

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

August 17, 2016

Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.

District Office Board Room

3401 CSM Drive, San Mateo, CA 94402

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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5:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Real Property Negotiator Regarding Disposition of Property and Terms of Payment
Property: Parcel of Land on Skyline College Campus
Negotiating Parties: Ron Galatolo, Barbara Christensen, Tom Shannon, Eugene Whitlock
2. Conference with Labor Negotiator
Agency Negotiator: Eugene Whitlock
Employee Organizations: AFT, AFSCME and CSEA
3. Conference with Legal Counsel Regarding One Case of Existing Litigation:
Grigorescu vs. San Mateo County Community College District, Case # CIV 536764, San Mateo County Superior Court
4. Public Employee Discipline, Dismissal, Release

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order

Roll Call

DISCUSSION OF THE ORDER OF THE AGENDA

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

MINUTES

16-8-1 [Approval of the Minutes of the Meeting of July 27, 2016](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

16-8-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

16-8-100B [Approval of Response to the 2015-2016 Civil Grand Jury Report on Safety, Security, and Emergency Preparedness on the San Mateo County Community College Campuses](#)

INFORMATION REPORT

16-8-1C [The Impact of Race and Class on Equity, Opportunity and the Educational Process](#)

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

ADJOURNMENT

**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

BOARD REPORT NO. 16-8-1A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel, (650) 358-6883

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT

None

B. PUBLIC EMPLOYMENT

1. New Hires

Cañada College

Christine Langley Radiologic Technology Clinical Coordinator/Instructor Science & Technology

New temporary academic employment, effective August 15, 2016, replacing Pamela Jones.

Ashley Peltz Athletic Trainer Athletics, Kinesiology, Dance,
Library and Learning Resources

New part-time (48%), 12-month classified employment, effective August 1, 2016. This is a new position that was Board approved on May 11, 2016.

Kathryn Kohut Program Services Coordinator Counseling
(International Education)

New full-time, 12-month classified employment, effective July 28, 2016. This is a new position that was Board approved on May 11, 2016.

Leticia Madrigal Career Resources Aide Counseling

New part-time (48%), 12-month classified employment, effective July 1, 2016, replacing Jessica Boyle.

Henry Guevara Shipping & Receiving Clerk Operations

New part-time (48%), 12-month classified employment, effective August 1, 2016. This is a new position that was Board approved on May 11, 2016.

Celeste Kidd Instructional Aide II (Disability Resource Center) Vice President of Student Services Office

New full-time, 10-month classified employment, effective August 1, 2016. This is a new position that was Board approved on June 8, 2016.

College of San Mateo

Robert Baden English Instructor Language Arts

New Contract I status academic employment, effective August 15, 2016, replacing Autumn Newman.

Roxana Rugliancich Counselor Counseling

New Contract I status academic employment, effective August 15, 2016. This is a new position that was Board approved on June 22, 2016.

District Office

Maria Aquino Document Management Specialist (Measure H) Facilities

New full-time, 12-month temporary classified employment, effective August 15, 2016. This is a new position that was Board approved on November 24, 2014.

Skyline College

Regina Mitchell Cosmetology Instructor Business, Education & Professional Programs

New Contract I status academic employment, effective August 15, 2016, replacing Lauri Biagi.

Steven Trinh Admissions & Records Assistant III Enrollment Services

New full-time, 12-month classified employment, effective July 18, 2016, replacing Heather Thornton.

Robyn Ledesma Cosmetology Program Assistant Business, Education & Professional Programs

New full-time, 12-month classified employment, effective August 9, 2016. This is a new position that was Board approved on June 8, 2016.

2. Re-Employment**Cañada College**

Melissa Alforja Coordinator/Counselor Counseling

Recommend approval of an extension for a temporary, categorically-funded academic position (10-month), effective Fall Semester 2016 through Spring Semester 2017. The position was originally Board approved on September 11, 2013.

C. REASSIGNMENT THROUGH THE HIRING PROCESS**College of San Mateo**

Maggie Barrientos Child Development Center (Master Teacher) Student Services

Reassigned from a full-time, 10-month Child Development Center (Teacher) position (Grade 16 of the Classified Salary Schedule 60) into this full-time, 10-month position at Grade 22 of the same salary schedule, effective August 10, 2016.

Skyline College

Martin Marquez Admissions & Records Assistant III Enrollment Services

Reassigned from a full-time, 12-month Office Assistant position (Grade 18 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 24 of the same salary schedule, effective July 18, 2016.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. CHANGES IN STAFF ALLOCATION**District Office**

1. Recommend a change in grade for the Campus Facilities Operations Technician position classification from grade 24A of the Classified Salary Schedule (60) to grade 31A of the same salary schedule, effective January 1, 2016. In addition, recommend that the assignments of the incumbents Alexandra Degai, Tatiana Degai and Pamela Emmons be adjusted accordingly, effective January 1, 2016.

Skyline College

2. Recommend a change in staff allocation to decrease a 11-month Storekeeper position (2C0115) in the Cosmetology/Wellness Department from full-time (100%) to part-time (48%), effective August 18, 2016.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Carolyn Jung

Professor

Business, Design and Workforce

Retired as Professor Emerita, effective June 30, 2016 with 18 years of service. Not eligible for District retiree benefits.

2. Resignation

Cañada College

Christopher Brandin

Staff Assistant

Student Services

Resigned effective August 4, 2016.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. 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 College	Athletics	17	08/01/2016	06/30/2017	Assistant Coaches: Need 17 positions to cover: Men's Soccer (3 positions), Women's Soccer (3 positions), Women's Volleyball (2 positions), Men's Basketball (2 positions), Women's Golf (1 position), Women's Tennis (1 position), and Men's Baseball (5 positions)

Cañada College	Enrollment Services/Financial Aid	1	08/01/2016	12/31/2016	Financial Aid Assistant: The front service counter and phones require a consistent staff member capable of providing professional support and assistance to meet the needs of our low income and at-risk student populations. With increasingly complex eligibility requirements for federal and state financial aid programs, the use of student employees to staff this high volume service area and support the technicians is not adequate. Other staff cannot be reassigned to cover the front office without disrupting other core functions.
College of San Mateo	Student Services/DSPS	1	08/17/2016	12/31/2016	Office Assistant II: Assist with the growing needs of students in DSPS. Also assist with office coverage during peak times.
Skyline College	Student Services/Workability III	1	07/01/2016	12/31/2016	Program Services Coordinator: Need for a temporary coordinator for the Workability III Program.

BOARD REPORT NO. 16-8-100B

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: José D. Nuñez, Vice Chancellor, Facilities Planning & Operations, 358-6836
Bill Woods, Director of Public Safety, 358-6840

**APPROVAL OF RESPONSE TO THE 2015-2016 SAN MATEO COUNTY CIVIL GRAND JURY
REPORT ON SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS ON THE SAN
MATEO COUNTY COMMUNITY COLLEGE CAMPUSES**

On July 5, 2016, the 2015-2016 San Mateo County Civil Grand Jury released a report entitled “Safety, Security, and Emergency Preparedness on the San Mateo County Community College Campuses.” The report identified four recommendations and a request for responses to each recommendation from the San Mateo County Community College District Board of Trustees. On Wednesday, July 27, 2016, Vice Chancellor of Facilities Planning, Operations and Public Safety José Nuñez and Director of Public Safety Bill Woods met with the Board of Trustees for guidance in drafting the response to the Grand Jury. The attached document incorporates guidance from the Board of Trustees and provides the District’s response to the recommendations.

RECOMMENDATION

It is recommended that the Board approve and submit the response to the 2015-2016 San Mateo County Civil Grand Jury Report on Safety, Security, and Emergency Preparedness on the San Mateo County Community College Campuses.

July 11, 2016

Honorable Leland Davis, III
Judge of the Superior Court
c/o Court Executive Office
Hall of Justice and Records
400 County Center
Redwood City, California

Re: 2015-2016 Grand Jury Safety, Security, and Emergency Preparedness on the San Mateo County Community College Campuses Report

Dear Judge Davis,

With great interest and appreciation we have read, reviewed, and discussed the 2015-2016 Grand Jury report addressing the questions “How well is the San Mateo County Community College District providing for the safety of students, faculty, and staff? Are comprehensive plans in place for a major emergency or threat on the three San Mateo County Community College campuses?” Our responses to both the report findings and recommendations pertaining to the matters under control of the District and at each of our Community Colleges are as follows:

Findings:

- F1. A Trustees' Campus Safety Study is underway that will gather research and best practices in campus safety, and review structure, policies, and procedures on campus including addressing the issue of arming campus Public Safety Officers. The report is due year-end 2016.

Response:

We agree with the finding.

- F2. In an emergency, unarmed Public Safety Officers must contact local police for assistance.

Response:

Our Public Safety Officers, most of whom are POST-certified and many of whom have prior law enforcement experience, are properly trained and prepared to all emergencies. We note that not all emergencies require local law enforcement involvement; for example, medical, fire or mental health emergencies. If an armed presence or other expertise is necessary, we immediately contact local law enforcement.

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F3. Interviewees reported inconsistent mobile phone coverage on all three of the SMCCCD campuses.

Response:

We agree with the finding.

F4. The San Mateo County Community College District does not have a 911- dispatch office.

Response:

We agree with the finding and explicitly note that the District does not provide 911 services; 911-services are provided by the jurisdictions in which we operate.

F5. Only one or two radio(s) per campus are compatible with local law enforcements' radio system. If a Public Safety Officer encounters a crisis situation and is not carrying this special radio, emergency response time is likely increased.

Response:

We agree with the finding of the number of radios that local law enforcement agencies have provided to our District Public Safety Department Officers. The Public Safety Director has ordered that one officer on each campus carry the law enforcement radio on his or her person during the hours that the campuses are occupied. In the event of a crisis situation, the officer will have direct radio communication to law enforcement.

F6. Training between campus security and local law enforcement is not routinely conducted.

Response:

We agree with the finding and have identified the frequency of training between District, faculty, staff and students interacting with first responder organizations as an area for continual attention and improvement.

F7. On-campus emergency preparedness drills including lockdown drills for student, faculty, and staff are conducted throughout the year.

Response:

We agree with the finding.

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F8. Student orientation does not include comprehensive information on safety awareness and emergency crisis protocols.

Response:

We agree with the finding.

Recommendations:

R1. SMCCCD Trustees should direct the District Security Director to review options for improving direct communications between campus security and local law enforcement. This may include implementing a common communications system, developing a campus-specific or district-wide dispatch system, working with local mobile phone carriers to deal with “dead spots,” or another method(s) to eliminate unnecessary delays. An improved system should be operational by July 31, 2017.

Response:

The District is largely satisfied with direct communications and relationships between campus security and local law enforcement organizations that provide services to us and support our operations. In support of these relationships, the District has entered into MOUs with each local law enforcement organization that provides services to our three campuses. We believe that, when considering how well the San Mateo County Community College District is providing for the safety of students, faculty, and staff, the same can be said of our relationships with fire departments, emergency medical service providers and emergency managers countywide. Nonetheless, we believe that providing for the safety of students, faculty and staff is a matter that merits deliberate and specific continuous attention. We can trace our emergency response planning efforts to pre-2001. Since 2014, the District has retained an Emergency Management Professional to provide emergency management training and related services.

The current District Security Director and his predecessor have both worked to develop excellent relationships between our Public Safety Department and state and local law enforcement, fire departments, emergency medical service providers and emergency managers countywide. We embrace these open and constructive relationships. In addition, we support the improvement of cellular communications provider systems as they benefit emergency notifications to the first responder community through mobile phones on District properties. We note that the cellular communications provider systems themselves extend beyond the control of the District.

Nonetheless, we believe that the in-progress Public Safety Study that is underway will gather research and lead us toward additional best practices in campus safety, while

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reviewing structure, policies, and procedures on campus. We believe that the Public Safety Study will address mitigation strategies including the use of current technology, and the direct and indirect liabilities associated with such mitigation strategies.

The SMCCCD Department of Public Safety is in the process of purchasing a new UHF digital radio system. The District anticipates the system will be in place by December 31, 2016. This system will provide interoperability with law enforcement and other first responders directly. With signed letters of agreement with each of the SMCCCD jurisdictional law enforcement agencies (San Mateo County Sheriff's Office, San Mateo Police Department and San Bruno Police Department) the new radio system will be programmed with frequencies from each of the agencies. The agencies, in turn, will have the SMCCCD DPS frequency available to be programmed in their respective radios. In emergency situations, this will allow immediate direct radio communications and will eliminate the necessity of making a phone call to police call-takers, who forward the information to dispatch which increase in response time.

In the short term, the San Mateo Police Department has provided a police radio to the College of San Mateo. This will now allow officers on all campuses in the District to have direct radio communications with their respective law enforcement jurisdictional agencies until the new system is in place. One officer on each campus will carry their respective police radio on their person during the hours that our campuses are occupied with students and/or staff.

The District is also researching options for either an on-site or off-site dispatch system. This will allow officers to communicate with a dispatcher who will answer telephone calls for service and immediately dispatch officers. The dispatcher will also take over the responsibility of making calls for officers when they are busy dealing with incidents. The dispatcher will provide this service to all campuses and will allow officers to spend more time in the field on patrol. This system will be in place by July 31, 2017.

Another example of our deliberate and specific continued attention to improving direct communications between each campus and local first responders would include a new phone system scheduled for our campuses starting this month. The new system allowed us to implement an improved e911 system. We view improvement inferred in your recommendation as more of an on-going process than the implementation of a single system by July 31, 2017.

R2. SMCCCD Trustees should direct the District Security Director to develop a comprehensive training plan incorporating all regular and any new intra-campus and inter-campus safety exercises and training events. This plan should be published by October 31, 2016, and reviewed/updated on at least an annual basis.

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Response:

In 2014, the District retained an emergency preparedness consultant to provide a range of emergency management training and related services, including the development of a five-year Training and Exercise Plan (TEP) for Emergency Management. The plan is considered a living document that is reviewed monthly, updated as needed, with an additional year added annually. The purpose of the plan is to guide the District's overall priorities relative to on-going emergency management training and exercises. In it, training identified priorities are documented and linked to corresponding core capabilities, which are intended to increase knowledge, skills and abilities. Identification of training priorities are based upon existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors in the realm of emergency management at institutions of higher education. Our plan identifies the training and exercises that will help build and sustain the core capabilities needed to address emergency management training and exercise program priorities throughout the District.

Our program priorities for the multi-year training plan began with a baseline of recommended training coursework for the higher education field prescribed in the Disaster Resistant California Community Colleges (DRCCC) Project. The baseline training addresses National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS) Training Requirements from the Governor's DRCCC Task Force and the Governor's Office of Emergency Services showing specific training requirements for each higher education job category.

R3. SMCCCD Trustees should direct the District Security Director to develop a plan to implement an annual large-scale training exercise coordinated and conducted between campus security, local law enforcement, and other regional emergency response agencies. This plan should be completed by March 31, 2017, and the exercise held by September 30, 2017.

Response:

The five-year Emergency Management TEP described in response to the recommendation R2 includes all levels of the training and exercise continuum prescribed by the US Department of Homeland Security, Federal Emergency Management Agency, Homeland Security Exercise and Evaluation Program (HSEEP). Our 2016 exercises were conducted in May and June with a focus on either a catastrophic earthquake or severe weather incidents that notionally had an adverse impact on District operations. The three 2016 exercises included representatives from the American Red Cross, San Bruno Police and Fire Departments, San Mateo County Sheriff's Area Office of Homeland Security, San Mateo Police Department, California Highway Patrol and the San Mateo County Sheriff's Office. Scheduling conflicts did not allow the San Mateo Fire Department, Woodside Fire

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Protection District and the San Francisco County Sheriff's Department to accept the invitations to attend the exercises relative to their jurisdictions.

The District provides multiple modes of emergency preparedness and management training to staff, faculty and students. Lockdown/Barricade drills are unannounced simulated campus-wide emergencies. Emergency details and directions are sent out via email, SMS text via AlertU which is a cell phone based system and the Emergency Announcement System (EAS) which broadcasts emergency information over a campus-wide public address system. These redundant emergency notification systems ensure the quickest and most direct communication with all members of our campus communities.

Each year the District takes part in the California Great Shakeout earthquake drill, a simulated earthquake in which all occupants of the District properties are directed to drop, cover and hold on. In addition, the District takes advantage of the drill to incorporate an evacuation to designated assembly areas.

Campus Crisis Workshops are one hour-long training sessions open to all staff, faculty and students. These trainings are offered several times each year at all campuses, scheduled at different times of the day. Some are held at scheduled department meetings for convenience. Participants discuss various types of emergencies and how to react to them in alignment with San Mateo County's Big Five Immediate Action Response Protocol. Responses such as Shelter in Place, Drop, Cover and Hold On, Secure Campus, Lockdown/Barricade and Evacuations are presented. Principles of the physical campus and personal security are also discussed.

On a rotating basis, administrators at each campus and the District Office are brought together for Tabletop Training Exercises (TTX) during the Fall and Spring semesters. The most recent exercises took place at each campus during the months of May and June, 2016. The District's emergency management consultant develops a disaster scenario which necessitates the activation of the campus Emergency Operations Center (EOC). Role play takes place and personnel, assuming various roles pursuant to the Incident Command System (ICS) respond to the simulated emergency and manage various situational updates that are presented throughout the exercise. These exercises emphasize continuity of operations. Representatives from local law enforcement, fire, American Red Cross and the San Mateo County Office of Emergency Services are invited to participate to lend support and share their knowledge with the exercise participants.

R4. SMCCCD Trustees should direct the District Security Director to review safety awareness and emergency protocol/procedure information provided at student orientation and make any improvements deemed necessary. This should be completed in time for the beginning of the 2016 Fall Quarter.

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Response:

The District currently provides a significant amount of emergency preparedness information on its website, including videos on active shooter response, heart attack/AED, earthquake response and Run. Hide. Fight. There is an Emergency Response Guide, which outlines appropriate responses for various types of emergencies, evacuation maps, emergency notification systems and the Big Five Immediate Action Response Protocol.

At the beginning of the Fall Semester, the Public Safety Department will work with Admissions and Records and Student Government in directing students to the emergency preparedness information on the District's website and the distribution of Big Five Immediate Action Response Protocol documents. Beginning in the Spring Edition this information will also be included in each of the three College Catalogs.

In conclusion, the District appreciates the work of the San Mateo County Civil Grand Jury and we look forward to continuing our work with all of our college community and all first responder partners in providing for the safety of students, faculty, and staff to those we serve in San Mateo County.

Sincerely,

Dave Mandelkern
President, Board of Trustees

BOARD REPORT NO. 16-8-1C

**THE IMPACT OF RACE AND CLASS ON EQUITY, OPPORTUNITY AND THE
EDUCATIONAL PROCESS**

There is no printed board report for this agenda item.

**The discussion will be facilitated by Dr. Mark Figueroa, Associate Provost
and Assistant Professor at Lewis & Clark College.**