

Minutes of the Meeting of the Board of Trustees
San Mateo County Community College District
April 25, 2007
San Mateo, California

The meeting was called to order at 6:10 p.m.

Board Members Present: President Hausman, Vice President-Clerk Holober (arrived at 6:40 p.m.), Trustees Mandelkern, Miljanich and Schwarz, and Student Trustee Young

Others Present: Chancellor Galatolo, Executive Vice Chancellor Keller, Skyline Vice President Adrian, CSM Vice President Sonner, 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 Miljanich and seconded by Trustee Mandelkern to approve the minutes of the Study Session of the Board of April 11, 2007. The motion carried, all members voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

Teaching and Learning Series – Writing Across the Curriculum (07-4-3C)

Vice Chancellor Jing Luan introduced Susan Estes, Dean of Language Arts at College of San Mateo, who led the discussion on Integrative Learning at CSM. Dean Estes introduced Professors Jean Mach, Language Arts; Jeremy Ball, Philosophy; and Mike Burke, Math. These professors are part of a Leadership Team sponsored by the Carnegie Foundation and have given presentations on integrative learning at national conferences. They shared in presenting the report.

The Integrative Learning Initiatives at CSM are: Learning Communities; Writing Across the Curriculum (WAC); Electronic Portfolios and the Digital Teaching and Learning Consortium; the Integrative Learning Center; and the Center for the Scholarship of Teaching and Learning (SoTL Center) and CSM Scholar Program. There are three main pedagogical goals: student retention; deep, integrative learning; and professional development.

The first Integrative Learning Initiative was the establishment of Learning Communities with hard-linked courses and confluence models. Hard-linked courses allow a group of students to stay together for a series of courses, providing continuity. The confluence model has a large group of students meeting four or five times per semester with the entire group focusing on one issue. Guest speakers are sometimes invited to these meetings.

Professor Mach said that in classes which did not have writing requirements, some students were writing below transfer level. In response, a Writing Across the Curriculum (WAC) pilot program was launched. In 2006, a proposal for this program, with a focus on developmental writers enrolled in transfer-level courses, was submitted to the Carnegie CASTL Campus Leadership Program. The WAC initiative is seen as a key to student retention.

Professor Ball said that electronic portfolios show students how classes are intended to fit together in an integrative way. They are useful in the transfer process and College of San Mateo has partnered with some four-year institutions in this regard. Professor Burke added that e-portfolios could also be useful when students are applying for jobs.

Professor Burke said that an Integrative Learning Center is needed so that students can receive coordinated help in one place. The Center will house skill labs as well as Student Services.

Dean Estes said that because teaching often takes place in an isolated environment, the SoTL Center will provide the opportunity for faculty to communicate with colleagues and build on the work of others in a structured, coherent way. Current faculty attendance at WAC and Learning Communities meetings is high. The CSM Scholar Program, modeled on the Carnegie Scholar Program, began last fall. Faculty will submit proposals for teaching research projects that will serve the needs of students.

Trustee Miljanich asked if the research has an application to high schools. Professor Mach said there are ongoing meetings with high schools. The e-portfolio model opens up discussions with high schools regarding curriculum. Professor Ball added that e-portfolios from the high school could transfer to CSM with the students and may be a better indicator than transcripts of how a student is performing.

Trustee Miljanich raised the issue of motivating students. Professor Ball said that while professors expect students enrolled in transfer-level classes to be able to write at transfer level, many students are not able to do so. Some students in this situation feel inadequate and drop out. These students need to be supported in ways other than office hours. When teams of faculty members go into the classrooms, students feel engaged and respond.

Trustee Schwarz said that Learning Communities are a unique and positive idea, and asked what the other Colleges are doing in this regard. President Morrow said that pieces of the CSM program are in place at Skyline, but not in conjunction with the Carnegie Foundation. President Mohr talked about the First Experience program at Cañada College and said the students in this group have a higher retention rate and better performance. Professor Ball noted that Vice Chancellor Luan has initiated conversations at the District level.

Student Trustee Young asked if there has been student input on choosing classes to link, and if there has been feedback from students who have been involved in Integrative Learning. Professor Mach said there have been a number of assessment tools, including student surveys. She added that student suggestions on linking classes would be welcome.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo addressed the issue of emergency procedures in light of the tragic event at Virginia Tech University. He said the District and the Colleges have conducted mock emergency situations and have coordinated procedures with local agencies. To communicate with students during an emergency, options are:

- Students' personal email – addresses of 88% of students are available
- Calling system – limited because there are not enough telephone lines
- Cell phones – staff are exploring the possibility of using text messaging
- Carillon system – for mass communication

To communicate with faculty and staff, methods include email, voice mail and web sites. The District is also studying surveillance systems and lockdown procedures.

Chancellor Galatolo announced that College Vista has been named a Merit Award winner in the annual Pacific Coast Builders Conference representing builders in the 14 western states. It is now in competition with four other projects for the Merit Award grand prize. He commended the work done by Director of Community and Government Relations Barbara Christensen.

Adding to her written report, Skyline President Morrow informed the Board that the Balanced Scorecard will be the topic at a future Study Session.

Adding to his written report, College of San Mateo President Claire provided photos taken at the Earth Day Beach Cleanup in Half Moon Bay. President Claire also said that he has learned about many students who have benefited from concurrent enrollment and who now attend College of San Mateo because of their experience.

Expanding on his written report, Cañada President Mohr said that there are plans to extend the Kinder Camiñata program; something similar will be done for middle school students next year. President Mohr also noted that the Middle College will expand by 30 students next year and 30 more the year after. The additional cost for textbooks will be absorbed by the high school district. There is outreach to charter schools to expand awareness of the Middle College.

Executive Vice Chancellor Keller reported on the status of the Planetarium at College of San Mateo. Work is proceeding to replace the Star projector and to find out what caused the activation of the deluge system. The building cannot be reoccupied for classes until the cause is known and a new fire suppression system is installed. The investigation is in progress to determine the cause.

Districtwide Academic Senate President Kapp said he appreciated the presentation on Writing Across the Curriculum and commented that it helped show some of the things in which faculty are involved. President Kapp said that at the State Academic Senate Plenary Session, there was discussion about basic skills and how faculty interact with one another.

Harry Simms, President of Associated Students of College of San Mateo (ASCSM), reported that ASCSM has been involved in District and College governance, accreditation studies, the selection committee for the Vice President of Instruction, and development of a statewide student senate. Events and activities sponsored or co-sponsored by ASCSM include production of student body cards; an information booth at the beginning of spring semester; the Service and Leadership Conference; Welcome Day and Club Day; the Christian Fellowship barbeque; the Walk Your Way to Health event; the Get Linked Volunteer and Career Fair; the attendance of three ASCSM representatives at the Association of Community Colleges conference in Washington, D.C.; and the annual CSM Health Fair. Trustee Schwarz asked about students' role in the debate on smoking on campus. Mr. Simms said that the College Council, with student input, unanimously recommended the creation of smoking zones.

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 (07-4-2A)

It was moved by Trustee Mandelkern and seconded by Trustee Miljanich to approve the actions in Board Report No. 07-4-2A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

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| 07-4-2CA | Approval of Community Education Youth Program, Summer 2007 |
| 07-4-3CA | Approval of Community Education College of San Mateo Baseball Camp, Summer 2007 |
| 07-4-4CA | Approval of Community Education Soccer Camps, Summer 2007 |
| 07-4-5CA | Declaration of Surplus Property |
| 07-4-6CA | Ratification of Third Quarter District Warrants, 2006-2007 |
| 07-4-7CA | Approval of Voluntary International Student Insurance Program, 2007-08 |
| 07-4-8CA | Renewal of Agreements with American Institute for Foreign Study (AIFS), 2007-08 |
| 07-4-9CA | Approval to Amend Cell Site Use Permit with Verizon Wireless at College of San Mateo |

Trustee Mandelkern asked if the insurance coverage described in Board Report 07-4-7A was available to domestic students as well as international students. Executive Vice Chancellor indicated that the insurance offered to domestic students is a different policy. Staff will research the differences and report back to the Board. After this discussion, it was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the Consent Agenda. The motion carried, all members voting "Aye."

Other recommendations

AUTHORIZATION TO AMEND PROGRAM STABILIZATION AGREEMENT FOR CIP II

(07-4-100B)

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve the amendment to the Program Stabilization Agreement for CIP II. Vice Chancellor José Nuñez acknowledged the following local union representatives who were in attendance: Frank Aguerre, International Electrical Workers; Timothy O'Connell, Sheet Metal Workers; James Ruigomez and Tony Tofani, District Council No. 16. Vice Chancellor Nuñez said that over the last three years, approximately \$300 million worth of work was completed for CIP I under the Project Labor Agreement (PLA). The Agreement has guaranteed efficient, high quality construction and timely completion. Vice Chancellor Nuñez invited Bill Nack of the Building and Construction Trades Council of San Mateo County, AFL-CIO, to address the Board. Mr. Nack said that with the District's PLA, a partnership was developed and labor harmony ensued. He thanked the Board for their support. He said that the Council supports the amendment and that the District will enjoy projects of the highest caliber for the additional construction under CIP II. Vice President Holober expressed his support for the amendment and noted that the District is spending funds in ways that honor working within the community and ensuring workers a living wage. He added that the District's PLA is widely known to be a model for other districts. Trustee Mandelkern added his support, commenting that the quality of work done on projects under the PLA would compare favorably with any in the state or country at two- or four-year institutions. After this discussion, the motion to approve carried, all members voting "Aye."

CONTRACT REJECTION FOR CONSTRUCTION BID PACKAGES FOR CAÑADA COLLEGE BUILDINGS 16 AND 18 MODERNIZATION (07-4-101B)

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve rejection of the bid packages as described in the Report. Vice Chancellor Nuñez told the Board that this was a three phase project and it was anticipated that it would be completed in 18 months. However, it was not attractive to the construction community and not enough bids were received; therefore, it will not be brought to the Board for approval at this time. The project will be put out for bid again as a one hard-bid project which should make it more attractive to contractors. Swinerton Construction Manager Leigh Sata said the project can still be finished at the same time as scheduled because the buildings will be vacated. Chancellor Galatolo said that in planning a phased construction, the District was attempting to remodel laboratories and science classrooms at the same time as conducting classes in the buildings. The lesson learned is that the buildings need to be vacated during construction. President Mohr said that Vice Chancellor Nunez called for a meeting immediately upon finding problems with the bids. They met with Science faculty and staff as well as Swinerton Management representatives. The faculty and staff have been extremely cooperative, indicating a willingness to vacate the buildings. The faculty has been assured that the project will go forward and not be mitigated in any way. Trustee Mandelkern asked about the cost impact of the unplanned swing space that will be required. Vice Chancellor Nuñez said it is unknown at this time. Faculty have suggested ways to minimize the need, including sharing labs, modifying experiments and using virtual labs.

Trustee Mandelkern asked why there was such a wide spread between bids, as shown on the Report. Vice Chancellor Nuñez said that when bids have missing documents, they become non-responsive. It is illegal to ask non-responsive bidders to provide missing documentation.

After discussion, the motion to reject the bid packages as described in the Report carried, all members voting "Aye."

INFORMATION REPORTS

None

STATEMENTS FROM BOARD MEMBERS

Vice President Holober attended Professor Janatpour's art lecture at College of San Mateo. Vice Holober asked the Board if they would be interested in placing an action item on the agenda for the next meeting regarding private postsecondary and vocational education. He said there are currently two bills moving through the legislative on this issue. The Board agreed and Vice President Holober will prepare the information.

Trustee Mandelkern said there are additional software solutions available to assist in emergency procedures, such as the ability to use pop-ups on any network in order to get people's attention. Trustee Mandelkern reported on his attendance at the Progress Seminar. He said that he was given positive reaction to the proposed faculty and staff housing and that members of the Redwood City Council would like to have a joint meeting with the District. Chancellor Galatolo said that negotiation is proceeding with the Town of Woodside to get the proposed property site annexed to Redwood City.

Trustee Schwarz noted that last week was designated "Week of the Child" and children at the College of San Mateo Child Development Center led a parade around campus, followed by a speech by President Claire.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 8:30 p.m.
The Board reconvened to Open Session at 9:25 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 Schwarz and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:26 p.m.

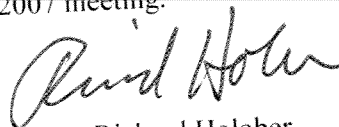
The next meeting of the Board will be a Study Session on May 9, 2007 in the District Board Room.

Submitted by



Ron Galatolo
Secretary

Approved and entered into the proceedings of the May 9, 2007 meeting.



Richard Holober
Vice President-Clerk