

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
June 13, 2007
San Mateo, CA**

The meeting was called to order at 6:08 p.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 Vice President of Student Services Hughes, Cañada Vice President of Instruction McBride, and Districtwide Academic Senate Elect Dilko

Pledge of Allegiance

President Hausman announced that there is a request to adjourn tonight's meeting in memory of Dr. Rudy Lapp, Emeritus Professor of History at College of San Mateo, who passed away earlier this month.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Schwarz and seconded by Vice President Holober to approve the minutes of the Regular Meeting of the Board of May 9, 2007.

After this discussion, the motion to approve the minutes, with the addition as noted above, carried, all members voting "Aye."

It was moved by Vice President Holober and seconded by Trustee Miljanich to approve the minutes of the Special Meeting of the Board of May 23, 2007. The motion, carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

SWEARING IN OF STUDENT TRUSTEE

President Hausman announced that Richael Young will serve as Student Trustee for another one-year term.

At this time, Mr. Matthew Kaidor, ASCSM Student Senate Vice President, requested time to address the Board. He distributed a statement, "Selection of the Student Member of the Board of Trustees for the 2007-2008 Academic Year." He noted that the statement is signed by six students who are elected representatives of the Associated Students at each College and who make up the Student Trustee Selection Panel. He said that the statement attests that these students selected Alain Cousin to be the Student Trustee after interviewing the candidates. For clarification, Chancellor Galatolo asked on what date the selection was made and Mr. Kaidor replied that it was on June 8, 2007. Chancellor Galatolo noted that the Rules and Regulations specify that the election must take place by May 30; if the Panel does not elect a nominee by that date, the Chancellor shall select, by lot, the student to be seated on the Board. Director of Community/Government Relations Christensen noted that, following Mr. Cousin's selection as a Student Trustee nominee, the District discovered that he did not meet all the requirements needed to serve as Student Trustee and, after conferring with the County Counsel's Office, Mr. Cousin was deemed ineligible for the office. He had been informed about his ineligibility prior to the student vote on June 8. Mr. Kaidor asked if the selection by lot had taken place and

Chancellor Galatolo responded that it had. Mr. Kaidor then asked if there was a record of this selection and Director of Community/Government Relations Barbara Christensen said that she had witnessed the selection by lot. Mr. Kaidor questioned the grounds on which Alain Cousin had been disqualified as a candidate. Chancellor Galatolo said that this was not a point of discussion for tonight's meeting and that the formal appeals process should be used if so desired.

President Hausman administered the Oath of Office to Student Trustee Young and welcomed her on behalf of the entire Board to another term.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (07-6-1A)

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve the actions in Board Report No. 07-6-1A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 07-6-1CA Approval of Skyline College Summer 2007 Sports Medicine Camp
- 07-6-2CA Approval of Community Education Water Polo Club – Summer 2007

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the items on the Consent Agenda. The motion carried, all members voting "Aye."

Other recommendations

APPROVAL OF COMMUNITY SERVICES CLASSES, FALL 2007 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO, AND SKYLINE COLLEGE (07-6-1B)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the Community Services classes as presented. The motion carried, all members voting "Aye."

CONTRACT AWARD TO PACIFIC DINING FOR DISTRICTWIDE FOOD SERVICES (07-6-100B)

It was moved by Student Trustee Young and seconded by Trustee Miljanich to approve the contract award to Pacific Dining. Trustee Schwarz commented that the Board Report for this item was very thorough. Trustee Mandelkern asked for an update on the departure of The School Chef. Director of Auxiliary Services Tom Bauer said that The School Chef left owing the District money. They have until June 15 to pay; if they do not pay, Director Bauer will follow up. Trustee Mandelkern noted that although the RFP allowed for different vendors for each of the Colleges, approval is sought for one vendor for the entire District. Director Bauer replied that the majority of bidders wanted to secure the contract at all three Colleges. After this discussion, the motion carried, all members voting "Aye."

APPROVAL OF ADJUSTMENT TO THE PAYMENT TO THE SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM FOR THE 2006-07 PEACE OFFICERS TRAINING ACADEMY, COLLEGE OF SAN MATEO (07-6-101B)

It was moved by Trustee Miljanich and seconded by Vice President Holober to approve the adjustment to the payment as described in the report. Trustee Schwarz asked why there was a cost increase. Executive Vice Chancellor Keller responded that the increase is due to a rise in the cost per FTES during fiscal year 2006-07. After this discussion, the motion carried, all members voting "Aye."

DISCUSSION OF CAÑADA COLLEGE HOUSING PROPOSAL AND APPROVAL OF AGREEMENT WITH THE CITY OF REDWOOD CITY REGARDING CEQA WORK (07-6-102B)

Director of Community/Government Relations Christensen presented an update on the potential faculty/staff housing project at Cañada College. She said that at the February 24, 2007 Board of Trustees retreat, the Board authorized the District to study the feasibility for such housing. On March 28, 2007, the Board approved a contract with Education Housing Partners to prepare a conceptual and schematic design.

The site for the housing project, currently occupied by Parking Lot 3, lies partially within the City of Redwood City and partially within the Town of Woodside. The District petitioned the Woodside Town Council for conceptual approval of de-annexation of the land, which was granted on a 6-0 vote.

Director Christensen distributed a proposed schedule of activities, a conceptual site plan, and prospective building plans including traditional, Spanish and Mediterranean styles. The Redwood City Architectural Review Committee has suggested minor changes to the site plan. Members of the committee preferred the Mediterranean style building plan. The District will issue a Request for Proposal for a developer with in the next several weeks. Vice President Holober asked if the developer will be the same entity as the construction company. Director Christensen answered that they will not be the same. The developer will be responsible to hire all design professionals to design, entitle and secure appropriate permits for the project and will coordinate the construction process. A separate RFP will be issued for a general contractor to build the project.

Trustee Mandelkern noted that there is not an elevator in the plans. Director Christensen said that this is not required by the City or County. Chancellor Galatolo added that the requirements are met by having all of the first floor units built as handicapped accessible. An elevator would be very expensive to install and rents would have to be higher. Director Christensen said that should a problem occur, a current resident might be asked to move to another floor in order to provide a first floor unit as needed.

In response to Vice President Holober's question regarding a timeline, Director Christensen said that the plan calls for the project to be under construction in summer 2008, with a move in date of summer 2009.

Director Christensen said that the Agreement with the City of Redwood City that the Board is being asked to approve tonight defines the District as the CEQA Lead Agency and the City of Redwood City as the Responsible Agency.

After this report and discussion, it was moved by Vice President Holober and seconded by Trustee Mandelkern to approve the Agreement with the City of Redwood City. The motion carried, all members voting "Aye."

APPROVAL OF CONTRACT WITH JONES & STOKES, INC. TO PREPARE THE INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION FOR CAÑADA COLLEGE FACULTY/STAFF HOUSING (07-6-103B)

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

STUDY SESSION

ACCREDITATION SELF STUDIES PRESENTATION AND REVIEW (07-6-1C)

Vice Chancellor Jing Luan said that the final round of review of the self studies was conducted in late May 2007. The Colleges have now entered the last phase – approval of the studies and presentation to the Board. He thanked the leadership teams at the Colleges, consisting of faculty, staff and students; the writing teams; District staff; and members of the coordinating committee.

Pat Griffin, retired Vice President of Student Services at College of San Mateo, presented an "Accreditation Timeline Leading to October 2007 Visits." The Colleges began work on the self studies in early fall 2005 by

creating steering committees and standards committees, attending a self study workshop, and holding kick-off meetings.

Surveys were conducted, input was sought from all College constituencies, and the committees continued to meet. First drafts were completed by May/June 2006. Second drafts, incorporating comments by College constituencies when deemed appropriate by standards co-chairs and committees, were completed by November/December 2006. Third and final drafts were completed in spring 2007.

The self studies will be on the July 25 agenda of the Board of Trustees meeting for approval. Pending approval, the self studies will be forwarded to the Accreditation Commission in mid-August.

Copies of the timeline were distributed to the Board, and a copy is attached to the official minutes of record.

Presenters from each College discussed their self studies. The presenters from Skyline were Donna Bestock and Ray Hernandez; from College of San Mateo, Sandra Comerford and Juanita Alunan; and from Cañada College, Marilyn McBride and Alicia Aguirre. They discussed the accreditation standards, their College's compliance with the standards, and areas for significant improvement. The four standards are:

- I. Institutional Mission and Effectiveness
- II. Student Learning Programs and Services
- III. Resources
- IV. Leadership and Governance

Presenters from College of San Mateo also discussed six accreditation themes.

Copies of the presentations were provided to the Board and are attached to the official minutes of record.

Kathy Blackwood, District Chief Financial Officer, discussed Standard III: Financial Resources. She specifically addressed the District reserve policy. While the State sets a prudent level of reserves at 5%, the District's is currently set at 4%. CFO Blackwood recommends an increase to 6% and will bring this to the Board with the request for formal budget approval in September.

Trustee Miljanich asked if the impact of the reserve policy has been discussed at cabinet level. CFO Blackwood replied that it has been discussed with the District Budget Committee.

At the June 27, 2007 Regular Meeting, Vice President Holober asked that clarification be added with regard to the District's reserve policy, which was discussed during the Study Session. He stated that he wants the minutes to reflect that the level of the reserve is a Board policy matter which needs very thorough review and discussion before a decision is made about the appropriate level of the reserve.

Trustee Schwarz said the concern about the post-retirement fund needs to be explored clearly. CFO Blackwood said that in the tentative budget, pre-paying funds into the retirement reserve is recommended, and the interest will help it grow.

Vice President Holober asked how the issue of the reserve is related to the self studies. CFO Blackwood responded that there is a fiscal checklist for accreditation and financial stability is considered. President Hausman added that financial solvency cannot be separated from other issues, and that even a 6% level is low. She feels this needs more attention and discussion. Trustee Miljanich said that one of the plans for improvement is to look at alternative funding resources and she believes this is a necessary goal in order to meet student centered needs.

Vice President Holober asked if the documents provided to the Board are the final self studies. Donna Bestock said that they are summaries, and Chancellor Galatolo said that the Board will receive copies of the formal self studies for review and comment before adoption.

Vice President Holober noted that each College had a different response to ethics standards and suggested that there should be a District ethics policy. Donna Bestock agreed and said the District has proposed to work together to create a written code. Vice Chancellor Harry Joel said he is in the process of reviewing ethics codes from other colleges.

RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 7:50 p.m.

The Board reconvened to Open Session at 9:19 p.m.

CLOSED SESSION ACTIONS TAKEN

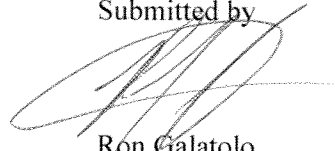
President Hausman reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:20 p.m. in memory of Dr. Rudy Lapp.

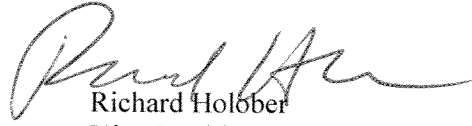
The next meeting of the Board will be a Regular Meeting on June 27, 2007 in the District Board Room.

Submitted by



Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 27, 2007 meeting.



Richard Holöber
Vice President-Clerk
