped forward to emphasize that it would be in the best interest of the colleges and the people being served to distribute the funds at the local and regional levels.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Katharine Harer, faculty member at Skyline College and Co-Vice President of AFT Local 1493, distributed the following documents to the Board:

- Summary of AFT Faculty Workload Survey
- Examples of nonteaching workload activities reported by faculty in the AFT workload survey
- Letter from Jesse W. Raskin, J.D., Associate Professor at Skyline College
- Quotes from faculty from the workload survey

The documents were received by the Board and are part of the official minutes of record.

Eric Brenner, representing the AFT 1493 Executive Committee, said the faculty workload survey was conducted in spring of 2012. Nearly forty percent of all faculty in the District responded. Faculty were asked to reflect on their typical teaching and nonteaching tasks and were asked to answer the question, "Do you believe you routinely perform duties that are not specifically required of you by your contract?" Seventy percent of respondents answered yes and more than half reported that those tasks consume up to twenty percent of their average workday. From the Summary of AFT Faculty Workload Survey, Mr. Brenner read six points about workload which were revealed by the survey data.

Ms. Harer summarized examples of nonteaching workload activities reported by faculty in the AFT workload survey, as shown in the handout. She also referred to the letter from Professor Raskin which addresses the "unique burden placed on instructors who are the only full-timer in their department."

John Calavitta, Assistant Professor in the Language Arts Division at Skyline College, read quotes from faculty contained in the handout, "Quotes from faculty from the workload survey."

President Mohr thanked the speakers for their comments and noted that the Board is aware of the workload issue.

Celeni Cano, a student at Skyline College and College of San Mateo, said there are Dream Centers at Cañada College and Skyline College. She said there have been issues with funding for the Dream Center at College of San Mateo. She asked the Board to make sure that resources are available to open a Dream Center at College of San Mateo as soon as possible.

Iridian Martinez, a Skyline College student and part of SMCCCD Rise Up, said students are grateful for the “Resolution Affirming the San Mateo County Community College District’s Commitment to Protecting Undocumented Students and Student Privacy” that was passed recently. She said that students would now like to stress the urgency of their demand regarding extended hours on the campuses so that students have space to do homework. She said students are asking that the campuses have space that is open until at least 2:00 a.m. She asked that the Board and administration collaborate with students on this demand. Walter Manuofetoa, a student at College of San Mateo, said students who have night classes would appreciate the extended hours.

Trustee Mandelkern said the Board has heard repeatedly about the need for extended hours and asked that staff look into a solution. Chancellor Galatolo said staff is working on this issue and will bring a recommendation to the Board.

President Mohr thanked the students for being present at the meeting.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-2-1A)

It was moved by Trustee Goodman and seconded by Trustee Mandelkern to approve the actions in the report. The motion carried, all members voting Aye.

APPROVAL OF CONSENT AGENDA

President Mohr said the consent agenda consists of Board Reports 17-2-1CA through 17-2-4CA as listed on the printed agenda. It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the items on the consent agenda. The motion carried, all members voting Aye.

Other Recommendations

APPROVAL OF APPOINTMENT TO EDUCATIONAL HOUSING CORPORATION BOARD OF DIRECTORS (17-2-100B)

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

AUTHORIZATION FOR EXECUTIVE VICE CHANCELLOR TO RENEW CONTRACT WITH CONSTELLATION NEWENERGY, INC. FOR PURCHASE OF ELECTRICITY (17-2-101B)

It was moved by Trustee Schwarz and seconded by Vice President Holober to authorize renewal of the contract as detailed in the report. The motion carried, all members voting Aye.

INFORMATION REPORTS

BOND OVERSIGHT COMMITTEE REPORT TO THE COMMUNITY (17-2-8C)

President Mohr said this is the report to the community from the Bond Oversight Committee on last year’s activities, as required by law. The Board accepted the report.

2017 CONTRACTOR PREQUALIFICATION UPDATE (17-2-9C)

The Board accepted the report. Trustee Schwarz noted the high number (49%) of prequalified contractors who declined to state their gender. Vice Chancellor José Nuñez agreed that this is a high number but does not know the reason.

DISCUSSION OF BOARD OF TRUSTEE SELF-EVALUATION RESULTS (17-2-10C)

President Mohr said that Board policy and accreditation standards require that the Board regularly evaluate its practices and performance and discuss the results at a public meeting. The results are used to improve board performance, academic quality, and institutional effectiveness. Board members completed a self-evaluation questionnaire addressing

ten areas: Institutional Mission and Educational Policy, Institutional Planning, Instructional/Student Services Programs, Facilities, Financial Resources, Board Operations, Board-Chancellor Relations, Faculty/Student/Classified Relationships, Community Relations, and Governmental Relationships. Discussion of the results included the following:

- A focus of the Board has been developing the Strategic Plan along with metrics and this has been a positive transformation. Data are being made available but not yet in sufficient quantity to evaluate the success of programs. Adequate staffing at the research level is needed.
- Delivery of materials sufficiently in advance of official meetings is an ongoing issue.
- Administration does a good job of keeping the Board informed about what is occurring at the state level.
- The Board feels free to contact the College Presidents but uncertainty was expressed about Presidents feeling free to contact the Board directly. There was discussion about whether curtailing oral reports by Presidents at Board meetings has changed the dynamic. Chancellor Galatolo said Presidents and executive team members are encouraged to engage with the Board. President Claire said he appreciates the opportunity to communicate directly with the Board and to meet one-on-one at times.
- The Board shows care and concern for faculty and staff.
- Communication with students could go further. It is important to be culturally responsive, not just with Associated Student groups but with the greater population as well. Need to make sure students are informed about meetings and forums. Student Trustee Zheng suggested that Board members visit the campuses at times other than formal events in order to experience the unique environment of each campus.
- The Board should promote the District by informing the public about the good things it is doing and is striving to do. Board members do the best they can to be involved in community affairs and to attend events in the community. The work of the District can be of tremendous benefit to other governmental agencies and it is important to proactively inform them through joint meetings and other means.

The Board discussed the self-evaluation process. Trustee Mandelkern said he likes the rating scale used for the self-evaluation and suggested that it be used for the Chancellor's evaluation as well. The Board agreed with this suggestion. The Board also discussed the possibility of the evaluation including input from others, e.g. those who regularly attend Board meetings. After discussing the advantages and potential difficulties, such as the very limited group of constituents who attend meetings and the possible difference in understanding of the Board's role, it was agreed that at this time the Board will continue to use the existing self-evaluation instrument.

Vice President Holober said the idea of televising Board meetings was raised in the past. He said this could expand the number of people who observe the Board and might be a way to get more feedback. Trustee Mandelkern agreed with revisiting this idea and asked that it be placed on the agenda for a future meeting. Chancellor Galatolo said staff will investigate logistics and costs and report back to the Board.

Trustee Mandelkern said he would be in favor of the Board holding a retreat focusing on Board relations.

President Mohr said two important areas that were noted in the self-evaluation are to be more present and engaged with students and to promote the District and be more engaged with the community.

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Student Trustee Zheng reminded the Board of the Chinese Lantern Festival which will take place on February 23 at 11:30 a.m. at Skyline College.

Trustee Mandelkern said he attended the President's Council Appreciation Reception at Skyline College and said it was a nicely done event. Trustee Mandelkern referred to an interview with Senator Jerry Hill on KCBS regarding his introduction of a bill that would expand the four-year degree pilot program. He asked Chancellor Galatolo to provide an update to the Board on the bill. Trustee Mandelkern said the federal government is rolling back the guidelines on Title IX that were issued by the Obama administration regarding restroom and locker room access for transgender students. He asked that the District review its policy and that students in the District continue to be allowed to use restroom and locker room facilities consistent with their gender identity rather than what their birth certificates might specify. Chancellor Galatolo said District students are allowed to use restrooms consistent with their gender identity

and there will be no change in this policy. He said the Colleges continue to have men's and women's locker rooms but also have family changing rooms available. Trustee Mandelkern said he would hope that the District is showing sensitivity to transgender students by trying to make the campus environment as comfortable as possible for them.

Trustee Goodman said he attended a Legislative Summit in Washington, D.C. for community college trustees from around the country. Attendees participated in meetings and trainings as well as speaking with legislators on issues such as the extension of Pell Grants. Trustee Goodman said he met with both Republican and Democratic legislators to discuss food insecurity. For example, he met with Congressman Costa who was not aware that Stockton is ranked second in food insecurity. He said trustees in northern California are forming a coalition to help push this important issue forward. Chancellor Galatolo said Congresswoman Jackie Speier is also moving ahead on the issue of food insecurity and has assigned a full-time staff member to follow through.

Vice President Holober said the need for extending the hours on the campuses for students to study and do homework seems to be a recurring theme. He said he believes it is important to address this issue, perhaps by conducting a pilot study to get a sense of demand and costs along with staffing and safety concerns. He suggested looking at other districts that provide extended hours to see what their experience has been.

Trustee Schwarz said she would like clarification about the statement made by a student regarding funding issues for the Dream Center at College of San Mateo. President Claire said he will send an email to the Board tomorrow providing accurate information and clarification. Trustee Schwarz recognized Chief of Staff Mitch Bailey, saying that the Bond Oversight Committee Report to the Community was well done. Trustee Schwarz said she believes it is important that Board members meet with different groups of students. She asked for advice from Student Trustee Zheng on how to arrange such meetings. Trustee Schwarz said she attended the President's Council Appreciation Reception at Skyline College and noted that it was a wonderful event.

President Mohr said a recent report from the Center for Student Engagement addressed the issue of the cost of attending college. He said one-half of the students surveyed said they were serious about dropping out of college. Fifty percent said they had run out of money in the last twelve months. Four out of ten have Pell Grants. Forty-nine percent reported that they work more than 25 hours per week. President Mohr said this pertains to the College Promise and other efforts by colleges in relation to getting students into college full-time and completing on time as much as possible. He said Skyline College was mentioned in the report, along with two other colleges, for teaching financial literacy. President Mohr said he attended a Puente Project meeting and volunteered to be a mentor on a continual basis for a group of approximately six students. He said he is impressed with the Puente Project's emphasis on academic life. President Mohr said a national group that ranks high schools has rated four high schools in the San Mateo Union High School District in the top twenty in the state, with two in the top ten. President Mohr said he went into the disabled training room at the San Mateo Athletic Club late in the day and found it to be completely filled. He learned that this area serves 160 people per day. He said this is a great community endeavor.

ADJOURNMENT

The meeting was adjourned by consensus at 8:35 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 8, 2017 meeting.

Richard Holober, Vice President-Clerk