

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES STUDY SESSION**

October 9, 2013, 6:00 p.m.

Cañada College, Building 3, Room 142, 4200 Farm Hill Blvd., Redwood City, CA 94061

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are recorded; recordings are kept for one month.*
- *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

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6:00 p.m.      **ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

13-10-1      [Minutes of the Meeting of September 25, 2013](#)

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**NEW BUSINESS**

13-10-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

13-10-2A      [Ratification of Renewed Collective Bargaining Agreement between the District and the American Federation of State, County and Municipal Employees \(AFSCME\), AFL-CIO, Local 829, Council 57](#)

13-10-3A      [Ratification of Renewed Collective Bargaining Agreement between the District and the American Federation of Teachers \(AFT\), Local 1493](#)

13-10-4A      [Approval of Wage Adjustment for All Non-Represented Employees](#)

## **STUDY SESSION**

13-10-1C      [Accreditation Overview](#)

## **RECESS TO CLOSED SESSION**

1. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Employee Organizations: AFSCME, AFT and CSEA
2. Conference with Legal Counsel – Existing Litigation – 1 Case:  
Friends of the College of San Mateo Garden v. San Mateo County Community College  
District et al.; Case # 506455

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
September 25, 2013, 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 and Dave Mandelkern, Student Trustee David Zay Latt

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Holober and seconded by Vice President Miljanich to approve the minutes of the study session of September 11, 2013. The motion carried, all members voting "Aye."

**STATEMENTS FROM EXECUTIVES**

Skyline College President Stanback Stroud distributed copies of the program from the Success Summit which was held on September 21. She said the Summit, a North San Mateo County event sponsored by the President's Council, concentrated on three issues – transportation, communication and jobs. She said County attendees determined that they wanted to work specifically on the issue of community transportation. President Stanback Stroud thanked President Schwarz, Chancellor Galatolo, Vice Chancellor Tom Bauer and Cañada College President Buckley for attending the Summit. She thanked the Facilities Department, IT Department, Media Graphics Department, Auxiliary Services, faculty, staff and community members for their support. Chancellor Galatolo commended President Stanback Stroud for an outstanding and effective Summit.

College of San Mateo President Claire said the Reading Apprenticeship Program at the College has had, and will continue to have, a major impact on students; he encouraged Board members to read about the Program in his executive report. President Claire said that two former College of San Mateo baseball players faced each other in a recent Major League game; Scott Feldman, a pitcher with the Baltimore Orioles, faced Daniel Nava, a left fielder with the Boston Red Sox. Two former College of San Mateo football players also played against each other in the New England Patriots vs. New York Jets game; Julian Edelman is a wide receiver with the Patriots and Rahsaan Vaughn is a wide receiver in his rookie year with the Jets. President Claire said approximately \$1.4 million per year is awarded to student athletes and he noted that they also must be academically prepared to attend the four-year institutions. He said other students also receive scholarships that are not presented at the annual awards ceremony; he encouraged Board members to read the student success story of Gabe Denham in the executive report.

Cañada College President Buckley said the College's Math Jam Program has been named the most innovative program at the associate degree level by *Excelencia* in Education, a Washington, D.C.-based organization that promotes educational opportunities for Latinos. President Buckley said Math Jam is partly funded by Measure G and was considered an example of a community and college working together. Cañada College will receive a \$5,000 award which will be presented at a ceremony on October 1 in Washington, D.C. President Buckley and two staff members will attend the ceremony. President Buckley said the Artistry in Fashion event will be held on September 28. The Arts and Olive Festival will be held on October 6; the money raised for scholarships goes to students who have been involved in public service. President Buckley attended the William Kennett Memorial Nursing Scholarship ceremony at Sequoia Hospital last Friday. The scholarships are awarded to students who are in the Cañada College-San Francisco State University Nursing Program. Eleven students received scholarships this year.

Deputy Chancellor Keller said the District received notice of a proposed penalty for not including social security numbers when issuing Form 1098-T (Tuition Statement) to students, as required by the federal government. He said this is a national problem. The District is working with the IRS and the State Chancellor's Office to resolve the issue and to waive the proposed \$400,000 penalty. Deputy Chancellor Keller said he is a member of a statewide Baccalaureate Task

Force which is investigating whether community colleges should offer baccalaureate degrees in certain areas. The Task Force will develop a report which will be submitted to the State Chancellor who, in turn, will present a report to the Governing Board in January regarding the merits of offering the degrees. Deputy Chancellor Keller said the accreditation process in California and the west is bifurcated, as the Western Association of Schools and Colleges (WASC) accredits the four-year institutions while the Accrediting Commission for Community and Junior Colleges (ACCJC) accredits the two-year institutions. He said each uses very different standards and practices. He said the U.S. Department of Education would like one agency to accredit all institutions that offer baccalaureate degrees. Deputy Chancellor Keller said the District has heard that the Department of Education asked the ACCJC to request an expansion of its scope of authority to include accreditation of two-year institutions that offer baccalaureate degrees.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: CENTER FOR TRANSFORMATIVE TEACHING AND LEARNING (CTTL) AT SKYLINE COLLEGE (13-9-2C)**

Sarah Perkins, Vice President of Instruction at Skyline College, said the CTTL is an innovative center that provides the space and technology for faculty, staff and administrators across the College to formally and informally come together for professional development. Vice President Perkins thanked President Stanback Stroud for her support in getting the CTTL established. She also thanked Vice Chancellor José Nuñez and his Facilities group; Frank Vaskelis and Eric Raznick of the IT Department; and CTTL staff Jim Petromilli and Ricardo Flores. Vice President Perkins introduced CTTL Co-coordinators Bridget Fischer, Professor of Art, and Nina Floro, Professor of English.

Professor Fischer said the CTTL is an umbrella under which distance education, technology, teaching and learning, and professional development are combined. She said the Stewardship for Equity, Equal Employment and Diversity (SEED) was an inspiration for the CTTL, as the SEED Committee established the comprehensive framework which recommended the establishment of the Center. Innovation, technology and pedagogy are the visions of the CTTL; this supports Skyline College's mission to empower and transform a global community of learners.

Professors Fischer and Floro presented a demonstration of the CTTL's website, which contains links to an Events Calendar; Resources, such as How To's and WebAccess help; Professional Development, including new faculty orientation, conferences, information on flex days, and newsletters; Funding, providing information on funding sources for professional development activities; and Distance Education, including best practices and information for instructors who are or may want to teach online courses.

Over the last two years, the CTTL has streamed graduation ceremonies live. Instructors can also present classes live and they can be captured and stored on the Web. The CTTL is a place in which function defines space and faculty and staff can explore technology and pedagogical tools. For example, they can use an interactive wall on which slides can be projected and participants can write at the same time the image is projected. The CTTL currently uses FuzeBox which allows people to join meetings from remote locations. Mobile technologies are also utilized. The CTTL provides one-on-one help for faculty as well.

In August, a BootUp Camp was launched; it offers new faculty an orientation for the entire semester, meeting twice per month and covering topics ranging from technology to pedagogical practices. The response has been positive and at the suggestion of participants, the CTTL has offered a one-half day orientation for new adjunct faculty. The CTTL is also conducting a number of Moodle/WebAccess workshops.

The CTTL works in collaboration with other programs, including SparkPoint, the Counseling Department, Benefits Access for College Completion (BACC), Banner Training, and Structured Training for Online Teaching (STOT). Future plans include Brown Bag Hot Topics; Critical Conversations, including a link to faculty and staff who attend conferences and can share what they have learned; and Office of Planning, Research and Institutional Effectiveness (PRIE) presentations and discussions. The CTTL has equipment available for loan, including iPads and Chromebooks.

President Schwarz said she is impressed with faculty being able to share information from conferences through technology. Student Trustee Latt said the incorporation of new technology into education provides more opportunities for students to learn actively.

### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

Bailey Girard, Associated Students of College of San Mateo Senator and Advocacy Chair, said students will host a Town Hall meeting with candidates who are running for the Board of Trustees. The meeting will be held on October 15 from 12:30 to 2:00 p.m. in the Bayview Dining Room.

Nawied Amin, a member of the public, said the District does not have a compliance hotline. He said a hotline, which can be either web-based or telephone-based, would allow people to report accounting/financial issues such as embezzlement; human resources issues such as conflict of interest; IT issues such as privacy; and risk and safety issues such as unsafe working conditions. Mr. Amin distributed a document which described the San Bernardino Community College District's hotline. He said he hopes the Board will add this as a discussion item at a future meeting and as a subsequent action item. For clarification purposes, Executive Vice Chancellor Kathy Blackwood said the District has a process for anonymous reporting, which is email-based, through a link on its main web page. Vice President Miljanich asked if and how the public knows about the process. Executive Vice Chancellor Blackwood said she does not know if it has been advertised but it is easily accessible through the web page.

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-9-2A)**

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the actions in Board Report No. 13-9-2A. The motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

President Schwarz said the consent agenda consists of reports 13-9-1CA, Ratification of May and June 2013 District Warrants, and 13-9-2CA, Request for Approval of Internal Borrowing. It was moved by Trustee Mandelkern and seconded by Vice President Miljanich to approve the items on the consent agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **PUBLIC HEARING OF THE 2013-14 FINAL BUDGET (13-9-100B)**

It was moved by Vice President Miljanich and seconded by Trustee Holoher to conduct the public hearing. The motion carried, all members voting "Aye." President Schwarz declared the public hearing open at 6:54 p.m. Executive Vice Chancellor Kathy Blackwood said a public hearing is required on the Proposition 30 budget as well as the District budget; this is incorporated into the budget report. Hearing no public questions or comments, President Schwarz declared the public hearing closed at 7:00 p.m.

#### **ADOPTION OF THE 2012-13 FINAL BUDGET (13-9-101B)**

It was moved by Trustee Holoher and seconded by Trustee Mandelkern to adopt the final budget as detailed in the report. Executive Vice Chancellor Blackwood discussed the 2013-14 budget assumptions for the General Fund (Fund 1):

- Property tax increase of 6%
- Enrollment increase of 3%
- Continuing funds from the dissolution of Redevelopment Agencies (RDAs); there will also be one-time money but this is not included in the budget because the amount and timing is unknown
- Proposition 30 – new budget plus carryover from 2012-13
- Measure G – 2013-14 is the fourth year of the four-year parcel tax

Executive Vice Chancellor Blackwood said revenues from property taxes, student fees, RDA funds and non-resident tuition are expected to increase. Other Revenues/Transfers shows an increase; the largest amount is for the LocusPoint contract with KCSM-TV which will be transferred to the Restricted General Fund. The Fund 1 revenues for the 2013-14 budget total \$130,299,013, an increase of \$15,051,027 over the previous year.

Executive Vice Chancellor Blackwood said Fund 1 expenses in the 2013-14 budget show an increase in salaries and benefits due to a Cost of Living Adjustment, the addition of positions, and an increase in the cost of benefits. She said the budget is balanced, with an ending fund balance of \$6,514,950.

Executive Vice Chancellor Blackwood discussed the implications of the District achieving community-supported status (previously referred to as basic aid status). She said that the District's state revenue limit would be \$102,266,062; however, as a community-supported district, its revenues – consisting of property taxes, student fees and RDA funds – total \$115,673,179, which is \$13,407,117 more than the state revenue limit.

Executive Vice Chancellor Blackwood said the District will receive categorical funds for:

- Student Success and Support Program (formerly called Matriculation): State funding - \$50 million; District funding not yet known
- EOPS: State funding - \$15 million, District funding - \$248,321
- DSPS: State funding - \$15 million; District funding not yet known
- CalWORKS: State funding - \$7.9 million; District funding not yet known
- Scheduled Maintenance/Instructional Equipment: State funding - \$30 million; District funding - \$427,000 (50% to scheduled maintenance and 50% to instructional equipment)

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

- Accreditation – will need ongoing resources that are not built into this year's budget
- Proposition 30
- Measure G – ends in June; Colleges are working to save enough to last into a fifth year and are moving expenses back into Fund 1
- RDAs – it is unknown if and when RDAs will sell properties, resulting in revenue for the District
- KCSM-TV – with the LocusPoint agreement, the budget is balanced and no additional funds from the District are budgeted
- Lehman bad debt – the District initially lost more than \$29 million; we received a final check at the end of August, resulting in a total loss of \$11,790,000.
- Resource allocation – the current model is based on the state funding model; staff is working on a new model and hopes to have it ready for 2015-16 budgeting
- Reserves – Board had previous discussions about increasing reserves but postponed due to state funding declines; if Board agrees, staff would like to conduct a survey of districts regarding their policies and actual reserves

Trustee Mandelkern commended staff for accomplishing the Board goal to bring the KCSM-TV budget into balance.

Trustee Mandelkern asked where Measure G funds are reflected in the budget. Executive Vice Chancellor Blackwood said this is considered special revenue and is shown in Fund 6. Trustee Mandelkern asked if Measure G funds are part of the state revenue limit; Executive Vice Chancellor Blackwood said the funds are not calculated in the revenue limit.

Trustee Mandelkern asked if Proposition 30 funds are time limited. Executive Vice Chancellor Blackwood said Proposition 30 provides funds for seven years and is currently in the second year.

Trustee Mandelkern said he is pleased to see the recovery of some of the funds from the Lehman loss. He noted that the District Cash Flow Summary on page 135 of the budget report shows that less than \$100,000 is invested with the Local Agency Investment Fund (LAIF), while more than \$200 million is invested in the County Treasury. Trustee Mandelkern said the Board has previously discussed the issue of overinvesting in the County Treasury and he questioned why the investment is as large as it is. Executive Vice Chancellor Blackwood said it is partly because of the cash flow issue, i.e. the timing of the receipt of property tax payments, resulting in the inability to tie up funds in other investments. A Board discussion regarding the District's investment policy followed and it was agreed that this will be the topic for a future study session. At Trustee Mandelkern's suggestion, County Treasurer Sandie Arnott will be invited to the meeting to discuss the County's investment policy and answer questions. The Board also discussed the structural problem with the San Mateo County Treasury Oversight Committee; based on the qualifications required, no Board member is able to serve because all are considered to have conflicts of interest.

Trustee Holober said he is pleased to see the District's growth in revenue and that the District is doing more to fund post-retirement benefits. He asked if the District is receiving funding from Proposition 39. Vice Chancellor José Nuñez said the District has not yet received funds but anticipates between \$7 million and \$8 million for energy-related projects.

Trustee Holober asked if there are restrictions concerning where the money recovered from the Lehman loss can go. Executive Vice Chancellor Blackwood said it could all go into the General Fund, but the District is choosing to prorate the funds back to the areas from which they were lost.

Trustee Holober said the Board previously discussed the idea of a "rainy day" reserve. He asked if reserves can be designated for a particular purpose or if they must be undesignated. Executive Vice Chancellor Blackwood said both designated and undesignated reserves are allowed. She said the State guideline is to have a 5% reserve for general purposes. Chancellor Galatolo said a 5% reserve would carry the District for only two to three weeks. Trustee Mandelkern suggested that the Board discuss the issue of reserves at the same meeting at which they discuss the investment policy; all Board members agreed with this suggestion.

Vice President Miljanich said she appreciates the succinct and informative narrative in the budget report. Executive Vice Chancellor Blackwood credited District Budget Officer Rachele Minong for her work on the report.

Student Trustee Latt asked how growth fits into allocations to the Colleges. Executive Vice Chancellor Blackwood said allocation is addressed on pages 104 and 105 of the budget report. She said one of the driving factors determining allocations is growth. She said the District may want to look at other ways of allocating funds. Trustee Holober asked if service and maintenance is still shown as a District expense or if it is moved to the Colleges. Executive Vice Chancellor Blackwood said it is included as a centralized cost in District Office Facilities. Trustee Holober said there would be value in having a breakdown by College because the public might believe all of the funds are spent in the District Office. Executive Vice Chancellor Blackwood said she will prepare an information report showing the breakdown.

President Schwarz said that recouping 40% of the Lehman loss was a positive accomplishment. She said she agrees that more discussion is needed regarding investments and reserves. President Schwarz asked how much the restoration of funding for DSPS, EOPS and CalWORKS makes up for the previous cuts to these programs. Jennifer Hughes, Vice President of Student Services at College of San Mateo, said the District is receiving close to 80% of what it was receiving in 2007-08.

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

**APPROVAL OF CONTRACT AWARD FOR ONLINE MATRICULATION MATERIALS FOR ORIENTATION/ADVISING, EDUCATION PLANNING, FINANCIAL AID LITERACY AND COLLEGE SUCCESS (13-9-102B)**

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

**AUTHORIZATION FOR USE OF CMAS CONTRACT WITH IBM CORPORATION AND CHOUINARD AND MYHRE, INCORPORATED FOR PURCHASE OF SERVERS AND STORAGE (13-9-103B)**

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve use of the CMAS contract as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF CONTRACT FOR DISTRICTWIDE ATHLETIC FIELD REPLACEMENT (13-9-104B)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the contract as detailed in the report. Trustee Mandelkern noted that the initial awards were given to Hellas Sports Construction for the College of San Mateo football field and to Turff Tarkett for the Skyline College lower soccer field. He said the recommendation now is to award the contract to Hellas for replacement of soccer fields at Cañada College and Skyline College. He asked if a bid was received from Turff Tarkett as well as Hellas. Vice Chancellor Nuñez said bids were received from both companies and both were for synthetic fields. He said the issue was performance, i.e. playability and sustainability of products. He said the soccer coaches at the Colleges indicated a preference for the fields provided by Hellas. Trustee Mandelkern said the Board is typically provided information on all bids. Chancellor Galatolo said the Hellas bid was not the least expensive but it is difficult to compare prices on this project because the approaches are fundamentally different in terms of playability, composition and temperature. He said Hellas offers the only 100% natural fill available; the fill is

recyclable, UV resistant and odorless. Vice Chancellor Nuñez said the temperature issue was a major factor in the coaches' recommendation. He said conventional fill contains rubber that holds significant levels of heat, resulting in playing field temperatures that can be more than 30-60 degrees higher than ambient temperature. Vice Chancellor Nuñez said the two fields that were installed over the summer were practice fields, providing the opportunity to compare the two in terms of playability. Trustee Mandelkern asked if there had been adequate time to evaluate the two fields. Chancellor Galatolo said that other installations were examined, after which all of the coaches and athletic directors recommended Hellas Construction.

Trustee Holober said there were substantial savings in water with the initial switch to synthetic fields but this has to be offset with replacement costs. Vice Chancellor Nuñez said there are other cost savings, such as maintenance and pesticide expenses. He said the synthetic fields are also used more and can bring in revenue through rental of the fields.

President Schwarz said it would have been helpful to have a cost comparison and asked that this be provided in the future. Chancellor Galatolo said future recommendations will include this information.

After this discussion, the motion carried, all members voting "Aye."

### **COMMUNICATIONS**

President Schwarz said that since the last regular Board meeting, the Board received two emails thanking them for their support of the students at Mills High School whose Advancement Placement test scores were invalidated, and one email from a student regarding course substitution. A letter was sent on behalf of the Board to Chancellor Helen Benjamin of the Contra Costa Community College District expressing sympathy on the death of Trustee Sheila Grilli.

### **STATEMENTS FROM BOARD MEMBERS**

Vice President Miljanich said she and President Schwarz attended a workshop supported by the San Mateo County Board of Supervisors to help members of the community learn how to draw district lines. She said there is a free redistricting website for the County that allows people to draw maps and boundaries, including communities of interest. Vice President Miljanich said the workshop was helpful as the Board continues the process of considering district elections. She will provide the link to the website to all Board members.

Trustee Mandelkern said the District Opening Day event was positive and upbeat. He said State Chancellor Brice Harris made a good presentation and was able to visit each campus. Trustee Mandelkern said he will miss the study session on October 9 as he will be out of the country.

Student Trustee Latt said he attended the Student Trustee Workshop and learned a great deal about the role of the board and the student trustee. He also attended the Student Success Summit. Student Trustee Latt said the Colleges' welcome weeks were successful. He said the District Student Council unanimously approved their new bylaws yesterday; the final document will be presented to the Board as an information item at a future meeting. Student Trustee Latt said students are excited about the upcoming election and each College will be involved in voter registration activities.

President Schwarz said that shortly after the recent study session on sustainable practices, she read an article reporting that Ecotality, a maker of electric car charging stations, declared Chapter 11. Vice Chancellor Nuñez said that the District's electric car charging stations are made by Schneider Electric. President Schwarz said she attended the convocation at Cañada College and said it is a good way to begin the semester. She also attended the Success Summit at Skyline College; she said it was a wonderful event and she applauds the Skyline College President's Council for supporting it. President Schwarz thanked Pacific Dining for providing the water and recyclable cups for the meeting tonight.

### **RECESS TO CLOSED SESSION**

President Schwarz said that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, (2) conduct public employee performance evaluations as listed on the printed agenda, and (3) conduct a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

President Schwarz said the next meeting of the Board will be a Study Session on October 9 at 6:00 p.m. at Cañada College, Building 3 (main theatre), Room 142.



The Board recessed to Closed Session at 8:25 p.m. and reconvened to Open Session at 10:50 p.m.

**CLOSED SESSION ACTIONS TAKEN**

President Schwarz reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 4-0 to approve the items listed as 1A and 1B.

**ADJOURNMENT**

It was moved by Vice President Miljanich and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:54 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 9, 2013 meeting.

Patricia Miljanich, Vice President-Clerk

**BOARD REPORT NO. 13-10-1A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations, (650) 358-6767

**APPROVAL OF PERSONNEL ITEMS**

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

**A. REASSIGNMENT**

**College of San Mateo**

**Niruba Srinivasan** Registrar Admissions & Records

Reassigned through the hiring process from a full-time Program Services Coordinator, Degree Audit position (Grade 27 of Salary Schedule 60) into this full-time, 12-month position at Grade 189E of the Classified Professional/Supervisor (Exempt) salary schedule (35), effective October 1, 2013.

**B. LEAVE OF ABSENCE**

**Skyline College**

**Karla Mendez** Office Assistant II (Evening Office) Instruction Office

Recommend approval of a pregnancy disability leave of absence, effective September 1, 2013, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of 12 calendar months of leave.

**Melissa Matthews** DSPS Counselor/Coordinator Counseling Services

Recommend approval of a pregnancy disability leave of absence, effective September 23, 2013, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of 12 calendar months of leave.

**Liza Erpelo** Assistant Professor (English) Language Arts/Learning Resources

Recommend approval of a pregnancy disability leave of absence, effective October 21, 2013, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of 12 calendar months of leave.

**District Office**

**Patty Della Bona** Project Director Human Resources

Request extension of approval of a medical leave of absence from October 13, 2013 through December 31, 2013 without pay and without benefits. The previous request for extension of medical leave of absence was Board approved on June 17, 2013.

**C. SHORT-TERM, NON-CONTINUING POSITIONS**

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Vice President of Student Services/DRC	1	10/10/2013	6/30/2014	<b>Instructional Aide II:</b> Convert textbooks to Alt Media format due to a significant increase in need.
CSM	Vice President of Instruction	1	10/10/2013	6/30/2014	<b>Staff Assistant:</b> Provide information regarding office services, curriculum software, operating policies and procedures; use of software to perform various functions; compose agendas and minutes; order supplies; and perform other related duties as assigned.
CSM	Vice President of Instruction (Honors Project)	1	10/10/2013	12/31/2013	<b>Office Assistant II:</b> Process faculty contracts, stipend forms, student rosters, and student eligibility for the Honors Project.

**BOARD REPORT NO. 13-10-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor – Human Resources & Employee Relations,  
358-6767

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO, LOCAL 829, COUNCIL 57**

Negotiations on a renewed collective bargaining agreement were recently concluded with AFSCME, AFL-CIO, Local 829, Council 57, and a Tentative Agreement was ratified by AFSCME membership on September 5, 2013. The Tentative Agreement (see attached) is now submitted to the Board of Trustees for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829, Council 57.

## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Tentative Agreement Between the District and the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local 829, Council 57

September 11, 2013

1. Three year agreement July 1, 2013 through June 30, 2016.
2. Wage increases as follows:
  - 3.25% effective July 1, 2013
  - 2.00% effective July 1, 2014
  - 2.00% effective July 1, 2015
3. If the assessed valuation of property, as determined by the San Mateo County Assessor's Office Local Combined Roll prepared by the County Assessor's Office, increases by more than 3% for 2014-15 or by more than 3% for 2015-16, 60% of the assessed valuation increase above 3% will be added to the 2.0% compensation increases stated above effective with the beginning of the fall semester of that year. In no case shall the total increase for each year exceed 4.5% above the 2% noted in number 2 above. For example, if the assessed valuation increases 8.0%, then 60% of the 5%, i.e. 3.0%, will be added to the 2% of the given year.

The dates for measuring the assessed valuation to determine the calculation above are as follows:

For 2014-15 – July 11, 2014  
For 2015-16 – July 10, 2015

4. Increase medical cap as follows effective 1/1/2014:
  - Single: \$50.00 per month
  - 2 Party: \$75.00 per month
  - Family: \$100.00 per month

Medical Cap increases for 1/1/2015 and 1/1/2016 shall be negotiated as soon as medical rates for those years are provided to the District from PERS.

5. All previously agreed upon tentative agreements attached.

- 2.7** The Employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.
- 5.6** **ALTERNATE SHIFT:** A new shift, mid-day to mid-evening, shall be established as the need arises. This shift will be available to all categories of employees. Any employee assigned to such shift will either not work alone or will be provided adequate means of communicating with others on campus (e.g., two-way radio); new shift assignments will apply to volunteers from among existing employees. A shift differential of 5% shall apply when a shift is a minimum of four (4) hours or more and starts at 4:30 p.m. or later.
- 8.2.4** **Backhoe Differential:** A member of the unit who is not classified as a Lead Groundskeeper, and who is assigned to operate the backhoe will be paid a 10% hourly wage differential for the duration of the time worked operating the backhoe. A minimum of one hour will be paid for each of these occasions.
- 8.3** **OUT OF CLASS PAY:** When out of classification assignments to a higher level position continues for five (5) or more consecutive working days, the employee's salary shall be adjusted upward for the entire period he or she is required to work out of classification in such amount as will reasonably reflect the duties he/she is required to perform outside his/her normal assigned duties. If an employee is assigned the duties of the higher-level position, the employee will be assigned detail pay for those duties that are inconsistent with his/her normal assignment.
- 8.3.1** Step placement on a higher salary range will be at the lowest step that results in an increase of at least five percent (5%). If no step will result in a five percent (5%) increase, the employee will be placed on the highest step of the new range.
- 8.4** **LONGEVITY SERVICE INCREMENTS:** Effective July 1, 2013, members of the unit beginning eight (8), twelve (12), sixteen (16), twenty (20), twenty-four (24) and twenty-eight (28) continuous years with the District will be granted monthly long-service increments based on the schedule below. An employee will be eligible for the increment on the appropriate employment anniversary date. Percentage Longevity Service Increments will be calculated based on the employee's base regular salary, excluding differentials, overtime, or any other stipends.

<b><u>Beginning Year</u></b>	<b><u>Monthly Percentage Increment</u></b>
Eight (8)	2.25%
Twelve (12)	3.25%
Sixteen (16)	5.75%
Twenty (20)	7.50%
Twenty-four (24)	10.25%
Twenty-eight (28)	11.50%

- 9.15** The District will contract with the Public Employees Retirement System (PERS) to provide the 2% at 55 retirement plan for miscellaneous employees with a 7% employee contribution.
- Effective January 1, 2013 the Public Employees' Pension Reform Act (PEPRA) requires new miscellaneous employees to enroll in the 2% at 62 retirement tier with pension calculated on the average highest compensation over a consecutive 36-month period. This new retirement tier applies only to a new member of PERS. A new member is a) someone who has never been in PERS or a reciprocal retirement system or b) someone previously in PERS or a reciprocal retirement system, but who has a gap of at least six months since being covered by any of those pension systems. New members on the 2% at 62 plan will pay 50% of the normal cost of their pension as determined by PERS. Normal cost is the present value of the increase in the retirement benefit attributable to the current year. Employees covered by PERS prior to January 1, 2013 are designated as classic members by PERS.

**BOARD REPORT NO. 13-10-3A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor – Human Resources & Employee Relations,  
358-6767

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE DISTRICT AND THE AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493**

Negotiations on a renewed collective bargaining agreement were concluded with AFT, Local 1493 on September 11, 2013, and an Agreement was ratified by AFT membership on September 27, 2013. The Agreement (see attached) is now submitted to the Board of Trustees for approval.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept and approve the attached agreement between the District and the American Federation of Teachers (AFT), Local 1493.



## SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Tentative Agreement between the District and the American Federation of Teachers (AFT), Local 1493

September 11, 2013

1. Three year agreement July 1, 2013 through June 30, 2016.
2. Wage increases for all full and part-time faculty as follows:
  - 3.25% effective August 19, 2013
  - 2% effective with the beginning of the fall semester 2014
  - 2% effective with the beginning of the fall semester 2015

Increase Step 11 of the Part Time salary schedules by 1.0% effective 8/19/13.
3. If the assessed valuation of property, as determined by the San Mateo County Assessor's Office Local Combined Roll prepared by the County Assessor's Office, increases by more than 3% for 2014-15 or by more than 3% for 2015-16, 60% of the assessed valuation increase above 3% will be added to the 2.0% compensation increases stated above effective with the beginning of the fall semester of that year. In no case shall the total increase for each year exceed 4.5% above the 2% noted in number 2 above. For example, if the assessed valuation increases 8.0%, then 60% of the 5%, i.e. 3.0%, will be added to the 2% of the given year.  
  
The dates for measuring the assessed valuation to determine the calculation above are as follows:  
  
For 2014-15 – July 11, 2014  
For 2015-16 – July 10, 2015  
  
AFT determines how to allocate the additional compensation increase between full and part time faculty.
4. Increase medical cap as follows effective 1/1/2014:
  - Single: \$50.00 per month
  - 2 Party: \$75.00 per month
  - Family: \$100.00 per month

Medical Cap increases for 1/1/2015 and 1/1/2016 shall be negotiated as soon as medical rates for those years are provided to the District from PERS.

Increase part time faculty medical reimbursement \$100 per semester for a total reimbursement of \$600.00 per semester effective January 1, 2014.
5. Previous tentative agreement on Article 7.11, Flex Day Obligations.
6. The District agrees to re-open negotiations on two non-economic items identified by AFT in 2014-15 and 2015-16.

**7.11** **FLEX DAY OBLIGATIONS:** The District academic calendar may contain flex (staff development) days. The following provisions shall apply:

**7.111** Faculty members on a regular academic year contract shall participate in such flex days as part of their basic assignments. Regular faculty will be expected to participate in flex day activities for five (5) hours per flex day.

**7.11.2** Part-time faculty members shall participate in flex activities as part of their basic assignments if the flex day falls on a scheduled workday. For example, if a part-time faculty member normally holds a class on a Monday and that day is a scheduled flex day and thus his/her normally scheduled class(es) is/are not held, the part-time faculty member who participates in the College flex activities, shall receive regular pay for the normal student contact hours that would have been worked that day. **Those part-time faculty members identified above can elect to participate in a college-approved flex activity on an alternative day other than the College-designated flex day, show written verification of the activity, and receive regular pay for up to the normal student contact hours that the part-time faculty member is scheduled to teach on that day of the week. Requests for approved flex day pay, must be submitted by the last day of final exams of the semester in which the flex activity occurred.** Other part-time faculty members may voluntarily participate in flex activities but shall not receive pay for such activity **if the activity occurs on a day when the faculty member is not teaching.**

**BOARD REPORT NO. 13-10-4A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor – Human Resources & Employee Relations,  
358-6767

**APPROVAL OF WAGE ADJUSTMENT FOR ALL NON-REPRESENTED EMPLOYEES**

A meeting was held with non-represented classified staff and managers to discuss wage adjustments negotiated with the American Federation of Teachers, Local 1493 and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 829, Council 57. The District announced that it would be providing the same increases to all non-represented employees as indicated below.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the recommendation by the non-represented employees and approve the adjustment to wages effective July 1, 2013 and adjustments to the medical cap as specified below. This adjustment is commensurate with the compensation increases negotiated by the American Federation of Teachers, Local 1493 and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 829.

1. Wage increases as follows:
  - 3.25% effective July 1, 2013
  - 2.00% effective July 1, 2014
  - 2.00% effective July 1, 2015
  
2. If the assessed valuation of property, as determined by the San Mateo County Assessor's Office Local Combined Roll prepared by the County Assessor's Office, increases by more than 3% for 2014-15 or by more than 3% for 2015-16, 60% of the assessed valuation increase above 3% will be added to the 2.0% compensation increases stated above effective with the beginning of the fall semester of that year. In no case shall the total increase for each year exceed 4.5% above the 2% noted in number 2 above. For example, if the assessed valuation increases 8.0%, then 60% of the 5%, i.e. 3.0%, will be added to the 2% of the given year.

The dates for measuring the assessed valuation to determine the calculation above are as follows:

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3. Increase medical cap as follows effective 1/1/2014:

Single: \$50.00 per month  
2 Party: \$75.00 per month  
Family: \$100.00 per month

Medical Cap increases for 1/1/2015 and 1/1/2016 shall be discussed as soon as medical rates for those years are provided to the District from PERS.

San Mateo County Community College District

October 9, 2013

**BOARD REPORT NO. 13-10-1C**

**ACCREDITATION OVERVIEW**

**There is no printed board report for this agenda item.**