

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION
March 14, 2012, 6:00 p.m.
District Office Board Room
3401 CSM Drive, San Mateo, CA 94402

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401CSM Drive, San Mateo, CA 94402.*
- *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- *Regular Board meetings are tape recorded; tapes are kept for one month.*
- *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

6:00 p.m. **ROLL CALL**

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

12-3-1 [Minutes of the Meeting of February 22, 2012](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

12-3-1A [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

STUDY SESSION

12-3-1C [Continuing Discussion of At-Large and District Elections](#)

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Public Employment: **Cañada College** – Project Director, International Student Program, Center for International & University Studies; Office Assistant II, Student Services; **College of San Mateo** – Office Assistant II, Middle College
 - B. Public Employee Discipline, Dismissal, Release
2. Conference with Labor Negotiator
Agency Negotiator: Harry Joel
Employee Organizations: AFSCME, AFT and CSEA
3. Conference with Legal Counsel – 1 Case:
Citizens for a Green San Mateo v. San Mateo County Community College District et al.;
Case # CIV50680

CLOSED SESSION ACTIONS TAKEN

ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
February 22, 2012, San Mateo, CA**

The meeting was called to order at 6:01 p.m.

Board Members Present: President Dave Mandelkern, Vice President Helen Hausman, Trustees Richard Holoher, Patricia Miljanich and Karen Schwarz, Student Trustee Patiane Gladstone

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jim Keller, District Academic Senate President Fermin Irigoyen

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the minutes of the meeting of January 25, 2012. Trustee Holoher noted that he is incorrectly identified as president in one instance; this will be corrected. The minutes were approved as amended, with one abstention and the remainder of Board members voting "Aye."

It was moved by Vice President Hausman and seconded by Trustee Miljanich to approve the minutes of the Annual Board Retreat of February 4, 2012. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo said it is with a heavy heart that he informs the Board and others in the audience that Tom Martinez, College of San Mateo coach and professor emeritus of physical education, passed away yesterday of massive cardiac arrest suffered while undergoing dialysis. Coach Martinez mentored many athletes, including New England Patriots quarterback Tom Brady. He is remembered not only for what he did for well-known athletes, but for all of the students, faculty and staff at College of San Mateo whose lives he touched and enhanced. Coach Martinez had more than 1,100 career victories and never experienced a losing season. Coach Martinez told Chancellor Galatolo that he had a deep passion for coaching students and he deflected accolades from those he helped. Chancellor Galatolo thanked President Claire for sending a letter to College of San Mateo employees describing Coach Martinez's accomplishments. Chancellor Galatolo said Coach Martinez will be sorely missed, by himself as a personal friend, and by the College community. He asked that tonight's meeting be adjourned in Coach Martinez's memory.

Skyline College President Stanback Stroud said the Skyline President's Breakfast will be held on March 15. This event benefits the President's Innovation Fund, which provides funding for programs that encourage Skyline College's faculty and staff to "dream out loud." In conjunction with the celebration of African American Heritage Month, Skyline College hosted the Northern California Council on Black American Affairs and Peralta Association of African American Affairs "Community College Career Institute for African American Faculty and Staff."

College of San Mateo President Claire said that every athlete who played for Coach Martinez was made to feel like a champion. President Claire showed a video which provides a virtual tour of the College of San Mateo campus; the video is available on the College website. It was developed by College Development and Marketing staff: Bev Madden, Director; Alex Guiriba, Program Service Coordinator; and Valerie Tyler, Webmaster, along with Student Ambassador Alexis Madayag.

Cañada College President Keller said the Cañada College community was saddened by the death of Coach Martinez. He said the Inaugural Athletic Hall of Fame Induction Dinner Ceremony will be held on May 5 beginning at 6:00 p.m. Inductee Sam Nicolopoulos passed away in December 2011 and will be honored posthumously. President Keller said the Cañada College Honors Program has been accepted as a member of the Honors Transfer Council of California. In the continuing effort to establish more connections with four-year institutions at the University Center, President Keller announced that the District has signed a Memorandum of Understanding with National University which will afford

District students the opportunity to extend their educational pursuits beyond community college while continuing their studies at Cañada or one of the other District Colleges. Former Cañada College President Tom Mohr returned to the College on February 6 to present a special lecture on leadership.

District Academic Senate President Fermin Irigoyen offered his condolences to the family of Coach Martinez. He said that Academic Senate Area B representative Jon Drinnon and Statewide official Dolores Davison were guests at the February 13 Academic Senate meeting and they commended the Board of Trustees for their resolution on the Student Success Task Force recommendations. The resolution was sent to the Board of Trustees of the Peralta Community College District and is being sent to the State Academic Senate. President Irigoyen said the key topic of the February 13 meeting was the Memorandum of Understanding, drafted by the Academic Senate, pertaining to the Performance Evaluation Review Committee. He said faculty recognize the need for performance evaluation to be updated and improved. They also recognize the need to address the issue in a timely manner in terms of accreditation. The Memorandum of Understanding will be presented to Chancellor Galatolo for discussion next week.

Paige Kupperberg, Associated Students of College of San Mateo (ASCSM) President, showed a PowerPoint presentation. She said students have been appointed to District and College committees, including all shared governance committees. Recent events included two leadership training events, a Canned Foods/Holiday Angels Toy Drive, Reboot Week, Chinese New Year Celebration and Valentine's Day Celebration. Upcoming events will include the March in March, Social Justice Week, American Student Association of Community Colleges Conference, Earth Day, Spring General Assembly of the Student Senate for California Community Colleges, Spring Fling, Film Festival, ASCSM Banquet, Art Week, Anti-Bullying, and Club Mixer. In addition, elections will be held for ASCSM officers and the Student Trustee.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: RECOGNITION BY THE BOARD OF NOMINEES FOR THE CALIFORNIA COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR (12-2-6C)

President Mandelkern said this award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Each of the Colleges and the District Office were invited to nominate one classified employee, and each will be honored by the Board tonight. Each district may forward the information for one nominee to the California Community Colleges Chancellor's Office for consideration of a statewide award; that nominee is selected by the Board.

President Stanback Stroud introduced the nominee from Skyline College, Maria Norris. Ms. Norris is an Administrative Analyst in the Office of the Vice President, Instruction and has been a District employee for 24 years. President Stanback Stroud said she is impressed with Ms. Norris' dedication to her work in supporting students, making sure they have access to accurate information about programs and services. She plays a leading role in many areas, including the incorporation of technology in the curriculum and making sure professional development is provided. She is the epitome of commitment and dedication to her job in being meticulously accurate and making sure the College is relevant and recent in its curricular processes. In addition, Ms. Norris dedicates her time to caring for others, both at work and outside of work. President Stanback Stroud read a remark made by another person describing Ms. Norris: "Maria has the gift of thoughtfulness, and she uses that gift by volunteering in a variety of activities that brighten other people's lives." President Stanback Stroud said Ms. Norris is a model employee.

President Mandelkern presented a certificate to Ms. Norris and President Stanback Stroud presented flowers which she said were from Ms. Norris' Skyline College family. Ms. Norris said it is an overwhelming honor to be nominated. She said it is a privilege to work for the District and a joy to work at Skyline College. She said she shares this honor with every classified staff member, faculty member, manager and administrator with whom she works every day. She thanked her Skyline College friends in the audience and thanked her friend, Debbie Carrington, who chaired the hiring committee for her first job at College of San Mateo. She said she is proud to still be an employee 24 years later and plans to work many more years.

Chancellor Galatolo introduced the nominee from the District Office, Ginny Brooks. Ms. Brooks is the Executive Assistant to the Board of Trustees. Chancellor Galatolo said Ms. Brooks does an enormous amount of work supporting the Board, e.g. assuring that all reports are received in a timely manner, putting together the Board packet that is distributed widely to staff and the community, managing all aspects of Board meetings, and preparing minutes. He said this is a small fraction of what she does on a daily basis in the Chancellor's Office. He said she is the quintessential team player who will do whatever is needed to accomplish a job when it needs to be done. She continually asks what

she can do to make others' lives easier. She does an outstanding job of mentoring others, including the student trustee. Ms. Brooks is also active in her local community. She works on local political campaigns and has been a PTA president, Cub Scout and Girl Scout leader and library volunteer. She has recently worked with the elderly, helping with bill paying and paperwork as well as offering companionship. Chancellor Galatolo said Ms. Brooks exemplifies excellence and is an asset to the District. He noted that she works closely with Sue Harrison and Jan Phemester and he appreciates how they always work as a team.

President Mandelkern presented a certificate to Ms. Brooks. Ms. Brooks introduced her daughter, Kelley Brooks, and friends in the audience. She said it is a privilege to work for the Board, whose members make every decision based on the goal of providing opportunities and pathways for students to achieve their dreams. She said it is also an honor to work in the District Office, where Chancellor Galatolo fosters an atmosphere of cooperation and good will. Ms. Brooks said she enjoys working with Barbara Christensen, Director of Community/Government Relations, from whom she has learned much in a variety of areas. She thanked her colleagues Sue Harrison and Jan Phemester. She said they truly work as a team and she would not be receiving this honor without their support.

President Keller said the nominee from Cañada College, Kathy Smith, was unable to attend tonight's meeting. President Keller said Ms. Smith started as a student at Cañada College. In 2000, she was hired as a staff assistant and is now an Administrative Assistant at the Cañada Middle College High School. President Keller said that Dean Linda Hayes calls Ms. Smith the "secret weapon" at Cañada. She is an exceptional employee who is always willing to put in extra time and effort to get the task done. The Middle College is a special program because of its unique student population and President Keller said Ms. Smith is skilled in working with these students. In addition, she has served on many committees, including the Safety Committee, Budget Committee, Institutional Planning Council, and the Classified Senate. She puts in extra time volunteering at Cañada's largest annual event, the Arts and Olive Festival.

President Mandelkern congratulated the three nominees, saying that they are an exceptional and well-qualified group of employees. He announced that the nominee whose name will be forwarded to the State Chancellor's Office is Ginny Brooks.

Trustee Schwarz congratulated all of the nominees and said the Board appreciates the opportunity to learn more about them. She said Ms. Brooks will represent the District well. She said the District is fortunate to have outstanding classified employees and she expressed appreciation for their dedication.

Vice President Hausman said it is wonderful to have these three candidates to consider but the District is fortunate to have many more exceptional classified employees.

Trustee Holober said he believes this is an important event each year. He said classified employees are the unsung heroes of the District and, without their hard work, nothing would be accomplished. He said the three nominees are good examples of this. He said Ms. Brooks is hard working, dedicated and diplomatic.

President Mandelkern said the District has many hard working classified employees who dedicate their careers to further the interests of students, and he thanks every one of them. He noted that only one name may be submitted to the State Chancellor's Office and he congratulated Ms. Brooks on being that nominee.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: DEGREEWORKS IMPLEMENTATION UPDATE (12-2-7C)

Chancellor Galatolo said DegreeWorks has been under development for a number of years. He said the District serves approximately 45,000 students per year and it became clear that the District needed to mechanize systems and provide the tools for students who are able to self-matriculate. With this system, students can update their academic lives in real time. With transcript information and detailed information on classes, students can estimate or target their academic completion dates and can learn how to articulate to four-year institutions. Chancellor Galatolo said that counselors are still available and ready to support the broad needs of students.

Eric Raznick, Director of Information Technology Services, said reasons to use DegreeWorks are accurate degree audits, student education plan, helping students reach their goals, ease of use, and flexibility.

Robin Richards, Vice President, Student Services at Cañada College, described the implementation timeline, beginning with identifying committees and loading software in October 2010 and culminating with going live in fall 2011. The

District previously implemented a degree audit program called CAPP and this made the transition to DegreeWorks easier. Through a collaborative and collegial process, it was determined that decisions needed to be made regarding goals and majors (consistent and updated), catalog years (how far back to track them and student's year), and program lists. The decision was made to review backwards to four catalogs, to 2007-08; most district review backwards for only one catalog.

Mr. Raznick said the project funding was from CIP2 for software licenses and implementation consulting. Measure G funds were used to backfill for Admissions and Records staff so that they could be involved in the project. Mr. Raznick showed a slide of the previously used CAPP system. He said it was accurate and gave information on which courses students had taken and whether they met the requirements to earn a degree or certificate, but the interface was not good. The look and feel of DegreeWorks is more consistent with the experiences students have on the internet.

Vice President Richards said "scribers" are current employees who have learned how to enter information into the system. Their job is complex in that a great deal of information is entered on programs, majors, degrees and certificates, and general education, along with information on which classes meet requirements in different areas. The sscribers have input this information going back to 2007-08 and will continue to enter information going forward.

Mr. Raznick gave a brief demonstration of the various ways in which students can use DegreeWorks.

Joi Blake, Vice President, Student Services at Skyline College, discussed how DegreeWorks fits into the national college completion agenda. Several organizations, including the National Governors Association and the Lumina Foundation, have joined in efforts to increase access, student success and accountability/completion. Vice President Blake distributed a Higher Education Policy Brief from the American Association of State Colleges and Universities titled, "A Guide to Major U.S. College Completion Initiatives;" a copy is included in the official minutes of record. Vice President Blake said DegreeWorks is one of many tools that the Vice Presidents of Student Services and Instruction will look at to increase student completion rates.

The following people made statements about how DegreeWorks helps both students and counselors: Sandra Mendez, Counselor at Cañada College; Angeliqye Malabey and Consuelo Vargas, students at Cañada College; Jacquie Escobar, Counselor at Skyline College; Patiane Gladstone, Student Trustee and student at Skyline College; and Martin Bednarek, Counselor at College of San Mateo. Among their comments were:

- DegreeWorks is useful for students who are undecided and might be unsure about what degrees are available at the Colleges. It is also helpful to students who have a major as it allows them to see how close they are to achieving their goals.
- Students who use DegreeWorks are proactive and see counselors on a regular basis to explore the possibility of adding additional degrees, transfer, etc.
- The "What If" function in DegreeWorks can be used to explore degrees and majors that are offered by the Colleges and is a valuable tool in career planning.
- Meetings with counselors are more meaningful; it aids counselors in helping students with their educational plans and shortens the length of counseling sessions, freeing counselors to see more students.
- Students can see the requirements for all three Colleges, helping them to realize they are part of the District.

Kathy Sammut, Counseling Chair at Cañada College, said she served on the steering committee for DegreeWorks. She said there has been a collaborative effort among the Colleges and the District, with open dialog about what will work best for students.

Trustee Schwarz asked if it will be mandatory that counselors learn how to use DegreeWorks. Vice President Richards said that having everyone use the system will be critical. She said that all counselors have had some training and training is scheduled for March 19.

Vice President Hausman said that this is a prime example of how everyone in the District continually tries to improve. She congratulated all who have been involved in the development and implementation of DegreeWorks.

President Mandelkern said the Board has held study sessions over the last several years regarding the challenges students face in understanding what courses they need to take to complete their degrees and/or to transfer. He said that

counseling and student services have been reduced due to budget cuts and he is pleased that DegreeWorks will help students get the information they need to be successful. President Mandelkern said he also appreciates the enthusiasm that the counselors display in their presentations. He said it is impressive to see the commitment they bring to students.

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 (12-2-1A)

It was moved by Trustee Holober and seconded by Vice President Hausman to approve the actions in Board Report No. 12-2-1A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Mandelkern said the consent agenda consists of Board Report 12-2-1CA, Ratification of November and December 2011 District Warrants. It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the item on the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

APPROVAL OF CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (12-2-1B)

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

APPROVAL OF COMMUNITY EDUCATION YOUTH PROGRAM, 2012 (12-2-2B)

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

ACCEPTANCE OF 2011-12 MID-YEAR BUDGET REPORT AND APPROVAL OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING DECEMBER 31, 2011 (12-2-100B)

It was moved by Trustee Holober and seconded by Trustee Miljanich to accept the budget report and approve the transfers and income adjustments as detailed in the report. President Mandelkern said that in August of 2011, the Board approved an adjustment to the exempt classified and academic supervisory salary schedule, one goal of which was to reduce overtime expenditures. He asked if overtime expenses have been reduced. Executive Vice Chancellor Blackwood said she has not looked at this specifically but will pull the information and report back to the Board.

President Mandelkern noted that the Board has been clear that KCSM-TV is to receive no general fund subsidy and he asked if the subsidy has been stopped. Executive Vice Chancellor Blackwood said that KCSM-TV currently has a deficit of approximately \$400,000. However, bids have been received and any revenue received from the sale will far exceed that amount and will balance out so that the District will not be using any general fund money by the end of the year. Trustee Holober said the Board directed the subsidy to end as of June 30, 2011 and, although this has not been implemented, he understands the process that is in progress. He asked if revenues that come in through a sale of the station would be available for general fund use or if they would be restricted. Executive Vice Chancellor Blackwood said she believes most of the funds would be available for general fund use. President Mandelkern asked if any money extended beyond the Board's directive of no general fund subsidy would be paid back. Executive Vice Chancellor Blackwood said it would.

President Mandelkern said that some have indicated that the District is awash in money because it had a large ending balance last year. He said he believes this is due to a timing issue relating to when the State budget cuts occur; the District is not running a large surplus but is trying to keep up with budget cuts as they occur and reserving money for future cuts rather than having sudden swings in available funds.

Executive Vice Chancellor Blackwood said the balance at the end of June was approximately \$20 million. However, there is an \$8 million operating deficit this year, leaving \$12 million, half of which is in the 5% reserve which would cover operating expenses for only three weeks. The other \$6 million would be used to provide room for next year's cuts. The intent is for the operating deficit to become smaller each year over the next three years. The District is aiming for stability and predictability by planning in advance and maintaining appropriate reserves, rather than reacting to budget cuts.

After this discussion, the motion carried, all members voting "Aye."

ADOPTION OF RESOLUTION NO. 12-3 AUTHORIZING ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES (12-2-101B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve the adoption of Resolution No. 12-3. The motion carried, all members voting "Aye."

APPROVAL FOR CATEGORICAL FUNDING TRANSFERS (12-2-102B)

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

ACCEPTANCE OF THE CENTER FOR LAW AND SOCIAL POLICY (CLASP), BENEFITS FOR ACCESS FOR COLLEGE COMPLETION GRANT (BACC) – SKYLINE COLLEGE (12-2-103B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to accept the grant as detailed in the report. The motion carried, all members voting "Aye."

ACCEPTANCE OF BAY AREA WORKFORCE FUNDING COLLABORATIVE AWARD TO SKYLINE COLLEGE (12-2-104B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to accept the award as detailed in the report. The motion carried, all members voting "Aye." Trustee Schwarz commended the work that is done to secure grant funding.

ACCEPTANCE OF CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE STATE TRADE AND EXPORT PROMOTION (STEP) AWARD TO SKYLINE COLLEGE (12-2-105B)

It was moved by Trustee Schwarz and seconded by Vice President Hausman to accept the award as detailed in the report. The motion carried, all members voting "Aye."

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 1.02, ORGANIZATION OF THE BOARD; 1.10, DUTIES AND RESPONSIBILITIES OF THE BOARD; 1.30, COMPENSATION OF BOARD MEMBERS; 1.35, BOARD MEMBER CONDUCT; 1.40, MEETINGS OF THE BOARD; 1.45, AGENDAS FOR MEETINGS; 1.60, RULES OF ORDER FOR BOARD MEETINGS; 2.21, POLICY ON PROFESSIONAL ETHICS; 2.26, DRUG-FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT; 6.25, PASS/NO PASS OPTIONS; 8.06, INVESTMENT OF DISTRICT FUNDS; 8.29, SECURITY OF CRIMINAL RECORDS; 8.31, DISPOSAL OF DISTRICT PROPERTY; 8.35, CASH COLLECTIONS; 8.40, RISK MANAGEMENT; 8.42, TAX DEFERRED COMPENSATION; 8.50, ACCIDENTS; 8.66, SOLICITATION OF FUNDS; 8.67, ADVERTISING IN DISTRICT PUBLICATIONS; 8.72, REFUND OF FEES; 8.74, EXEMPTIONS AND WAIVERS FROM FEES (12-2-106B)

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the revisions as detailed in the report. Trustee Holober said the language in Policy 1.30, which states that the District shall provide compensation to Board members for attending Board meetings at the maximum rate authorized by statute, does not reflect practice; it should state that Board members' compensation shall not exceed the maximum rate authorized by statute. This change will be made.

Regarding Policy 1.35, Trustee Holober said he believes that for the Board to work well, the public must feel free to talk to Board members. He would like to include the public in the statement in item 1(e) as follows: "This policy shall not be construed as preventing an employee or official of the District *or a member of the public* from engaging in separate conversations. . ." He also asked that the appointment of ad hoc committees be addressed in this policy and he questioned whether the policy would disallow Board members from communicating with each regarding scheduling of meetings. President Mandelkern asked that the deleted phrase, "A majority of the members of the Board shall not communicate among themselves outside a regularly scheduled meeting. . .," be reinstated because it is permissible for a

minority of Board members to communicate with one another. Trustee Holober said he has concerns about item 7 regarding sensitive or controversial events becoming the subject of public comment before the Board and the administration have knowledge of the facts in the case. He said that while he understands the intent, the wording sounds restrictive of the public's rights. After discussion among Board members on this issue, Ms. Christensen said she would take the Board's suggestions and bring a revised version back for consideration.

Regarding Policy 1.45, Trustee Holober said item 9 regarding a person or persons wishing to place a matter on the agenda needs clarification. Ms. Christensen said she will revise the language and bring it back to the Board. She also asked that Policy 1.60 be removed from consideration so that she can clarify language in the policy.

Regarding Policy 6.25, Trustee Schwarz asked why the term "Credit/No Credit" was changed to "Pass/No Pass." President Stanback Stroud said the language was changed in State regulations. President Mandelkern asked if there was further information available on the plus/minus grading pilot. District Academic Senate President Irigoyen said the results of the pilot are being discussed at the Colleges now and will be discussed at a District Academic Senate meeting in March. The Board will be presented with a report at a future date.

Regarding Policy 8.06, Trustee Holober said he would like to add "insured by the FDIC" in item 3(e) describing investing in Certificates of Deposit placed with commercial banks and/or savings and loan companies. President Mandelkern said a drawback could be that the FDIC insurance limit is fairly low considering the amount the District invests. Executive Vice Chancellor Blackwood said the District goes to a single bank which splits the investment by farming it out to several different banks. She said language regarding FDIC insurance will be added to the policy and it will be brought back to the Board for action.

Trustee Holober noted that item 3(j) states that up to 100% of the portfolio may be invested in the San Mateo County Treasury. He said he believes that the money invested in the Treasury should be insured and that it should adhere to the same guidelines as the District. Executive Vice Chancellor Blackwood said the District cannot insist that all of the money be insured. She said the County Treasury's guidelines are closer to the District's than they were in the past. The District must have some money in the County Treasury because that money is used to write payroll and account payable checks. During further discussion, Executive Vice Chancellor Blackwood explained that it would be difficult to incorporate language into the policy based on specific balances because the amounts the District has invested vary widely due to cash flow, such as receipt of tax revenues. President Mandelkern agreed that it would be difficult to incorporate all of the variables into a policy. He suggested instead that the County Treasurer be informed that:

1. the District believes that investing in municipal debt, as the Treasurer is now suggesting, is not responsible
2. the District is not in favor of dropping independent ratings of the fund, as the Treasurer is suggesting be done

Executive Vice Chancellor Blackwood said she will have that conversation with the Treasurer.

Chancellor Galatolo said he understands that the Board is not comfortable with the investment strategies currently being employed by the County Treasury and he shares that concern. Executive Vice Chancellor Blackwood said Policy 8.06 lists safety as the first priority to be used for selecting investments.

Trustee Miljanich asked who advises the Treasurer on investments. President Mandelkern said there is a County investment policy and the Treasurer also uses the services of an investment professional. The Treasury Oversight Committee provides oversight but does not provide investment advice. Trustee Miljanich asked what role the Board of Supervisors plays. President Mandelkern said they approve the investment plan annually. President Mandelkern said he submitted suggestions on the proposed 2012 policy but the Finance and Operations Subcommittee (composed of Supervisors Groom and Tissier) approved the proposed policy without comment. It will go to the full Board of Supervisors in March and President Mandelkern has submitted his comments and suggestions to the full Board as well.

With the exception of Policies 1.30, 1.35, 1.45, 1.60 and 8.06, the Board approved the revisions as detailed in the report, all members voting "Aye."

APPROVAL OF CONSTRUCTION CONSULTANTS (12-2-107B)

It was moved by Vice President Hausman and seconded by Trustee Holober to approve the construction consultants as detailed in the report. The motion carried, all members voting "Aye."

INFORMATION REPORTS

2012 CONTRACTOR PREQUALIFICATION UPDATE (12-2-8C)

The Board accepted the report.

DISCUSSION OF BOARD OF TRUSTEES SELF-EVALUATION, 2012 (12-2-9C)

President Mandelkern said the self-evaluation is required annually. The evaluation covers ten areas with several items in each area. Board members rank each item as Exceeds Expectations and/or Objectives, Meets Expectations and/or Objectives, Does Not Meet Expectations and/or Objectives, or No Opinion. The results were compiled by staff in preparation for discussion at this meeting.

President Mandelkern said that while the Board can always work to improve performance, there are no areas in which a number of Board members believed they failed to meet expectations. He said he was surprised that one Board member felt the Board does not meet expectations in demonstrating a concern for the educational success of all students. Since this is inconsistent with all other ratings and comments, President Mandelkern and other Board members believe this box might have been marked in error.

Trustee Holober said he has always felt fortunate to serve with the other Board members. He believes the Board works well together with respect and works through differences with good results. President Mandelkern said he believes the Board is able to work through their occasional differences because they do not have personal agendas but have a singular focus on the success and creation of opportunities for students and are, therefore, able to come together to do what they believe is best as a District.

Trustee Miljanich said that occasional differences that may be difficult to maneuver can result in better communication among Board members, better understanding of each other, and more trust in each other. She said it is important that the Board be able to operate in that way and keep the primary goal of serving students as the focus. Trustee Miljanich also said it is important that, to the extent possible, any Board member be able to place an item on the Board meeting agendas it allows the opportunity to hear concerns and also fosters respect.

Vice President Hausman said that on almost every item, the Board believes they either meet or exceed expectations. Trustee Schwarz said it is rewarding to see that each Board member, on their own, agreed with those ratings. Trustee Schwarz praised Trustee Miljanich for emphasizing one simple word – respect. She said she has not felt disrespect among Board members in her 17 years of service. Trustee Schwarz also said that when she was first elected to the Board, she heard the phrase “students first.” She said this still applies.

Trustee Holober said he believes it is important for everyone to understand that the Board is prepared to make very tough decisions. He said he is not concerned or upset when people who are concerned about potential program cuts or other issues come to speak at Board meetings. He said there should be no fear within the organization about the numbers of people coming to meetings; this is a part of democracy and part of the Board’s role as leaders. Trustee Holober said the Board will listen and pay attention and will ultimately make decisions based on merit. Trustee Schwarz added that decisions made by the Board are not made quickly. Each Board member does his/her homework and much work and thought goes into issues before the Board makes decisions they believe are best for the District.

President Mandelkern said the Board tries to be rational and transparent in its decision-making process and to make fact-based decisions that are best for the District. Trustee Schwarz agreed, saying that the District is very open; there are no secrets and nothing is done behind closed doors.

Student Trustee Gladstone said she wishes more students could see the Board in action and the care they take. She said students sometimes blame the Board for things over which they have no control, such as the lack of funding. She believes that students would change the way they think if they came to the Board meetings.

COMMUNICATIONS

President Mandelkern said the Board received emails regarding KCSM-TV, the Student Success Task Force recommendations, and an application for employment.

STATEMENTS FROM BOARD MEMBERS

Trustee Holober said he received a letter from the County Superior Court inviting the Board to submit names of possible nominees for grand jury service. President Mandelkern said if anyone knows of a person who is willing to serve, they may submit the name and the Board will forward it as requested.

Vice President Hausman said she attended the Foundation “rally” yesterday. Teams were named for fundraising and three examples were given of students who were helped through the Foundation. Vice President Hausman said she has been friends with Olivia Martinez, widow of Coach Tom Martinez, for some time. She said it is difficult to lose someone so extraordinary and exceptional. She said Coach Martinez served very many people very well.

Trustee Schwarz said Coach Martinez has left a legacy that will continue for a long time. She said the District is fortunate to have known him and to have his daughter as an employee. Trustee Schwarz said she volunteers as a tutor for Project Read Redwood City and announced that the Redwood City Library has been named the best library in the State of California. Trustee Schwarz said she enjoyed the well-written article in the *Skyline View* regarding the evaluation of professors. She noted that students complete surveys about professors and asked if the input is available to be viewed by the Board. President Stanback Stroud said there are informal ratings that can be seen, such as “Rate Your Professor” website; however, the internal evaluations completed by students are provided only to faculty members to be used to improve their instruction. Trustee Schwarz said she is impressed with the Skyline College Youth Entrepreneurship Program’s partnership with the Hunters Point Family, a community-based organization. She said she and her husband had a business located in Hunters Point for 30 years and she recognizes the need for this type of outreach in the community.

President Mandelkern offered his condolences to the Martinez family and said that Coach Martinez was an inspirational figure on the campus for many years. President Mandelkern said it is his understanding that “Rate Your Professor.com” is the de facto way for students to find out what other students think about specific professors. President Mandelkern attended the ribbon cutting ceremony for the Veterans Center at College of San Mateo. He recognized Vice Chancellor José Nuñez for his backing of the Center which will benefit the approximately 300 students at College of San Mateo who are veterans. President Mandelkern provided a reminder about the Skyline College President’s Breakfast on March 15. President Mandelkern referred to the article in President Claire’s written Report to the Board about Les Williams, a 1939 College of San Mateo graduate who is a Congressional Medal of Honor winner. Mr. Williams was a member of the Tuskegee Airmen, about whom George Lucas made the movie, *Red Tails*. President Mandelkern said that Mr. Lucas also made a companion documentary movie titled *Double Victory* which tells the historic and factual story of the Tuskegee Airmen. He asked if it would be possible to have a screening of this documentary and invite Mr. Williams to speak at the screening.

RECESS TO CLOSED SESSION

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A, 1B and 1C on the printed agenda, (2) hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA, (3) hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda, and (4) conduct a public employee performance evaluation as listed on the printed agenda.

President Mandelkern said the next meeting of the Board will be a Study Session on March 14 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 9:05 p.m. and reconvened to Open Session at 10:45 p.m.

CLOSED SESSION ACTIONS TAKEN

President Mandelkern 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 items listed as 1A, 1B and 1C.

ADJOURNMENT

It was moved by Vice President Hausman and seconded by Trustee Schwarz to adjourn the meeting. The motion carried, all members voting “Aye.” The meeting was adjourned at 10:50 p.m. in honor of Tom Martinez.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 14, 2012 meeting.

Helen Hausman, Vice President-Clerk

BOARD REPORT 12-3-1A

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations
(650) 358-6767

APPROVAL OF PERSONNEL ITEMS

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

A. CHANGE IN STAFF ALLOCATION

Skyline College

David Ulate Planning & Research Analyst Planning, Research & Institutional Effectiveness

Recommend a change of assignment from full-time 10 months per year to full-time 12 months per year, effective March 15, 2012. The temporary classified supervisory position was Board approved on May 16, 2011 as a 12-month per year position.

B. LEAVE OF ABSENCE

College of San Mateo

Shana Young Associate Professor, DSPS Counseling Services

Recommend approval of a pregnancy disability leave of absence, effective March 2, 2012, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

C. SHORT-TERM, NON-CONTINUING POSITIONS

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Operations	1	3/15/2012	6/30/2012	Accounting Technician: Provide support for the district wide “Plan-Ahead, Pay-Ahead” payment plan and the need to extend evening hours. Duties will include student payments, issuance of parking permits, and other duties as required.

San Mateo County Community College District

March 14, 2012

BOARD REPORT NO. 12-3-1C

CONTINUING DISCUSSION OF AT-LARGE AND DISTRICT ELECTIONS

There is no printed board report for this agenda item.