

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES STUDY SESSION**  
**June 6, 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 and potential or existing litigation. 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.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**SWEARING IN OF STUDENT TRUSTEE**

**MINUTES**

12-6-1      [Approval of the Minutes of the Meeting of May 16, 2012](#)

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

**NEW BUSINESS**

12-6-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

**Other Recommendations**

12-6-1B      [Approval of Modifications to Skyline College, College of San Mateo and Cañada College Mission Statements](#)

## STUDY SESSION

12-6-1C [Report on International Education](#)

12-6-2C [Discussion Regarding a Survey on the District's Funding Needs](#)

## RECESS TO CLOSED SESSION

### 1. Closed Session Personnel Items

A. Administrative Appointment, Reappointment, Assignment and Reassignment: **Cañada College** – Interim Vice President of Instruction; Director, Center for International and University Studies

### B. Public Employment:

1) Employment: **College of San Mateo** – Financial Aid Assistant, Admissions & Records/Financial Aid; **Skyline College** – Office Assistant I, Cosmetology; English Instructor, Language Arts/Learning Resources; Counselor (TRiO Program), Counseling Services; **District Office** – Bookstore Operations Assistant, Auxiliary Services (two positions); Public Safety Officer, Public Safety

2) Re-Employment: **Cañada College** – Workforce Development Specialist, Business, Workforce & Athletics; Counselor, Student Services; **Skyline College** – Instructor, EMT, Science, Math & Technology; Counselor, Counseling Services; Counselor/Coordinator, Counseling Services; Automotive Instructor/Coordinator, Business Division; CTE Environmental Technology Coordinator, Science, Math & Technology

C. Public Employee Discipline, Dismissal, Release

D. Establishment of Equivalency to Minimum Qualifications

### 2. Conference with Labor Negotiator

Agency Negotiator: Harry Joel

Employee Organizations: AFSCME, AFT and CSEA

## CLOSED SESSION ACTIONS TAKEN

## ADJOURNMENT

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
May 16, 2012, San Mateo, CA**

**The meeting was called to order at 6:08 p.m.**

**Board Members Present:** President Dave Mandelkern, Vice President-Clerk Helen Hausman, Trustees Richard Holober, Patricia Miljanich (arrived at 7:00), Karen Schwarz and 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 Vice President Hausman and seconded by Trustee Schwarz to approve the minutes of the meeting of April 25, 2012. The motion carried, all members present voting "Aye."

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Skyline College President Stanback Stroud said this is the time of year during which graduates, student achievements and programs are celebrated. Skyline College recently celebrated the Puente program, TRiO, the First Year Experience Learning Community, ASTEP, and the Early Childhood Education program. Skyline also honored classified staff who have served ten, twenty and thirty years with the District. Skyline College's Phi Theta Kappa chapter received several awards at the national convention, including international honors. The third annual QUEST African-American Male Learning Community Higher Education Conference, recently held in Baltimore, used the Skyline College ASTEP Math Academy as the premier model for use at community colleges. Lloyd LaCuesta of KTVU Channel 2 will be the speaker at Skyline College's commencement ceremony. Chancellor Galatolo noted that Student Trustee Gladstone, who is a student at Skyline College, received two scholarships, including a scholarship from Genentech.

College of San Mateo President Claire said there are many events occurring on the College of San Mateo campus, all of which are listed on the College's website. College of San Mateo has changed the format of its class schedule to a newspaper format and is getting positive feedback from the community. In response to a conversation at a Board Retreat regarding the Colleges telling their stories to the community, the class schedule now includes student success stories and other information, such as the College's dedication to sustainability. In another effort to provide information to the community, College of San Mateo will run a series of advertisements in the *Daily Journal* next week. One of the ads communicates the success College of San Mateo students are having in terms of transfer. The College has compiled data on the institutions to which its students have been accepted; in addition to the UCs and CSUs, students have been accepted to many out-of-state and private colleges, including Stanford, Cornell, Vanderbilt and USC.

Cañada College President Keller said that 700 graduates will be honored at the May 26 commencement ceremony. Past President Tom Mohr will be the speaker. President Keller said the College offers many opportunities to students. One graduating student, who was not accepted at Cal Poly and UC Berkeley when she graduated from Sequoia High School, has now been accepted at both institutions. Another student is a Russian immigrant who came to Cañada College to learn English and is now graduating as valedictorian. A student in the Upward Bound program has received a full scholarship to Stanford University. Cañada College was notified recently by Congresswoman Anna Eshoo that it will receive additional funding of \$262,000 per year for five years for the Upward Bound program. Approximately ten years ago, Cañada's Science, Technology, Engineering, and Mathematics (STEM) program had 1,200 students enrolled, representing 5,400 sections. Currently, nearly 3,000 students are enrolled, representing approximately 14,000 sections. The program cannot continue to grow unless and until a new science building can be funded and constructed.

Executive Vice Chancellor Blackwood said Governor Brown reported that the state budget is \$16.5 billion short. His proposal includes a tax initiative which would bring in \$5.6 billion, other revenues and cash maneuvers to bring in \$2.8

billion, and \$8.3 billion in cuts. The proposal indicates that Proposition 98 would get additional money over the 2011-12 year; however, some expenses would also be shifted to Proposition 98 and would result in no new net revenues. If the Governor's tax initiative fails, automatic triggers would be activated, 90% or \$5.5 billion of which would be cuts to K-12 and community colleges. The cuts to community colleges would result in a 6.4% workload reduction. If the tax initiative passes, community colleges would receive approximately \$300 million that would be used to buy back deferrals.

Executive Vice Chancellor Blackwood said the Community College League of California held a Webinar regarding the budget, at which League President Scott Lay and State Chancellor Jack Scott spoke. They pointed out that 20% of the increased revenue in the 2012-13 budget is projected to come from Facebook. Chancellor Scott was asked about the budget's effect on the Faculty Obligation Number and the 50 Percent Law; he said no changes are expected.

Executive Vice Chancellor Blackwood said the District is now a basic aid district; therefore, it will not share in the state's budget problems and will not be faced with deeper cuts. The legislature could attempt to make basic aid districts share in the cuts, but Executive Vice Chancellor Blackwood does not think this is likely to happen.

Executive Vice Chancellor Blackwood said the County has given a preliminary estimate of property taxes which indicates that the District could receive more than \$1 million more in taxes than anticipated. In addition, the Governor has proposed legislation that would return Redevelopment Agency funds for low and moderate housing to the underlying tax entities, including the District. This would be one-time cash revenue, in an amount not yet determined.

District Academic Senate President Fermin Irigoyen said a screening committee has selected a group of faculty to serve on the Performance Evaluation Review Committee.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: “BEATING THE ODDS” PEER MENTORSHIP PROGRAM AT CAÑADA COLLEGE (12-5-1C)**

Robin Richards, Vice President, Student Services at Cañada College, introduced Romeo Garcia, Director of Student Support and TRiO Services at Cañada College. Mr. Garcia said that through Measure G, Cañada has been able to pilot innovative student support services programs which help create equitable pathways not only for access, but also for completion.

Mr. Garcia said the Beating the Odds Peer Mentorship program, which is designed for first generation college students, was started approximately one and one-half years ago. Data is continually measured to see if students maintain good academic standing and persist year-to-year. Data is also used to see if graduation and transfer rates are being impacted by the program. A key element of the program is to promote a sense of acceptance and belonging, as research shows that first generation students are more likely to stay at an institution if they forge strong relationships that help them learn and navigate the system.

Caitlin Escobar, Coordinator of the Beating the Odds Peer Mentorship program, said the only requirement for participating in the program is to be a first generation college student. The mission of the program is to provide access to information about the College and ensure academic assistance to new students. The mentees are paired with student leaders on campus who mentor them and help make the transition to college smoother.

Ms. Escobar said research shows that first generation status is itself a risk factor for college success. First generation students tend to begin higher education at a community college and generally need remedial coursework at higher rates than students who have parents with college degrees. First generation students also tend to receive less emotional and financial support to attend college and are twice as likely to leave college without earning a degree.

Rafael Delgado, a peer mentor in the program, said he is a first generation immigrant. He said that attending college was not an expectation in his family. He enrolled in college and did not feel he had the tools or comfort level necessary to succeed. He was ready to give up many times but found a community of people and resources that supported him and that support helped him attain a college degree. Mr. Delgado said the Beating the Odds program provides the same kind of community support on a one-on-one basis for first generation students who might otherwise not be successful.

Ms. Escobar said the following Student Learning Outcomes were designed for the program: (1) assist in easing the transition from high school to college; (2) gain important college success skills while learning how to navigate higher education; (3) create a sense of community and belonging among students; (4) increase awareness of various campus resources; and (5) increase peer mentors' public speaking, advocating and mentoring skills.

Ms. Escobar said individual tutoring is provided, as well as connecting students to campus resources and promoting tours of four-year colleges. Workshops are held throughout the year to build community and increase college and life skills. Other past events have included the OktobeRun/Bay Trail Run Fundraiser, a presentation at Mobilize.org. and a Scholarship Workshop from which 95% of students left with a new scholarship application. Events projected for the upcoming school year include workshops on stress management and counseling-related topics.

Katie McKee, a peer mentor, said the mentoring experience is very rewarding. She currently works with ten mentees whom she tutors and helps with essay writing. She said the mentors in the program work together to build workshops that will be meaningful to mentees.

Lashanda DeRosans, a peer mentor, said the program has enabled her to better understand how others relate and learn. She said the program is helping her gain the experience she needs to become a family and children's social worker. It has also helped her to better understand herself and opened her eyes to how she can help others.

Jesse Jimenez said he is a new mentor this semester but has already learned a great deal and improved his skills in many areas. He said it is rewarding to see mentees succeed with help from their mentors, including improved grades. He added that mentors and mentees learn from each other.

Mentee Jerniece West said this program has helped her learn how to start a college career and how to reach out for help. She said that, because of her background, she did not understand why school was important; now she knows that she can beat the odds and be successful. Ms. West said the mentoring continues to provide her with the incentive to stay in school.

Ms. Escobar said that data from the fall semester shows that 80% of students in the program are in good academic standing and 92% of students from fall 2011 enrolled in the spring 2012 semester. Data will continue to be collected and will measure graduation and transfer rates as well.

Future directions for the program include counseling, stronger financial support for students, moving to a more centralized location, tutoring by instructional aides, and adding more discipline-based STEM mentors. The issue of sustainability is also being addressed, e.g. how Cañada College can continue to serve first generation students after Measure G funding ends.

President Mandelkern said this is a terrific program and he thanked the mentors and mentees for sharing their experiences.

Trustee Schwarz said the report was very encouraging. She asked how many mentees are involved in the program. Ms. Escobar said the program started in the fall 2011 semester with approximately ten applications. There are currently 100 mentees, which is at capacity.

Vice President Hausman said she was the first in her family to graduate from college and can appreciate the help being provided. She said it is an outstanding program and she congratulated faculty and students who are involved in the program.

#### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

None

#### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-5-1A)**

It was moved by Trustee Holoher and seconded by Vice President Hausman to approve the actions in Board Report No. 12-5-1A. The motion carried, all members voting "Aye."

## Other Recommendations

### **APPROVAL OF CURRICULAR ADDITIONS, COLLEGE OF SAN MATEO (12-5-1B)**

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the additions as detailed in the report. President Mandelkern said there was a correction to page 2 of the report; for the associate degree for transfer in the business program, the number of units in the major area should be 27-30 rather than 26-31 as listed in the original report. The motion to approve the report as amended carried, all members voting "Aye."

### **CONSIDERATION OF SERVICE AWARD FOR 2011-12 STUDENT TRUSTEE (12-5-100B)**

It was moved by Trustee Schwarz and seconded by Vice President Hausman to approve the service award as detailed in the report. The motion carried, all members voting "Aye." President Mandelkern thanked Student Trustee Gladstone for her contributions and presented a crystal award to her in appreciation for her service. Student Trustee Gladstone said she enjoyed working with the Board. She said she will continue to be active as a senator for the Associated Students of Skyline College and in the Anthropology and Women in Transitions clubs.

### **APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 1.01, DISTRICT MISSION; 2.26, DRUG-FREE WORKPLACE AND EDUCATIONAL ENVIRONMENT; 2.34, COMPUTER AND NETWORK USE; 7.01, ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS; 7.03, ELIGIBILITY REQUIREMENTS FOR ADMISSION OF INTERNATIONAL STUDENTS; 7.60, STUDENT ORGANIZATIONS AND ACTIVITIES; 7.69, STUDENT CONDUCT; 8.17, CAPITAL CONSTRUCTION; AND 8.33, AUXILIARY SERVICES (12-5-101B)**

It was moved by Vice President Hausman and seconded by Trustee Schwarz to approve the revisions as detailed in the report.

Regarding Policy 2.26, Trustee Holober noted that the language regarding alcohol makes it clear that the District's policy includes certain prohibitions, whereas the language regarding other controlled substances states only that the District will enforce state and federal laws. There is also inconsistency in the language regarding disciplinary measures for students and employees who are found to be in violation of the policy. After discussion, the Board agreed to request that staff revise these items and also consider changing the order of some of the items in the policy. The policy will be brought back at a future meeting for Board action.

Regarding Policy 2.34, President Mandelkern said he believed the policy was going to include a statement that District computer networks and any content, including emails, are District property and not the private property of employees. Vice Chancellor Harry Joel said he believes that Policy 2.35, which was reviewed and approved by the Board in January 2011, addresses this issue. The Board agreed that they would like to see Policy 2.35 again before taking action on Policy 2.34. The policies will be brought to a future meeting for discussion and Board action.

Regarding Policy 7.01, Trustee Holober requested further information about the exception to providing incentive payments based on securing enrollments of foreign students. Chancellor Galatolo said it is common practice to use agents in foreign countries to identify students who are interested in coming to colleges and universities in the United States. Trustee Holober said he does not have a problem with the language in the policy as long as there is some accountability built in. He said that when pay is based on recruitment, people may be motivated by self-interest rather than by what is best for students. He added that some for-profit private institutions have been fined repeatedly for illegally paying incentive bonuses to recruiters. President Mandelkern said he would like to see more details in a policy or procedure which would include the controls the District has over what agents tell potential students, e.g. promises of jobs or capabilities that the Colleges do not actually have, etc. Chancellor Galatolo said that Vice Chancellor Jing Luan meets with the agents to explain the Colleges' programs and what type of students would find the Colleges to be a proper fit. He said this will be discussed in greater detail at the study session on international education to be held on June 6. The Board agreed to approve the policy as presented.

Regarding Policy 7.69, Trustee Holober said he would like to see "political beliefs" included as a protected category in item #29. Trustee Miljanich said legal counsel should be consulted to ascertain the consequences of adding a protected category to the legally mandated categories. Vice Chancellor Joel said that if a new category is added to this policy, it should also be added to several other policies that list protected categories. The Board agreed to approve the policy as submitted and to direct staff to seek the advice of legal counsel regarding the addition suggested by Trustee Holober.

Regarding Policy 8.33:

1. Trustee Holober said the statement that the cafeterias and fitness centers “may be operated by an outside management firm and will operate on a not-for-profit basis” does not make it clear that while the District operates on a not-for-profit basis, this does not apply to an outside firm, which likely would not want to do business on a not-for-profit basis. Chancellor Galatolo suggested changing the language to state that the cafeterias and fitness centers “may be operated by an outside management firm and the District will operate on a not-for-profit basis.” Board members agreed with this change and it will be made by staff.
2. President Mandelkern said the term “capital growth” as used in items 1(c) and 4(a) is not the correct financial term. Chancellor Galatolo suggested replacing this term with “Retained Earnings.” The Board agreed and staff will make the changes.
3. President Mandelkern said he would like it stated in item 4(c) that the primary purpose of the fitness center is the academic program and that it will have primacy in the case of a conflict. Executive Vice Chancellor Blackwood said there was extensive discussion about this and the conclusion was that working “in consultation” was desirable because it requires the groups to work together to find solutions that are in the best interest of both. President Claire said College of San Mateo Academic Senate President James Carranza and Vice Chancellor Tom Bauer worked together on the language and it was fully vetted through the Academic Senate Governing Council, which is comfortable with the language. District Academic Senate President Irigoyen concurred, stating that Vice Chancellor Bauer and President Carranza jointly came to the District Shared Governance Council and reported that this is the language that was agreed upon. Trustee Miljanich said the fitness center was intended to be a dual purpose facility and she feels comfortable with the language worked out by the two groups. Trustee Schwarz said the goal was to have the facility be fully utilized and it is currently being used by both students and Athletic Club members. After this discussion, the Board agreed to approve the language as submitted.

The motion to approve the revisions to Rules and Regulations, with the exception of Policies 2.26 and 2.34, carried, all members voting “Aye.”

**RENEWAL OF AGREEMENTS WITH AMERICAN INSTITUTE FOR FOREIGN STUDY (AIFS), 2012-13 (12-5-102B)**

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

**ADOPTION OF RESOLUTION NO. 12-6 OPPOSING GOVERNOR BROWN’S PROPOSED BUDGET REDUCTION TO EARLY CARE AND EDUCATION/CHILD DEVELOPMENT PROGRAMS AND PROGRAM REALIGNMENT (12-5-103B)**

It was moved by Vice President Hausman and seconded by Trustee Holober to approve the adoption of Resolution No. 12-6. Nirmala Dillman, Coordinator of the San Mateo County Child Partnership Council, said this proposal would cause great harm to the county and state and she thanked the Board for considering opposing the proposal. The motion carried, all members voting “Aye.”

**RESOLUTION IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 1648, MAKING CHANGES TO THE POLITICAL REFORM ACT OF 1974 (12-5-104)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to support California Assembly Bill 1648. Trustee Holober said the issue of “following the money” is an important part of understanding campaigns and ballot measures. He said he believes this is a necessary step to counteract how money is hidden and to provide voters with helpful information. The motion carried, all members voting “Aye.”

**RESOLUTION IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 2591 – COMMUNITY COLLEGES: PROPERTY TAX REVENUES (12-5-105B)**

It was moved by Trustee Miljanich and seconded by Vice President Hausman to support California Assembly Bill 2591. The motion carried, all members voting “Aye.”

**RESOLUTION IN SUPPORT OF LEGISLATION REGARDING PRIVATE, FOR-PROFIT VOCATIONAL SCHOOLS (12-5-106B)**

It was moved by Vice President Hausman and seconded by Trustee Miljanich to support the legislation as detailed in the report. Trustee Holober said this proposed legislation is Assembly Bill 2296; this will be added to the report. The motion carried, all members voting “Aye.”

**SUBCOMMITTEE REPORT ON THE ELECTION PROCESS AND SELECTION OF DEMOGRAPHER (12-5-107B)**

President Mandelkern said that at a previous meeting, there was discussion regarding the election process for the Board of Trustees. At that time, the Board appointed a subcommittee consisting of President Mandelkern and Trustee Holober to investigate the various ways of moving forward, including the selection of consultants to look at the demographics and census of the County and how they might impact District vs. at-large elections. The subcommittee met and received three proposals from firms and individuals who have backgrounds in providing redistricting assistance. There is a significant cost differential among them. The proposal from Michael Wagaman is capped at \$8,500, based on an hourly rate of \$125, while the other two proposals are \$25,000 or more. The subcommittee conducted a conference call with Mr. Wagaman and both President Mandelkern and Trustee Holober were comfortable with his proposal. Mr. Wagaman currently serves as Deputy Director of the Speaker's Office of Member Services in the State Assembly and is based in Sacramento. He also does consulting for a number of districts, including one college district that he has worked with on redistricting. He has a depth of knowledge and hands-on experience working with people who are involved in voting rights. Mr. Wagaman's proposal is to provide as many as four in-person public hearings at which community members would have the opportunity to provide input. After the first hearing, the Board would discuss the public input and give direction to Mr. Wagaman who would then produce a first draft using County census and other data. If subsequent hearings are conducted, the same process would be followed, culminating in a final draft.

Vice President Hausman asked if Mr. Wagaman's references had been checked. President Mandelkern said they have not yet been checked but it is a good idea to do so. He said William Tunick, the attorney who participated in the discussion of elections at a previous Board meeting, reviewed the three proposals and did not see apparent differences. President Mandelkern said that Mr. Wagaman seemed as conversant, or more conversant, with the federal and state voting rights acts as the others.

Trustee Holober said the best way to engage the public is to widely publicize the hearings through press releases and notices to opinion leaders, along with the notices that are required by law. There was discussion among Board members about the number and location of hearings that should be held. It was noted that Mr. Wagaman said these hearings are typically not well attended. The Board agreed that the first step should be to hold a widely publicized public hearing at a regularly scheduled Board meeting and to begin the hearing at 6:00 p.m. After that meeting, the Board will decide if further hearings are needed.

After this discussion, it was moved by Trustee Miljanich and seconded by Vice President Hausman to approve a professional services agreement with Michael Wagaman in an amount not to exceed \$8,500, pending reference checks. The motion carried, all members voting "Aye."

**INFORMATION REPORTS**

**DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2012 (12-5-2C)**

The Board accepted the report. There were no questions or comments.

**THIRD QUARTER REPORT OF AUXILIARY SERVICES (12-5-3C)**

The Board accepted the report. There were no questions or comments.

**NEEDS ASSESSMENT QUESTIONNAIRE AND EMPLOYER SURVEY (12-5-4C)**

Chancellor Galatolo said one of the Board goals discussed at the last Board Retreat was to effectively address the needs and perceptions of the community that the District serves. A variety of options exist to fulfill this goal and staff is seeking direction from the Board on how to proceed. Chancellor Galatolo said that Bryan Godbe of Godbe Research, who has done a number of environmental scans and needs assessments in this area, has offered to provide a sample questionnaire and to discuss additional options.

Mr. Godbe discussed various techniques that can be used to assess needs, including telephone surveys, internet surveys and focus groups. He said telephone surveys are usually an effective way to reach the community as a whole. He distributed copies of an employer telephone survey conducted for Rio Hondo Community College in 2006. He said his firm also conducted a recent survey for Foothill College to help ascertain which new courses and programs should be offered. Mr. Godbe said his firm has also done work for Workforce Investment Boards to determine what skills employers would like employees to have. Employer surveys are often conducted as internet surveys.



Mr. Godbe said it would be useful for the District to partner with Chambers of Commerce and/or the San Mateo County Economic Development Association (SAMCEDA) to conduct needs assessments. He distributed a sample telephone survey for the District. It includes an assessment of general community priorities as they relate to the District; course offerings by importance and satisfaction; priorities of the District; support for specific programs in the community; household interest in specific programs that could be further developed; and demographics of the respondents.

Vice President Hausman asked if party affiliation is significant in this type of survey. Mr. Godbe said it is not relevant to the actual questions and answers but is useful in stratifying the sample to make sure it is representative.

Trustee Miljanich addressed the concept of communicating with both the business community and students. She recalled a report to the Board regarding students in business classes who met with business owners to assess their needs. Trustee Miljanich asked what size companies would be targeted in a needs assessment by the District. Mr. Godbe said a survey would ideally look at both large and small companies. He said the first step in an environmental business scan is to conduct secondary research to understand the list of companies that exist, followed by firmographics (demographics for companies). When an understanding of the business universe is reached, the District would partner with Chambers of Commerce or SAMCEDA to gain access to the companies and conduct a needs assessment, most likely by email or telephone. Trustee Miljanich said that faculty and staff conduct needs assessment to a certain extent when working on program development, but it could be helpful to do this in a more methodical way.

President Mandelkern asked when a needs assessment was last conducted by the District and how it was done. Trustee Holober recalled that it was done in 1997 and was qualitative research. Chancellor Galatolo said an outside firm was hired to conduct the needs assessment and a number of methods were used.

President Mandelkern asked if email or Web surveys are less expensive to conduct than telephone or face-to-face surveys. Mr. Godbe said this is true if the survey has a large sample size. It is not cost-effective if the sample size is small because of the built-in programming costs.

President Mandelkern asked if the District has reached out to the Workforce Investment Board, SAMCEDA or others from the economic community who might be interested in partnering with the District. Chancellor Galatolo said this is something the District would do. He said there are some who have expressed interest in combining efforts.

Trustee Holober said he believes this is a very good starting point for discussion. He said he believes the Board should look at the survey of 1997; he recalled that it provided useful information as it looked at how to better connect with the community and meet unmet needs. Trustee Holober said the first step is to determine the needs of students, both those who are being served and those who are not being reached, who would benefit most from programs that are relevant to them. He said he would like to get a better sense of whether quantitative information is what is needed and would like the Board to hear from other experts about various methodologies.

Trustee Miljanich said it is also important to seek input from the business community to determine realistic aspirations for workers to achieve affordable living in the community.

Trustee Schwarz said the 1997 survey showed that people knew about the community colleges in the County, particularly the college closest to their residence, but knew few details about the colleges. She said she believes the Board knows what it wants to find out, i.e. is the District providing the right kinds of vocational opportunities for people in the community. She said the question in her mind is one of methodology.

Vice President Hausman said she would like to find a way to talk to students who are looking for employment to ask what they need and what the Colleges can do to help.

Trustee Holober said the Board is talking about more than one community and the questions would be different for each community. For instance, there might be meetings with high school students who are deciding what to do next, interviews with current District students to get their reviews of the value they are receiving, and interviews with graduates of the Colleges. Trustee Holober said he believes the methodology might be more of an interview process rather than an opinion poll type of research.

President Mandelkern said he believes that needs assessment is long overdue as part of the Board's goal to reengage with the community. He said the exercise has three parts: (1) reengagement/interaction with the community, (2) seek opinions

on how well the Colleges' current offerings align with the needs of the various constituencies, and (3) identify the missing pieces of what the District is not doing. The various constituencies are:

1. the community at large – not just voters, but the entire community
2. employers
3. students – high school students and current students at the Colleges

President Mandelkern said he sees the next steps as:

1. having more presentations on various forms and technologies, and further Board discussion
2. looking at what other community colleges have done in terms of community needs assessment
3. developing specific recommendations on how to move forward

President Mandelkern said he believes open-ended surveys would be a good method to achieve the purposes of the District's needs assessment. Focus groups are often used but he believes the sample size might be too small. He said he would prefer to survey a larger sample size through the use of technology, i.e. email or Web surveys, which would keep the cost down. Telephone surveys could also be used but would be more expensive. Chancellor Galatolo agreed that it is more cost-effective to use email or Web surveys but questioned whether there is as much confidence in the output as there is with telephone surveys. He said that email or Web surveys are limited to the populations who actively use these technologies and their willingness to participate using the technologies. President Mandelkern said that there is good access to broad-based email addresses for businesses and students, but telephone surveys might be better for the community at large. He said various experts could guide the District in that regard. Mr. Godbe said that in order to make the business sample statistically valid, the business component usually requires an extensive inventory and stratification of businesses in the County prior to going to Chambers of Commerce or other partners. Trustee Miljanich said this is an important point, noting that other districts' environments are different and the District should focus as much as possible on its own environment to make sure the information is statistically significant. She said there are probably a limited number of techniques available to achieve this.

Chancellor Galatolo said the Board discussion provided a good starting point in giving guidance to staff.

### **COMMUNICATIONS**

President Mandelkern said that since the last regular meeting, the Board received one email regarding KCSM-TV and several invitations to end-of-year events at the Colleges.

### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Gladstone thanked the Board for allowing her to use her voice for students. She said Board members treated her with respect. President Mandelkern said it has been a pleasure working with Student Trustee Gladstone. He thanked her for the considerable time she put in as an advocate for students. Trustee Holober said he enjoyed working with Student Trustee Gladstone and wished her well. Vice President Hausman said the scholarships received by Student Trustee Gladstone are impressive. She wished Student Trustee Gladstone the best and said she has a promising future. Trustee Miljanich wished Student Trustee Gladstone well and asked her to keep in touch. Trustee Schwarz said it was a pleasure getting to know Student Trustee Gladstone and wished her success in her future endeavors.

Vice President Hausman attended the Cañada College Inaugural Athletics Hall of Fame Induction Ceremony and Banquet on May 5. She said the inductees were coaches and mentors who served at Cañada over a number of years and who have been honored by state, national and international groups.

President Mandelkern attended the College of San Mateo Digital Media Open House on May 10 and said it was well-done and well-attended. He said he was impressed with the facilities and equipment, as well as with the student media projects. President Mandelkern also attended the 25 Year Service Awards on May 14. He said it is nice to honor employees who have given most or all of their careers for the benefit of students in San Mateo County. President Mandelkern said there will be a meeting on May 25 of Assemblymember Rich Gordon's Higher Education Advisory Committee consisting of representatives from the District and the Foothill-DeAnza District. Unfortunately, the meeting will be held at the same time as the commencement ceremonies at College of San Mateo and Skyline College so the District will not be represented. President Mandelkern reminded everyone of the June 5 election and said the outcome will affect the state of education in general and the District in particular. President Mandelkern said he will miss the regular meeting of the Board on June 27 because he will be out of the country.

**RECESS TO CLOSED SESSION**

President Mandelkern announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, and (2) hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

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

The Board recessed to Closed Session at 9:10 p.m. and reconvened to Open Session at 10:55 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 and 1B.

**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 11:00 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 6, 2012 meeting.

Helen Hausman, Vice President-Clerk

**BOARD REPORT 12-6-1A**

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**

**Cañada College**

Recommend approval of a temporary increase in staff allocation for one 10-month position at the Cañada College CBET Program for Summer Session 2012, effective June 1, 2012. This temporary increase will cover the six-week Summer Session, ending on July 31, 2012:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Staff Assistant	Diana Espinoza-Osuna	42 days

**College of San Mateo**

Recommend approval of a temporary increase in staff allocation for four 10-month positions at the College of San Mateo Child Development Center for Summer Session 2012, effective June 18, 2012. This temporary increase will cover the six-week Summer Session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Lori Pilster	28 days
Child Development Center Aide II	Yovanka Crossley	12 days
Child Development Center Aide II	Maggie Lam	26 days
Child Development Center Aide I	Clara Valdez Chon	26 days

**Skyline College**

1. Recommend approval of a temporary increase in staff allocation for four 10-month positions at the Skyline College Child Development Center for Summer Session 2012, effective June 6, 2012. This temporary increase will cover the six-week Summer Session:

<u>Allocation</u>	<u>Incumbent</u>	<u>Assignment</u>
Child Development Center Aide III	Nataliya Gamburg	18 days
Child Development Center Aide III	Kristina Brower	23 days
Child Development Center Aide II	Martina Center	22 days
Child Development Center Aide II	Michelle Amaral	17 days

2. Recommend approval of a temporary increase in staff allocation for one 10-month position at the Skyline College Cosmetology Program for Summer Session 2012, effective June 18, 2012. This temporary increase will cover the period June 18, 2012 through July 16, 2012:

Allocation  
Office Assistant I

Incumbent  
Rafael Delgado

Assignment  
17 days

**B. 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>
District	Bookstore (Cañada)	3	7/1/2012	6/30/2013	<b>Cashier/Clerk:</b> Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (CSM)	5	7/1/2012	6/30/2013	<b>Cashier/Clerk:</b> Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Bookstore (Skyline)	5	7/1/2012	6/30/2013	<b>Cashier/Clerk:</b> Pricing, stocking, cashiering, customer service, merchandise shipping preparation and other duties related to semester closing and opening. Seasonal work during peak periods.
District	Facilities, Planning & Operations	3	7/1/2012	6/30/2013	<b>Custodian:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.
District	Facilities, Planning & Operations	2	7/1/2012	6/30/2013	<b>Groundskeeper:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.
District	Facilities, Planning & Operations	2	7/1/2012	6/30/2013	<b>Maintenance Engineer:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.
District	Public Safety	3	7/1/2012	6/30/2013	<b>Public Safety Officer:</b> Provide intermittent services to supplement current permanent staff during the fiscal year.

Cañada	Business, Workforce & Athletics/Athletics	20	7/1/2012	6/30/2013	<b>Assistant Coach:</b> Assist with coaching, recruiting, practice planning/implementation, record-keeping, and filming practices/games. Coaches will be assigned to support Men's Baseball, Men's Basketball, Men's Soccer, Women's Soccer, Women's Golf, and Women's Volleyball.
Cañada	Business, Workforce & Athletics/Early Childhood Education	3	7/1/2012	6/30/2013	<b>Office Assistant II:</b> Duties include inputting data into the database system through the grant partner's database and housed in the ECE/CD Department.
Cañada	Business, Workforce & Athletics/Fashion Design	3	7/1/2012	6/30/2013	<b>Fashion Design Program Assistant:</b> Recruitment in the Home Economics departments at local high schools; perform clerical duties; greet new clients; repair of sewing machines.
Cañada	Business, Workforce & Athletics/Medical Assisting	3	7/1/2012	6/30/2013	<b>Instructional Aide II:</b> Assist students with asepsis and sterilization procedures, laboratory procedures, specimen collection, and electrocardiograms; administer injections, venipuncture, eye and ear lavage, bandaging and dressing and other examination and clinical procedures.
Cañada	Business, Workforce & Athletics/Medical Assisting	2	7/1/2012	6/30/2013	<b>Instructional Aide II:</b> Assist and aid students in and out of classroom with the Career Advancement Academy Medical Assisting program.
Cañada	Enrollment Services	2	8/13/2012 1/7/2013 6/10/2013	9/12/2012 2/6/2013 6/30/2013	<b>Admissions &amp; Records Assistant II</b> Application and registration processing; assist students at counter and by phone during peak registration periods.
Cañada	General Administration	4	7/1/2012	6/30/2013	<b>Theater Production Technician:</b> Assist with technical theatre operations to support outside theater facility rental events.
Cañada	Humanities & Social Science/Drama	4	7/1/2012	12/31/2012	<b>Theatre Production Technician:</b> Assist with construction and implementing theatre sets, lighting, sound and other operational aspects.
Cañada	Humanities & Social Sciences/Photography	1	8/20/2012	12/31/2012	<b>Instructional Aide II:</b> Maintain photo lab enlargers and all photographic equipment, assist students with all aspects of black and white photography and darkroom techniques, and maintain a safe and clean darkroom.

Cañada	Humanities & Social Sciences/TRiO	2	8/1/2012	12/31/2012	<b>Instructional Aide II:</b> Assist with offering instructional services that meet the needs of developmental and lower level college English and math participants. Positions funded by Federal TRiO.
Cañada	Vice President of Instruction/Learning Center	1	7/1/2012	12/31/2012	<b>Instructional Aide II:</b> Provide assistance to students during the evening hours, focusing on writing and math, as well as assisting students with the self-paced Learning Center courses and tutoring.
Cañada	Vice President of Instruction/Library	1	7/1/2012	12/31/2012	<b>Library Support Specialist:</b> Create, interpret, modify, and verify bibliographic and other documentation related to print and non-print items into the library's catalog, acquisitions, and circulation modules. Enable library to provide service during evenings and Saturdays.
CSM	General Administration	2	7/1/2012	6/30/2013	<b>Theater Production Technician:</b> Perform technical duties during theater productions for outside/inside events.
CSM	KCSM	8	7/1/2012	6/30/2013	<b>Staff Announcer/Producer (FM):</b> Select music, maintain music library and computer database, host radio programs, produce promotional announcement, and operate specialized station equipment.
CSM	KCSM	2	7/1/2012	6/30/2013	<b>Broadcast Operations Engineer:</b> Record and prepare programs for storage, check for technical quality, monitor on-air and cable signals for quality, check for correct program guide and captioning information, maintain logs, and other duties as assigned.
CSM	Kinesiology/Athletics/ Dance	15	7/1/2012	6/30/2013	<b>Assistant Coach:</b> Assist with coaching, recruiting, practice planning/implementation, record-keeping, and filming practices/games. Coaches will be assigned to support Baseball, Basketball, Cross Country, Football, Softball, Track, Swimming, and Water Polo.
CSM	Kinesiology/Athletics/ Dance	6	7/1/2012	6/30/2013	<b>Equipment Manager:</b> Facilitate events for outside groups renting CSM's athletic facilities.

CSM	Kinesiology/Athletics/ Dance	2	7/1/2012	6/30/2013	<b>Athletic Trainer:</b> Assist with assessing injuries and managing rehabilitation of student-athletics under the supervision of the head athletic trainer.
CSM	Student Services/Child Development Center	2	7/1/2012	6/30/2013	<b>Child Development Center Aide I:</b> Supervise children and plan and implement curriculum. This position will assist to maintain the required adult/child ratios.
CSM	Student Services/Health Center	1	7/1/2012	6/30/2013	<b>College Physician:</b> Provide medical advice and treatment in the College Health Center.
CSM	Vice President of Instruction/Library	1	7/1/2012	12/31/2012	<b>Library Support Specialist:</b> Create, interpret, modify, and verify bibliographic and other documentation related to print and non-print items into the library's catalog, acquisitions, and circulation modules.
Skyline	Business/Cosmetology	1	7/1/2012	8/18/2012	<b>Cosmetology Aide:</b> Oversee student performance during practical application experiences. The services are provided intermittently at varied days/times for short periods of time.
Skyline	Business/Cosmetology	10	8/20/2012	5/25/2013	<b>Cosmetology Aide:</b> Oversee student performance during practical application experiences. The services are provided intermittently at varied days/times for short periods of time.
Skyline	Business/Early Childhood Education	1	8/20/2012	6/30/2013	<b>Program Services Coordinator:</b> Serve as a liaison between ECE student program participants and college departments on an intermittent schedule during peak periods; research and compile information for reporting.
Skyline	Language Arts/Learning Resources	8	7/1/2012	12/31/2012	<b>Instructional Aide II:</b> Provide tutorial services to students in English, Math, Science, History, Economics and other disciplines; assist students in the use of instructional materials; assist with presentations and study groups. Each will work approximately 7 hrs per week.



Skyline	PE/Athletics/Dance	1	8/20/2012	5/24/2013	<b>Assistant Coach:</b> Assist with ongoing Dance choreography, rehearsals, public relations, day of event management, coordination of student segments, brochure publication, website updates, sponsor solicitation, etc.
Skyline	PE/Athletics/Dance	1	8/20/2012	5/24/2013	<b>Assistant Coach:</b> Provide support for promotion of all athletic programs, including public relations, website updates, coordination of team photos, etc.
Skyline	PE/Athletics/Dance	2	8/15/2012	12/03/2012	<b>Assistant Coach:</b> Provide support for Intercollegiate, Men's and Women's Soccer programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	8/15/2012	12/03/2012	<b>Assistant Coach:</b> Provide support for Intercollegiate Volleyball programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	8/15/2012	12/10/2012	<b>Assistant Coach:</b> Provide support for Intercollegiate Wrestling program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	2	10/15/2012	3/11/2013	<b>Assistant Coach:</b> Provide support for Intercollegiate Men's and Women's Basketball programs, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	1/15/2013	5/24/2013	<b>Assistant Coach:</b> Provide support for Intercollegiate Baseball program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.
Skyline	PE/Athletics/Dance	1	2/19/2013	5/17/2013	<b>Assistant Coach:</b> Provide support for Intercollegiate Badminton program, including assistance with game day preparation, planning instruction, recruiting, fundraising, scouting, and filming.

Skyline	PE/Athletics/Dance	1	8/1/2012	5/24/2013	<b>Athletic Trainer:</b> Assist with assessing injuries and managing rehabilitation of student-athletics under the supervision of the head athletic trainer.
Skyline	Social Science/Creative Arts	2	8/16/2012	5/25/2013	<b>Accompanist:</b> Play piano for voice and choir classes.
Skyline	Vice President of Student Services/SparkPoint	1	7/1/2012	12/31/2012	<b>Program Services Coordinator:</b> Assist in planning and coordination of CTE program services for the English Language Institute, Grove Scholars Program, and select CTE Pathways, including student recruitment, orientation, sector-based job skill assessments, employment services, etc. Funded by the Community Collaborative Project.
Skyline	Vice President of Student Services/SparkPoint	1	7/1/2012	12/31/2012	<b>Program Services Coordinator:</b> Support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, financial education workshops, and management of Efforts to Outcome (ETO) data system. Funded by the Community Collaborative Project.
Skyline	Vice President of Student Services/SparkPoint	1	7/1/2012	12/31/2012	<b>Program Services Coordinator:</b> Coordinate services of the Walter S. Johnson Foundation funded Public Benefits Program, including recruiting, screening, and assisting students with benefits access screening services.
Skyline	Vice President of Student Services/SparkPoint	1	7/1/2012	12/31/2012	<b>Office Assistant II:</b> Exchange information with students, staff, general public, and outside agencies; data entry and retrieval; maintain financial budgets and data files. Funded by the Community Collaborative Project.

**BOARD REPORT NO. 12-6-1B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Jing Luan, Vice Chancellor, Educational Services and Planning, 358-6880

**APPROVAL OF MODIFICATIONS TO SKYLINE COLLEGE, COLLEGE OF SAN MATEO  
AND CAÑADA COLLEGE MISSION STATEMENTS**

In meeting ACCJC Accreditation Standard I.A., Mission, each college regularly reviews its mission statement and revises the statement as necessary. Using a well-defined shared governance process, each college constituency has had an opportunity to provide input to proposed modifications of their respective college mission statements. Supporting statements, such as vision, values, goals and priorities have also been included to provide context to each of the college's mission statements. All statements and goals are in alignment with the San Mateo County Community College District Mission Statement and also the Reaffirmation of Board of Trustees' Core Values and Principles.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the modifications to the Skyline College, College of San Mateo, and Cañada College mission statements as attached.



### VISION STATEMENT

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

### MISSION STATEMENT

To empower and transform a global community of learners.

Approved by the Skyline College Council April 15, 2012

### VALUES STATEMENT

Education is the foundation of our civilized democratic society.

Thus:

**Campus Climate:** We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

**Open Access:** We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

**Student Success:** We value students' success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

**Academic Excellence:** We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates, Associate of Arts and Associate of Science degrees, basic skills development, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

**Community Connection:** We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

**Shared Governance:** We value just, fair, inclusive, and well understood, transparent governance processes based upon open and honest communication.

**Sustainability:** We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability "To meet present needs without compromising the ability of future generations to meet their needs."

## COLLEGE GOALS

1. Develop the scope, quality, accessibility and accountability of instructional and student service offerings, programs, and services to lead the San Francisco Bay region in transferring students, awarding degrees and certificates and reflecting social and educational equity .
2. Enhance institutional effectiveness in planning and decision-making processes through cooperative leadership, effective communication, and shared governance.
3. Fulfill the college's role as a leading academic and cultural center for the community.

4. Play a central role in the preparation of the regions workforce and expand networks and partnerships with business, the community, and non-profit organizations.
5. Provide human, physical, technological and financial resources to assure excellent educational programs and student services in order to support students in attaining their educational goals and improve institutional effectiveness.
6. Establish and maintain fiscal stability and alignment of programs and services to the core mission, vision and values of the college.
7. Recruit, retain and support a world-class faculty, staff and administration that is committed ongoing improvement through access to opportunities for professional growth and advancement.
8. Internationalize the educational experience by enriching the college with a diverse community of learners representing the collective resources of humanity and engaging in a vibrant dialogue that engenders an understanding of others.

## **College of San Mateo Mission Statement:**

College of San Mateo provides an exceptional educational opportunity to residents of San Mateo County and the Greater Bay Area Region. The college is an open-access, student-centered institution that serves the diverse educational, economic, social, and cultural needs of its students and the community. College of San Mateo fosters a culture of excellence and success that engages and challenges students through a comprehensive curriculum of basic skills, career and technical programs, and transfer preparation. It uses analysis of quantitative and qualitative data and information, collaborative integrated institutional planning, and assessment to inform decision-making and ensure continuous improvement. Its programs and services are structured, delivered, and evaluated to prepare students to be informed and engaged citizens in an increasingly global community.

To achieve this mission, the college has adopted the following Institutional Priorities:

1. Improve Student Success
2. Promote Academic Excellence
3. Promote Relevant, High-Quality Programs and Services
4. Promote Integrated Planning, Fiscal Stability, and the Efficient Use of Resources
5. Enhance Institutional Dialog

## **College of San Mateo Diversity Statement:**

College of San Mateo maintains as an institutional priority a policy of inclusiveness that recognizes values and reflects the diversity of the community we serve. As an academic institution, we foster a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. We abide by the principle of equal opportunity for all without regard to gender, color, race, ethnicity, national origin, religion, age, economic background, sexual orientation, and physical, learning, and psychological differences.

*Adopted by College Council May, 2012*





## Cañada College – Excerpt from 2012-15 Educational Master Plan

### Vision

Cañada College is committed to being a preeminent institution of learning, renowned for its quality of academic life, its diverse culture and practice of personal support and development, extraordinary student success, and its dynamic, innovative programs that prepare students for the university, the modern workplace, and the global community.

### Mission

Cañada College provides our community with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.

Approved by the Cañada College Council January 28, 2012

### Values

- Transforming Lives
- High Academic Standards
- Diverse and Inclusive Environment
- Student Success in Achieving Educational Goals
- Community, Education, and Industry Partnerships
- Communication and Collaboration
- Engaging Student Life
- Accountability
- Sustainability
- Transparency

### Strategic Directions

#### 1. Teaching and Learning

Equip students with the knowledge and transferable skills so they can become productive citizens in our global community; provide clear pathways for students to achieve educational goals; invest in opportunities to promote engagement; conduct provocative professional development; and create innovative and flexible learning systems.

#### 2. Completion

Commit to student completion of certificates, degrees, and transfer; and create pathways which support the success, retention and persistence of students in their educational goals.

#### 3. Community Connections

Build and strengthen collaborative relationships and partnerships to support the needs for our community.

#### 4. Global and Sustainable

Promote shared responsibility for our environment and social justice; and create a diverse and culturally enriched community of global citizens.



San Mateo County Community College District

June 6, 2012

**BOARD REPORT NO. 12-6-1C**

**REPORT ON INTERNATIONAL EDUCATION**

**There is no printed board report for this agenda item.**

San Mateo County Community College District

June 6, 2012

**BOARD REPORT NO. 12-6-2C**

**DISCUSSION REGARDING A SURVEY ON THE DISTRICT'S FUNDING NEEDS**

**There is no printed board report for this agenda item.**