

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
March 11, 2009  
San Mateo, CA**

**The meeting was called to order at 6:03 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober (arrived at 6:20 p.m.) and Dave Mandelkern, and Student Trustee Virginia Medrano Rosales

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo Vice President of Student Services Jennifer Hughes, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

In order to accommodate guests from the Peninsula Health Care District and the Sequoia Healthcare District, it was requested that the study session topic, item 09-3-2C, be placed immediately after the Faculty and Staff Recognition. There were no objections.

**MINUTES**

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the minutes of the meeting of February 25, 2009. The motion carried, all members voting "Aye."

**FACULTY AND STAFF RECOGNITION (09-3-1C)**

President Schwarz said it was a pleasure to introduce the four nominees for the California Community College Classified Employee of the Year Award: Margie Carrington from Cañada College, Barbara Daley from Skyline College, Raymond Chow from the District Office and Karen Wiggins-Dowler from College of San Mateo. Mr. Chow could not attend tonight's meeting; President Schwarz read a brief statement in which he expressed gratitude at being recognized with this honor. President Schwarz then asked Chancellor Galatolo, President Morrow, Vice President Hughes and President Mohr to speak about the nominees.

Chancellor Galatolo said Mr. Chow, the District Controller, is a very humble but remarkable person. He is a talented accountant who cares very much about his work and about his co-workers. He understands the importance of progression for employees and has developed an internship program for students to teach them all the various aspects of accounting. He mentors his staff as well as the accounting staff at the three Colleges, providing opportunities for education, growth and eventually, promotion. Mr. Chow believes in supporting his community. He donates his free time to address the needs of seniors by preparing pro bono tax returns and helping in other ways. Chancellor Galatolo said that Mr. Chow exemplifies the person to whom recognition should be given.

President Morrow said Ms. Daley exhibits professionalism and excellence in her role as Library Support Specialist and has a tremendous breadth of involvement in the College. She has a strong commitment to bringing a rich learning environment to students. In addition to her work related to the library, she has brought international films and the filmmakers to the campus. She also has a close connection to the community; one example is her involvement in the One Book, One Community Program of the Peninsula Library System. Ms. Daley has a profound commitment to diversity and cultural proficiency. She was a founding member of Skyline's Museum of Tolerance Alumni Group and is a very active member of SEED (Stewardship for Equity, Equal Employment, and Diversity). She is tremendously creative and consistently attempts to solve problems in order to make things better for students. She has a good nature and collaborative spirit. Her most telling attribute is her humility.

Vice President Hughes said Ms. Wiggins-Dowler, Master Teacher at the College of San Mateo Child Development Center, is an early care and education professional who understands and delights in children's development. She has been instrumental in developing the curriculum that will reflect children's strengths and interests. In her work with families, Ms. Wiggins-Dowler has built trusting relationships with parents by regularly communicating details of their children's development. She makes home visits and participates in family celebrations. As a supervisor, she encourages and supports staff to develop their own ideas and activities. She was selected as a mentor teacher through the California Early Childhood Mentor Program. She is an adjunct faculty member in the Early Childhood Education Department at Skyline College and serves as a guest lecturer in ECE courses throughout the District. Her exemplary work is featured in two textbooks and in the *Journal of California Community College Student Service Administrators*. She works collaboratively with faculty and staff of the CalWORKS and CARE programs, designed for low-income students, many of whom have children in the Child Development Center and who benefit by the direct support which she provides.

President Mohr said that as Director of Financial Aid, Ms. Carrington serves thousands of students in a single year to help them find the finances necessary to attend college. She is an advocate throughout the College for access and assistance to all students. She is involved in state and federal advocacy efforts on behalf of the California Community College Chancellor's Office, the California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA) and the California Association of Student Financial Aid Administrators (CASFAA). She has served as a conference presenter and trainer and most recently helped lead federal advocacy efforts locally and in Washington, D.C. on behalf of CCCSFAAA and DASFAA to change provisions in pending legislation to better serve students and the financial aid profession. She received the 2008 CCCSFAAA Leadership Award and the 2008 CASFAA Segmental Leadership Award. She is also a Court Appointed Special Advocate for foster youth. She is a very important shared governance leader at Cañada, having served in many capacities, and currently chairs the College Planning Council.

President Schwarz invited the honorees to introduce family and friends and to address the audience. Ms. Daley introduced her husband and mother. She thanked President Morrow and Tom Hewitt, Director of Library Services at Skyline, for their encouragement. She said she is proud to be part of an institution which puts students first.

Ms. Wiggins-Dowler introduced her husband and Louise Piper, Coordinator of Child Care Services at College of San Mateo. She said she has been allowed the freedom and joy to do what she likes to do every day. She appreciates the sense of community throughout the District. She said the families with which she works understand the importance of education and it is a joy to help them and observe their accomplishments.

Ms. Carrington introduced her husband, son, daughters and Linda Allen, Staff Assistant in Counseling at Cañada. She said she was surprised and pleased to be recognized by her peers. She thanked President Mohr, the Board and Chancellor Galatolo, saying she appreciates the leadership which has allowed her to grow.

President Schwarz presented certificates to each nominee. She said the Board was required to choose one candidate to forward to the State Chancellor's Office for the Statewide award. It was a very difficult decision; on a close vote, Barbara Daley's nomination will be forwarded. The Board is very appreciative of the work done by all of the nominees and is proud to honor them.

## **STUDY SESSION**

### **Update on Nursing Programs at Cañada College and College of San Mateo (09-3-2C)**

Chancellor Galatolo said that since 2001, the Peninsula Health Care District has provided more than \$2 million in support of the nursing program at College of San Mateo and has also been supportive through forgiveness of student loans. Vice President Hughes said that without community partners, the College would not be able to provide the program to students. She introduced Jane McAteer, Director of Nursing at College of San Mateo. Ms. McAteer distributed a brochure outlining admissions requirements, required coursework for the Associate in Science degree with a major in nursing, and selection criteria. She also distributed information showing

application trends and a breakdown of students by ethnicity, gender, age and previous degrees, and core program and student success indicators for the fall 2008 cycle. All of the materials distributed are attached to the official minutes of record. Ms. McAteer said the health care profession is considered recession proof. The College expects more applicants and, with the help of the Peninsula Health Care District, she expects the nursing program will be able to continue.

President Schwarz asked if the application of a student who has completed all of the requirements goes into a lottery system. Ms. McAteer said this is correct and added that fully qualified students who do not get in the first time they apply are given an extra number in the lottery if they apply again. It is rare that a fully qualified student would have to apply for a third time. President Schwarz asked if the lottery system is a State rule. Ms. McAteer said the State recommends, but does not mandate, a multicriteria screening process. Chancellor Galatolo said the lottery vs. multicriteria method is being discussed further with President Claire, Ms. McAteer and others. Trustee Mandelkern noted that some students who enter the program already have some college background or another degree, and asked if there is an estimate of how long students spend in the program. Ms. McAteer said if students do not have the prerequisites, it will take two years to fulfill them and two years in the program. For other students, the length of time varies depending on how many units they can take at one time, as many students work and cannot take a full load. Trustee Hausman commented that the restrictions and requirements for entry make sense when considering the responsibilities of the profession. A member of the audience asked if there is a method for tracking how long students stay in the nursing profession; Ms. McAteer said there is not. Chancellor Galatolo thanked Ms. McAteer for her hard work and dedication to the program and said many students have commented that she has played a large role in their success.

Cheryl Fama, Chief Executive Officer of the Peninsula Health Care District, introduced Helen Galligan, Peninsula Health Care District Board Secretary and Chairperson of the Grants and Scholarships Committee. Ms. Fama said there is still a nursing shortage and, therefore, a need for the partnership with SMCCCD to continue. She cited evidence showing that California ranks 50<sup>th</sup> out of the 50 states in the number of nurses per capita. The average age of nurses Statewide is 48 and in a 1996 survey, 55 percent of nurses surveyed said they planned to retire between 2011 and 2020. A national study published in 2008 cited a need for 500,000 more nurses by 2025; it is projected that California will need 10,000-40,000 more nurses by 2020. Ms. Fama said the partnership is beneficial to both parties and the Peninsula Health Care District is proud to contribute to the program at College of San Mateo. Chancellor Galatolo thanked Ms. Fama and the Peninsula Health Care District for their support.

Chancellor Galatolo said the District was approached in 2003 with the idea of delivering a nursing program at Cañada College. At the time, he noted that it is very expensive to start a program and would require a redirection of resources. The Sequoia Healthcare District offered to work with SMCCCD to establish a program and took it a step further by collaborating with the District to offer a Baccalaureate for the Registered Nurse (BRN) degree which students may earn at Cañada through San Francisco State University at the University Center. President Mohr said the nursing program at Cañada began in 2003 as a partnership between the Sequoia Healthcare District, Cañada, San Francisco State University and Sequoia Hospital. In the Memorandum of Understanding, it was agreed that the Sequoia Healthcare District would fund the program for ten years, provide Cañada with \$150,000 for a skills lab, provide a yearly reimbursement to Cañada of \$145,000 for administering the program, and provide \$25,000 per student per year. President Mohr distributed a document which includes data on evaluation criteria as well as admission, graduation and pass rates; a copy of this document is attached to the official minutes of record. There have been 101 graduates to date; 60 percent have been hired to work at Sequoia Hospital and more than 75 percent were hired to work in the Bay Area.

Dev Mahadevan, Interim Executive Director of the Sequoia Healthcare District, introduced Don Horsley, President of the Board of Directors, and Kim Griffin, Vice President of the Board. Mr. Horsley said community colleges provide opportunities for young people to pursue professional careers. Mr. Horsley commended SMCCCD for being unique and forward-thinking. He said the Sequoia Healthcare District Board will continue to support the nursing program at Cañada.

Trustee Miljanich asked if the need for nurses in San Mateo County is being met. Ms. Griffin said many hospitals in the community still use traveling nurses. She added that the average age of people entering the nursing program is 31 and this does not leave much time to perform the very demanding job of bedside nursing, which often requires 12-hour shifts.

Trustee Holober thanked the Peninsula Health Care District and the Sequoia Healthcare District as well as the Colleges. He said the nursing profession is starting to get the recognition it deserves. There is a nursing shortage locally and throughout the State. Many nurses working in California have been trained outside of the State and outside of the country because California has not recognized the importance of educating nurses and does not provide extra funding for the high-cost program. Trustee Holober said the District would not be able to offer the programs without the generosity of the Peninsula and Sequoia Districts. He added that when the District went to the voters for support of the bond measures, the nursing programs were featured prominently because polls showed voters widely supported and valued the programs. Trustee Hausman said she believes the nursing programs are among the most important and best that the District offers; she appreciates immensely the support from the Peninsula and Sequoia Districts. Trustee Mandelkern also thanked the representatives from the Peninsula and Sequoia Districts for their continued financial support of these programs which address a great need and which the community supports. Student Trustee Medrano Rosales added her thanks on behalf of students who are in the nursing programs at the Colleges. President Schwarz said she was happy to accept a letter to the Board from Mr. Horsley regarding the program at Cañada. President Schwarz said the Board received another letter regarding funding for the program.

#### **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 (09-3-1A)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the actions in Board Report No. 09-3-1A. The motion carried, all members voting "Aye."

#### **RE-EMPLOYMENT OF CONTRACT AND REGULAR FACULTY FOR THE 2009-10 ACADEMIC YEAR (09-3-2A)**

It was moved by Trustee Hausman and seconded by Trustee Mandelkern to approve the actions in Board Report No. 09-3-2A. The motion carried, all members voting "Aye."

#### **Other Recommendations**

#### **REQUEST FOR NOMINEES FOR THE NOMINATING COMMITTEE OF THE SAN MATEO COUNTY SCHOOL BOARDS ASSOCIATION (09-3-100B)**

President Schwarz asked if there were any nominations from the Board. Trustee Hausman nominated Trustee Holober to serve on the nominating committee and Trustee Mandelkern seconded the motion. The motion carried, with Trustee Holober abstaining and the remainder of Board members voting "Aye."

#### **COMMUNICATIONS**

President Schwarz informed the Board that she received a letter seeking applications to serve on the grand jury; if any Board member is interested, she will provide a copy of the letter.

Chancellor Galatolo asked that tonight's meeting be adjourned in memory of Michael De Gregorio, Emeritus Professor of Chemistry and Physics at College of San Mateo. Professor De Gregorio passed away on February 22, 2009. He had been a member of CSM's science faculty since 1957; he retired in 2001 and continued

teaching distance education classes in post retirement up until June 2008. The Board agreed unanimously to recess in his memory.

**RECESS TO CLOSED SESSION**

President Schwarz said that during Closed Session, the Board will consider the personnel items listed as 1-A and 1-B on the printed agenda, and said the Board will also hold a conference with legal counsel regarding two cases of anticipated litigation.

The Board recessed to closed session at 7:50 p.m.  
The Board reconvened to Open Session at 9:20 p.m.


**CLOSED SESSIONS ACTIONS TAKEN**

President Schwarz 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 Holober and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:21 p.m. in memory of Professor Michael De Gregoio.

Submitted by



Ron Galatolo  
Secretary

Approved and entered into the proceedings of the March 25, 2009 meeting.



Patricia Miljanich  
Vice President-Clerk