

## **MINUTES**

**February 24, 2007**

**San Mateo, California**

The meeting was called to order at 9:15 a.m.

Board Members Present: President Hausman, Vice President-Clerk Holober, Trustees Mandelkern, Miljanich and Schwarz, and Student Trustee Young

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline President Morrow, CSM President Claire, Cañada Interim President Mohr, and District Academic Senate President Kapp

Pledge of Allegiance

### **DISCUSSION OF THE ORDER OF THE AGENDA**

None

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

None

### **NEW BUSINESS**

President Hausman announced that there was a request to add the following item to the agenda:

07-2-9C – Protocol and Board Role at Major Public Events and Ceremonies

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the addition. The motion carried, all members voting "Aye."

### **REVIEW THE PROGRESS ON 2006 BOARD GOALS; EVALUATE AND COMMENT ON PROPOSED 2007 BOARD GOALS (07-2-3C)**

#### **2006 Goals**

Director of Community/Government Relations Barbara Christensen presented these two items. She amended the progress report on goal number 4 to specify that the vendor database was 300 in 2004 and grew to 1,000 in 2006. Regarding this goal, Vice President-Clerk Holober stated the District's outreach effort has been very successful but bid awards to targeted firms have not been very successful. He asked why this is so and what we can do to improve the results. Executive Vice Chancellor Keller said the District is examining whether it can provide bonding for some of the smaller firms which might encourage more of them to bid on District jobs. He also said that smaller firms have a difficult time conforming with the many regulations and paperwork required by governmental agencies. Executive Director of Facilities Planning and Operations José Nuñez said the District has hosted information sessions to help smaller firms learn how to navigate its system.

Executive Director of Construction Planning and General Services Rick Bennett said the District is adding a new vendor database of 50,000 construction and design firms. He also said that we are looking into a uniform cost accounting program that would allow the District to award public works bids up to \$125,000 without a formal process. Currently the public works bid limit is \$15,000.

The group extensively discussed funding problems that plague the University Center at Cañada and decided to make this topic a legislative goal. Vice President-Clerk Holober requested that this be a future agenda item.

#### **2007 Goals**

Vice President-Clerk Holober wanted to discuss the pre-apprenticeship program and green building goals.

Executive Director Bennett said that the Facilities Team has a goal to seek LEED certification for all projects where it makes sense. Executive Director Nuñez said that there is a report on the February 28 Board Meeting agenda regarding this topic.

Regarding the pre-apprenticeship program, College of San Mateo President Michael Claire said that CSM is developing a "Skilled Trades Preparation Program" and extensively described this. He distributed a description which is attached to the official minutes of record. The program will begin this Summer, with full rollout in the Fall. A cooperative education experience with construction firms is incorporated into this program. Vice President-Clerk Holober said that students in these programs may need extra support from counselors or tutors and asked if this is built into the program. President Claire said that he will investigate and this question will be answered when the program is formally brought to the Board for approval.

Trustee Mandelkern requested an additional 2007 goal that states:

In order to improve enrollment, the District will implement strategies and actions that allow the District to be more responsive to student demand within the current registration system.

Other goals to be added:

- Develop equivalency matrices for all courses offered at all three Colleges
- Standardize graduation requirements among the three Colleges
- Public Relations/Marketing

The 2007 goals will be brought back to the Board in March for final approval.

#### **ENROLLMENT (07-2-4C)**

Chancellor Galatolo distributed an enrollment report (attached to the official minutes of record) for the three Colleges, showing Fall enrollment from 1968 through 2006. He highlighted the high and low points. Board members and staff extensively discussed the declining enrollment trends. Increasing enrollment will continue to be a main task for the Colleges' staff. Cañada President Mohr and College of San Mateo President Claire discussed specific problems and opportunities to improve enrollment on their campuses.

#### **FACULTY AND STAFF HOUSING SURVEY/FEASIBILITY STUDY (07-2-5C)**

Director Christensen distributed four handouts (attached to the official minutes of record). She discussed the results of the employee survey and the resident survey and updated the Board on her meetings with the City of San Bruno and Town of Woodside regarding the feasibility of building in their communities. Director Christensen noted that the wait list for College Vista is comprised primarily of classified staff and adjunct faculty. The Board asked staff to continue to study the feasibility of building additional housing.

#### **CONSTRUCTION PHASE II UPDATE (07-2-6C)**

Executive Director Nuñez handed out an update of CIP2 projects (attached to the official minutes of record). Executive Director Bennett said that the prequalification process for architects and engineers has been completed; the Board will receive a report on this at the February 28 Regular Meeting. The Design-Build prequalification process is underway and Executive Director Bennett discussed the participants. In August/September, the Board will be asked to select the Design-Build entity for projects at Skyline and Cañada.

#### **COMMUNITY SURVEYS (07-2-7C)**

This item was put on hold; use of other means will be discussed at a future date.

#### **LEGISLATIVE ISSUES (07-2-8C)**

Chancellor Galatolo said he believes the District should approach Assemblymen Gene Mullin (Chair of Education Committee and Education Finance Subcommittee) and Ira Ruskin (Higher Education Committee) regarding the following items:

- University Center Funding
- High Cost Programs Funding

- Exemption from local city and school impact fees for residential developments by schools

He noted the urgency because of the limited time these legislators will be in their current positions. The Board agreed that there should be an open session with Assemblymen Mullin and Ruskin. The date and time are to be determined by staff.

Vice President-Clerk Holober discussed the fact that Federal and State loans to private colleges such as Heald, Western, etc. will be sunsetting in the near future.

Chancellor Galatolo noted that College of San Mateo has been awarded a grant from the California Dental Association Foundation to develop a dental hygiene program. He met with Fred Sloan, Executive Director of the California Workforce Investment Board, to discuss possible initiatives to help defray the costs of the program.

#### **PROTOCOL AND BOARD ROLE AT MAJOR PUBLIC EVENTS AND CEREMONIES (07-2-9C)**

Vice President-Clerk Holober suggested changing the protocol for public events, so that the Board president leads off the ceremony and introduces local politicians and Board members. Consensus from the Board was obtained on this issue. Discussion ensued concerning political speakers on the District campuses, with sensitivity as to whether events are the politicians' events or campus-sponsored events or activities. Vice President-Clerk Holober said he believes Board oversight for these events is necessary. Chancellor Galatolo said that this is a difficult balancing act for staff and that each circumstance is unique. He also said that a permission process is in place at the campuses. It was agreed that additional training with the campus Public Information Officers needs to occur to explain the sensitivities. President Hausman recommended that everyone reread the Civic Center Act to review the legal obligations for "open campus."

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#### **RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 2:29 p.m.

The Board reconvened to Open Session at 3:15 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

President Hausman reported that, at the Closed Session just concluded, no action was taken.

#### **ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 3:16 p.m.


The next meeting of the Board will be a Regular Meeting on February 28, 2007 at Cañada College, Building 3, Room 142.

Submitted by



Ron Galatolo  
Secretary

Approved and entered into the proceedings of the March 14, 2007 meeting.



Richard Holober  
Vice President-Clerk

MINUTES  
February 28, 2007  
Redwood City, California

**The meeting was called to order at 6:05 p.m.**

**Board Members Present:** President Hausman, Vice President-Clerk Holober, Trustees Mandelkern, Miljanich (arrived at 6:10 p.m.) and Schwarz, and Student Trustee Young

**Others Present:** Chancellor Galatolo, Chief Financial Officer Blackwood, Skyline President Morrow, CSM President Claire, Cañada Interim President Mohr, and Districtwide Academic Senate President Kapp

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Schwarz and seconded by Vice President-Clerk Holober to approve the minutes of the Study Session of the Board of February 14, 2007. The motion carried, all members voting "Aye."

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

**Teaching and Learning Series**

**Tablet PCs (07-2-10C)**

Vice Chancellor of Education Services and Planning Jing Luan announced that this report is the second in the series on teaching and learning, providing information in the areas of instruction and student services. He introduced Cañada College Vice President of Instruction Marilyn McBride. She said that over the years, Cañada has applied for and received grant funds from Hewlett Packard to acquire technology to be used in classes. Following a worldwide competition, Cañada was awarded a grant which provided tablet PC's for use in instruction. She introduced Dr. Amelito Enriquez who described how he and others have used the tablet PC's in their teaching.

Dr. Enriquez said that the most effective model of instruction is interactive teaching, which is enhanced by the use of tablet PC's and NetSupport software. They offer the ability for the instructor to monitor the progress of all students as they work on the PC's and to communicate with each student individually. Because there is immediate two-way communication, the instructor can assist a student who is having difficulty. If an instructor sees that most of the students are having trouble in a particular area, he/she can stop and give further explanation. Students of Dr. Enriquez provided positive remarks regarding the tablet PC's, which included improvement in grades and the ability of shy students to ask questions privately.

Following the presentation by Dr. Enriquez, Vice President McBride introduced John Monolakis and Jim Vanides from Hewlett Packard. They announced that Cañada has been selected to receive a Hewlett Packard "Technology for Teaching" award and presented the plaque to Dr. Enriquez.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline President Morrow, CSM President Claire, Cañada President Mohr, Chief Financial Officer Blackwood, Districtwide Academic Senate

President Kapp, and Skyline College Associated Students President Luis Padilla. Copies of the Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo thanked Mr. Monolakis and Mr. Vanides for all that Hewlett Packard has done for the District and also thanked Dr. Enriquez for making a difference in the life of students. Chancellor Galatolo announced that the District Bookstores won the National Association of College Stores 2006 Innovation Achievement award for the textbook rental program. There were 32 entrants and Chancellor Galatolo congratulated Tom Bauer and Jai Kumar on being selected. The \$5,000 cash prize will be used to obtain more textbooks to rent to students. Chancellor Galatolo believes it is a good idea to have Board meetings at the campuses and he thanked President Mohr and staff for arranging tonight's meeting. President Mohr added his thanks to Maggie Souza and Mike Tyler. Chancellor Galatolo said that he attended the funeral services for former Chancellor Lois Callahan and noted that her death was a loss to the entire community. He requested that tonight's meeting be adjourned in memory of Dr. Callahan.

Adding to her written report, President Morrow noted the popularity of the new Student Center, saying that at mid-morning today, the cafeteria was completely full.

President Claire introduced Dr. Yukio Tsuda, Fulbright Scholar In Residence, and welcomed him to the District. Adding to his written report, President Claire distributed an article in the San Mateo County Times about the Planetarium grand opening. He said that much of the credit for the successful grand opening goes to Professors Moshen Janatpour and Darryl Stanford. President Claire announced that College of San Mateo has been awarded a \$50,000 grant from the California Dental Association Foundation to develop a dental hygiene program. Significant progress is being made toward developing course outlines.

President Mohr welcomed everyone to Cañada and noted that the room in which the meeting is being held is one of the original Smart Classrooms. Adding to his written report, President Mohr noted recent events on campus, including Club Day, UN Day, and events celebrating Black History Month including a performance by the Oakland Interfaith Gospel Choir. President Mohr said that there were 350 high school students from nine high schools on campus this week. Cañada wants to convey to these students that no matter where they are in terms of skills level, family situation, etc. they are welcome and will receive the support they need.

Chief Financial Officer Blackwood announced that today is the second major payday of the year and the new payroll system is working well. Retroactive pay for adjunct faculty office hours will be mailed next week. CFO Blackwood said the District is beginning the process to submit a proposal to increase parking fees. She also said that direct deposit for financial aid is being explored in order to get the funds to students more quickly.

Districtwide Academic Senate President Kapp thanked Cañada for hosting this meeting and recognized Cañada Academic Senate President Patty Dilko. He said the Academic Senate is continuing to work on accreditation and to communicate with students to help them improve.

Skyline College Associated Students President Luis Padilla expressed students' satisfaction with the new Student and Community Center, noting that as well as providing an enjoyable place for students to relax, it also provides student organizations and clubs adequate space to meet. He said Skyline Associated Students participated in Black History Month activities and in the Women on Writing Conference.

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

None

## NEW BUSINESS

### APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-2-2A)

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the actions in Board Report No. 07-2-2A. The motion carried, all members voting "Aye."

### APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 07-2-3CA Acceptance of Grant from the California Dental Association Foundation to Develop a Dental Hygiene Program
- 07-2-4CA Declaration of Surplus Property
- 07-2-5CA Ratification of First Quarter District Warrants, 2006-07

It was moved by Trustee Miljanich and seconded by Vice President-Clerk Holober to approve the Consent Agenda. The motion carried, all members voting "Aye."

### ADOPTION OF RESOLUTION NO. 07-1 OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT AUTHORIZING ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES (07-2-100B)

It was moved by Trustee Mandelkern and seconded by Vice President-Clerk Holober to approve adoption of Resolution No. 07-1. The motion carried, all members voting "Aye."

### APPROVAL OF AMENDMENT OF DISTRICT RULES AND REGULATIONS SECTION 8.28, GIFTS AND DONATIONS (07-2-101B)

It was moved by Trustee Schwarz and seconded by Student Trustee Young to approve the amendment of District Rules and Regulations Section 8.28. The motion carried, all members voting "Aye."

### APPROVAL OF AMENDMENT OF DISTRICT RULES AND REGULATIONS SECTION 1.40, MEETINGS OF THE BOARD; SECTION 1.50, MINUTES OF MEETINGS; AND SECTION 1.55, ORDER OF BUSINESS AND PROCEDURE (07-2-102B)

It was moved by Trustee Schwarz and seconded by Student Trustee Young to approve amendment of District Rules and Regulations Section 1.40, Section 1.50 and Section 1.55. The motion carried, all members voting "Aye."

### APPROVAL OF CONSTRUCTION CONSULTANTS (07-2-103B)

Vice President-Clerk Holober asked if there would be periodic additions to the list of consultants. Executive Director of Construction Planning and General Services Rick Bennett responded that the outreach is an ongoing process. After this discussion, it was moved by Trustee Schwarz and seconded by Vice President-Clerk to approve construction consultant services as described in the Report. The motion carried, all members voting "Aye."

### APPROVAL OF BID AWARD TO ADVANCED SYSTEMS GROUP FOR PRODUCTION SWITCHER SYSTEM (07-2-104B)

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the bid award to Advanced Systems Group. The motion carried, all members voting "Aye."

**ADOPTION OF A RESOLUTION TO JOIN THE STATEWIDE EDUCATIONAL WRAP UP PROGRAM (SEWUP) UNDER THE JOINT POWERS AUTHORITY (JPA) (07-2-105B)**

It was moved by Trustee Schwarz and seconded by Vice President-Clerk Holober to adopt Resolution No. 07-2 to join the Statewide Educational Wrap Up Program (SEWUP). The motion carried, all members voting "Aye."

**CONTRACT AWARD FOR THE BID PACKAGE A – CAÑADA COLLEGE BUILDING 2 BOOKSTORE RENOVATION (07-2-106B)**

Trustee Mandelkern asked the content of Addendum Two on the Bid Form, which was not acknowledged by one of the bidders, as referenced in the Board Report. Construction Manager Leigh Sata said that in Addendum Two, the project scope was adjusted to a degree that it could affect the final number. After this discussion, it was moved by Trustee Schwarz and seconded by Vice President-Clerk Holober to approve the contract award for Bid Package A as described in the Report. The motion carried, all members voting "Aye."

**CONTRACT AWARD FOR THE BID PACKAGE B – CAÑADA COLLEGE BUILDING 2 BOOKSTORE RENOVATION (07-2-107B)**

Trustee Schwarz noted that the District has worked with John Plane Construction, Inc. in the past and asked if the evaluation of that work is considered in a bid award. Chancellor Galatolo said that the lowest responsive bidder must be chosen, but that a firm could be rejected because of unsatisfactory work. Following this discussion, it was moved by Trustee Schwarz and seconded by Student Trustee Young to approve the contract award for Bid Package B as described in the Report. The motion carried, all members voting "Aye."

**CONTRACT MEDIATION AGREEMENT FOR BUILDING 3 SEISMIC AND MODERNIZATION, SKYLINE COLLEGE (07-2-108B)**

Vice President-Clerk Holober asked for further explanation on how the mediation agreement evolved, whether the work on this project is still underway, and whether this contractor has completed other projects for the District. Executive Director Nuñez said the work is completed. The resolution was reached through a series of meetings over approximately two months. The contractor has completed approximately \$20 million worth of work for the District and did stellar work on athletic fields. Following this discussion, it was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the contract mediation agreement. The motion carried, all members voting "Aye."

**2006-07 MID-YEAR BUDGET REPORT (07-2-109B)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to accept the mid-year budget report as presented. The motion carried, all members voting "Aye." Chief Financial Officer Blackwood praised the work of Debbie Carrington, noting that she prepared the Budget Report while performing the duties of her new position in Human Resources at the same time.

**INFORMATION REPORTS**

**INFORMATION REPORT REGARDING SUSTAINABLE CONSTRUCTION PRACTICES IN THE DISTRICT (07-2-11C)**

Executive Director of Construction Planning and Facilities Transition Linda da Silva presented the report. She said the use of sustainable construction practices is a stated goal of the Board, is a guiding principle in the 2006 Facilities Master Plan, and is a moral obligation. She discussed examples of what the District is doing to achieve the goal of sustainable construction practices, including energy management, waste reduction, water conservation, use of green construction materials and renewables, and building design. She discussed the cost-benefit analysis, noting that the costs associated with incorporating sustainability can be 0% - 20%; however, there is also a cost associated with *not* incorporating sustainability measures

into a project. Executive Director da Silva reported on recent awards earned by the District for its construction practices. A brief discussion followed and ended with the Board thanking Executive Director da Silva for her presentation.

#### **ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES (07-2-12C)**

Geoffrey Kischuk, Consultant with Total Compensation Systems, Inc., presented the report. He provided copies of his presentation, which is attached to the minutes of record along with the official actuarial study. Mr. Kischuk said that beginning July 1, 2008, the District must comply with the forthcoming Governmental Accounting Standards Board (GASB) accounting standards 43 and 45, which will change the accounting for post retirement benefits from a cash basis (pay-as-you-go) to an accrual basis. Expenses must be booked when the benefit is earned rather than when it is paid. For retiree benefits, the transaction creating obligation is the year of employment; all retiree benefits must be expensed before retirement, resulting in a liability. The District must expense more than the current cash basis to cover the accrued liability. Using an actuarial model, the calculation shows the actuarial accrued liability over the 30 year transition allowed by GASB to be \$149.5 million. Under the GASB Plan, a separate entity may be established to pay benefits and invest monies. In this case, the money may not be used for any other purpose. A decision must be made whether to set up this entity and, if so, how to fund it. Mr. Kischuk noted that the District is ahead of most others in planning and is actually close to being balanced. Discussion followed, including investment prohibitions and ongoing discussions with County Treasurer Lee Buffington regarding strategy.

#### **STATEMENTS FROM BOARD MEMBERS**

Trustee Mandelkern said the sneak preview and ribbon cutting for the Skyline Student and Community Center was well done, as was the press conference with Assemblyman Ira Ruskin regarding Cal Grants.

Vice President-Clerk Holober was impressed with the ribbon cuttings for the Skyline Student and Community Center and the College of San Mateo Planetarium. He complimented Trustee Mandelkern on the recent article in a local newspaper which labeled him a "Renaissance Man."

Student Trustee Young said that she has been a student of Dr. Enriquez and was helped a great deal. She was grateful to be a part of the Skyline Student and Community Center ribbon cutting. Although she was unable to attend the ribbon cutting for the Planetarium, she noted that it is a beautiful building. She commented that students appreciate that President Claire engages them in conversation and attends student events. She also said that College of San Mateo Vice President of Student Services Jennifer Hughes is an asset to students.

President Hausman said that the recent press conference with Assemblyman Ira Ruskin was an important way to publicize the availability of grant money. She said the ribbon cuttings for both the Skyline Student and Community Center and the College of San Mateo Planetarium were lovely events.

#### **COMMUNICATIONS**

None

#### **RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 8:45 p.m.

The Board reconvened to Open Session at 9:15 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

President Hausman reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.



**ADJOURNMENT**

It was moved by Trustee Mandelkern and seconded by Vice President-Clerk Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:20 in memory of Lois Callahan.

The next meeting of the Board will be a Study Session on March 14, 2007 in the District Board Room [subsequently cancelled].

Submitted by



Ron Galatolo  
Secretary

Approved and entered into the proceedings of the March 28, 2007 meeting.



Richard Holober  
Vice President-Clerk