

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
July 25, 2007  
San Mateo, CA**

The meeting was called to order at 6:05 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 College Director of Business Services Briones, College of San Mateo President Claire, Cañada College President Mohr, and District Academic Senate President Kapp

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

In order to accommodate Foundation President Penelope Greenberg, who has a scheduling conflict, President Hausman requested that Board Report No. 07-7-102B be placed first on the agenda. There were no objections.

**APPROVAL OF FIRST AMENDED MASTER AGREEMENT (FAMA) BETWEEN THE SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION AND THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT (07-7-102B)**

It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to approve the Agreement as described in the report. Trustee Mandelkern noted a correction to be made; the last sentence of section (5e) on page 5 should read "The Chancellor and/or any College President may request, but shall not require, that the Executive Director attend such weekly meetings and/or cabinet meetings." President Greenberg said the change will be made. President Hausman asked about the status of the current Foundation Board and the representatives from the Board of Trustees. President Greenberg said all members will remain the same. She added that, while the Foundation bylaws will be updated after the Agreement is approved, nothing substantive is expected to change. Trustee Mandelkern asked if creation of a development position at each campus is still being considered. Chancellor Galatolo said that if there are enough funds, this will be done at a later time. Trustee Mandelkern asked if recruitment of an Executive Director is in progress. Chancellor Galatolo replied that there are applicants and a search committee will be formed after the Board approves the Agreement. After this discussion, the motion to approve the Agreement carried, all members voting "Aye."

**MINUTES**

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the minutes of the Study Session of the Board of July 16, 2007. The motion carried, four members voting "Aye" and Trustee Miljanich abstaining because she was absent from the Study Session.

**PRESENTATION OF AWARD TO NICK KAPP, OUTGOING DISTRICT ACADEMIC SENATE PRESIDENT**

President Hausman presented an award to President Kapp and thanked him for his dedicated and professional service as President of the District Academic Senate.

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

None

**TEACHING AND LEARNING SERIES: SCORECARD (07-7-3C)**

Vice Chancellor Luan asked Skyline College Director of Business Services Eloisa Briones to provide background on the development of the Balanced Scorecard (BSC). In 2000, the Skyline College strategic planning process established vision, mission, values and goals. The BSC was added in 2005. Cathy Hasson, Director of Planning, Research & Institutional Effectiveness, then explained the functions and benefits of the BSC. It is (1) a tool for strategic management; (2) a system for tracking performance; (3) a mechanism for communicating strategy; (4) a

venue for collaboration; and (5) an opportunity to build culture of inquiry. The BSC translates the College vision and mission into indicators which are directly linked to College goals and strategies, and it measures, tracks and communicates performance of these goals and strategies. Measurement of institutional effectiveness is viewed from four perspectives: Internal Stakeholders, External Stakeholders, Financial and Operational Performance, and Growth and Innovation. The BSC uses benchmarks to assess goals and adjust strategies for meeting the goals. Vice Chancellor Luan distributed copies of the Strategy Map detailing the four perspectives; a copy is attached to the official minutes of record. Also included on the handout is a list of strategies, indicators and outcome measures for 2001/02 through 2005/06.

Student Trustee Young asked why measures are not shown for SRTK (Student Right To Know) items for 2005/06. Director Hasson said that the data was not available at time of publication. Vice President Holober asked about the measurement of subjective data such as student satisfaction. Director Hasson said there have been satisfaction surveys. She invited all who are interested to view the BSC website which describes in detail the source of data and development of benchmarks.

### **STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline College Director of Business Services Briones, College of San Mateo President Claire, Cañada College President Mohr, Executive Vice Chancellor Keller and District Academic Senate President Kapp. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo expressed personal gratitude to outgoing District Academic Senate President Kapp and commended him on his interaction with District staff. Chancellor Galatolo said he has observed President Kapp in his role as professor and noted how students enjoy his instruction. Chancellor Galatolo added that President Kapp was equally as effective in his role as Academic Senate President.

Adding to the written report from Skyline College, Director Briones spoke about Jump Start, a six-week summer program for junior and senior high school students who have good academic potential but are performing at an "at-risk" level. Tomorrow evening, 30 students from the Jump Start program, along with their families, will participate in a banquet and show a video that they produced. Director Briones also announced that this year, 286 high school students participated in the guaranteed enrollment program.

College of San Mateo President Claire highlighted topics in his written report, including the Planetarium, Coastside facilities, and marketing, outreach and recruiting activities. President Claire also said he will email the Board with information regarding an exhibit at the San Mateo County Fair. Noting that Adjunct Professor Ming Ren's book has been added to the Chinese collection of the Library of Congress, President Hausman asked how works are chosen for this honor; President Claire said he will find the answer.

Cañada College President Mohr said the student response to the library and student resource center has been overwhelmingly positive. The Butterfield horse sculpture will be arriving soon. President Mohr said that at the administrators retreat last Thursday and Friday, three general areas were emphasized: recruitment, basic skills development, and retention. Vice President Holober referenced the section of President Mohr's written report regarding television ads, and asked if tracking is conducted to see how students hear about the Colleges, what leads them to enroll, etc. He suggested that these questions could be asked when students enroll for the fall semester. Chancellor Galatolo said that staff will follow up on this suggestion.

Executive Vice Chancellor Keller reported that staff is working on the final District budget and is waiting for the final State budget which has not yet been approved. The District budget will be presented to the Board for approval on schedule in September. Chancellor Galatolo said the District is assuming that at least a 4% revenue COLA will be included in the State budget; therefore, the District will apply a 4% COLA (3% on wages and 1% toward the medical cap) which will be reflected in July paychecks. If the State-funded COLA is approved higher than the 4.0%, the District will issue retroactive pay adjustments for the difference.

District Academic Senate President Kapp said he has enjoyed working with the Board and administration. He added that he is proud to be a part of a District which works for all students and staff.

**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 (07-7-2A)**

It was moved by Vice President Holoher and seconded by Trustee Mandelkern to approve the actions in Board Report No. 07-7-2A. The motion carried, all members voting "Aye."

**APPROVAL OF REVISIONS TO STUDENT ASSISTANT SALARY SCHEDULE AND EMPLOYMENT POLICY (07-7-3A)**

It was moved by Vice President Holoher and seconded by Student Trustee Young to approve the revisions as described in the report. Trustee Mandelkern, referencing the situation in which some Diablo Valley College students changed grades on transcripts in exchange for money, asked if the District has safeguards in place to prevent similar occurrences. President Claire said he was told by Dean of Student Services Henry Villareal that students at College of San Mateo do not have the access necessary to change grades. President Mohr and Director Briones said that students at Cañada College and Skyline College also do not have access to confidential information. Chancellor Galatolo said he has been assured by Chief Technology Officer Frank Vaskelis that the District has very strong safeguard measures in place. The Board agreed that they do not need a further report or presentation. After this discussion, the motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- 07-7-3CA Declaration of Surplus Property
- 07-7-4CA Approval of Community Education Motorcycle Safety Program, Fall-Spring 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 COLLEGE ACCREDITATION SELF-STUDIES (07-7-1B)**

It was moved by Vice President Holoher and seconded by Trustee Miljanich to approve the accreditation self-studies. President Hausman commented on the enormous responsibility involved in the studies and thanked everyone who had a hand in preparing them. Trustee Schwarz also complimented those involved on their fine work and added that the self-studies identify items that need to be addressed. Marilyn McBride, Vice President of Instruction at Cañada College, thanked the Board for their support. After this discussion, the motion carried, all members voting "Aye."

**APPOINTMENT OF DEVELOPER FOR THE CAÑADA COLLEGE HOUSING PROJECT (07-7-101B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the appointment of the developer as described in the report. Vice President Holoher asked about the timing for the project. Director Christensen provided the following sequence:

- On June 13, the Board approved the contract with Jones & Stokes to prepare the Initial Study/Mitigated Negative Declaration.

- Today, the District entered into a contract with a firm to provide 3D mapping in order to see photo simulations of the site plan and building elevation.
- The Initial Study will be released shortly; there is a 20 day public comment period before the Board will be asked to certify it.
- Once the Initial Study is certified, the District will submit plans to the City of Redwood City; it should take 3-6 months for the plans to be approved, hopefully in early 2008.
- At that time, the District and the developer will execute an RFP process to select the general contractor for the project.
- Construction drawings will be completed in Spring of 2008.
- Construction will begin in Summer of 2008.

Student Trustee Young asked which funds will be used for startup costs. Executive Vice Chancellor Keller said funds can be borrowed from the Capital Improvement Fund and repaid when tenants start paying rent. After this discussion, the motion carried, all members voting "Aye."

#### **ACCEPTANCE OF EXTERNAL FUNDS FOR THE WORK-BASED UPGRADE INNOVATIONS PROJECT (07-7-103B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the acceptance of funds as described in the report. Vice President Holober asked if the District gets FTES funding for this project and the project described in the following report (07-7-104B). Michael Williamson, Dean of Science, Math & Technology at Skyline College, said funding is not received for incumbent workers within the existing partnership between Skyline College, Kaiser Permanente, and the Shirley Ware Education Center - Joint Employer Education Fund; however, Skyline would like to create blended courses and the District would receive FTES funding for non-incumbent workers in those courses. After this discussion, the motion carried, all members voting "Aye."

#### **ACCEPTANCE OF EXTERNAL FUNDS FOR THE SOLAR ENERGY TRAINING PROGRAM AND INCUBATOR PROJECT (07-7-104B)**

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the acceptance of funds as described in the report. The motion carried, all members voting "Aye."

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

Trustee Miljanich thanked President Kapp for his thoughtful, reasoned and collaborative work with the Board. She added that President Kapp helped the Board better understand what was occurring on the campuses.

Trustee Mandelkern underscored his appreciation for the work of President Kapp. He also expressed gratitude to Director of Community/Government Relations Barbara Christensen for her response to a letter from the Woodhill Estates Homeowners Association regarding the housing project at Cañada College. He particularly appreciated that Director Christensen (1) corrected the assertion that the new housing project will be low income housing, and (2) affirmed that all staff members will be eligible to be tenants, since all employees are critical to the success of the District mission.

Vice President Holober also complimented Director Christensen on her excellent letter, and said he appreciated specifically her comments concerning distance to services. Vice President Holober also said it has been a pleasure to work with President Kapp.

Trustee Schwarz said that she attended the community meeting regarding the housing project at Cañada College and, although representatives from the Woodhill Estates Homeowners Association were at that meeting, their letter does not indicate that they listened to the facts presented. Trustee Schwarz also said that President Kapp will be missed and added that participation by the Academic Senate president and student trustee is very important to the publicly elected members of the Board. Trustee Schwarz said that she will attend the CSEA conference on July 29 and 30.

**COMMUNICATIONS**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 7:42 p.m.

The Board reconvened to Open Session at 8:10 p.m.

**CLOSED SESSION ACTIONS TAKEN**

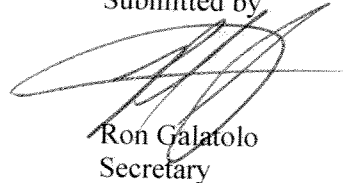
President Hausman reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B.

**ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:11 p.m.

The next meeting of the Board will be a Regular Meeting on August 22, 2007 in the District Board Room.


Submitted by



Ron Galatolo  
Secretary

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Approved and entered into the proceedings of the August 22, 2007 meeting.



Richard Holober  
Vice President-Clerk