

**AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES**

November 6, 2019

Closed Session at 4:30 p.m.; Open Meeting at 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. Comments will be limited to three minutes per individual, per item. No more than 20 minutes will be allocated for any one topic. 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 3401 CSM 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.*
- *Board meetings are recorded; recordings are kept indefinitely.*

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.

4:30 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two Cases
2. Employee Discipline, Dismissal, Release
3. Conference with Labor Negotiator
Agency Negotiator: Mitchell Bailey
Employee Organizations: AFT and CSEA

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECONVENE TO OPEN SESSION

**6:00 p.m. Call to Order
 Roll Call
 Pledge of Allegiance**

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- 19-11-100B Chancellor Search:
1. Review of Search Process
 2. Discussion of Desired Characteristics and Qualities of the New Chancellor
 3. Approval of Tentative Timeline
 4. Approval of Salary Range

INFORMATION REPORTS

- 19-11-1C Bond Oversight Committee: Purpose and Membership
- 19-11-2C Discussion of Revision of Board Policy 2.22, Employment of Relatives
- 19-11-3C Presentation of Skyline College Academic Senate Student Ready Resolution

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

ADJOURNMENT

BOARD REPORT NO. 19-11-100B

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

CHANCELLOR SEARCH:

- 1. REVIEW OF SEARCH PROCESS**
- 2. DISCUSSION OF DESIRED CHARACTERISTICS AND QUALITIES OF THE NEW CHANCELLOR**
- 3. APPROVAL OF TENTATIVE TIMELINE**
- 4. APPROVAL OF SALARY RANGE**

At its October 10, 2019 meeting, the Board selected Community College Search Services (CCSS) as a consultant to assist the Board in the executive search for a new District Chancellor. The Board also appointed President Goodman and Trustee Holober to serve as a subcommittee for the Chancellor search.

Dr. Joan Smith from CCSS will meet with the Board on November 6, 2019 to:

1. Review the search process
2. Discuss the desired characteristics and qualities of the new chancellor (Attachment #1)
3. Outline a tentative timeline for the chancellor search (Attachment #2)
4. Discuss a chancellor salary range (Attachment #3)

RECOMMENDATION

It is recommended that the Board (1) approve the timeline for the Chancellor search and (2) approve the salary range for the Chancellor position.

Minimum Qualifications Typical for Chancellor Positions in the CCCs

Presented to SMCCCD Board Subcommittee

- Master's degree or advanced degree of at least equivalent standard from an accredited college or university. The required degree must be completed at the time of filing an application.
- Minimum of **3-5 years** of documented successful experience in progressively responsible positions at the senior level in higher education.
- Successful experience in a community college environment of shared governance and collective bargaining or documentation of similar experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

Desirable Qualifications (Samples)

- Earned Doctorate from an accredited institution.
- Teaching, student services or administrative experience preferably at the postsecondary level.
- Demonstrated commitment to excellence in teaching and student success.
- Sensitivity to diversity issues and a documented ability to lead an institution that values differences.

Hiring Exceptional Community College Presidents/Chancellors

Aspen Institute

1. Committed to student access and success.
2. Takes strategic risks.
3. Builds strong teams.
4. Establishes urgency for improvement.
5. Plans lasting internal change.
6. Results-oriented.
7. Communicates effectively.
8. Financial and operational ability.
9. Entrepreneurial fundraiser.
10. Develops effective external partnerships.

(Tentative) Search Timeline

October 23, 2019: Meet with Trustees: (Subcommittee for Chancellor)

- Board President, Maurice Goodman and Trustee Richard Hober
- Purpose: Establish tentative timeline, desired characteristics and qualities for new chancellor, etc.

November 6, 2019: Initial Meeting with Screening Committee

- Purpose: Explain search process and establish/confirm timelines; and,
- Discuss desired characteristics and qualities district would like for new chancellor

November (week of 11/18): Hold Forums/Town Hall Meetings

- Purpose: Gather information for position announcement

December 11, 2019: Present position announcement to Board

- Purpose: Review position announcement/answer Board questions/get approval to advertise

December and January: HR places advertising, search consultant recruits

Position closes: February 19, 2020

February (Week of 2/24): Screening Committee Meets

- Purpose: Review process for screening applicants;
- Develop interview questions; and,
- Review process for interviews

March (Week of 3/2): Screening Committee Meeting

- Purpose: Select candidates to interview

March (Week of 3/16): Screening Committee Meeting

- Purpose: Committee interviews and selects finalists to send to BOT

April (Either week of 4/6 or 4/13): Candidates interview with BOTs, and College/District hold forums Note: Week of 4/6 is immediately after Spring Break

April: Board Subcommittee for Chancellor conducts a site visitation

Bay Area Community College Districts – Chancellor/President-Superintendent Salaries

All Bay Area Districts

District	Single-/ Multi- College	Title	Minimum Annual Salary	Salary Steps	Maximum Annual Salary	Additional Compensation	Maximum Compensation	Notes <i>(for Additional Comp)</i>	Full-time Equivalent Student (FTES) Enrollment (2018-19)
Chabot-Las Positas Community College District	Multi	Chancellor	\$275,000	No		\$21,900	\$296,900	Auto (\$6,000), Special (\$14,940), Phone (\$960)	16,847
City College of San Francisco	Single	Chancellor	\$340,481	No			\$340,481		20,906
College of Marin	Single	President/ Superintendent	\$330,000	No			\$330,000		3,649
Contra Costa Community College District	Multi	Chancellor	\$315,000	No		\$6,000	\$321,000	Community Events (\$6,000)	30,089
Foothill - De Anza Community College District	Multi	Chancellor	\$295,951	Yes (6)	\$377,717	\$40,566	\$418,283	Expense Acct (\$12,000), Phone (\$2,200), Auto (\$7,596), Performance Comp (\$6,750), Deferred Comp (\$12,000)	28,400
Gavilan College	Single	President/ Superintendent	\$295,257	No		\$14,400	\$309,657	Expense Account (\$14,400)	5,281
Ohlone College	Single	President/ Superintendent	\$336,470	No		\$38,532	\$375,002	Housing (\$29,506), Transportation (\$6000), Community Relations (\$3,026)	8,266
Peralta Community College District	Multi	Chancellor	\$305,000	Yes (5)	\$343,396		\$343,396		19,916
San Jose-Evergreen Community College District	Multi	Chancellor	\$315,338	Yes (4)	\$365,042		\$365,042		13,051
West Valley - Mission Community College District	Multi	Chancellor	\$340,760	No		\$30,960	\$371,720	Auto (\$6,000), Special Expenses and Phone (\$24,960)	12,996
AVERAGE			\$ 314,926		\$331,912		\$ 347,148		

Notes:

SMCCCD	Multi	Chancellor	\$467,700		\$467,700		\$467,700		20,531
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Bay Area Community College Districts – Chancellor/President-Superintendent Salaries

All Bay Area Multi-College Districts ONLY

District	Single-/ Multi-College	Title	Minimum Annual Salary	Salary Steps	Maximum Annual Salary	Additional Compensation	Maximum Compensation	Notes (for Additional Comp)	Full-time Equivalent Student (FTES) Enrollment (2018-19)
Chabot-Las Positas Community College District	Multi	Chancellor	\$275,000	No		\$21,900	\$296,900	Auto (\$6,000), Special (\$14,940), Phone (\$960)	16,847
Contra Costa Community College District	Multi	Chancellor	\$315,000	No		\$6,000	\$321,000	Community Events (\$6,000.00)	30,089
Foothill - De Anza Community College District	Multi	Chancellor	\$295,951	Yes (6)	\$377,717	\$40,566	\$418,283	Expense Acct (\$12,000), Phone (\$2,200), Auto (\$7,596), Performance Comp (\$6,750), Deferred Comp (\$12,000)	28,400
Peralta Community College District	Multi	Chancellor	\$305,000	Yes (5)	\$343,396		\$343,396		19,916
San Jose-Evergreen Community College District	Multi	Chancellor	\$315,338	Yes (4)	\$365,042		\$365,042		13,051
West Valley - Mission Community College District	Multi	Chancellor	\$340,760	No		\$30,960	\$371,720	Auto (\$6,000), Special Expenses and Phone (\$24,960)	12,996
AVERAGE			\$ 307,841		\$336,152		\$ 352,723		
Notes:									
SMCCCD	Multi	Chancellor	\$467,700		\$467,700		\$467,700		20,531

BOARD REPORT NO. 19-11-1C

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

BOND OVERSIGHT COMMITTEE: PURPOSE AND MEMBERSHIP

The Board has asked for an overview of the Bond Oversight Committee. Staff is outlining below the duties and composition of the Committee.

Community college districts who have bonds approved at a Proposition 39 election are required to have an independent Citizens' Bond Oversight Committee. The Committee's purpose, per Education Code Section 15728, is "...to inform the public concerning the expenditure of bond revenues. The citizens' oversight committee shall actively review and report on the proper expenditures of taxpayers' money for school construction...." The role of the committee is not to make decisions about bond-funded capital projects or even advise the District or the Board on such projects. The Committee's purpose is to report on and confirm that the District spent bond proceeds on the types of projects approved by District voters.

To fulfill their role, the Committee conducts a post-expenditure review of bond proceeds; these expenditure reports are also posted on the District's Bond Oversight Committee webpage. Additionally, the Committee insures that no prohibited expenditures were made, which includes those expressly detailed under Proposition 39:

- No teacher or administrative salaries
- No school operating expenses
- No costs incurred by the district for providing technical or administrative assistance to the Committee

The Committee also reviews annual performance and financial audits for each bond of the District. These audits are conducted as part of the District's overall annual audits and are presented to and accepted by the Board of Trustees each year. These audit reports are also posted on the District's Bond Oversight Committee webpage.

The District's Bond Oversight Committee is comprised of members appointed by the Board of Trustees and the Committee includes no less than seven and no more than 15 members per Board policy. By law, members serve two-year terms and can serve a maximum of three consecutive terms. The law also specifies that there must be representation on the Committee from the following constituencies:

- One member who is active in a business organization representing the business community within the District
- One member who is active in a senior citizens' organization
- One member who is active in a bona fide taxpayers' organization
- One member who is a student both currently enrolled and an active member in a group, such as student government
- One member who is active in the support and organization of the District, such as a member of the Foundation.

No member of the Committee can be an employee or official of the District or any vendor, contractor, or consultant of the District.

Each year, the Bond Oversight Committee issues a Report to the Community relating to the appropriate expenditure of bond proceeds by the District. The District is proud that each year, the Committee has determined that the District has been in compliance with this standard. These reports are presented to and accepted by the Board of Trustees and published on the District's Bond Oversight webpage.

BOARD REPORT NO. 19-11-2C

TO: Members of the Board of Trustees
FROM: Michael Claire, Interim Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff, 574-6510

REVIEW OF BOARD POLICY 2.22, EMPLOYMENT OF RELATIVES

The Board has asked to review and discuss Board Policy 2.22 relating to the Employment of Relatives. This policy was last reviewed and updated by the Board in June 2015.

The policy is attached for the Board's reference.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.22 (BP 7310)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.22 Employment of Relatives
Revision Date: 5/09; 6/15
Policy References: Government Code Sections 1090 et seq. and 1290 et seq

1. The District shall not prohibit the employment of relatives or domestic partners of current employees. However, no employee of the District or Board member shall directly supervise a member of his/her immediate family or an individual living in the same household. No employee of the District or Board member shall directly supervise the supervisor of a member of his/her immediate family or an individual living in the same household.
2. No District employee or Board member shall serve on a committee for the purpose of selecting or evaluating an employment candidate if he/she is in the immediate family of or is living in the same household with any candidate being considered.
3. It is the intention of the Board to generally prohibit an employee or Board member from making employment-related decisions concerning a relative or household member as described above; however, when essential for the operation of the District, an exception to this policy may be authorized by the Board.
4. For purposes of this section, "immediate family" is defined as: the spouse, domestic partner, child, stepchild, stepsibling, parent, grandparent, sister, brother, daughter- or son-in-law, sister- or brother-in-law, mother- or father-in-law of the employee or Board member or any relative living in the immediate household of the employee or Board member.

BOARD REPORT NO. 19-11-3C

TO: Members of the Board of Trustees

FROM: Michael Claire, Interim Chancellor

PREPARED BY: Kate Williams Browne, President, Skyline College Academic Senate,
738-7092

PRESENTATION OF SKYLINE COLLEGE'S "STUDENT-READY" RESOLUTION

On May 2, 2019, the Skyline College Academic Senate adopted "A Student-Ready RESOLUTION."

At this meeting, representatives of the Skyline College Academic Senate will present the resolution for the Board's information.

Skyline College Academic Senate**A Student-Ready RESOLUTION**

May 2, 2019

Whereas, Skyline College has committed to values of student success, equity, and academic excellence;

Whereas, The “brutal truths” as to outcomes for students at Skyline College show that some of the approaches we have taken as an institution do not sufficiently support equity, success, or academic excellence for many students, including those who have historically been minoritized and marginalized in higher education;

Whereas, Via the Skyline College Promise, our institution has committed to supporting all students at every point along their educational journey so they can “Get in, Get through, and Graduate on time” and thus overcome our “brutal truths”;

Whereas, The Comprehensive College Redesign—with its three signature components of Guided Pathways, Transformative Teaching & Learning, and the Promise Scholars Program—is a means by which the college will realize the Promise for student success;

Whereas, At a “student-ready” institution, as defined by the Skyline College Academic Senate, all learning experiences, services, and activities at the College must facilitate transformative learning and students' achievement of educational, personal, and/or professional goals and positive post-college outcomes;

Whereas, A “student-ready” mindset is necessary to and inseparable from student success, equity, and academic excellence, and thus is instrumental to achieving and sustaining the Skyline College Promise;

Whereas, the Skyline College Academic Senate, as the representative body for faculty leadership on issues of teaching and learning, understands and accepts our responsibility around student success;

Thus, Be It Resolved, That the Skyline College Academic Senate recognize the definition of transformative learning as educational experiences that positively and holistically change lives and communities; supporting all students in achieving their full potential; while meeting students' resource, learning, and emotional needs; and that resulting in equity of outcomes for all students;

Be It Further Resolved, That the Skyline College Academic Senate affirms our commitment to:

- Accessible Professional Development that will prepare faculty, staff, administrators and all personnel to support transformative learning for all students;
- Established College processes, such as the Annual Program Plan (APP) and Comprehensive Program Review (CPR), to identify equity gaps and make plans to address them;
- Orienting our work on committees and other aspects of governance towards transformative learning and becoming more student-ready;
- Engaging more effectively at the college and district level on decisions around all areas of the “10+1” as they relate to being student-ready;

Be It Further Resolved, That the Skyline College Academic Senate call upon Skyline College and the San Mateo Community College District to make readily available the resources needed to support faculty, staff, and administration in being student-ready, and significantly emphasizing expanding professional development opportunities;

Be It Further Resolved, That the Academic Senate of Skyline College commit to advancing “student-readiness” at Skyline College and partnering with students, faculty, staff and administration to achieve this end;

Be It Further Resolved, That the Skyline College Academic Senate focus its efforts on redesigning participatory governance—inclusive of policies, procedures, and practices—such that decisions are made democratically, transparently and in alignment with District and the College Strategic Goals, and centered on the District’s long standing commitment to Success, Equity and Social Justice;

Be It Further Resolved, That the Skyline College Academic Senate, in the interest of being “student-ready,” urge the college to ensure success for all students, regardless of preparation, by providing creative, accessible, and transformative courses and curriculum without restrictive barriers at varying levels according to students’ stated, assessed, or documented need; and

Be It Finally Resolved, That the Skyline College Academic Senate calls upon the College Administration and the District Board of Trustees to engage faculty as discipline experts and as collaborative partners with the common goal of transforming lives for all the students we collectively serve.