

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
May 12, 2010
San Mateo, CA**

The meeting was called to order at 6:04 p.m.

Board Members Present: President Patricia Miljanich, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman, Richard Holober (arrived at 6:10) and Karen Schwarz, and Student Trustee Virginia Medrano Rosales

Others Present: Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, Chief Financial Officer Kathy Blackwood and District Academic Senate President Patty Dilko

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the minutes of the meeting of April 28, 2010. The motion carried, all members present voting "Aye."

Trustee Holober arrived after approval of the minutes.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Executive Reports were presented by Executive Vice Chancellor Keller, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, Chief Financial Officer Blackwood, District Academic Senate President Dilko and Associated Students of College of San Mateo (ASCSM) President Steffi Santana. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Executive Vice Chancellor Keller said the Governor's May Revise is scheduled to be released on Friday, May 14. He also introduced visitor Kristin McDowell, a student at Santa Clara University.

Adding to her written report, President Morrow thanked everyone for their kind responses to the announcement of her upcoming retirement. She said that working for the District and for Skyline College has been the happiest and most rewarding experience of her career. President Morrow said applications for summer school are 76 percent higher than the comparable period last year, partly because City College of San Francisco is not offering summer school and students are applying to Skyline instead. City College is referring all veterans to Skyline. Assessment testing, particularly in ESL and Math, has risen dramatically.

Adding to his written report, President Claire said the President's Lecture Series has successfully created a high quality intellectual and academic environment on campus. Speakers have included Michael Pollan, Khaled Hosseini, Tobias Wolff, Paul Erlich, Kay Ryan and Sister Helen Prejean. The events, organized by Vice President Susan Estes, are open to everyone and are held approximately four times per year. The Lecture Series is made possible through the generosity of the Lane Family Charitable Trust which donates \$20,000-\$25,000 per year.

President Mohr said he has learned a great deal from observing President Morrow and noted that she brings out the best in others. President Mohr said more than 100 student-scholars were honored at a scholarship ceremony last week. Volunteers with the San Mateo County Genealogical Society will be acting as tutors until the end of the semester to help students with their writing skills. The Theater Arts Department's production of "Othello, the Moor of Venice" will conclude this coming weekend. Cañada will recognize State Senator Joe Simitian with the first Courage in Educational Leadership Award at this year's commencement ceremony.

Chief Financial Officer Blackwood said Controller Raymond Chow started an unpaid internship program for accounting students. Mr. Chow has worked with East West Bank which has agreed to begin a \$2,000 scholarship to support students in the program.

President Dilko said the District Academic Senate held its last meeting of the year on Monday. Senate members approved two revisions to District Rules and Regulations and are working on a policy and process for establishing equivalency to minimum qualifications. The Senate examined the program review module of CurricuNet which will be implemented fully in Fall 2010. The Senate and the AFT Executive Committee launched a joint committee to discuss establishment of a Trust Committee to address the evaluation process. Professor Ray Hernandez was elected to be the District Academic Senate President for the next two years. President Dilko said he and Diana Bennett were both highly qualified candidates. The District Academic Senate has chosen a new logo.

President Santana said ASCSM held a winter retreat. Advisors presented leadership conferences and students went to the Museum of Tolerance. ASCSM sponsored Welcome Week in January. In February, many students attended a budget forum with President Claire. Also in February, students attended the Berkeley Leadership Symposium. In March, students and teachers participated in teach-ins and attended the Civic Center Rally and the March in March in Sacramento. Two ASCSM Senators went to Washington, D.C. in April to advocate for education. Spring Fling was held last week and Diversity Week is in progress this week. Trustee Schwarz asked for further details on the Museum of Tolerance visit. ASCSM Secretary Jose Gomez said students learned more about the Holocaust. He said he uses the lessons he learned in his daily life; for instance, there are words that are hurtful to others and should never be used. Mr. Gomez said he would like to see the visits continue. Trustee Hausman said she serves on a Red Cross committee which traces victims of the Holocaust and reunites them with family members; she said she is pleased that ASCSM students were able to visit the Museum. Student Trustee Medrano Rosales thanked President Santana for her report and said she is proud of the service which the students provide to the District.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: BASIC SKILLS INITIATIVE AT COLLEGE OF SAN MATEO (10-5-1C)

Vice Chancellor Jing Luan introduced Basic Skills Initiative (BSI) Committee members Lorena del Mundo, Counselor and Committee Co-Coordinator, and Danita Scott-Taylor, Director of Student Support Services and Committee Co-Chair. Co-Coordinator James Carranza was unable to participate in the presentation.

Ms. Scott-Taylor said the BSI Committee at College at San Mateo was formed in late 2007. In January 2008, the Committee began the task of examining the College's programs and instructional services to determine what needed to be done to improve outcomes for students who started with basic skills classes. The Committee is composed of members from various disciplines, with heavy representation from English, Math and Reading.

The process of developing the BSI was opened to the College community. Faculty and staff gathered, went through an assessment process and developed a plan for College of San Mateo. The Committee has been very methodical and deliberate in deciding how to use BSI funds; it was agreed that the funds should be used to put in place a system of engagement which would allow students starting in very basic classes to move through in a way that is holistic and that nurtures and nourishes the whole student so that he/she can be successful. Ms. Scott-Taylor said she is a former basic skills and transfer student at College of San Mateo.

Ms. del Mundo said that BSI Committee members looked at the College's institutional priorities and how the projects developed for BSI would support and validate those priorities. The Committee requested data from the Research Department and found that between fall 2006 and summer 2009, 53% of all Associate Degree recipients had taken at least one basic skills course; 40.5% of those receiving certificates had taken at least one basic skills course, and 33.9% of transfer-ready students had taken at least one basic skills course.

Ms. del Mundo said BSI has provided several professional development activities. The Interdisciplinary Faculty Inquiry Groups were composed of 20 faculty from seven disciplines who worked on five different research questions focusing on student learning, teaching and engagement. Faculty in each group developed their question in the fall and in spring implemented strategies to address their specific research question. The culminating presentations were held today. In fall 2009, Dr. Norma LeMoine came to the campus and spoke about closing the achievement and proficiency gaps. In February 2010, Dr. Vincent Tinto shared his recent paper entitled "Access Without Support is

Not Opportunity.” In March 2010, a one-day *On Course* was held, providing training on strategies to increase student success and persistence.

This summer, BSI will pilot a summer bridge project for 25 first-time college students placing into a basic skills course. The bridge will include a Careers 120 class which focuses on college orientation, study skills and career planning. It will also include academic strategies workshops in which faculty will address specific skills students can use in their math and English classes in the fall semester. A First-Year Experience program is scheduled to begin in fall 2011 and will bring more integration between counseling and instruction.

Ms. del Mundo said three of the Karl S. Pister scholarship recipients in the last few years have been basic skills students and 46% of College of San Mateo scholarship recipients this year were basic skills students.

Trustee Schwarz said it is impressive that in a short time, this wonderful program for students was developed. Trustee Schwarz asked what occurred in regard to funding for this year. Ms. del Mundo said there was a decrease in funding. The Committee decided to focus on fewer projects and the focus will be on the Summer Bridge Project and First-Year Experience. Trustee Schwarz asked if presentations are made to the feeder high schools. Ms. del Mundo said there is no outreach component at this time due to limited staff and time. Ms. Scott-Taylor said high schools know that basic skills classes are offered because of their work with the EOPS program. She said an attempt is being made to create a system of engagement through which all students who come to District institutions will go through a First-Year Experience with the goal of improving outcomes.

President Miljanich said it is gratifying to see the interest and support for students on the part of faculty who are focused on student success.

Student Trustee Medrano Rosales thanked Ms. Scott-Taylor and Ms. del Mundo for their work. She said she is a basic skills student who is now graduating and transferring to San Francisco State University.

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 (10-5-1A)

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in Board Report No. 10-5-1A. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

President Miljanich said the Consent Agenda consists of Board Reports 10-5-1CA through 10-5-4CA:

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| 10-5-1CA | Approval of Trustees’ Fund for Program Improvement Projects for Cañada College and Skyline College |
| 10-5-2CA | Ratification of Third Quarter District Warrants, 2009-2010 |
| 10-5-3CA | Approval of Community Education Women’s Basketball League, Summer 2010 |
| 10-5-4CA | Approval of Community Education Weekend Basketball Tournaments, Summer 2010 |

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the consent agenda. The motion carried, all members voting “Aye.”

Other Recommendations

CONSIDERATION OF SERVICE AWARD FOR 2009-10 STUDENT TRUSTEE (10-5-100B)

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the service award as detailed in the report. President Miljanich said she appreciates the way in which Student Trustee Medrano Rosales encourages others to listen and commended her for her wisdom and sense of humor. Trustee Hausman said she has

worked with many student trustees and noted that Student Trustee Medrano Rosales has done an outstanding job and made it look effortless. Trustee Hausman said the Board will always remember Student Trustee Medrano Rosales. Trustee Schwarz said it has been easy for the Board to work with Student Trustee Medrano Rosales because of her openness and willingness to share what is happening on the campuses. Trustee Schwarz said Student Trustee Medrano Rosales is a shining example for all students of what can be achieved. Vice President Mandelkern said he has served on the Board with many student trustees, all of whom came with interesting backgrounds, but Student Trustee Medrano Rosales is the only grandmother and marathon runner to have served as student trustee. Vice President Mandelkern said it has been wonderful to know Student Trustee Medrano Rosales and to witness the motivation and joy she brings to activities. Trustee Holober said Student Trustee Medrano Rosales has shown a great deal of poise. He added that through her impressive outreach to students, she has shown a tremendous commitment to making sure the voices of students were heard. Student Trustee Medrano Rosales said she is grateful for the opportunity to have served. She said she did not expect to come this far, having not attended high school, and thanked her fellow Board members for their kindness and for being wonderful teachers. After this discussion, the motion to approve the service award carried, all members voting "Aye."

APPROVAL OF CHANGES TO DISTRICT RULES AND REGULATIONS: ADOPTION OF NEW POLICIES 6.24, ARTICULATION AND 7.26, PREVENTION OF THEFT IN STUDENT FINANCIAL TRANSACTIONS; AMENDMENT OF POLICIES 3.10, SELECTION PROCEDURE AND 6.45, FIELD TRIPS AND EXCURSIONS (10-5-101B)

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

APPROVAL OF TELECOMMUNICATIONS AGREEMENT WITH T-MOBILE – SKYLINE COLLEGE (10-5-102B)

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

APPROVAL OF AUGMENTATION TO DESIGN-BUILD CONTRACT FOR THE SKYLINE COLLEGE FACILITIES MAINTENANCE CENTER SLOPE STABILIZATION AND EROSION MITIGATION PROEJCT (10-5-103B)

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

INFORMATION REPORTS

UPDATE ON SAN MATEO ATHLETIC CLUB (10-5-2C)

Tom Bauer, Director of Auxiliary Services, thanked Student Trustee Medrano Rosales for her support for the San Mateo Athletic Club and for all Auxiliary Services throughout her tenure. Mr. Bauer asked employees of the San Mateo Athletic Club to introduce themselves: Kurt Atherton, Senior Consultant, MediFit; Bryan Besnyi, Lead, Courtesy Desk; Diana Morrow, Membership Representative; Diana Thomas, Acting General Manager and Regional Representative for MediFit; Susan Dioli, Operations Manager; Kim Perez, Fitness Manager; and Katie Elgaen, Aquatics Director.

Mr. Bauer said pre-opening efforts began with an aggressive presale marketing campaign, followed by on site tours, hiring of staff, new staff orientation, program development, and facility preparation and training. The membership goal for opening day was 400; the Center opened with 576 memberships and more than 800 members and the numbers have continued to grow steadily. As of May 10, there were 883 memberships and 1,250 members. Memberships were broken down as follows: 437 community, 155 students, 155 seniors, 104 faculty/staff and 32 corporate. Individual memberships were the largest group, followed by couples and families. Of the 1,250 members, 750 were female and 500 were male. The membership goal for the end of 2010 is 1,450; the Center is substantially ahead of that goal and Mr. Bauer predicts that the Center will have 1,400 members by Memorial Day weekend.

Twenty-one students and staff of the District work at the San Mateo Athletic Club; this is slightly less than one-half of all Club employees.

The group exercise program has generated a great deal of enthusiasm. Between April 5 and April 30, 17 instructors taught 152 classes with a total attendance of 1,245. Classes include spinning, Pilates, body sculpting, total body, Zumba, water aerobics, yoga, step and kickboxing.

The Aquatics Program has been very successful. On June 1, the 126 members of the San Mateo Marlins Masters Swim Team will join the San Mateo Athletic Club and form the new San Mateo Masters Swim Team. This will result in approximately 175 new memberships. Current pool rentals include a local scuba shop, four local swim teams and one club water polo team. Staff is currently fielding offers from a number of schools, colleges and groups which have expressed interest in renting the facility. The first age group swim meet will take place on May 23 and 600 swimmers and parents are expected to attend. During this and other events, staff will be actively marketing the facility.

The ten fitness staff members have conducted 135 group orientations, 49 one-on-one orientations and 14 personal fitness training sessions. Future plans include fitness fee-based programming, TRX training, women on weights, boot camp, athletic conditioning, injury prevention/post rehab, and certification programs.

Mr. Bauer acknowledged some of the people who worked to make the San Mateo Athletic Club a reality. Jan Roecks, Director of General Services, crafted a superior Request for Proposal, as she had for District vending and food services. Ms. Roecks' detail-oriented approach and thoroughness have resulted in the District's partnering with the best vendors. Staff of the Construction Planning Department, specifically Project Manager Barry Chin and Project Coordinator Jennifer James, have been very supportive and responsive. Photographs and video clips were done by former College of San Mateo student Gino De Grandis and student videographer Hansel Vargas. The shoots were all coordinated and managed by College of San Mateo Public Relations and Marketing Coordinator Dave McLain and the outcome has been outstanding. Roxana Usner, CIP2 Construction Project Manager with Swinerton Management Consulting, has taken a lead role in coordinating the efforts of the McCarthy construction team with the District and with the fitness center team. Members of the District Office team have been generous with their time and energy, helping to shape the club; they include Chancellor Galatolo, Executive Vice Chancellor Keller, Vice Chancellor Harry Joel, Vice Chancellor José Nuñez and Chief Financial Officer Blackwood, as well as Debbie Carrington, Jan Roecks, Sue Harrison and Ginny Brooks.

Staff at College of San Mateo, especially President Claire, Dean of PE/Athletics Andreas Wolf, Professor Mikel Schmidt and Director of College Development & Marketing Bev Madden have all helped to transition the club into the culture and daily life of the campus. Professor Schmidt works with club staff every day to ensure that students and club members have a first-rate experience.

Vice Chancellor José Nuñez' leadership and support account for much of the success in the early days of the club's operation. Mr. Bauer approached Vice Chancellor Nuñez numerous times over the last several months with issues that directly or indirectly affect the club and its members. Vice Chancellor Nuñez lives each day by the words included in his email signature: "Don't Be Stopped by 'Analysis Paralysis.' Get It Done."

In closing, Mr. Bauer thanked the Board for their support. He said that because of this support and the efforts of the team on the ground, the District has created something truly impressive and inspirational that will continue to bring great benefits to College of San Mateo and the District as a whole.

Trustee Holober congratulated Mr. Bauer on the Club's excellent start. He asked if the types of memberships/members match the original projections. Mr. Atherton said community support has been greater than projected and has been a pleasant surprise.

Trustee Schwarz said she hopes there will continue to be a large percentage of District students and staff working at the Club. She said it is wonderful that Mr. Bauer acknowledged people who have helped make the Club a success. Trustee Hausman also thanked Mr. Bauer for a very thorough report and said she appreciates all of the hard work of those involved.

Vice President Mandelkern said he is happy to be a member of the Club. He said his wife, a former member of the Pacific Athletic Club, has been using the facility on a regular basis and is very pleased.

Executive Vice Chancellor Keller thanked Mr. Bauer for his leadership. He said Mr. Bauer entered into the project with full commitment and enthusiasm and has put a great deal of work and effort into the project. President Claire also acknowledged Mr. Bauer and the staff of MediFit, as well as the work of Dean Wolf. He said that the partnership with the community would not work if Dean Wolf and Mr. Bauer did not work together.

President Miljanich she is pleased to be provided with the report and to hear the appreciation for everyone involved. She said she appreciates Mr. Bauer's infectious enthusiasm.

Ms. Thomas said MediFit has had the opportunity to work with many partners. The communication with Mr. Bauer has been fabulous and seamless and this partnership exemplifies what MediFit attempts to do when entering into a partner relationship.

Mr. Bauer displayed photographs of the Aquatics facility and of the new scoreboard positioned on Building 8. He said this state-of-the-art scoreboard will lend a competitive edge to the District when competing for quality events.

Mr. Bauer said he will present another report to the Board before school opens in the fall and will provide more concrete financial information.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Medrano Rosales introduced audience member "Father Jay" Maharaj who will be the next student trustee; he will be sworn in at the June 9 Study Session. Student Trustee Medrano Rosales said there will be a "Skyline United" benefit on Friday, May 14 at 7:00 p.m. Sponsored by the Latin Association at Skyline, the benefit will feature entertainment and will raise scholarship funds for AB 540 students.

Vice President Mandelkern congratulated Student Trustee Medrano Rosales and said she will be greatly missed. He also congratulated incoming Student Trustee Father Jay Maharaj, incoming District Academic Senate President Ray Hernandez, and Trustee Hausman on her 20 years of service on the Board. Vice President Mandelkern said he wishes President Morrow well in her retirement and added that she will be a tough act to follow. Vice President Mandelkern attended the very successful "Taste of Skyline" and credited Greg Cochran for suggesting this event. Vice President Mandelkern attended the ribbon cutting for the Skyline Automotive Technology building. He said the automotive program encapsulates what the District is about, as it can be an entry point for students who come into the program to learn job skills, take other classes and discover that they can succeed in college. Vice President Mandelkern has attended San Mateo County budget review meetings around the County and at one of those meetings, a community member asked why the District is not paying taxes on its "luxury" housing development. Vice President Mandelkern explained the faculty/staff housing projects and talked further with the County Manager, inviting him to tour the faculties. Vice President Mandelkern said that Pat Gemma, Superintendent of the Sequoia Union High School District, is retiring and suggested that he be presented with a Board resolution of honor at the retirement dinner on May 25. The Board agreed with the suggestion and staff will arrange for the preparation of the resolution. Vice President Mandelkern said he will attend the California Advocates United to Save Education (C.A.U.S.E.) rally on May 19 at College of San Mateo. The rally is being coordinated by CSEA, Chapter 33.

Trustee Hausman said she was invited by the Community College League of California (CCLC) to attend a luncheon at which trustees who have served 20 or more years were honored. Trustee Hausman displayed the plaque that was presented to her and said that her husband and daughter, along with Chancellor Galatolo, joined her for the luncheon. Trustee Hausman said that Chancellor Galatolo presented a workshop on parcel taxes at the CCLC annual meeting and she was told he did an excellent job. Trustee Hausman attended the Taste of Skyline event and the ribbon cutting for the Automotive Technology facility. She said she believes the automotive program is one of the best programs in the District. Trustee Hausman said President Morrow has done a superb job as President Skyline College. Trustee Hausman will attend the Skyline College commencement ceremony and is pleased that she will have the opportunity to see Student Trustee Medrano Rosales graduate.

Trustee Schwarz attended several events at College of San Mateo. The Child Development Center fundraiser held on May 1 raised \$10,000 for the Center. The KCSM Spotlight program highlighted films produced by high school students. Trustee Schwarz was pleased to congratulate retirees and tenured faculty at the recognition ceremony which was held in the new Associated Students area. At the scholarship awards ceremony, more than \$200,000 in scholarships was awarded to more than 400 students, including high school students who will be attending the

College. Trustee Schwarz said she read in the *Skyline View* that College of San Mateo will not be holding summer school. President Claire said this is not true and he has been in touch with the newspaper to correct the misstatement. Trustee Schwarz said she appreciated Chancellor Galatolo sending the Board a video highlighting the two Cañada College Jack Kent Cooke scholarship recipients. President Schwarz participated in a hard hat walkthrough of the Cañada Vista faculty/staff housing project on Monday and said all of the guests made positive comments about the project. President Schwarz will attend the Skyline College commencement ceremony and is delighted to be there to see Student Trustee Medrano Rosales graduate and to be there for President Morrow's last commencement ceremony. She said Skyline has shone under President Morrow's leadership and it will always be remembered that "Vicki made it shine." Trustee Schwarz thanked President Dilko for forwarding the program for the Community College Honors Research Symposium at UC Berkeley, at which District students presented their original research projects.

Trustee Holoher said he was saddened by President Morrow's retirement announcement but wishes her well and knows she will enjoy the next phase of her life. Trustee Holoher told Student Trustee Medrano Rosales he knows she will continue to do great things as she goes forward and he hopes she will continue to inspire students within our District. Regarding the District's faculty/staff housing projects, Trustee Holoher said he believes the community overwhelmingly supports the fact that the District is innovative and is a part of the solution to the housing affordability crisis in the County. Trustee Holoher said that after the Board meeting is adjourned, he will have sign-up forms for participation in phone banks in support of the parcel tax measure.

President Miljanich said the Board will be talking more about President Morrow as her retirement date gets closer. President Miljanich said she appreciates all that Student Trustee Medrano Rosales has done and hopes she will keep in touch with the Board and others in the District.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

President Miljanich said that during Closed Session, the Board will consider the personnel items listed as 1A on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA. The Board will also hold a conference with legal counsel regarding one case of potential litigation.

The Board recessed to Closed Session at 8:20 p.m.
The Board reconvened to Open Session at 9:24 p.m.

CLOSED SESSION ACTIONS TAKEN

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

ADJOURNMENT

It was moved by Vice President Mandelkern and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:25 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the June 23, 2010 meeting.

Dave Mandelkern
Vice President-Clerk