

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
March 23, 2011, San Mateo, CA**

The meeting was called to order at 6:05 p.m.

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

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, District Academic Senate President Diana Bennett and Associated Students of College of San Mateo President Vivian Abellana

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Holober said that in order to accommodate Deputy County Counsel John Nibbelin, there was a request to consider item 11-3-103B, Adoption of Resolution No. 11-4, upon Mr. Nibbelin's arrival. There were no objections.

MINUTES

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the minutes of the Study Session of March 9, 2011. The motion carried, with one abstention and the remainder of Board members voting "Aye."

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

Chancellor Galatolo congratulated Trustee Schwarz on her election to the San Mateo County Women's Hall of Fame. The awards ceremony will be held tomorrow evening. Other honorees include Ann Ban, who was a professor of Mathematics at Skyline for more than 23 years, and Jessica Esquivel, a concurrently enrolled student at Cañada College. At the start of the Board study session on April 13, the Board will honor current and past Hall of Fame members who have an affiliation with the District.

President Stanback Stroud congratulated Skyline College's Phi Theta Kappa chapter, Beta Theta Omicron, which won the 2011 Nevada/California Distinguished Chapter Award. Kimberly Jackson, instructor of music at Skyline, won the 2011 Black Music Association and Academy of America's Best Jazz Artist Spotlight Award. Skyline College alumna Ashley Good was one of the top five finalists in a contest sponsored by the Gates Foundation in which students were invited to submit their nontraditional education stories of success. Dana Kaplan, a member of the Heart Wrenchers, the Automotive Technology Women's Club at Skyline, won the \$2,500 Bendix Brakes scholarship and is also in the running for the grand prize which is a trip for two to an NHRA race in 2011. The Skyline men's basketball team won the California Community College Athletic Association's Scholar Team Award, which is the highest academic team achievement award given by the CCCAA.

President Claire said College of San Mateo student Luis Alvarez has been selected as an intern for the San Mateo Arctic Research Telescope Project in the High Arctic. The College is working with the Foundation and others to raise funds to help Mr. Alvarez complete this trip. President Claire said the first public event in Building 10 was held this week. The event was a business summit and participants were very impressed with the facility and with the campus. The San Mateo Chapter of the American Institute of Architects is holding a meeting in Building 10 tonight and the keynote speaker is the national president of the organization. President Claire said the building has changed the campus in positive ways and he thanked Tom Bauer, Director of Auxiliary Services; José Nuñez, Vice Chancellor, Facilities Planning, Maintenance and Operations; and the Facilities and IT staffs for their exceptional work.

President Mohr said five Cañada College students from the Honors Program have been chosen to present their original research projects at the Community College Honors Research Symposium at Stanford University on May 7. President Mohr said the Board will be asked to approve the federally funded appointment of Dr. Lucy Salcido Carter as the new director of the University Center. Dr. Carter has been a consultant for many non-profit organizations and public agencies on innovative policies. She served as a program officer at the David and Lucile Packard Foundation where she managed a multi-million dollar portfolio. Dr. Carter has a great new vision for partnerships to expand the offering of baccalaureate degrees through the University Center. Two Cañada students won first place awards at the Statewide

Interior Design Student Career Forum; this is the eleventh straight year in which the Interior Design program has had first place winners. Alexander Ramos, a Cañada student studying electrical engineering, has been selected for an internship at Lawrence Berkeley National Lab to study lab laser safety.

Executive Vice Chancellor Keller said he will defer his comments to the “Budget Update” item later in the meeting.

President Bennett said CurricuNet is in full implementation and faculty are excited to have this tool. A final draft of minimum qualifications policy has been completed and will go out to each of the Academic Senates for review. Final approval of a minimum qualifications and faculty service areas policy is expected at the April District Academic Senate meeting. The three Colleges are using the Early Assessment Program for English. Cañada College and College of San Mateo have agreed to use early assessment testing for math and are waiting for Skyline College to join them. The State Academic Senate, in conjunction with the State Chancellor’s Office, will hold joint regional discussions on SB 1440; there will be training on curriculum, articulation and counseling at three locations in April. The District Academic Senate and AFT will hold a joint social on May 4 at the Cañada Vista Club House.

Ms. Abellana showed photos of various events at College of San Mateo, including Welcome Week, President’s Day, Mardi Gras, Club Week, and St. Patrick’s Day. National Pi Day was celebrated on March 14. Six students, along with Advisor Aaron Schaefer, traveled to Washington, D.C. where they met with staff of Congresswoman Anna Eshoo to discuss budget cuts, extension of student financial aid and the GI Bill. Ms. Abellana said more students have become engaged in student government. More club representatives have attended meetings and submitted proposals to the Associated Students. A Fire Technology Club was started this semester. Barry Jointer has been elected as College of San Mateo’s candidate for the position of student trustee. Upcoming events will include a film festival and Spring Fling.

After Statements from Executives and Student Representatives, Mr. Nibbelin had arrived and the Board considered item 11-3-103B.

ADOPTION OF RESOLUTION NO. 11-4 IMPLEMENTING GOVERNMENT CODE SECTION 53094 TO EXEMPT THE CAPITAL IMPROVEMENT PROJECT AT COLLEGE OF SAN MATEO FROM APPLICATION OF CITY AND COUNTY ZONING ORDINANCES (11-3-103B)

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve adoption of Resolution No. 11-4. Mr. Nibbelin said that, historically, local agencies which act pursuant to State power are exempt from local municipal regulations, including zoning regulations. Approximately 30-40 years ago, the legal landscape changed in response to Supreme Court decisions; the result was that zoning regulations would apply to local agencies, such as community college districts, unless an agency takes action to exempt itself from the applicability of local land use regulations.

Tricia Gardner, a student at College of San Mateo, said she believes it is important to keep the City connected to the College in these matters. She said she represents a group of students who are concerned with the construction projects currently taking place. There is a critically endangered Dawn Redwood tree plaqued as “Adrian’s Tree” and dedicated to Adrian Orozco for services to the College as Director of EOPS. Ms. Gardner said it is important to work with the City to preserve trees and other things that may disappear if regulations are ignored. She said the community must follow certain regulations and, since the College and students are part of the community, they should follow the same regulations.

Richard Jones, a part-time student at College of San Mateo, said the area being discussed is a small garden behind the engineering building. He said it is one of the most beautiful gardens he has ever seen and it would seem unfortunate to destroy it simply because more parking is needed. President Holober noted that there will be a presentation on the garden later in the meeting.

Jeanne Hale asked if the District is also attempting to exempt itself from zoning regulations in other areas, such as high density housing. President Holober said this time period is for comments to the Board and Mr. Nibbelin can address this question following the comments.

Vice President Mandelkern said that the District is governed by separate State regulations in that building plans must be approved by the Division of the State Architect rather than the City of San Mateo’s planner. He said the District is bounded not only by the City of San Mateo, but by the Town of Hillsborough and unincorporated San Mateo County

and it would be unwieldy and difficult for the District to answer to several different zoning and policy boards. For this reason, Vice President Mandelkern said he is in favor of this resolution which merely formalizes the existing status.

President Holober asked Mr. Nibbelin if the resolution covers all of the various components of the Capital Improvement Master Plan and any new work that might be required in the future. Mr. Nibbelin said he believes the resolution is broad enough to cover the scope of all components in the Master Plan. New resolutions should be approved for different projects and projects at the other campuses. In response to the earlier question from Ms. Hale, President Holober asked if the resolution exempts the District from various City and County zoning regulations in their entirety. Mr. Nibbelin said the District is exempting itself from all land use regulations with respect to the Capital Improvement Project at College of San Mateo. Mr. Nibbelin confirmed County Counsel's belief that the District is exempt and this resolution, in an abundance of caution, states the existing status. President Holober asked if similar resolutions should be presented soon for projects at the other campuses. Mr. Nibbelin said he will coordinate the initiation of such resolutions with District staff.

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

PRESENTATIONS

GARDEN CONSTRUCTION PLANS AT COLLEGE OF SAN MATEO (11-3-2C)

College of San Mateo student Shawn Kann said that students representing many majors at College of San Mateo are concerned about the possible disruption of the science and horticulture gardens. He said they were told by faculty that there is no need for more faculty parking. He said faculty and students want to keep the native plant garden as a place to study living organisms and habitats on campus. Mr. Kann said that in January 2006, the Board of Trustees commissioned Steinberg Architects to develop the 2006 Facilities Master Plan which was created to inform decision-making related to the next phase of planning and construction. After review of previously completed physical assessments and analyses, site visits, multiple meetings with College constituent groups and open forums, the Facilities Master Plan was completed. The College implemented the master planning process through shared governance, the purpose of which is to provide an overall development plan for the District to consider when addressing specific problems, issues and opportunities so that solutions relate to the campus as a whole. The 2006 Master Plan was approved by the Board of Trustees in August 2006. With regard to College of San Mateo, the plan stated "To become suitable for learning in the 21st century and to protect the assets, various buildings on campus require a range of modernization, remodel or renovation. Buildings requiring some level of modernization or remodel are B2, B4, B8, B12, B14, B16, B19, B20 and B30." Mr. Kann said the 2006 Master Plan includes expansion of parking lots 9, 10 and 11 along with additional parking in a new lot 27 and restructured lots 23 and 12. He said this brings into question the need for more parking.

Mr. Kann said an initial project proposal, issued November 22, 2007, stated, "This Initial Project Proposal will renovate Building 20, which is in poor condition, but because of the concrete construction maintains structural integrity. It is a 40-year-old building that has not been modernized since it was built. The focus of this IPP will be to improve the classroom space and support College of San Mateo's important Horticulture program. Modernizing the adjacent greenhouses and improving the outdoor classroom spaces is integral to this project with the goal of providing modern, controlled plant growth facilities. Bringing green technological solutions to an old building will allow the program to use such solutions as part of the educational mission, and use the building as a marketing tool to future students."

Mr. Kann said the biology and paleontology courses and the students who utilize the garden's diverse living botanical specimens, native plants and living fossils would be adversely affected if the garden is lost. He said the garden includes some spectacular specimens such as the decades-old Dawn Redwood tree that was recently dedicated to Adrian Orozco. Mr. Kann said that President Claire told faculty that the Board and the Chancellor want more parking and want to remove the garden and Building 20 for a parking lot. He said students understand that the Board, Chancellor Galatolo and President Claire are choosing to keep a temporary Building 34 instead of a permanent Building 20. He said the students have parents and friends who are contractors who cannot make sense of this decision. Mr. Kann said the students respectfully ask Board members and Chancellor Galatolo to make good on their promise to San Mateo voters who were promised, when they voted for Measure A, that funds would be used to "renovate and remodel" several buildings, including Building 20. He asked that the decision be made to save the garden and Building 20, which would be an investment in the science and horticulture majors in San Mateo County. Mr. Kann said that students' parents and friends are waiting to hear why the promise to renovate and remodel Building 20 is not being kept.

Ms. Gardner thanked members of the Save the Garden Club who were present and those supporters who were not present. She said the club has approximately 25 members and approximately 115 supporters on the club's Facebook page. Ms. Gardner said the District collected \$675 million in bond money from Measures C and A. Some students, parents and friends are taxpayers in the County and want to know why the administration wants to take away educational facilities that are used by programs on campus. She said current construction plans include taking away the gardens and Building 20, along with removing the greenhouses and replacing them with a new greenhouse. However, the plan does not include a replacement garden or a place for the horticulture program to go if Building 20 is destroyed. Three proposals were made recently for the construction plans: (1) take everything away and construct a parking lot; (2) take most things away, rebuild a small greenhouse next to Building 36, possibly keep the Dawn Redwood tree, and have the rest become a parking lot; (3) take everything away, rebuild a small greenhouse, leave a small amount of grass area, possibly keep the Dawn Redwood tree, and have the rest become a parking lot. The students do not believe these plans are a good compromise. The parking lot would be for faculty parking and would provide approximately 160 spaces. Ms. Gardner said students have talked with faculty who said they do not believe that many parking spaces are needed. Ms. Gardner offered an alternative plan, which she said is a good compromise:

- renovate Building 20 and potentially create two or three more science lab rooms; faculty have said students are turned away from science classes because of a lack of space
- keep the garden areas which are important to a number of classes
- remove the greenhouses and replace with a small greenhouse
- construct a parking lot with approximately 70 parking spaces

Ms. Gardner said the concerned students are not only horticulture students, but come from a wide range of majors. In science classes, students have learned the importance of biological diversity and the gardens are the only green areas left to study diversity. If the gardens are gone, many classes will be affected, including general biology, botany, paleontology, wildlife, ethnic studies, art, photography, forestry and horticulture. Data collected by horticulture students has been used in class projects by students in statistics. A study showed that 43% of science classes use the garden space and plants in the area for teaching. Removing the gardens would also have profound effects on local nature that cannot be reflected in environmental impact reports. Ms. Gardner said students and community members who voted on the bond measures are upset. Some students are environmental science majors who understand that paved surfaces may increase runoff. The presence of a parking lot may increase light pollution and increase the heat island and greenhouse effect. Students are listening to their Hillsborough neighbors complain about the amount of tree cutting going on at College of San Mateo, causing disruption of native habitats. Ms. Gardner said this is not in keeping with the going clean policy, although she complimented the District on the new buildings at College of San Mateo. She asked the Board and the Chancellor to respect the biological resources that enrich studies in ways are difficult to measure.

President Holober thanked the presenters and supporters for coming to the meeting. He said the Board listened attentively and will take the comments into consideration.

PRESENTATION OF GREEN BUILDING AWARD PLAQUE, CERTIFICATES OF RECOGNITION AND COMMENDATION (11-3-3C)

President Holober said College of San Mateo's Health and Wellness Building (Building 5) won a 2011 Sustainable San Mateo County Green Building Award in the non-residential category and was honored at a ceremony on March 10. President Holober said he was pleased to present President Claire with a plaque from Sustainable San Mateo County, Recycleworks and AIA San Mateo County. He also presented certificates from Congresswoman Jackie Speier, State Senator Leland Yee, Assemblymember Jerry Hill and the San Mateo County Board of Supervisors. President Claire said the effort involved many people and he recognized Vice Chancellor Nuñez and his staff, Rick Bennett and Linda da Silva, Executive Directors of the Construction Planning Department, and McCarthy Construction. President Claire thanked the Board for having a vision and ensuring that the District constructs sustainable buildings and helps to keep local people employed.

CONSTITUTION OF A TRUST COMMITTEE TO REVISE THE FACULTY EVALUATION SYSTEM (11-3-4C)

President Bennett said that in 1988, AB 1725 mandated that community colleges establish faculty evaluation procedures. In response, the District formed a Trust Committee comprised of six faculty and three administrators who worked together over a two-year period. The Committee reached agreement on the procedures to be proposed for use in the District.

The Academic Senate and AFT formed a new joint committee and worked collaboratively to create a new Faculty Evaluation Trust Committee Statement, which is included in the board report submitted for tonight's meeting. Committee members are Diana Bennett, Ray Hernandez, Monica Malamud and Nina Floro. The Committee concluded that the current faculty evaluation system is outdated and inadequate. It does not address work done by faculty outside of the traditional classroom, electronic courses and non-teaching responsibilities. There have been increased complaints from evaluatees, evaluators and administrators about not understanding how the evaluation works and about being tied to a standard that does not include everything faculty do. Evaluation tools are also inadequate. A comprehensive and systematic approach should be taken in the revision of the faculty evaluation system. The Trust Statement was shared and vetted with all faculty.

The District Academic Senate and AFT recommend the formation of a Trust Committee to participate in research and revision of the faculty evaluation system. The committee would be comprised of four faculty members. Administrators would serve as ex-officio members. It is recommended that the faculty members be given released time rather than a stipend because of the increase in responsibilities in addition to regular teaching duties. The work would be completed in three phases:

1. Preparation of an initial draft
2. Completion of a preliminary draft which would be shared and vetted with faculty across the District
3. Preparation and presentation of a final draft to the Board of Trustees

President Bennett said the evaluation system should:

- be comprehensive and transparent and involve a systematic observation and measurement of relevant faculty performance to determine the degree to which that performance is consonant with the needs of the educational institution, in line with the Board's core values
- reduce questions and complaints from evaluatees, evaluators and administrators
- maintain a high level of competent faculty who can be best prepared professionally in their areas and be updated with new information and technology to meet the needs of their students

Trustee Hausman asked when the current evaluation system was established. Ms. Malamud said she believes it was in 1991.

Trustee Miljanich asked if there would be deans and administrators on the Trust Committee. Ms. Malamud said the Academic Senate and AFT agreed to include them as ex-officio members. Trustee Miljanich asked if that was the case with the last Trust Committee. Ms. Malamud said the original Trust Committee was comprised of six faculty members and three administrators; it was larger because there were more issues to be addressed. President Bennett said the Committee would also invite participation from other faculty members when their expertise is needed. Trustee Miljanich asked why the deans and administrators would be ex-officio instead of full members. President Bennett said faculty evaluations are within the purview of the Academic Senate. Ms. Malamud added that faculty evaluations are also a union matter because they are a negotiable item and will ultimately be negotiated and included in the contract.

Vice President Mandelkern asked if the Committee would also include a review of the evaluation process for contract faculty who are in tenure review in their first two years. Ms. Malamud said they would be included, as would all faculty.

Trustee Schwarz said she is not sure she is comfortable with the exclusion of administrators from the Committee. She noted that the proposal asks for a significant amount of release time which would be very expensive. She asked if this is the case with other committees on which faculty serve. Ms. Malamud said it is not the case for most committees; however, the amount of work needed for this task is extensive. Professor Bennett said the proposal calls for three semesters of released time; the plan is to use two full semesters and a third if needed. If a third semester is needed, it might not require participation by all four members of the Committee. Ms. Malamud said the amount of time needed was determined by asking members of the original Trust Committee to estimate how much time the evaluation portion of their work took. Trustee Miljanich said that if more administrators were involved, it might help spread the workload. She said that, even though evaluations are within the purview of the Academic Senate, the Senate and AFT could make a choice to include administrators. Ms. Malamud agreed, but said the proposal was for a committee comprised of faculty and both the Senate and AFT accepted this proposal. President Bennett noted that a recommendation would be fully vetted before being brought for approval. Trustee Miljanich said she is mainly concerned about not taking

advantage of people's expertise and experience. President Bennett said there were discussions about the desirables of the people to be appointed to the Committee: inclusion of teaching and non-teaching faculty, experience with tenure peer review, human resources management, institutional citizenship and collegiality. She said the decision was not based on the makeup of the previous Trust Committee, but on who has the desirables to move the process along in the short timeframe of two semesters. Trustee Hausman said ex-officio members of a committee can voice opinions but do not have the same impact as full members. She said having a broader group on the Committee would provide a greater point of view. Ms. Malamud said that since this will eventually be a negotiated item, District administration will be involved. Recognizing that it is not the best methodology to include administrators only during the final phase, administrators have been included as ex-officio members.

Trustee Miljanich asked if students should be involved since they are the recipients of the efforts of faculty. Ms. Malamud said it is not common to include students. Ms. Abellana asked if students typically have input in evaluations. President Holober clarified that this discussion is not about evaluating faculty, but about reviewing the established evaluation process.

President Holober said this item is a presentation to the Board and not an item for action. He said time is being allowed for questions for the purpose of clarifying the proposal. He said he will address and clarify with the administration whether this item is in the collective bargaining arena or whether it has been withdrawn from collective bargaining. He noted that an item cannot be in negotiation and be the topic of a presentation at the same time.

BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: NEW PROGRAMS AND PARTNERSHIPS LEAD TO STUDENT SUCCESS: COLLEGE OF SAN MATEO ACCOUNTING STUDENTS TELL THEIR STORIES (11-3-5C)

Vice Chancellor Luan said the District Joint Vice Presidents Council chose this program to be presented tonight. He said that Professors Rick Ambrose, Bruce Maule, Rosemary Nurre and others have made the accounting program at College of San Mateo into an award winning program. The program is productive and creative in collaborating and establishing partnerships with industry. The student learning outcomes are outstanding.

Professor Maule said the best way to hear about the successes of the accounting program is to hear from students. He said four students will introduce themselves and tell their stories.

Rachel Brannon said she came to College of San Mateo in the spring of 2008, having been out of work due to illness. She had a degree in Social Science from UC-Berkeley but did not know what she wanted to do next. She took a career class which included diagnostic tests. Each test indicated that she might like accounting. She took her first accounting class in summer 2008 and found that she both liked and had an aptitude for accounting. She earned an accounting certificate and two CPA Preparatory certificates. While at College of San Mateo, Ms. Brannon was chosen to work in the Accounting Lab, where she got to know and assist many students. The Lab offers the opportunity for students to share ideas on how to solve problems and provides a place for students to complete their homework. Ms. Brannon is currently employed at the City and County of San Francisco in their Accountant Intern Program. When she applied for the position, she had the full support and assistance of three College of San Mateo faculty members. Professors Nurre and Maule reviewed her resume and helped make it better. She used a paper she had written for Professor William Hefter's class as her writing sample and he assisted her in turning in the best paper possible. The application required her to take an exam to qualify for an interview and the classes she took at College of San Mateo prepared her for the exam. More than 500 people applied for the open positions, 200 took the exam, 65 were selected for interviews, and only 21 were selected for the program. The internship program has a 93% success rate, insuring that most participants go on to permanent, full-time jobs. Ms. Brannon said that in her job, she has the opportunity to practice in the real world what she learned in her classes. Ms. Brannon said the Accounting Department supports special events at the College which allow students to have direct communication with groups such as Accountemps, the California Society of CPAs (CalCPA) and Golden Gate University. At one of these events, she met a member of CalCPA, to which she had applied for a scholarship. She believes the face-to-face contact helped her to win one of the scholarships. Ms. Brannon also participated in the Volunteer Income Tax Assistance (VITA) program in which volunteers help low-income people prepare their tax returns. Ms. Brannon said all of her experiences at College of San Mateo were wonderful and she is proud to have the College listed on her resume.

Sean Matthews said he has a bachelor's degree in Science Education and was a teacher before being laid off due to budget issues. He decided to change careers and, after surveying various programs, enrolled in College of San Mateo's

accounting program. The well-organized program and course selection made it the most attractive option and the availability of evening classes allowed him take classes while he was working. At the end of this semester, he will have completed eight courses within the accounting program and will qualify to sit for the CPA exam. The program has lived up to his expectations for academic and professional practice standards. The content of the classes has been current, vigorous, relevant and comprehensive. The instructors are experienced and well-qualified professionals in their area of accounting. Professor Ambrose has been an invaluable resource, aiding him in making wise scheduling decisions, obtaining information about the program and applying for the Certificate of Completion. Through the accounting program's close relationship with CalCPA, he has become a member of that organization, allowing him to network with other accounting professionals, learn about scholarships and professional development opportunities. The program's email list has allowed him to be aware of career fairs, job opportunities and CalCPA events. The accounting program's reputation helped him secure a recent job on the finance team of a prominent employer in the area. He hopes his story will serve as an example of the quality of the accounting program, its faculty and its ability to impact students' lives.

Hazel Nixon said she is a graduate of the accounting program. She has taken 15 accounting classes at College of San Mateo, including five which are more traditionally upper division classes. She has a bachelor's degree in banking and finance from England. She worked for H & R Block for two years and came to College of San Mateo in the summer of 2006 to meet the continuing education requirements of the California Tax Education Council (CTEC), which gives authorization to prepare taxes in the State. She set the goal of becoming a CPA. In order to accomplish this goal, she had to take 24 units of accounting and an additional 24 units of either accounting or business classes. She was able to take all of the classes at College of San Mateo. In 2008, she participated in the VITA program in its first year at College of San Mateo. She was asked to volunteer preparing taxes for AARP and did so for two tax seasons. During her time at College of San Mateo, she took the enrolled agent preparation class. She passed the three required exams and is now enrolled to practice before the IRS in all 50 states and to represent taxpayers in the event of an audit. With the encouragement of Professor Maule, she applied for and received a scholarship from CalCPA, which also provided her a student membership in the organization. She currently is working as a seasonal tax preparer. At the end of last year, she passed all four parts of the CPA exam. She found all faculty members at College of San Mateo to be extremely knowledgeable and helpful. They have also brought into classes many accounting and tax professionals to act as additional instructors. Looking back at the last five years, she is amazed at what she has achieved, mostly on a part-time basis, without stepping into any educational institution other than College of San Mateo.

Samrand Hesami came to the United States from Iran in 2003. He found culture shock and the language barrier to be major obstacles. He worked at several retail and restaurant jobs. In his quest for a better life, he took an introductory course in accounting at College of San Mateo in 2007. Although he could not continue his studies at that time, he found direction and hope. He returned to College of San Mateo in 2009 and took classes in managerial accounting and financial accounting. He has taken 46 units of accounting and business-related courses. Last fall, he received a scholarship from CalCPA and views this as confirmation that he is on the right path. He is grateful to be working in the accounting field currently and credited the program for giving him support, direction and confidence.

Professor Maule thanked the Board for the opportunity to present the report. He also thanked the students who presented and recognized Professor Nurri who was in the audience.

Trustee Hausman said there seems to be an increased interest in accounting courses and careers. Professor Maule said the area has an amazing group of students from all over the world. Professor Maule said he met with Professors Ambrose and Nurri to discuss what they could do to help College of San Mateo students, many of whom are interested in changing careers or are recent immigrants. It has taken 10 years to grow the program to its current level. A fully developed tax program and CPA exam preparation series are offered, along with continuing education classes in taxation. Susanne Stevens singlehandedly developed the tax program that is in use at College of San Mateo and Skyline. The program has also developed partnerships with organizations such as CalCPA and the Golden Gate Chapter of Enrolled Agents.

Trustee Miljanich asked how the job market is given the current economic situation. Ms. Nixon said the tax preparation market is good. Mr. Matthews said he has seen a dramatic increase in job postings this year.

President Holober asked what the requirements are to become a CPA. Professor Maule said a bachelor's degree in any field is required, along with 24 semester hours of accounting and 24 semester hours of business classes. All of the

classes are offered at College of San Mateo. The candidate must then pass the CPA exam and work of a CPA firm for one year in order to become a CPA.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Jeanne Hale said she was not speaking as a representative of the Save the Garden Club, but would like to speak on behalf of alumni of the science programs at College of San Mateo. She graduated from College of San Mateo in 2004 with an associate degree in life sciences and went on to San Francisco State University, where she earned a degree in biology. She graduated magna cum laude, became a member of Phi Beta Kappa, and became a published author. The superior education she received at College of San Mateo helped her succeed at San Francisco State and in her job. The Math and Science Department at College of San Mateo has resources that are superior in many ways to those she found at the state university level. These resources include the greenhouses, gardens and surrounding area. She did not take horticulture or forestry classes, but the space was used in other courses. It is a valuable resource which has been formative for her.

NEW BUSINESS

APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (11-3-3A)

It was moved by Trustee Miljanich and seconded by Vice President Mandelkern to approve the actions in Board Report No. 11-3-3A. The motion carried, all members voting "Aye."

APPROVAL OF CONSENT AGENDA

President Holober said the Consent Agenda consists of Board Report 11-3-1CA, Ratification of January and February 2011 District Warrants. It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the consent agenda. The motion carried, all members voting "Aye."

Other Recommendations

VOTE TO ELECT MEMBERS OF THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD (11-3-1B)

President Holober said there are eight openings on the CCCT Board. He asked for Board member input on the 12 candidates. Trustee Miljanich said she was surprised that in the candidates' statements, only four candidates addressed the need to improve resources as a key area; they are Laura Casas Frier, Foothill-DeAnza CCD; Nancy Chadwick, Palomar CCD; Michael Davenport, Gavilan CCD; and Pauline Larwood, Kern CCD. Trustee Hausman noted that Jim Moreno of Coast CCD expressed interest in career/technical education and workforce development. Trustee Schwarz said she would support Mary Figueroa of Riverside CCD and Greg Bonaccorsi of Ohlone CCD. Vice President Mandelkern said he also would support Mr. Bonaccorsi. Noting that the Board is not required to vote for candidates to fill each of the eight seats, Vice President Mandelkern moved to approve a slate of candidates comprised of the seven above-named candidates. The motion was seconded by Trustee Hausman. The motion carried, all members voting "Aye." Staff will return the official ballot to the CCCT Elections Committee prior to the submission deadline.

APPROVAL TO SUPPORT MEASURE C, THE JEFFERSON UNION HIGH SCHOOL DISTRICT PARCEL TAX INITIATIVE (11-3-2B)

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve support for Measure C. Ms. Abellana asked for additional information on this item. President Holober said this measure will be on the May 3 special election ballot. If the measure passes, the Jefferson Union High School District would collect \$96 per parcel annually for four years to support classroom instruction. Vice President Mandelkern noted that the high school is a feeder school for Skyline College. Trustee Miljanich added that only residents of the affected district will vote on this measure. After this discussion, the motion carried, all regular members voting "Aye" and Ms. Abellana casting an advisory "No" vote.

CONTRACT AWARD FOR SKYLINE COLLEGE COSMETOLOGY DEPARTMENT PURCHASE OF DRYING AND STYLING CHAIRS (11-3-100B)

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the contract award as detailed in the report. Ms. Abellana asked for further information on this item. Vice Chancellor Nuñez said the chairs are to go into

the new cosmetology building at Skyline. President Holober explained that the District is required to select the lowest responsible bidder. After this discussion, the motion carried, all members voting “Aye.”

CONTRACT AWARD FOR SKYLINE COLLEGE COSMETOLOGY DEPARTMENT EQUIPMENT PURCHASE (11-3-101B)

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

APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS: POLICIES 2.04, DELEGATION OF AUTHORITY (FOR DELETION); 2.12, EMPLOYEE RIGHTS AND PROTECTION; 5.07, NON-REPRESENTED EMPLOYEES: HEALTH BENEFITS AND LEAVES; 7.05, ADMISSION OF NON-IMMIGRANT ALIENS; 7.73, STUDENT GRIEVANCES AND APPEALS; 8.00, FISCAL MANAGEMENT; 8.02, DELEGATION OF AUTHORITY; 8.03, AUTHORIZED SIGNATURES; 8.08, ATTENDANCE ACCOUNTING; 8.11, DISTRICT BUDGET; 8.12, SPECIALLY FUNDED PROGRAMS (FOR DELETION); 8.13, PUBLIC SAFETY ON DISTRICT PROPERTY; 8.15, PURCHASING; 8.17, REVOLVING CASH FUND; AND 8.45, TRANSPORTATION ON DISTRICT-SPONSORED EVENTS (11-3-102B)

President Holober said there was a request to remove Policy 7.73 from consideration so that further clarification can be made. There were no objections. It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the remaining revisions as detailed in the report. Barbara Christensen, Director of Community/Government Relations, briefly explained the recommended changes in each policy. There was discussion regarding the following policies:

2.12 – Vice President Mandelkern suggested adding the following phrase (shown in bold letters) to item 1(a): “The employee shall take reasonable steps to clarify that he/she is acting in an individual capacity, **does not represent the District**, and that the position of the employee with respect to a political issue or candidate does not represent the position of the District.” All Board members agreed with this suggestion and staff will make the change.

5.07 – President Holober said he believes that caps are different for different bargaining units and it is not clear which cap is being referred to in item 3. He suggested changing item 3 to read: “The cost for providing the medical benefits shall be shared by the District and the employee, based upon the monthly medical cap that that has been established **and subject to the meet and confer process**. The costs for benefits listed in paragraphs 2(b) through 2(e) above shall be borne by the District.” All Board members agreed with this suggestion and staff will make the change.

7.05 – Vice President Mandelkern asked if there is a difference between “non-immigrant aliens who are precluded from establishing domicile in the United States” and undocumented immigrant aliens who reside in this county. He said that if they are the same, this policy states that undocumented people who live in this county and come to our Colleges must pay non-resident tuition. Vice President Mandelkern said he would oppose this and suggested the policy state that an undocumented alien who has a high school degree from this county and who is applying to become a student at one of the Colleges, or is already a student at one of the Colleges, will pay resident tuition. Jennifer Hughes, Vice President of Student Services at College of San Mateo, said such students do pay resident tuition. Ms. Christensen suggested the proposed policy be pulled so that clarifying language can be added. In doing so, staff will research AB 540 and other California regulations. The Board agreed with this suggestion.

8.00 – Chancellor Galatolo said that, although quarterly reports are presented to the Board, the mid-year report is more comprehensive. He suggested that item 4 be changed to state that the Chancellor will bring a **mid-year** (rather than quarterly) report showing the financial and budgetary condition of the District. There were no objections and staff will make this change.

8.13 – Regarding item 12, President Holober asked if “any college or district center” and “any facility of the District” encompasses all grounds. Ms. Christensen said it does. Vice President Mandelkern said he realizes that procedures and outcomes are not normally included in policy statements; however, in this case he suggests adding to item 12 that anyone who violates this item may be subject to sanctions up to and including expulsion. Ms. Christensen said this is addressed in the policies on student conduct and student disciplinary sanctions in Chapter 7. Vice President

Mandelkern asked if the possession of firearms and other weapons is also covered in the student policies; Vice President Hughes said it is.

8.17 – Trustee Miljanich asked if petty cash funds are subject to audits; Chancellor Galatolo said they are.

After this discussion, the motion to approve the revisions, as amended, and to remove policies 7.73 and 7.05, carried, all members voting “Aye.”

PROPOSED FEE INCREASE FOR SAN MATEO ATHLETIC CLUB COMMUNITY MEMBERS (11-3-104B)

It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the fee increase as detailed in the report. Tom Bauer, Director of Auxiliary Services, introduced Kurt Atherton, Chief Operating Officer of Medifit’s Community Division, and Diana Thomas, General Manager of the San Mateo Athletic Club (SMAC). Mr. Bauer said SMAC has been in operation since April 1, 2010. There are currently more than 3,000 active members. To address ongoing staffing concerns and operating expense increases, staff is recommending a modest fee increase to community members.

Trustee Schwarz said that, since membership is higher than anticipated, she is surprised to see a request to raise fees. Ms. Thomas said that along with increased membership comes increased utilization. The demand has to be met in a number of ways, including more staff to conduct additional group exercise classes and more supplies and materials. Ms. Thomas said it is common in commercial club practice to introduce a nominal fee increase on an annual basis, usually commensurate with an anniversary date and usually between 3-5%, based on increases in business expenses, including staff and vendor fees. The fee increase for seniors would be lower. Students, faculty and staff would be exempt from the increase.

Trustee Schwarz said her original goal was to give District classified staff the opportunity for jobs at SMAC and she asked if this was taking place. Ms. Thomas there are no classified staff working at SMAC. There are adjunct faculty and students; approximately 42% of employees are students and most are students within the District. Mr. Bauer said staff looked at what positions classified staff might fill. He said there are very few people at SMAC who work in roles that classified staff would traditionally hold. For example, very little money is handled at SMAC; 99% of dues are deducted automatically and the books are handled at Medifit. Steve Pang in the District Office does work with Medifit in balancing books and auditing what they are doing.

Trustee Schwarz asked if the goal is to make SMAC a more District-run operation. Mr. Bauer said the District has a three-year agreement with Medifit with an option for two one-year renewals. The relationship will be continually evaluated up to the time when a decision must be made about whether to renew the agreement. Mr. Bauer said he is pleased that the District partnered with Medifit; they have done an outstanding job which the District could not have done alone.

Regarding the statement that the fee increase is a reflection of both direct cost increases and a routine annual increase, Vice President Mandelkern asked what the balance is between those two factors. Mr. Atherton said a significant majority of the increase is directly related to expected cost increases. He said that, because not all members will receive the increase, the actual increase across all membership would be a little less than 4%, which essentially would cover the anticipated cost of the operation. Very little, if any, of the increase would be attributable to the idea of a routine annual increase.

Vice President Mandelkern said that in an environment in which the District faculty and staff have accepted wage freezes for some years, it does not sit well with him to have a proposal come forward with a request to give salary increases to other employees who work on the campus. Mr. Bauer said the merit increases are comparable to the step increases District employees receive annually on their anniversaries. Ms. Thomas said a large percentage of the merit increases would go to hourly employees who would receive a \$.50 per hour increase.

After this discussion, the motion carried, with Trustees Hausman, Holober and Miljanich voting “Aye” and Trustees Mandelkern and Schwarz voting “No.”

REQUEST FOR SUPPLEMENTAL AUTHORIZATION OF DISTRICTWIDE UNIT PRICE CONTRACT FOR HAZARDOUS MATERIALS ABATEMENT (11-3-105B)

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

INFORMATION REPORTS

BUDGET UPDATE (11-3-6C)

Executive Vice Chancellor Keller said the Community College League of California (CCLC) has put together a simulation page which shows, Statewide and district-by-district, the best and worst-case situations.

1. The best case, reflected in SB 69, incorporates all of the Governor’s budget proposals and assumes passage of a June ballot measure to extend temporary tax increases. This still would not be good for community colleges, as it would include \$400,000,000 in Statewide cuts, mitigated in part by increased student fees from \$26 to \$36 per unit, for a total of \$290,000,000 in cuts. Community colleges would serve 150,000 fewer students, or 63,000 FTES, in the coming year. In this scenario, the District would experience a cut of \$5,586,000, with 2,555 lost headcount students; 1,228 lost FTES; and 409 lost course sections.
2. If there is no June election or if the tax extension fails but Proposition 98 is still funded, there would be a \$510,000,000 Statewide reduction for community colleges after an offset for the increase in student fees. Community colleges would serve 264,000 fewer students, or 111,000 FTES. In this scenario, the District would experience a cut of \$9,824,000, with 4,494 lost headcount students; 2,160 lost FTES; and 720 lost course sections.
3. If there is no June election or if the tax extension fails and Proposition 98 is suspended (an option proposed by the Legislative Analyst’s Office), there would be an \$805,000,000 Statewide reduction for community colleges, after an offset for an increase in student fees from \$26 to \$66 per unit. Community colleges would serve 417,000 fewer students, or 176,000 FTES. In this scenario, the District would experience a reduction of \$15,506,000, with 7,093 lost headcount students; 3,410 lost FTES; and 1,137 lost course sections. If this occurs, core courses and high-demand courses will be lost.

Executive Vice Chancellor Keller said there might also be a deferral of another \$129 million statewide for community colleges, bringing the total amount of deferred revenues to \$960 million for the year. This forces community colleges to use Tax and Revenue Anticipation Notes to fund what the State is unwilling to pay.

Executive Vice Chancellor Keller said the options for a June election are narrowing. The Governor is now talking about an initiative for November. Chancellor Galatolo said he has heard that Republicans might allow a vote after June 30 because the vote would then be to increase taxes rather than extending existing increases and this would be far less popular with voters. Chancellor Galatolo said he does not foresee an all-cuts budget; rather, the State will continue with more deferrals and other “smoke and mirrors” tactics to project revenues.

Trustee Miljanich asked if the emails coming from Scott Lay of the CCLC provide valid information. Executive Vice Chancellor Keller said they reflect the best and most up-to-date information.

President Holober said that if the Governor goes ahead with a November ballot initiative, which would require a signature gathering effort, the ballot could include a temporary income tax surcharge on taxpayers earning \$500,000 or more, who received a windfall because of the Bush-era tax cuts, to support higher education and other vital social services. This idea was tested in polls and was found to be extremely popular. President Holober would personally like to see this included if a ballot initiative goes forward and believes the element of fairness would make the initiative more popular.

STATEMENTS FROM BOARD MEMBERS

Vice President Mandelkern thanked the students from the Save the Garden Club for addressing the Board thoughtfully and respectfully and thanked those who stayed for the entire meeting. He appreciates the spirit of compromise with which the students came and that they brought other offers and potential solutions. He met with President Claire and

toured the greenhouses, gardens and Building 20. He is optimistic that solutions can be worked out. Vice President Mandelkern attended the Sustainable San Mateo County dinner and is looking forward to attending the San Mateo County Women's Hall of Fame dinner tomorrow night, at which Trustee Schwarz will receive much-deserved recognition. Vice President Mandelkern thanked two groups of public employee union personnel; in both instances, grounds staff and public safety personnel worked together. At Skyline College, a student was found to have a firearm in his backpack and the situation was diffused without injury or incident. At College of San Mateo, a lost dog was found and returned to its owner after a four and one-half month absence. Vice Chancellor Nuñez introduced the public safety officers involved in the two incidents: Officer John Jones from College of San Mateo and Chief Public Safety Officer Brian Tupper from Skyline. Vice President Mandelkern corrected a report in the San Mateo Daily Journal regarding the status of College of San Mateo; he noted that, based on the financial audits received by the Board, KCSM-TV is not operating in the black.

Vice President Mandelkern said that in January, the Board discussed where the District's funds are invested. He would like to pursue this issue. District money is approaching 10% of the value of the County's total fund. The County's website shows no approved investment policy since January 2008. Vice President Mandelkern could find no minutes posted from the January Investment Oversight Committee meeting. He also noticed that in the latest monthly investment report, the comparison of the County Fund performance to the Local Agency Investment Fund performance had been deleted. He continues to express concern about the safety and security of District funds. He would not want to see the District go through another loss comparable to the \$25-29 million loss when Lehman Brothers went bankrupt. He sees no signs of change in the operation of the County Treasury that would give any greater assurance than one or two years ago. Therefore, he requests that staff bring alternatives on how the District's money can be safeguarded. Chancellor Galatolo said staff will bring a report to the next business meeting.

Trustee Hausman attended the Sustainable San Mateo County awards dinner and a Foundation gathering at Cañada Vista for the purpose of acquiring new members and increasing the number of volunteers. She also attended an Art in Action luncheon. This organization has been in operation for 30 years and has reached 25,000 students, in 1,100 classrooms, in 98 schools, in seven states. Fran Eastman and her husband, Ed Goodstein, who are active in the Foundation, were the chief honorees. Trustee Hausman attended a Court Appointed Special Advocates (CASA) of San Mateo County event. Trustee Miljanich is Executive Director of this organization and, under her leadership, Trustee Hausman has seen the organization grow and continually improve. Trustee Hausman congratulated Trustee Schwarz on her election to the Women's Hall of Fame.

Trustee Schwarz thanked the students from the Save the Garden Club, noting that their presentation was articulate and well-received. She said the students had a voice and the Board listened to their concerns. She noted that everyone's goal is to make the College as good as it can be. Trustee Schwarz attended a presentation to the candidates for student trustee at College of San Mateo and answered questions about the position. There are candidates from all of the Colleges and Trustee Schwarz is pleased with the democratic process. Trustee Schwarz attended the Sustainable San Mateo County awards dinner. She also attended the Foundation meeting, at which the Board approved a recommendation to contract for a part-time communications associate position. The Board also approved a recommendation for the annual campaign allocation of funds, as follows: 30% for general scholarships, 30% for the President's Innovation Fund, and 40% for the general support fund. Today, President Schwarz attended the opening of the Veteran Resource Center at Cañada College, which was a very moving experience. There are now facilities for veterans at each of the Colleges and these facilities help veterans feel that they have a home and are part of the college system. Vice Chancellor Nuñez was involved in the development of Cañada's center, along with many others. Trustee Schwarz thanked everyone for recognizing her for her induction into the Women's Hall of Fame. She noted that Trustee Hausman preceded her in being inducted. Trustee Schwarz thanked the District in advance for hosting a recognition event for current and past honorees who have served the District.

Ms. Abellana thanked the members of the Save the Garden Club for their presentation. She said it was inspiring to hear the stories of the accounting students. She said there was some question about whether it was appropriate for her, as ASCSM President, to campaign for a particular student who was running for the office of student trustee. President Holober said it seems reasonable that she would have the right to do so, but staff will look into this issue to verify that opinion.

Trustee Holober congratulated Trustee Schwarz on her well-deserved honor, stating that the work she has done in the District and in the community justifies the honor. He noted that Chancellor Galatolo will also receive an award from

Peninsula Interfaith Action at a luncheon on April 15; he said this award is well-deserved for the work Chancellor Galatolo has done to promote social equity and access to higher education for people in this community. President Holober said there are local parcel tax measures for the Ravenswood City School District and the San Carlos School District which will be on the ballot for the May 3 special election and he suggested that the Board support these measures. Staff will prepare the recommendation and bring it to the study session on April 13. President Holober said that on April 4, there will be a number of rallies, including one in Redwood City, in support of workers in Wisconsin and other states who have had their collective bargaining rights taken away or are threatened with losing these rights. He noted that April 4 is the anniversary of the assassination of Dr. Martin Luther King, who was in Memphis on that day to support striking garbage workers. President Holober suggested that the Board write a letter to express support for the right of workers to preserve the collective bargaining rights. All Board members agreed with this suggestion.

COMMUNICATIONS

None

RECESS TO CLOSED SESSION

President Holober announced that during Closed Session, the Board will (1) consider the personnel items listed as 1-A on the printed agenda and (2) conduct a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

The Board recessed to Closed Session at 9:30 p.m. and reconvened to Open Session at 10:57 p.m.

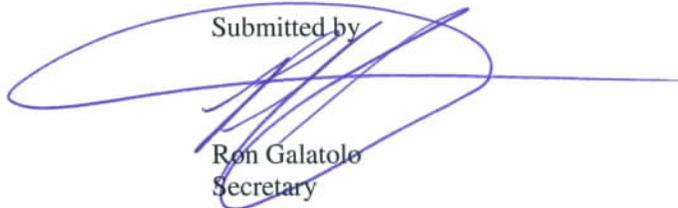
CLOSED SESSION ACTIONS TAKEN

President Holober 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 1-A.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Vice President Mandelkern 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 April 13, 2011 meeting.



Dave Mandelkern
Vice President-Clerk