

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES STUDY SESSION**  
September 12, 2012, **7:30 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.*
- 

**7:30 p.m.**      **ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

12-9-1              Approval of the Minutes of the Meeting of August 15, 2012

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

**NEW BUSINESS**

12-9-1A              Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

12-9-100B           Approval of Contract for Printing and Delivery of Class Schedules and Catalogs through 2015

12-9-101B           Public Hearing to Receive Input on "At Large" versus "By District" College Board Elections

## **RECESS TO CLOSED SESSION**

### 1. Closed Session Personnel Items

#### A. Public Employment:

1. Employment: **College of San Mateo** – Instructional Aide II, Language Arts (2 positions); **Skyline College** – Child Development Center Aide II (Teacher), Business/Industry Relations; Library Support Specialist, Social Science/Creative Arts; Planning & Research Analyst, Planning/Research/Institutional Effectiveness; Financial Aid Technician, Financial Aid

#### B. Public Employee Discipline, Dismissal, Release

#### C. Establishment of Equivalency to Minimum Qualifications

1. **College of San Mateo** – Instructor (Nursing), Math & Science

### 2. Conference with Legal Counsel – Existing Litigation – 1 Case:

Friends of the College of San Mateo Garden v. San Mateo County Community College District et al.; Case # 506455

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
August 15, 2012, San Mateo, CA**

**The meeting was called to order at 6:06 p.m.**

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

**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 Diana Bennett

**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 regular meeting of July 25, 2012. The motion carried, with Trustees Holober and Miljanich abstaining and all other members voting "Aye."

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the minutes of the special meeting of August 2, 2012. The motion carried, all members voting "Aye."

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo said the District opening day event will take place tomorrow, August 16 at the College of San Mateo Theatre. The doors will open at 7:45 a.m. and the program will begin at 8:30.

Skyline College President Stanback Stroud said that at the College's opening day event on August 17, Dr. Pedro Noguera will kick off the Fall Lecture Series. Other speakers for the Lecture Series are listed in President Stanback Stroud's written report. President Stanback Stroud said that in the continuing effort to communicate with the community, both internal and external, the following reports are being distributed to the Board:

1. Student Services Executive Summary Report prepared by Vice President of Student Services Joi Blake; this report attempts to make sure that students, faculty and staff are aware of the services available as well as the outcomes and effectiveness of Student Services.
2. Skyline College Annual Report which includes sections on Community Connection, Financial Highlights and the Year in Review.

College of San Mateo President Claire said staff at the Mary Meta Lazarus Child Development Center used the Summer Olympics as a way to educate their young students, who participated in an array of athletic events. The motor education series at the Child Development Center is part of the Healthy Eats Initiative and is partially grant funded. Included in President Claire's written report is a partial list of College of San Mateo athletes who became Olympians. President Claire said Board Policy 6.04 specifies that classes with fewer than twenty students will normally be cancelled or merged with another section. He said that if it becomes necessary to cut sections, it is done as early as possible and students are always notified and given alternatives. He distributed a list of low-enrolled sections that have been canceled in July and August. Trustee Schwarz noted that there were two Elementary Chemistry sections with a total enrollment of 13 and she asked if there are other sections for these students. Vice President of Instruction Susan Estes said the students are offered alternatives, including classes at the other Colleges. President Mandelkern asked if there is an effort to offer some of the classes, such as Drawing & Composition, as Community Education classes. President Claire said the College is working with Community Education on providing courses. President Mandelkern said he would appreciate hearing further about classes that are moved to Community Education.

Cañada College President Keller said that Cañada Middle College High School classes have already begun; there are more than 100 students enrolled and there is a waitlist. The Arts program at Cañada College has been enhanced through a partnership with the Redwood Symphony. The Symphony recently performed at Davies Symphony Hall and received an outstanding review. Three Cañada College engineering students were chosen to compete on a team of community college

students who will design a future rover to explore Mars; President Keller said this honor has brought great enthusiasm to the campus. A new tradition is beginning at Cañada College with the first Convocation Ceremony to be held on August 29. The ceremony provides an opportunity to celebrate and prepare for the new academic year and to formalize students' entrance to academic life.

Executive Vice Chancellor Blackwood said the books were closed for FY 2011-12 and staff are moving toward finalizing the budget for 2012-13. She said the closing, led by Chief Financial Officer Raymond Chow, was very successful. The auditors currently are working in the District Office, preparing for the 2011-12 audit report.

District Academic Senate President Bennett said the Senate has not met during the summer; she will provide an update in September.

### **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 (12-8-1A)**

It was moved by Trustee Miljanich and seconded by Vice President Hausman to approve the actions in Board Report No. 12-8-1A. The motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

President Mandelkern said the consent agenda consists of the following reports:

- |          |  |
|----------|--|
| 12-8-1CA | Approval of Community College League of California (CCLC) and California Community College Athletic Association (CCCAA) Membership Dues, 2012-13 |
| 12-8-2CA | Ratification of May and June 2012 District Warrants  |
| 12-8-3CA | Approval of Student Accidental Injury Insurance Program, 2012-13   |
| 12-8-4CA | Approval To Execute an Amendment to the Agreement with Casey Printing  |

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

### **Other Recommendations**

#### **CORRECTION TO DISTRICT ACADEMIC CALENDAR FOR 2012-2013 (12-8-1B)**

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

#### **ADOPTION OF RESOLUTION NO. 12-10 REGARDING BOARD ABSENCES (12-8-100B)**

It was moved by Vice President Hausman and seconded by Trustee Schwarz to adopt Resolution No. 12-10. The motion carried, with Trustees Holober and Miljanich abstaining and all other members voting "Aye."

#### **APPROVAL OF CONSTRUCTION CONSULTANTS (12-8-101B)**

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

### **INFORMATION REPORTS**

#### **2012 ARCC REPORT – THE COLLEGE LEVEL INDICATORS (12-8-1C)**

Jing Luan, Vice Chancellor, Educational Services and Planning, said California law requires that local governing boards review the annual Accountability Report for the Community Colleges (ARCC). Each College has reviewed its College Level Indicators (College Performance Indicators, College Profile, College Peer Grouping and College Self-Assessment) as shown in the report. Vice Chancellor Luan said the College Presidents and Vice Presidents are available to answer questions.

Trustee Schwarz said she believes the report indicates that everything is moving in the right direction.

Vice President Hausman said a story in the San Francisco Chronicle reported on a State college that gives preference to out-of-state and out-of-country students and was accused of doing so for purely financial reasons. Vice Chancellor Luan said the District's proportion of out-of-country students is far less than that of the CSU referenced in the article. He said the District admits international students for a number of reasons, including the benefits to all students of having an international presence on campus and the fact that the fees paid by international students allow for more sections to be offered and more domestic students to be served. President Mandelkern said it is important to reinforce the message that domestic students are helped through the international education program.

President Mandelkern said it is problematic that many people look at the percentages in the charts in the "Student Progress and Achievement" section of the report but fail to get more meaningful information by reading the explanations. He said that the categories used to describe progress and achievement are very narrowly defined and do not take into account students who come to the Colleges for a variety of reasons and do not fall into these categories. President Claire said students should be asked if they believe the Colleges are successful. He said College of San Mateo has conducted a number of student surveys to measure how students believe their needs are being met. President Claire said preliminary data on Distance Education classes shows that students drop classes for a diverse number of reasons. He said the intent is to collect this information for all classes. Student Trustee Girard said that when students dropped a class last year, they immediately were sent a survey asking why the class was dropped.

### **COMMUNICATIONS**

President Mandelkern said an appeal regarding a refund of fees at Skyline College was received.

### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Girard said a District Student Council meeting was held on August 10. He also attended the Student Trustee Workshop later in the day on August 10; the workshop included discussions on budget cuts and accreditation. Scott Lay, President/CEO of the Community College League of California, was present to address questions and concerns. Student Trustee Girard was elected Secretary of the Board of the California Community College Association of Student Trustees. Student Trustee Girard attended the new faculty orientation at College of San Mateo earlier today. Student Trustee Girard noted that there are ten people running for four open seats on the City College of San Francisco Board of Trustees. He reported that one Board member passed away last week. Student Trustee Girard requested that at future meetings, the Board consider upcoming ballot initiatives that affect students.

Trustee Miljanich asked Student Trustee Girard what thoughts students have expressed about accreditation issues. Student Trustee Girard said students at some of the community colleges are uncertain about what role they can play. He said that William Walker, Student Trustee at City College, recognizes the need for all groups on campus to work together, but believes it is difficult for students to play an important role because there is only one student on the accreditation steering committee. Trustee Miljanich said it is important that students get involved and express their views. President Mandelkern said he agrees that it would be powerful if students would speak out and publicly state that they believe they are receiving a quality education. Student Trustee Girard said Student Trustee Walker has been conducting press conferences. He said City College students have filled the board room during meetings and may do so again at a special meeting scheduled for tomorrow night.

Trustee Miljanich said a July 24<sup>th</sup> article in *California Watch* reported on community colleges that disburse student financial aid on debit cards through a firm that charges multiple fees. She said that the District's administration was aware of the issue and is not on the list of colleges that participate in the practice. Trustee Miljanich said this is an example of the District continuing to be informed and student-centered.

President Mandelkern welcomed District Academic Senate President Bennett back from her semester abroad in Italy. President Mandelkern participated in the Pacific Masters Long Course Championships at the Aquatic Center at College of San Mateo. He said he heard positive comments from others regarding the use of public funds for the joint use facility, as well as how well the facility blends with older buildings. Participants also appreciated that the event was well-organized and free parking was available. President Mandelkern attended the new faculty orientation luncheon at College of San Mateo which honored five new faculty members and one who was hired mid-year. President Mandelkern said he is looking forward to opening day events.

**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 September 12 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 7:00 p.m. and reconvened to Open Session at 7:55 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 8:00 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the September 12, 2012 meeting.

Helen Hausman, Vice President-Clerk

**BOARD REPORT 12-9-1A**

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**

1. Recommend approval of change in staff allocation to add one full-time, 12-month Retention Specialist position in the Center for International and University Studies, effective September 13, 2012. This position will assist with the Associate's to Bachelor's Degree (A2B) Program funded by the HSI US Department of Education grant through September 30, 2017.
2. Recommend approval of change in staff allocation to add one full-time, 12-month Assistant Project Director position in the Center for International and University Studies, effective September 13, 2012. This position will assist with the Associate's to Bachelor's Degree (A2B) Program funded by the HSI US Department of Education grant through September 30, 2017.
3. Recommend approval of change in staff allocation to add one full-time, 12-month Project Director position in the Center for International and University Studies, effective September 13, 2012. This position will assist with the Associate's to Bachelor's Degree (A2B) Program funded by the HSI US Department of Education grant through September 30, 2017.

**College of San Mateo**

4. Recommend approval of change in staff allocation to add one temporary part-time (48%), 12-month Project Director position in the Business & Technology Division, effective September 13, 2012. This position will assist with the administration of CTE and Workforce Development grants.

**Skyline College**

5. Recommend approval of change in staff allocation to change one full-time 10-month Financial Aid Technician position (2C0230) to an 80% of full-time, 12-month position in the Enrollment Services Division, effective September 10, 2012. This position is needed year round to better serve students.

6. Recommend approval of change in staff allocation to reclassify one vacant full-time 12-month Learning Center Coordinator position (2C0234) at Salary Schedule 60, Grade 27 to a full-time, 12-month Project Director position at Salary Schedule 40, Grade 175S, effective September 13, 2012. The change in the level of the position will better meet the needs of the Learning Center.

## 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>  |
|-----------------|--|--------------------|---------------------------|------------|--|
| Cañada          | Student Services                             | 1                  | 9/13/2012                 | 3/22/2013  | <b>Retention Specialist:</b><br>Support retention efforts in the areas of TRiO, Veterans Services, Financial Literacy, and Beating the Odds.   |
| Cañada          | Business & Workforce/Upward Bound            | 1                  | 9/17/2012                 | 12/22/2012 | <b>Instructional Aide II:</b><br>Provide weekly tutoring to Upward Bound high school students in all subjects; assist students with developing effective student skills; assist with monitoring students' progress toward completing high school and college preparation requirements. |
| Skyline         | Marketing, Communications & Public Relations | 1                  | 9/20/2012                 | 3/22/2013  | <b>Promotions &amp; Web Content Coordinator:</b><br>Identify webpages which require update; contact appropriate staff to gather information needed; update changes using Omni Update; and coordinate uploads with Web Programmer/Analyst.  |



**BOARD REPORT NO. 12-9-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY Sue Harrison, Interim Director of General Services, 358-6879  
Bob Domenici, Senior Buyer, 358-6728

**APPROVAL OF CONTRACT FOR PRINTING AND DELIVERY OF CLASS SCHEDULES AND CATALOGS THROUGH 2015**

The District's current contract for printing of class schedules expires on September 24, 2012. Consequently, in August 2012, the Department of General Services issued a Request for Bid (RFB 86651) for printing and delivery of class schedules and catalogs for 2013 through 2015.

The bid specifications required that potential bidders be "green committed" and at a minimum use soy inks and offer recycled paper. The specifications also required the highest level of commitment to quality and customer service as have been demonstrated by the District's previous print suppliers. The RFB was advertised as required and also delivered to thirteen printing companies. The companies were asked to bid on the entire project—separate bids for catalog printing only or class schedule printing only were not allowed. Four companies responded. All bids were deemed responsive and were accepted and evaluated. The bid results from the four companies are attached as Exhibit A.

The low bidder and winner of the competitive bidding process is Wesco Graphics of Tracy, California, with a proposal of \$171,076 per year for printing the catalog and schedules for all three Colleges. The general conditions of the bid provide for award of the contract for one year with two one-year renewals without rebidding providing that service and quality remain excellent. Pricing for the first two years is to remain firm and any product price increases thereafter will not exceed the Consumer Price Index for "All Items – All Urban Consumers" for the San Francisco-Oakland-San Jose Metropolitan Statistical Area during the preceding year period.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the one-year contract with the option for two (2) one-year renewals with Wesco Graphics to print and deliver the 2013, 2014 and 2015 class schedules and catalogs at a cost not to exceed \$171,076 per year plus applicable sales taxes for the first two years; product price increases, if any, for year three are not to exceed the Consumer Price Index for "All Items – All Urban Consumers" for the San Francisco-Oakland-San Jose Metropolitan Statistical Area during the preceding year period.

**EXHIBIT A****Bid 86651 Class Schedule and Catalog Printing and Delivery**

| College        | Semester                         | Wesco            | Casey            | Folger           | Consolidated     |
|----------------|----------------------------------|------------------|------------------|------------------|------------------|
|                |                                  |                  |                  |                  |                  |
| <b>Cañada</b>  | <b>Spring 2013 Schedule</b>      | \$19,981         | \$23,720         | \$30,565         | \$40,065         |
| <b>Cañada</b>  | <b>Summer/Fall 2013 Schedule</b> | \$24,036         | \$29,274         | \$32,020         | \$40,065         |
|                | <b>Total</b>                     | <b>\$44,017</b>  | <b>\$52,994</b>  | <b>\$62,585</b>  | <b>\$80,130</b>  |
|                |                                  |                  |                  |                  |                  |
| <b>CSM</b>     | <b>Spring 2013 Schedule</b>      | \$12,383         | \$12,278         | \$16,575         | \$33,307         |
| <b>CSM</b>     | <b>Summer 2013 Schedule</b>      | \$9,704          | \$10,274         | \$13,985         | \$29,772         |
| <b>CSM</b>     | <b>Fall 2013 Schedule</b>        | \$14,266         | \$13,685         | \$18,975         | \$34,931         |
|                | <b>Total</b>                     | <b>\$36,353</b>  | <b>\$36,237</b>  | <b>\$49,535</b>  | <b>\$98,010</b>  |
|                |                                  |                  |                  |                  |                  |
| <b>Skyline</b> | <b>Spring 2013 Schedule</b>      | \$25,451         | \$29,706         | \$31,250         | \$39,007         |
| <b>Skyline</b> | <b>Summer 2013 Schedule</b>      | \$17,116         | \$21,937         | \$21,895         | \$25,677         |
| <b>Skyline</b> | <b>Fall 2013 Schedule</b>        | \$25,451         | \$29,706         | \$31,250         | \$39,007         |
|                | <b>Total</b>                     | <b>\$68,018</b>  | <b>\$81,349</b>  | <b>\$84,395</b>  | <b>\$103,691</b> |
| <b>Cañada</b>  | <b>Catalog 2013</b>              | \$7,336          | \$5,845          | \$5,175          | \$8,697          |
| <b>CSM</b>     | <b>Catalog 2013</b>              | \$7,632          | \$7,471          | \$6,595          | \$10,510         |
| <b>Skyline</b> | <b>Catalog 2013</b>              | \$7,720          | \$8,250          | \$7,145          | \$12,552         |
|                | <b>Total</b>                     | <b>\$22,688</b>  | <b>\$21,566</b>  | <b>\$18,915</b>  | <b>\$31,759</b>  |
|                | <b>Grand Total Per Year</b>      | <b>\$171,076</b> | <b>\$192,146</b> | <b>\$215,430</b> | <b>\$313,590</b> |

San Mateo County Community College District

September 12, 2012

**BOARD REPORT NO. 12-9-101B**

**PUBLIC HEARING TO RECEIVE INPUT ON “AT LARGE” VERSUS “BY DISTRICT”  
COLLEGE BOARD ELECTIONS**

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