

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
March 25, 2009
San Mateo, CA**

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

Board Members Present: President Karen Schwarz, Vice President-Clerk Patricia Miljanich, Trustees Helen Hausman, Richard Holober 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 Instruction Susan Estes, Cañada College President Tom Mohr, and Skyline College Academic Senate President Ray Hernandez

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Holober to approve the minutes of the Study Session of March 11, 2009. The motion carried, all members voting "Aye."

It was moved by Trustee Holober and seconded by Vice President Miljanich to approve the minutes of the Special Closed Session of March 18, 2009. The motion carried, all members voting "Aye."

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the minutes of the Special Closed Session of March 20, 2009. The motion carried, all members voting "Aye."

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS

UPDATE ON DISTRICT TEXTBOOK RENTAL PROGRAM (09-3-3C)

Tom Bauer, Director of Auxiliary Services, said the Higher Education Opportunity Act provides a \$10 million fund for textbook rental programs. Any public college or university can apply for funds to start a rental program. The California Community Colleges State Chancellor's Office wants to develop a system-wide grant application rather than having individual colleges apply for grants. Mr. Bauer and Don Newton at City College of San Francisco have been asked to develop the application and they hope to apply for a grant of approximately \$1 million.

Mr. Bauer said Cañada College continues to drive the progress of the District's textbook rental program. He introduced Jai Kumar, Bookstore Manager, along with Laura Brugioni and Brian Horwitz of the classified team. Mr. Kumar said he worked with Eliazer Ayala-Austin, Director of EOPS at Cañada, to reorganize EOPS program funding to add a rental component to the textbook purchase allowance. Cañada test piloted the program this semester and found that close to 150 additional students were served. Mr. Kumar presented information on the program to a regional EOPS body and it was very well received. He will present it to the State Chancellor's Office EOPS Department on April 2.

Mr. Bauer said the National Association of College Stores Foundation chooses four college presidents to highlight each year for an advertising campaign. Each ad contains a photograph of the president and stories about his/her campus. Mr. Bauer was successful in his request to have the District highlighted in an ad for this year, and he chose President Mohr because of his ardent support for the textbook rental program. Mr. Bauer

displayed a copy of the ad and also presented a framed copy to President Mohr. The ad will run in publications each month for the next twelve months. President Mohr said it is a privilege to work with Mr. Bauer and the Bookstore staff who take care of students in an extraordinary way.

STEM EDUCATION GRANTS (09-3-4C)

Dr. Janet Stringer, Dean of Science & Technology at Cañada College, said the grant approval being sought tonight is the third STEM (Science, Technology, Engineering and Math) Education grant awarded to Cañada. The three grants are:

- A \$1.5 million, two-year CCRAA-HSI (College Cost Reduction and Access Act for Hispanic Serving Institutions) grant. Dr. Amelito Enriquez, Professor of Math, explained that this project offers a two-week program to help students prepare for the math placement test with the aim of raising their placement levels by at least one step. The goal is to help students who become discouraged and may drop out because of the number of courses they must complete before being able to transfer.
- A \$900,000, three-year Minority Science and Engineering Improvement Program, administered by the U.S. Department of Education. Dr. Stringer said this grant funds a collaborative program with San Francisco State University to improve the number of minority students entering engineering and science programs and completing degrees. Dr. Enriquez said that students attend a two-week summer engineering institute at San Francisco State University which provides exposure to more engineering courses and provides a context for students to understand why they must take the required math and science courses.
- A \$600,000, five-year National Science Foundation S-STEM program grant. The funds will provide scholarships to financially needy students working to transfer to a four-year university to complete an undergraduate degree in an engineering, mathematics or science major. Dr. Enriquez said the objective is to allow these students to attend school full-time. This grant is on the agenda for approval at tonight's meeting.

Vice President Miljanich said she is impressed that the grants offer a combination of supporting individual students and strengthening the institution. Trustee Hausman said it is important to emphasize math, science and engineering studies and she is encouraged by these programs. Student Trustee Medrano Rosales said she wants to disseminate information on the programs to students; Dr. Stringer said details can be found on the web sites. President Schwarz said she is impressed by the concern expressed for students, particularly the emphasis on addressing the reasons for students' success or failure. President Schwarz said she appreciated the presentation to the Board about the grants and hopes that this format will be followed in the future.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Executive Reports were presented by Chancellor Galatolo, President Morrow, Vice President Estes, President Mohr, Executive Vice Chancellor Keller, and President Hernandez. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo said that he and Barbara Christensen, Director of Community/Government Relations, presented before a Citizens Oversight Panel regarding funding requests the District submitted to Congresswoman Jackie Speier for 2010 appropriations. The District, in conjunction with College of the Canyons, requested \$2 million to bolster the University Center Consortium. Also in conjunction with College of the Canyons and Copper Mountain College, the District requested \$4 million to fund an alternative energy training institute.

Expanding on her written report, President Morrow said that a mural, designed by Paul Bridenbaugh and funded by the President's Innovation Fund, is now going up on the Gallery Theater wall. The mural's nine panels represent actual textile samples from parts of the world from which Skyline students come. President Morrow said the "Expanding Your Horizons" conference was held last Saturday and more than one thousand high school and middle school students and their parents attended. The annual President's Breakfast will be

held tomorrow. President Morrow distributed copies of Skyline's viewbook, "Achieve Now and Into the Future."

Highlighting the College of San Mateo President's written report, Vice President Estes reported on the March 5th groundbreaking ceremony for Buildings 10N and 5N. Vice President Estes said that CSM recently hosted a group of educators from a consortium of 50 universities in Japan who were interested in learning more about the community college system. Vice President Estes said CSM held emergency preparedness training, with four hours of classroom instruction followed by a hands-on exercise. The training was coordinated by Dean Virgil Stanford and his staff.

Highlighting his written report, President Mohr recognized Cañada's MESA program and its director, Cathy Lipe. The program has nearly doubled in the last two years. President Mohr said that Cañada's Phi Theta Kappa chapter was again recognized as a five-star chapter in the regional awards ceremony. Cañada student Ashley Cohen has been named to the 2009 Phi Theta Kappa All-California Academic Team. President Mohr announced that Dr. Amelito Enriquez received a "Best Paper of the Year" award from the American Society of Engineers. President Mohr also announced that Professor Patty Dilko will receive the San Mateo Association for the Education of Young Children's top award at the Association's recognition event on April 23.

Executive Vice Chancellor Keller said that staff from West Valley Mission College visited the District and received information from Vice Chancellor Nuñez to assist them in their consideration of using the design-build delivery method for their construction projects. Executive Vice Chancellor Keller said the District Office will conduct emergency preparedness training next week; the three Colleges have already completed the training.

Skyline Academic Senate President Hernandez said that at the beginning of the year, two new faculty members were hired. Skyline is also fortunate to have funding for a TRIO counselor. In addition, seven faculty members have reached tenure. Professor Hernandez said that Skyline faculty embrace and appreciate the opportunity to attend the Museum of Tolerance training and hope that the program can be restored when funding is available. Skyline faculty continue to move ahead on Student Learning Outcomes and Professor Hernandez thanked SLOAC Coordinator Karen Wong and the Steering Committee. Professor Hernandez said the Skyline Academic Senate has been charged with creating a taskforce to examine the cost of textbooks and he appreciated hearing Mr. Bauer's report on the rental program.

Chancellor Galatolo said that since many student leaders were attending a student leadership conference in Washington, D.C., there will not be a student report tonight.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Chris Stampolis, a member of the Board of Trustees at West Valley Mission Community College, asked the Board for their consideration when they vote to elect members to the Community College League of California Board later tonight.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (09-3-3A)

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

APPROVAL OF CONSENT AGENDA

The Consent Agenda consists of the following Board Reports:

- 09-3-1CA Approval of Community Education Youth Programs, Summer 2009
- 09-3-2CA Approval of Community Education College of San Mateo Baseball Camp, Summer 2009
- 09-3-3CA Approval of Community Education Soccer Camps, Summer 2009
- 09-3-4CA Approval of Community Education Basketball Camps, Summer 2009

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the items on the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

VOTE TO ELECT MEMBERS TO THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD (09-3-1B)

President Schwarz said the Board may vote for a maximum of seven candidates. Vice President Miljanich said that while reading the candidates' statements, she focused on language regarding Proposition 98 because the issue of property taxes is very important for the District. She nominated Jerry Hart of Imperial CCD and Manny Ontiveros of North Orange County CCD. Chancellor Galatolo noted that the only candidate from a basic aid district is Jacqueline Simon of MiraCosta CCD. Trustee Hausman said that trustees from nearby districts would share commonality and she nominated Chris Stampolis of West Valley Mission CCD and Cy Gulassa of Peralta CCD. Trustee Holober agreed with nominations on the floor also nominated Trustee Simon whose statement addressed the issue of affordable textbooks and Trustee Douglas Otto of Long Beach CCD who addressed accreditation and SLOs. Based on the candidates' backgrounds, credentials and statements, Trustee Mandelkern agreed with nominations on the floor and also nominated Louise Jaffe of Santa Monica CCD. There were seven nominations on the floor and the Board agreed to vote on the slate, as follows:

- Cy Gulassa, Peralta CCD
- Jerry Hart, Imperial CCD
- Douglas W. Otto, Long Beach CCD
- Manny Ontiveros, North Orange County CCD
- Jacqueline Simon, MiraCosta CCD
- Christopher Stampolis, West Valley Mission CCD
- Louise Jaffe, Santa Monica CCD

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the slate as listed. The motion carried, all members voting "Aye."

ACCEPTANCE OF S-STEM GRANT AWARD FROM THE NATIONAL SCIENCE FOUNDATION (NSF) FOR CAÑADA COLLEGE (09-3-101B)

It was moved by Trustee Mandelkern and seconded by Trustee Hausman to accept the grant award as described in the report. The motion carried, all members voting "Aye."

ADDITION OF NEW POLICY TO DISTRICT RULES AND REGULATIONS, SECTION 1.01, DISTRICT MISSION AND REVISION OF SECTION 1.45, AGENDAS FOR MEETINGS (09-3-102B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the addition and revisions as outlined in the report. The motion carried, all members voting "Aye."

APPOINTMENT OF STUDENT REPRESENTATIVE TO BOND OVERSIGHT COMMITTEE (09-3-103B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to approve the appointment as outlined in the report. It was noted that Ms. Gonzalez's name is misspelled in the "Recommendation" portion of the report; it will be corrected in the official minutes. The motion carried, all members voting "Aye."

APPROVAL OF RECOMMENDATION TO EDUCATION HOUSING PARTNERS ON GENERAL CONTRACTOR FOR CAÑADA VISTA FACULTY AND STAFF HOUSING PROJECT (09-3-104B)

President Schwarz said it was requested that this item be deferred to the April 1st meeting in order to allow additional time to clarify bid details. The deferral will not delay construction of the project.

AUGMENTATION TO DESIGN BUILD CONTRACT FOR THE CAÑADA COLLEGE GATEWAYS, CIRCULATION AND PARKING PROJECT (09-3-105B)

It was moved by Vice President Miljanich and seconded by Trustee Hausman to authorize augmentation of the existing design build contract as outlined in the report. The motion carried, all members voting "Aye."

AUGMENTATION TO THE DESIGN BUILD CONTRACT FOR COLLEGE OF SAN MATEO CIP2 DESIGN BUILD PROJECT (09-3-106B)

It was moved by Trustee Hausman and seconded by Vice President Miljanich to authorize the Executive Vice Chancellor to execute change orders as outlined in the report. Linda da Silva, Executive Director of Construction Planning, said that in December 2007, the Board approved the award of a contract for the construction of the College of San Mateo CIP2 design-build project to McCarthy Building Companies in an amount not to exceed \$150,000,000. District staff negotiated an agreement with McCarthy for a starting contract value of \$142,500,000. The Executive Vice Chancellor has approved \$7,494,876 of change orders, which brings the McCarthy contract value to just below the Board-authorized \$150,000,000. Ms. da Silva reviewed each of these change orders, as described on pages 2-3 of the report. Staff now requests that the Board authorize additional modifications to the contract in an amount not to exceed \$21,100,000, using reserve contingencies in the project budget. Staff conferred with County Counsel and confirmed that it would be appropriate and consistent with the intent and letter of the design-build legislation for the Board to award additional authorization for contract changes. Ms. da Silva described the proposed contract changes as outlined on pages 4-5 of the report.

Trustee Holober asked if funds for the augmentations are in the budget and if other items will be put aside if the Board approves the request. Executive Vice Chancellor Keller said the District has been careful to stay within budget on the major projects at the Colleges by providing for allowances and contingencies from the beginning, and these major projects are within budget. Some of the outlying projects that were going to require a combination of bond and State funds may be in jeopardy because of the loss of State funds. The District will still try to secure State funds for projects that were scheduled to be completed last, and for which State funds were anticipated. Vice Chancellor Nuñez added that the District team is working with the Colleges to submit final project proposals to seek State funding for 2010. Trustee Holober asked if there are new cost items that are coming to the Board for the first time, such as the stelevator described in the report. Ms. da Silva said the stelevator was budgeted in the Building 2-4 renovation project; the funds will be moved to the design-build project but it is still within the scope of CIP2. The design-build project contingency fund contains money for changes that staff anticipated would fall within that project. Chancellor Galatolo added that the resources are available to cover all of the proposed changes and, if the Board approves the request, the funds will be passed to McCarthy.

Trustee Mandelkern said he is not concerned with the change orders that have already been executed, as they bring the cost to the Board-approved amount. However, he is concerned with the request for \$21,100,000 for additional change orders. He noted that this is fourteen percent of the original approved budget amount and over four percent of the total bond funds for CIP2. He said this is a large amount to be adding as an extension to the design-build project, especially with the loss of money from the State and from the County Fund, and he is concerned about the impact on other projects that might not be built. Trustee Mandelkern said he is also concerned that while the original, Board-approved design-build contract was for Buildings 10N and 5N, at least two of the proposed changes – site work improvements described in the third bullet point and the stelevator in Building 4 – are for items not connected with Buildings 10N and 5N. Trustee Mandelkern also addressed the issue of equipment procurement, stating that this has normally been a separate process rather

than part of a design-build project. In total, approximately \$10,100,000 is for equipment procurement and projects outside the scope of the approved contract for Buildings 10N and 5N.

Vice President Miljanich asked Trustee Mandelkern if he believes staff had not considered the “big picture” of all projects when putting this proposal together. Trustee Mandelkern said the issue is that the Board needs to understand all of the changes within the entire budget picture, i.e. the effect approval of this request might have on other proposed projects. Executive Vice Chancellor Keller said that from the beginning, the design-build project encompassed not only Buildings 10N and 5N, but a major portion of the CSM campus, including all of the surrounding parking areas. Within the large project, some buildings were held out because the delivery method was not determined (design-bid-build, multiple prime, etc.). The recommendation does not add to the project, but rather adds existing plans to this particular contract. For example, the elevator and stairway for Buildings 2 and 4 were in the existing project but were pulled because approval from the Division of the State Architect had not been secured. At issue is whether to assign the work on existing plans to McCarthy; staff believes that this is most efficient because of the excellent working relationship and to avoid problems of coordination. Vice President Miljanich said that at issue is how to come to a conclusion on where the focus should be, given the financial losses the District has suffered. Executive Vice Chancellor Keller said staff is continually evaluating how the overall CIP2 contingency is used and considering unforeseen needs that the Colleges will identify. President Schwarz said she generally does not like change orders but she is impressed that the District is preparing detailed and informative plans for contingencies that might arise, rather than the contractor identifying additional needs.

Chancellor Galatolo said the equipment procurement described in the report is actually real property improvement; the fitness machines are bolted down, other machines are wired and elements are attached to a wall. Chancellor Galatolo said that holding funds aside in a contingency fund, and holding off as long as possible on purchases, allows the District more flexibility and can save money as prices for equipment go down. By using the design-build method and holding money aside in the contingency fund, the District can more easily negotiate and is in control of the project.

Trustee Mandelkern asked if the timing of Board approval is urgent or if more time could be allowed for the Board to study and understand the issues more thoroughly. Trustee Holoher said his questions and concerns have been answered; his understanding is that approval would allow staff to merely move already allocated money into McCarthy’s scope of work and would not impact the total scope of work; the request does not ask for new spending on any new projects. Ms. da Silva and Vice Chancellor Nuñez confirmed that this is a correct interpretation. Trustee Hausman said if the Board is not happy with this recommendation, it would have to consider alternatives and this could be problematic in terms of timing. Executive Vice Chancellor Keller said timing is an issue in that staff wants to deliver the project on time or before, and within budget.

After this discussion, the motion to authorize the Executive Vice Chancellor to execute change orders as required to augment the existing design-build contract with McCarthy Building Companies in an amount not to exceed \$21,100,000, using reserve contingencies in the project budget, to complete the College of San Mateo CIP2 design-build project carried, all members voting “Aye.”

INFORMATON REPORTS

SPRING 2009 CENSUS (09-3-5C)

Vice Chancellor Jing Luan summarized the report. The spring 2009 headcount shows a 7.5 percent increase compared to spring 2008, and all three Colleges have shown increases. The increases are seen in younger and older students. By ethnicity, Hispanic students have increased by approximately 500 followed by African American students. Vice President Miljanich asked if there were specific efforts to increase students by ethnicity, particularly African Americans. President Morrow said Skyline targeted African American students through the ASTEP program, particularly the ASTEP math program. Trustee Mandelkern asked if a reason is known for the decrease in concurrently enrolled students at Cañada College while the number increased at the

other Colleges. President Mohr said one factor is that the Sequoia High District wants all concurrent enrollment courses taught at zero period or seventh period; this has caused contentiousness with AFT because of the concern that some students will go from regular classes to concurrent enrollment classes. President Mohr said he expects the number of concurrently enrolled students to increase in the fall term as Cañada works with charter schools in East Palo Alto. Chancellor Galatolo said the District is approaching funding caps because of the large enrollment increases and he commended the College presidents for their efforts to enhance enrollments. Regarding borrowing ahead of enrollment that the District has used in the past, Trustee Mandelkern asked if the District is now caught up. Chancellor Galatolo said there is no current liability.

STATEMENTS FROM BOARD MEMBERS

Trustee Hausman said that last Friday, all inductees into the San Mateo County Women's Hall of Fame during the last 25 years were honored; Trustee Hausman was inducted in 1995. Congresswoman Jackie Speier started the program and was a speaker at the event.

Trustee Mandelkern attended the groundbreaking for Buildings 10N and 5N at College of San Mateo. He looks forward to hearing comments from students who will be the beneficiaries of the new buildings. On Monday, Trustee Mandelkern was in Sacramento for an advocacy day for another organization. He met with State Senate and Assembly members, including Jerry Hill and Ira Ruskin. The mood is still grim, with concern about the May 19 ballot measures, all of which must pass in order to support the signed budget. There is belief in Sacramento that there will likely be an \$8-10 billion deficit at the end of May and there is little sign of cooperation or compromise to deal with the problem. Trustee Mandelkern thanked AFT and *The Advocate* for printing his letter regarding the salary compensation issue.

Student Trustee Medrano Rosales commended the students who volunteered at the *WOW! Women on Writing Conference* at Skyline. These students had no incentive other than service. Student Trustee Medrano Rosales attended the United States Student Association Conference in Washington, D.C. Twelve students from the District attended and participated in legislative workshops along with a march and rally on the last day. Groups of students also met with assistants to Congresswomen Jackie Speier and Anna Eshoo and Senator Diane Feinstein. They were invited by Manuel Rosales, Legislative Director for the Latin Coalition in Washington, to attend a stimulus hearing, after which he spent time talking with the students.

Trustee Holober encouraged Board and administration members to attend the San Mateo County School Boards Association dinner meeting on March 30; the topic will be Distance Learning.

President Schwarz said she and Trustee Hausman attended the San Mateo County Community Colleges Foundation meeting on March 17 as representatives of the Board, where they heard a presentation on planned giving and an update on the annual campaign; the goal is \$165,000 and as of the meeting, \$133,000 had been raised. President Schwarz looks forward to attending the Skyline President's Breakfast and thanked Trustee Mandelkern for sending personal invitations. President Schwarz said that the Board normally rotates offices and, through an oversight, failed to recognize Trustee Hausman when she finished her term as President in 2007. President Schwarz presented Trustee Hausman with an award and thanked her for her service.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

President Schwarz announced that during Closed Session, the Board will discuss the personnel items listed as Items 1-A and 1-B on the printed agenda.

The Board recessed to Closed Session at 8:57 p.m.

The Board reconvened to Open Session at 9:46 p.m.

CLOSED SESSION 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 Hausman and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:48 p.m.

Submitted by



Ron Galatolo
Secretary

Approved and entered into the proceedings of the April 22, 2009 meeting.



Patricia Miljanich
Vice President-Clerk