

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
October 13, 2010, San Mateo, CA**

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

Board Members Present: President Patricia Miljanich, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman, Richard Holober and Karen Schwarz

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr and District Academic Senate President Ray Hernandez

Pledge of Allegiance

President Miljanich welcomed David Yost, a member of the San Mateo County Community Colleges Foundation Board of Directors, who was in the audience.

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the minutes of the September 22, 2010 meeting of the Board. The motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Darnell Spellman, President of the Associated Students of Cañada College, said he and the Associated Students Presidents at College of San Mateo and Skyline College request that the Board allow them to represent students at Board meetings, on a rotating basis, while the Board reviews the student trustee policy before the election of a new student trustee. President Miljanich noted that this request results from the resignation of the student trustee for personal reasons. The Board agreed to honor Mr. Spellman's request, recognizing the importance of student input. The Associated Students Presidents will determine the rotation schedule.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (10-10-1A)

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the actions in Board Report No. 10-10-1A. The motion carried, all members voting "Aye."

Other Recommendations

AGREEMENT TO SUPPORT SAN MATEO COUNTY SCHOOL DISTRICT MEASURES ON THE NOVEMBER 2, 2010 BALLOT (10-10-100B)

It was moved by Trustee Hausman and seconded by Trustee Schwarz to support the ballot measures as described in the report. The motion carried, all members voting "Aye."

APPROVAL OF APPOINTMENTS TO BOND OVERSIGHT COMMITTEE (10-10-101B)

President Miljanich said the Board is being presented with a revised report to include an additional recommended member of the Bond Oversight Committee who was identified after the board packet was published. It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the appointments as shown in the revised report. Trustee Holober said he recognizes that efforts were made to find a representative of a bona fide taxpayers' association; he said the California Tax Reform Association might be able to recommend a local candidate and he will provide the contact information to Barbara Christensen, Director of Community/Government Relations. Vice President Mandelkern said he

is aware of another taxpayers' organization and will provide the information if needed. After this discussion, the motion carried, all members voting "Aye."

INFORMATION REPORTS

FALL 2010 CENSUS REPORT (10-10-1C)

Trustee Hausman noted the overall decreases in student headcount. Chancellor Galatolo said the original intention was to address the 14,000 students on waitlists; however, because of the lack of resources from the State, it became necessary to cut sections and reduce growth; by reducing growth, the District is now funded for most FTES.

Vice President Mandelkern asked if there has been a change in the fill rate. President Morrow said the fill rate is still very high; 12% of sections were cut while enrollment is down only 5%. President Claire said there is a shift to align with the Board's core values; the losses have been deliberate and targeted, and there has actually been growth where no cuts were made. Chancellor Galatolo said class loads are higher than ever. He said the waitlists have caps and, therefore, the true demand is unknown but is higher than ever before. Trustee Holober asked if the Board will be provided with data regarding FTES. Vice Chancellor Luan said he will provide the information when the numbers stabilize by the end of the term.

Trustee Holober asked if there are changes in student composition, e.g. full-time vs. part-time students. Vice Chancellor Luan said there is a large number of continuing students and a drop in older students. President Mohr said there are increases in full-time and transfer students, likely as a result of the cost of attending a California State University and of students being turned away by the CSUs. President Miljanich asked about recent legislation which would provide a guaranteed pathway to the CSUs. Vice Chancellor Luan said that is the intent of SB 1440.

Trustee Holober noted the drop in high school concurrent enrollment. President Claire said students are participating, but the program is being funded differently; Hillsdale High School is now providing \$120,000 for the program. Vice Chancellor Luan said Title 5 prohibits priority registration for concurrently enrolled students ahead of regular students.

President Miljanich asked if the gender distribution is reflective of the gender distribution of San Mateo County. Vice Chancellor Luan said the population of females at the Colleges is slightly higher than the County as a whole.

Trustee Schwarz noted the growth in non-California residents. Vice Chancellor Luan said one reason for the growth might be that out-of-state tuition at the District's Colleges is the same as the tuition students would pay in their own states.

Trustee Holober asked about the effects of the funding for enrollment growth in the State budget. Executive Vice Chancellor Keller said there is reason for concern with the budget, including unrealistic revenue forecasts and accounting techniques which defer current obligations into next year. Chancellor Galatolo added that the budget again suspends Proposition 98, giving the Governor the opportunity to impose mid-year reductions. Chief Financial Officer Kathy Blackwood said that the 2.2% enrollment growth will be distributed equally among districts and SMCCCD's portion has already been built into the District's budget.

STUDENT GOVERNMENT AND STUDENT ACTIVITIES (10-10-2C)

Vice Chancellor Luan introduced the Student Activities Coordinators at the three Colleges: Amory Cariadus, Skyline College; Aaron Schaefer, College of San Mateo; and Victoria Worch, Cañada College. He also acknowledged Robin Richards, Vice President of Student Services at Cañada College; Joe Madrigal, interim Vice President of Student Services at Skyline College; Fauzi Hamadeh from the the Student Services Division at College of San Mateo; Romeo Garcia from the Student Services Division at Cañada College; and Darnell Spellman, President of the Associated Students at Cañada College.

Mr. Schaefer described the components of Student Life – a learning community, a leadership development program, a contextual learning experience, a retention and student engagement initiative, and a shared governance opportunity. Ms. Cariadus discussed the three service areas of the Student Activities Office – leadership development, campus activities and auxiliary services. Ms. Worch reported on the number of students participating in student government, shared governance committees and active clubs at each campus.

Ms. Cariadus reported on the results of a Noel-Levitz student survey. Most students feel a sense of belonging on their campus, believe it is an enjoyable experience to be on the campus, and believe that people on the campus respect and are supportive of each other. Ms. Cariadus, Mr. Schaefer and Ms. Worch each read quotes from students about their experiences as participants in Student Life. Trustee Hausman said that many students in the District have added responsibilities, e.g. are single parents, are seeking employment, etc., and asked what can be done to help these students. Mr. Schaefer said student leaders are encouraged to find ways to impact all students, who come for many different reasons. Ms. Cariadus said Skyline College also encourages non-traditional students to participate in student government; currently, the youngest participant is 18 and the oldest is 60. President Miljanich said that at her recent visit to Cañada College, she saw a wide range of age in students and a number of students who were not involved in activities in high school. She was impressed with comments by students who reported that they benefit from being involved and that they also are giving back because they had been helped. These students have interesting and innovative ideas about how to improve student life.

Ms. Worch discussed Districtwide collaboration, including national and state leadership trainings and conferences, District activities, and review of procedures. Future plans include conducting a Student Life survey, monthly meetings of the District Student Council, development of a Districtwide student handbook, development of a Leadership Certificate, and exploration of notating leadership participation on students' transcripts.

Trustee Holober asked if there is a government structure with a set number of seats that students run for and if there is an issue with everyone who wants to be in student government being automatically seated. Ms. Cariadus said each College has its own constitution which defines the number of seats. For example, Skyline's Student Council is composed of 21 voting members. If not all seats are filled through an election, students are appointed to fill the minimum number of seats required. Mr. Schaefer said most students at College of San Mateo commute and many do not have cars and/or work as well as attending school. He said the level of interest in running for office varies year-to-year and there is currently an influx of people wanting to be involved. Ms. Worch said that at Cañada College, she is attempting to solicit interest from students in support programs, such as TRIO. President Miljanich asked if elections for College offices could take place at approximately the same time at the three campuses. Ms. Cariadus said the Student Activities Coordinators can work with the student bodies to encourage them to do so.

Trustee Hausman asked if students are made aware ahead of time of the options to participate in elections. Mr. Schaefer said the constitution at College of San Mateo requires that an election commission be formed and the election is a six-week or longer process. Students try to have their elections in close proximity to a large event where information can be distributed to a large number of students. Students also visit classrooms to speak about the elections. Ms. Cariadus said that students at Skyline College use technology to publicize information. They also ask faculty members to recommend students.

Trustee Schwarz asked why the three Colleges have different structures. Ms. Cariadus said the students create their constitutions. Mr. Schaefer said the general structure is the same at each College. Trustee Schwarz asked how students are selected to participate in Districtwide and Statewide events. Mr. Schaefer said that for the March in March event, the student fee fund is used to take as many students as want to go. Student government participants usually attend leadership programs. Ms. Cariadus said students who attend events are expected to share with other students what they have learned.

Vice President Mandelkern asked why participation in clubs is higher at Skyline College than at the other Colleges. Mr. Schaefer said both Cañada College and College of San Mateo were without a Student Activities Coordinator for a period of time. Ms. Worch added that the Student Life office at Cañada College is in swing space and the office at College of San Mateo was in swing space until recently; this makes it harder to engage students. Vice President Mandelkern asked if it is expected that clubs and club participants are expected to reflect the campus populations proportionately. Ms. Cariadus said the different cultures at the Colleges are determining factors in club participation. District Academic Senate President Hernandez said all students in respiratory therapy classes at Skyline College are members of the Respiratory Therapy Club and they are encouraged to become involved in civic activities.

Noting that the most recent election for the student trustee was uncontested, Trustee Schwarz asked what effort was made to try to recruit students to run for this office. Mr. Schaefer said that the position requires a substantial time

commitment and that student leaders at all three campuses were leaving at that time. He said one student who was interested in running became ill and withdrew. Mr. Schaefer said that Aja Butler, former Student Activities Coordinator at Cañada College, worked diligently to try to find a student to run. Ms. Cariadus said she and former Student Trustee Virginia Medrano Rosales spoke to students about the opportunity; some were transferring and others had too many outside obligations.

Chancellor Galatolo suggested that the advisors use broad public announcements, newspapers, etc. to recruit students to run for the office and to emphasize that it is a paid position with the opportunity to pursue leadership with trustees who are well-respected in the community. He said the pool of nominees tends to consist of students who are involved in student government and asked if students are recruited from outside government as well. Ms. Cariadus said these recruitment techniques were used for the last election, without success. She noted that Ms. Medrano Rosales had not been involved in student government prior to running for the office of student trustee. Mr. Schaefer said that some students have no desire to develop leadership skills and that some students lack confidence. Vice Chancellor Luan said the benefits, particularly the economic benefits, are not widely known; therefore, the Vice Presidents of Student Services recommend changing “mileage allowance” to “transportation allowance” and including the provision of health and welfare benefits in announcements about the position.

Trustee Schwarz said that when she was running for her position on the Board, she went into classrooms to talk with students and found them to be very interested. She asked if anyone goes into classes to try to recruit students to run for the office of student trustee. Mr. Schaefer said this is done at College of San Mateo. Vice President Mandelkern said there is potential to do more outreach with faculty and staff. He also suggested that Board members could go to the campuses and speak about the role of student trustee.

INITIAL REVIEW OF STUDENT TRUSTEE POLICY (10-10-3C)

Trustee Holober asked for clarification of the current election process. Ms. Cariadus said the process to elect nominees is slightly different at each campus. Once the candidates are selected at the campuses, a panel consisting of two Associated Students officers from each campus interviews the nominees and elects the student trustee by secret ballot. Trustee Holober asked if any student can be considered as a nominee. Ms. Cariadus said any student may be considered as long as he/she meets the requirements to run in the election. Trustee Schwarz said that since the position is Districtwide, it would seem that the selection process should be uniform at the Colleges. Ms. Cariadus said the process at Skyline College was changed to prevent students from manipulating the system by losing the election at one campus and then signing up for one class at another campus in order to run again. Vice President Mandelkern said there is the same potential to “game the system” at all of the campuses and the process should be uniform. Trustee Holober suggested adding language to the revised policy to stipulate that a student may run for the office of student trustee at only one campus.

Vice President Mandelkern questioned whether it would be better to hold up the election process until there is a nominee from each College. Ms. Cariadus said it would present challenges to move the election date and Mr. Hamadeh added that the Education Code mandates when the student trustee must be seated. Mr. Schaefer suggested that a revised policy could require a contested election, but perhaps not a student from each campus.

Regarding the Vice Presidents of Student Services’ suggestion to “move election up to March/April timeframe in order to avoid the busy end-of-school year time and to separate this election from the AS elections,” Chancellor Galatolo said this would allow a student who loses the student trustee election to then run for a position at his or her campus. This might encourage some students to run who otherwise would not risk losing a chance to serve in any position. Mr. Schaefer said running two separate elections would require additional funds.

Regarding the Vice Presidents’ suggestion to “possibly rotate the student trustee position among the three colleges,” Trustee Hausman said there might be years in which one College has no nominees and another has several nominees. Trustee Schwarz asked why students would bother to run if it was not their College’s turn to have someone serve. Vice President Mandelkern said the selection panel should have the discretion to consider rotation if they believe it is important. President Miljanich said the panel could be informed of the Board’s desire to have wide representation. Trustee Holober agreed that mandated rotation is not a good idea. He said that since there are two students from each College on the selection panel, the representation seems fair.

Vice President Mandelkern said the current process of compensation for the student trustee differs from what is stated in the policy. The policy states that the student trustee shall receive the annual service award (one-half of the annual salary), implying that the Board has no discretion over granting the award; it should be made explicit that the Board votes on whether to grant the service award.

Trustee Holober said the current policy language on removal or recall is not sufficient; students need a greater ability to address non-performance or other lapses and effect removal if necessary. Ms. Christensen said the current policy says that the student trustee may be recalled by a no-confidence vote taken at each of the three Colleges and the vote at each College must be from the Student Senate and executive officers. She suggested changing the policy so that the recall is voted on by the District Student Council instead. Mr. Schaefer said the District Student Council currently has no bylaws. Students are working to create bylaws and a government structure; the District Student Council could potentially be the voting body on a recall after this is completed. Ms. Worch said the Colleges have provisions in their constitutions, e.g. students are asked to resign if they miss more than three meetings and are required to follow the Student Code of Conduct. She said the Board has the ability to enforce provisions for the student trustee, as long as they do not conflict with provisions in the Education Code. Ms. Cariadus said that a recall vote is commonly taken by the body which elected the office holder and suggested that an impeachment process could be undertaken by the District Student Council. Trustee Hausman cautioned that publicity about recall and impeachment processes could intimidate some students and prevent them from running. She added that, for the most part, the student trustees have been outstanding.

Vice President Mandelkern suggested that Board members meet with the selection panel to explain the role of the student trustee and what is expected. President Miljanich said the Board must be cautious about being too involved. She said the Board might create a preamble to the policy, including the Board's commitment to effective representation and qualities that the student trustee should possess. Vice President Mandelkern suggested that the requirement to follow the Code of Conduct be incorporated into the policy; President Miljanich said this could be in the preamble as well. Ms. Worch said the student trustee is not part of the College government but of the Board and he/she needs mentorship from the Board.

Vice President Mandelkern said it is important that students have a voice in any policy changes. President Miljanich said students have been part of the process and will continue to be consulted.

Ms. Christensen said that as the next step, staff will draft a revised policy and bring it to the Board for first reading after the student bodies have had a chance to review it. Mr. Schaefer asked if presentations could be made at Associated Students meetings to inform students about what is taking place. President Miljanich said that communication will be enhanced by having the three Associated Students Presidents represent students at Board meetings.

Vice President Mandelkern asked if there will be a special election after a new policy is adopted. President Miljanich said it is important to feel comfortable with what is in the new policy and it is uncertain how long the review will take. Therefore, a special election might elect a student trustee for only a two or three month term. Mr. Schaefer said it would be difficult to get a pool of candidates in this case. Ms. Christensen said an exception could be written specifying that, for this year only, the student trustee elected in March could begin serving immediately and have his/her term continue throughout the 2011-12 academic year.

President Miljanich said this meeting was a good opportunity to discuss these issues and to provide the Student Activities Coordinators with a sense of the Board's expectations.

RECESS TO CLOSED SESSION

President Miljanich said that during Closed Session, the Board will:

- consider the personnel item listed as IA on the printed agenda
- hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA
- hold a conference with legal counsel regarding one case of potential litigation

The Board recessed to Closed Session at 8:15 p.m.

The Board reconvened to Open Session at 10:00 p.m.

CLOSED SESSION ACTIONS TAKEN

President Miljanich reported that at the Closed Session just concluded, the Board voted 5-0 to approve the item listed as 1A on the printed agenda.

ADJOURNMENT

It was moved by Vice President Mandelkern and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:05 p.m.

Submitted by



Ron Galatolo
Secretary

Approved and entered into the proceedings of the November 17, 2010 meeting.



Dave Mandelkern
Vice President-Clerk