

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
October 26, 2011, San Mateo, CA**

**The meeting was called to order at 6:05 p.m. by Vice President Mandelkern.**

**Board Members Present:** President Richard Holober (arrived at 6:20), Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman, Patricia Miljanich and Karen Schwarz

**Others Present:** Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jim Keller, District Academic Senate President Diana Bennett

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the minutes of the meeting of October 12, 2011. The motion carried, all members voting "Aye."

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo said he received a telephone call from Student Trustee Barry Jointer today, informing him that Mr. Jointer was planning to tender his resignation effective immediately because he has successfully transferred to UC-Davis. Chancellor Galatolo said Mr. Jointer's transfer represents exactly what the District and Colleges encourage students to do. A new student trustee will be selected in accordance with District Rules and Regulations.

President Stanback Stroud said the College community is excited about the changes to the coffee concession and cafeteria server, with several new daily menu items. President Stanback Stroud encouraged Board members to read the portions of her written report titled "Culture of Inquiry: Student Success" and "Culture of Inquiry: Transfer." She said these topics have engendered important conversations among faculty and others. The Sustainable Campus Initiative is in full swing at Skyline College; the three elements of the Initiative are Curriculum, Facilities and Community.

President Claire said Transfer Day at College of San Mateo was successful, with more than 1,000 students in attendance. The Athletics Hall of Fame inaugural celebration was also a success. CSM alumnus Scott Feldman, relief pitcher for the Texas Rangers, is playing in this year's World Series. President Claire displayed a copy of the CSM Spring 2012 Schedule of Classes, which has been changed to a newsprint format. The new format will save approximately \$60,000 per year in production costs and will also cut production time in half.

President Keller referred to the article in his written report featuring a first-year international student from China; the article provides insight into the initiative at Cañada College to improve and expand the international student program. College Night is being held at Cañada College tonight. The event brings together more than 70 colleges and universities to help local high school students as they consider which school is best for them. Cañada College celebrated the grand opening of the Center for Innovation and Excellence in Teaching and Learning (CIETL) today. CIETL is dedicated to innovation and excellence through enhancement of staff development efforts.

President Bennett said there will be a District Academic Senate/Joint Vice Presidents meeting next week. Agenda items will include faculty grade submission timeline, CurricuNet program review and implementation, Title 5 changes, and update of Board Policy 6.13, Curriculum Development, Program Review, and Program Viability. Academic Senate leaders will attend the State Plenary Session next week. President Bennett will meet with leaders of the Associated Students at each College to discuss the results of the plus/minus grading pilot before making a final recommendation.

Associated Students of College of San Mateo (ASCSM) President Paige Kupperberg played a video highlighting recent ASCSM events, including the Summer 2011 Student Government Leadership Retreat, Welcome Week, Censorship Awareness Week, Ravenswood Garden Project, ICC Mixer, California Community Colleges Student Affairs Association Conference, and Hispanic Heritage Week. Future events include the General Assembly, Halloween

Carnival, Casino Day, Child Development Fundraiser, Election Town Hall, Holiday Angels Toy Drive, Canned Food Drive, and Anti-Bullying Awareness Week. Trustee Schwarz asked for details about Anti-Bullying Week. President Kupperberg said this event will be held in conjunction with the national “Stand Up against Bullying Day,” during which students from various organizations will discuss issues such as sexual harassment, domestic abuse, and how to prevent bullying. Trustee Miljanich asked what activities took place during Censorship Awareness Week. President Kupperberg said students spent three days outside Building 10 with a sign that read, “Do you still believe that our First Amendment right is important?” Students were given the opportunity to write their responses to the question. Students also displayed a prop that looked like a fire pit which contained books which have been banned in various places. Students were given the opportunity to choose one of the books to keep. A group of students also read the book, “and tango makes three” to children at the Child Development Center.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: STUDENT ENGAGEMENT AND THE DEMOCRACY COMMITMENT AT SKYLINE COLLEGE (11-10-2C)**

President Stroud said that in 2003, the American Association of State Colleges and Universities began the American Democracy Project, an initiative focused on preparing the next generation of informed, engaged citizens. From that initiative, community colleges across the country came together in 2011 and began the Democracy Commitment initiative. Brian Murphy, President of De Anza Community College, was one of the central figures in forming the national initiative. Jennifer Mair, a Skyline faculty member who teaches communications studies, wrote a Partnership for Excellence grant to be able to help give a voice to students who will participate in issues of the day and be active, involved citizens in their communities.

Ms. Mair said Skyline College was among the first 18 signatories to the Democracy Commitment. There are currently 38 community college signatories and eight chancellor signatories. The formal launch of the initiative will take place on November 4 in New York. Components of the Democracy Commitment are: a public commitment to the central role of civic education; international support for both curricular and extracurricular programs that build civic skills among students, especially focusing on projects that support students in doing public work; faculty and staff development in civic engagement; partnerships with local civic, non-profit and governmental agencies whose primary work is the social and economic development of local communities; participation in a national clearinghouse of program designs, curricula and project development strategies for community colleges; participation in an annual meeting that brings together faculty, staff, administration and partners; and development of joint regional and national programs with partner universities and with national higher education associations.

Ms. Mair said Skyline College has been holding students workshops for the last few years at which students practice dialogue skills, as well as deliberation and decision making skills. As a lead up these workshops, Ms. Mair has conducted training in dialogue skills and how to facilitate public discussions so that students can be the facilitators of the workshops. Next semester, Ms. Mair will conduct independent study skills training in the areas of dialogue, deliberation and collaboration; citizenship and democracy; managing conflict and difficult conversations; community organizing and public engagement principles; and leadership and empowerment. Credits for the independent study will be transferrable.

Ms. Mair introduced James Mudrick, a Skyline College student who is forming a new club called V.O.I.C.E.S. – Voices Of Inspired Caring Engaged Students. Mr. Mudrick said that V.O.I.C.E.S. started last semester after a group of students attended a conference run by Mobilize.org and learned that every student has a voice. They wanted to create dialogue on the Skyline campus and work toward creating change.

Ms. Mair said that through the President’s Innovation Fund, money has been set aside for grants to fund student project ideas. The Skyline Student Step Up campaign will be launched at the Thanksgiving Feast & Idea Fest on November 22. Students will start to work together to envision what their ideal campus would look like, what their concerns are, what could be changed, and what actions could be taken to improve the campus and community. In April 2012, students will vote to decide the grant awards.

Ms. Mair said she is working in collaboration with other organizations that focus on student success and student engagement. Among them are De Anza Institute of Community & Civic Engagement, Mobilize.org, Skyline College Leadership Academy and Skyline College Student Clubs and Organizations.

Trustee Miljanich said it is exciting to see this opportunity for students. She said it speaks to people's need to have a voice, understanding the need to work together to develop solutions and sometimes needing to compromise.

President Holoher asked if the Democracy Commitment is connecting with student government through the Associated Students. Ms. Mair introduced Amory Cariadus, Coordinator of Student Activities at Skyline College, and said they are working together collaboratively. She said a goal is to provide a forum for other students who do not see themselves in student government. Trustee Miljanich said it is important to have participation and input from a wide range of students.

#### **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 (11-10-2A)**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to approve the actions in Board Report No. 11-10-2A. The motion carried, all members voting "Aye."

##### **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT RE-OPENER PROPOSAL TO THE DISTRICT AND THE DISTRICT'S INITIAL PROPOSAL TO CSEA (11-10-3A)**

It was moved by Trustee Schwarz and seconded by Vice President Mandelkern to approve the actions in Board Report No. 11-10-3A. The motion carried, all members voting "Aye."

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

President Holoher said the Consent Agenda consists of Board Report No. 11-10-1CA, Ratification of July and August 2011 District Warrants. It was moved by Trustee Hausman and seconded by Trustee Miljanich to approve the Consent Agenda. The motion carried, all members voting "Aye."

#### **Other Recommendations**

##### **APPROVAL OF REVISIONS TO DISTRICT RULES AND REGULATIONS – POLICIES 2.08, DISTRICT SHARED GOVERNANCE PROCESS; 5.16, MANAGERS: EVALUATION; AND 5.64, CONFIDENTIAL EMPLOYEES: COMPENSATION AND BENEFITS (11-10-101B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the revisions as detailed in the report. In response to a question from President Holoher, Vice Chancellor Harry Joel said confidential employees are those who are involved in or know about management's role in collective bargaining. President Holoher asked who selects the student-at-large member of the District Shared Governance Council. Chancellor Galatolo said the student is selected by the District Student Council. After this discussion, the motion carried, all members voting "Aye."

##### **CONTRACT AWARD FOR DISTRICTWIDE NO<sub>x</sub> BOILER BURNER REPLACEMENT PROJECT (11-10-102B)**

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

##### **CONTRACT AWARD FOR CAÑADA COLLEGE BUILDING 5 DINING ROOM RENOVATION PROJECT (11-10-103B)**

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

## **INFORMATION REPORTS**

### **UPDATE ON STUDENT FEE PAYMENT PLAN AND NEW DROP PROCEDURES (11-10-3C)**

Trustee Schwarz complimented those who publicized the payment plan and new drop procedures. She said the information has been well-publicized and no one should be surprised. Trustee Hausman said the “Questions and Answers” document should be helpful to students.

### **DISTRICT FACILITIES RENTAL FEE INCREASE (11-10-4C)**

Vice Chancellor Tom Bauer said that each College takes responsibility for renting its facilities. Vice Chancellor Bauer has been more involved in the rental of facilities in College Center (Building 10) and of the pool at College of San Mateo. He said rentals are not solicited as they could or should be and he would like to assist the Colleges with their rental programs. In reviewing rental rates, he found that rental fees have not been updated since 2001. Analisa Pineda, student assistant in the Chancellor’s Office, searched the Web for comparable organizations that rent facilities. Using this information, Jan Roecks, Director of General Services, managed a benchmarking project to compare rates.

Ms. Roecks said she looked at published rates of community colleges around the State, as well as high schools and cities in the area. She looked particularly at the rates of colleges in the Bay Area. The rates recommended in the board report are the result of this benchmarking study. Ms. Roecks also worked with the Facilities Department to make sure that direct costs would be captured. The cost of staff charges are shown as “Current Rate” because the cost is based on the levels of the employees doing the work.

Trustee Hausman asked why rates are not quoted for specific venues, e.g. the dining room in College Center. Vice Chancellor Bauer said rates are not quoted in order to provide maximum flexibility. He said it is preferable to have potential renters come and tour the facility and meet with staff to determine their needs. For example, some clients will use the entire dining room while others will need only a portion of the room.

Vice President Mandelkern asked what the range might be for the rental of conference rooms and the dining room in College Center. Vice Chancellor Bauer said the maximum fee for the dining room is \$2,400 for eight hours. The San Mateo-Foster City School District is renting a portion of the dining area for \$600. The rental fees go into the enterprise fund and are used to maintain the facilities and equipment. Vice Chancellor Bauer said he is not involved in the rental of conference rooms but will inquire about rental rates and report back to the Board.

Vice President Mandelkern asked if staff charges are always applied when facilities are rented. Vice Chancellor Bauer said these charges are at the College President’s discretion for College events. Staff charges for outside groups are clearly spelled out in the contract so there is no ambiguity. The costs vary depending on the event and size of the group; some will need only custodial services while others may need engineering and other services. Hillsdale High School is holding its homecoming dance in College Center and will pay for security, custodial, IT and engineering staff.

Vice President Mandelkern asked if fees are charged for the rental of the clubhouses at College Vista and Cañada Vista. Barbara Christensen, Director of Community/Government Relations, said that for residents, employees and District events, the charge is \$25 for two hours. The funds are used to pay for insurance and eventual furniture replacement.

Trustee Schwarz asked if the high school district has comparable facilities and, if so, how their rates compare to the District’s rates. Ms. Roecks said that high schools tend to have slightly lower rates than community colleges because their facilities tend to be smaller. She said that, in general, the District’s rates are lower than some and higher than some of the organizations used for comparison. She noted that the District also has state-of-the-art facilities.

Vice President Mandelkern asked if the Hillsdale High School event has been coordinated with campus security. Vice Chancellor Bauer said it has; Director of Public Safety Mike Celeste and Chief Public Safety Officer at College of San Mateo John Wells attended a meeting regarding the event. Students will not be allowed outside after they enter the event and 50 chaperones are required. All students will be required to go through a security checkpoint.

Vice President Mandelkern asked if the rental fees for athletic facilities are comparable to others in the area. Ms. Roecks said the fees are competitive. Vice President Mandelkern noted that individual community members use the track and tennis courts without charge and asked if this fee schedule implies that the District will begin charging for these facilities. Ms. Roecks said the tennis courts have always been listed on the fee schedule and the fees are assessed

when they are rented as a group. Vice Chancellor Bauer said he, Chancellor Galatolo and Dean Andreas Wolf have been discussing the idea of leaving two courts open for community use and charging for the other courts. He said they want to eliminate the opportunity for people to charge a fee for tennis lessons using the courts. Vice President Mandelkern said there should be a policy so that fees are charged equitably for use of the tennis courts and track.

Trustee Schwarz said she applauds the facilities fees rental program as a way to bring needed revenue to the District in these difficult financial times. Vice President Mandelkern said that, while student and academic use always comes first, he also supports facilities rentals as a way to generate money that can be used to support the educational mission of the Colleges, particularly in light of the current economic environment and lack of State funding. Trustee Hausman said she believes people understand this in today's climate. Vice Chancellor Bauer said he and his staff try to make sure that people understand that the money from rentals is used to support the academic mission of the Colleges.

President Holober asked if the District has a Maintenance Assessment District. Chancellor Galatolo said it does not.

### **STATEMENTS FROM BOARD MEMBERS**

Trustee Schwarz attended the College of San Mateo Athletics Hall of Fame Ribbon Cutting and Induction Ceremony, which was educational and informative. She said the Hall of Fame recognizes athletes who have gone on to do great things and who remember where they came from. Trustee Schwarz also attended the Arts & Olive Festival at Cañada College, which appeared to be well attended; the League of Women Voters California Equal Suffrage Celebration, at which May-Blossom Wilkinson was honored; the Project Read Trivia Bee at Cañada College; the Sequoia Hospital Foundation Donor Recognition Reception, at which ten nursing scholarships were awarded; and the DSPS Open House at College of San Mateo. Trustee Schwarz said she would like to have an update on the DSPS and EOPS programs in the future.

Trustee Hausman attended the College of San Mateo Athletics Hall of Fame Ribbon Cutting and Induction Ceremony. Shortly after the event, a local newspaper ran a full-page story on Coach Tom Martinez and quarterback Tom Brady. Trustee Hausman was pleased to win a basket at the Arts & Olive Festival. Trustee Hausman said she will be at the University of Texas in Austin next week for her husband's Engineering Advisory Board meeting. She said this is always an interesting and enlightening week as it relates to education in a different setting.

Vice President Mandelkern said he appreciated the presentation by Paige Kupperberg tonight. Vice President Mandelkern attended the League of Women Voters event and commented that May-Blossom Wilkinson touched many lives as a teacher in local schools. He also met with staff of *The San Matean* and their advisor and noted that the newspaper won a significant award from the Society of Professional Journalists for its coverage of the San Bruno pipeline explosion. Vice President Mandelkern attended the Meet the Ambassadors event, Hispanic Heritage Week and the DSPS Open House at College of San Mateo. He enjoyed being in the new College Center and said it is good for all student services to be in one building since many students use all of the services and staff can easily communicate with one another. He said parking at College of San Mateo has been challenging. Parking on the north side of campus afforded him the opportunity to walk by the boarded up Building 20 and the gardens on six trips; he saw no students in the garden areas. He saw an average of a dozen students gathered on the patio area in front of Building 10. He noted that the garden area is not ADA compliant and said he believes that all facilities should be open and accessible to all students.

Vice President Mandelkern said he will be out of the country and unable to attend the November 16 Board meeting. He said that because of the election on November 8, this may be his last meeting as a member of the Board. He said it has been an honor and privilege to serve for the past seven-plus years. He has no regrets about anything the Board has done during that period of time. He believes the Board has moved the District forward very capably. If he is not on the Board after the election, he said he will be leaving the District in the very capable hands of his colleagues as well as staff, faculty and administrators who will serve students very well in the future.

### **COMMUNICATIONS**

Trustee Schwarz said she and Trustee Miljanich were presented with several questions at a CSEA meeting in connection with their running for reelection to the Board. Because they did not see the questions ahead of time, there were several they could not answer because they did not have the opportunity to gather information. Trustee Schwarz asked that the questions be distributed to her fellow Board members. She said that she marked the questions that need

follow-up and has asked Chancellor Galatolo to provide answers to these questions to both her and to the CSEA membership at a future meeting.

Trustee Miljanich said she appreciates Trustee Schwarz's follow through. She said there were some detailed questions that require background information. She believes that in order to make sure that there is appropriate communication and that the best possible information is provided, it is a great idea to have the questions answered and distributed, perhaps even more widely than to members of CSEA. Trustee Miljanich said the questions were broad ranging and it would be good for everyone to have responses.

#### **RECESS TO CLOSED SESSION**

President Holober announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A on the printed agenda, (2) hold a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA, and (3) hold a conference with legal counsel regarding two cases of existing litigation as shown on the printed agenda.

The Board recessed to Closed Session at 7:40 p.m. and reconvened to Open Session at 8:35 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 personnel items listed as 1A.

#### **ADJOURNMENT**

It was moved by Trustee Miljanich and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:40 p.m.

Approved and entered into the proceedings of the November 16, 2011 meeting.



Ron Galatolo  
Secretary