

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
March 13, 2013, San Mateo, CA**

The meeting was called to order at 6:20 p.m.

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

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 Larry Buckley and District Academic Senate President Diana Bennett

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

Barbara Christensen, Director of Community/Government Relations, said there is a request to add an item to the agenda regarding an emergency repair at College of San Mateo. She said the Brown Act permits additions to the agenda when the need for immediate action arises and comes to the District's attention after the meeting agenda has been posted. The addition requires approval of two-thirds of Board members. It was moved by Student Trustee Girard and seconded by Trustee Holober to approve adding the item to the agenda. The motion carried, all members voting "Aye."

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, reported that a smell of gas in the pool, Building 5 and Building 8 areas at College of San Mateo was reported to the Facilities Department. Subsequent investigations found no cause, but late last week PG&E did detect gas and, at the direction of PG&E, the main gas line to the College has been shut down. Despite continued efforts, the leak has not been found. Vice Chancellor Nuñez said that, while approximately 80% of the gas lines at the College have been replaced, the line in question is 60 years old. Buildings 10, 30, 34 and the Science Building are affected and have no heat. Minimal cooking is being done in Building 10, using propane. The loss of gas in the Science Building affects instruction.

Vice Chancellor Nuñez said gas should be restored to the affected buildings as soon as possible. He said the District is investigating what the best permanent fix will be. One option would be to tear up the pool deck, which is relatively new, excavate the old line and put in a new line. A second option would be to run a new four-inch line around Building 8 and tap into one of the newer existing gas lines; Vice Chancellor Nuñez said he believes this is the better option.

Vice Chancellor Nuñez said that in order to begin the process of making the repair, Board approval is required to hire a contractor and put the fix in place. If approval is granted, Vice Chancellor Nuñez would get estimates, bring the costs to the Board at the March 21st meeting and ask the Board to approve an emergency repair. Some work may be done before that meeting. The work could be completed between March 22 and March 27.

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to authorize the Chancellor to do whatever is necessary to effectuate the repair in compliance with the Education Code and any other provisions of law. The motion carried, all members voting "Aye." Trustee Holober said that in situations such as this, an emergency meeting of the Board can be called. Chancellor Galatolo said that adding an agenda item made sense in this case because of the timing of the shutdown of the gas line and the Board meeting.

MINUTES

It was moved by Trustee Holober and seconded by Student Trustee Girard to approve the minutes of the February 27, 2013 meeting of the Board. The motion carried, all members voting "Aye."

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

STUDY SESSION

STRATEGIC PLANNING IN A BASIC AID ENVIRONMENT (13-3-1C)

Chancellor Galatolo said the District achieved basic aid status once before and lost it as a result of the imposition of the triple flip mechanism. He said he believes there are aspects of Governor Brown's proposed budget that threaten to affect the District's current basic aid status. He said the purpose of this study session is to discuss strategies to consider should such threats come before the District.

Executive Vice Chancellor Kathy Blackwood explained revenue limit district funding vs. basic aid district funding. She said the money received by the District due to the dissolution of Redevelopment Agencies (RDAs) enabled the District to become a basic aid district. The District will receive more than \$5 million in RDA money this year and property tax revenue is also increasing. Executive Vice Chancellor Blackwood said that being a basic aid district does not mean that the District is wealthy. She said the District receives less per student than every school district in San Mateo County, including revenue limit districts. The District also receives less per student than the other three community college basic aid districts in the state.

Executive Vice Chancellor Blackwood said that being a basic aid district does have some advantages. It can allow the District to: support its own definition of student success; select a mix of community education/credit classes; provide more support services and smaller classes; set up its own program mix and not have to "chase WSCH" (Weekly Student Contact Hours); and not be penalized for certain issues through loss of apportionment.

Executive Vice Chancellor Blackwood said the District could "fall out" of basic aid status due to state revenue increases, legislation which attacks basic aid districts, or consolidation of categorical programs into the revenue limit. She said the District is working to keep FTES at or above the state-funded level and on being vigilant about legislation.

Executive Vice Chancellor Blackwood said Districtwide strategic initiatives include:

- Accreditation – taking a great deal of staff time; preparing for site visits in October
- Community Needs Survey – telephone survey complete; now conducting focus groups with business segments; student survey and interviews with high school faculty will be done after accreditation process
- International Students – recruitment and marketing; development of infrastructure at the three Colleges
- Additional Funding – renewal of parcel tax; possibility of capital outlay bond locally and at the state level; possibility of certificates of participation

College of San Mateo President Claire discussed strategic initiatives at College of San Mateo, including:

- Develop a highly integrated and coordinated structure for student success:
 - Execute the High School Transition Initiative
 - Further develop and institutionalize program to address the achievement gap, including age
 - Build professional development capacity
- Revitalize the Career/Technical Education program:
 - Existing programs need to be kept current
 - Look into new areas that have "staying power"
 - Look at skill sets that are applicable across industries
- Develop a comprehensive community connection:
 - Address lifelong learning needs such as art and music
 - "Bring the gown to town," e.g., make sure the College is part of the local community
- Build distance education capacity
- Globalize the curriculum
- Build grant and development capacity

Cañada College President Buckley said the College has four strategic directions:

1. Teaching and Learning – improving the learning process through professional development of faculty

2. Completion – the goal of improving teaching is to improve completion and success for students; an example is the success of the Math Jam program
3. Community Connections – President Buckley has launched “Project Main Street” which focuses on connecting the various constituent groups on campus with the community
4. Global and Sustainable – focusing on “local global” as well as internationalizing the curriculum and providing opportunities for students to study abroad; local global means making new connections in the Bay Area, such as the partnership with CSU-East Bay.

President Buckley said initiatives at Cañada College include:

- University Center – with an improved economy, reestablish greater connections with public institutions / partners; an example is the new early childhood education degree program with National Hispanic University
- International Students – trying to expand the number of international students on campus
- Student/Community Classes – focusing on individuals who would not otherwise have services and opportunities; the Veteran Resource and Opportunity Center is an example

Skyline College President Stanback Stroud outlined strategic initiatives at Skyline, which are the result of engagement, collaboration and focused strategic thinking on the part of the Skyline community. They incorporate the College’s educational master plan, program review and College goals, as well as the District strategic plan and Board goals. The initiatives include:

- Facilities and Technology – identify technologically enabled approaches and upgraded facilities to include teaching and learning; an example is the Online Learning Center
- Student Services – intentional and systematic approaches to building strong collaborations between Instruction and Students Services and with the community; examples are the Veterans Resource Center, the SparkPoint Center and Skyline Promise, which changes the way placements are done
- Equity and Excellence – the Center for Transformative Teaching & Learning was formed as a result of the work of the Stewards of Equity, Employment Equality and Diversity (SEED) Committee; brings together professional development and resources
- Community Connection – Skyline hopes to have a middle college operational in fall 2014
- Instruction – build on the strong foundation of instructional programs, including emerging programs such as Digital Art, Teacher Prep Academy, Urban Music Academy and ASL Trainer
- Resource Development – develop a grants infrastructure and promote the facilities rental program

Trustee Miljanich asked President Stanback Stroud to elaborate on the Teacher Prep Academy. President Stanback Stroud said Skyline is working with San Francisco State University on the program, which is ready to launch. It takes a career ladders approach and ultimately leads to students attaining a teacher credential.

Trustee Miljanich said she is excited about the partnership between Cañada College and National Hispanic University. She is also pleased about regaining the strength of the University Center.

Trustee Miljanich asked President Claire to explain further the age achievement gap. President Claire said there is a differential of approximately 10% in the student achievement rate between students aged 18-25 and all other students. He said the goal is to increase the success of younger students.

Trustee Holober asked President Stanback Stroud to provide more detail on the Skyline Promise program. President Stanback Stroud said the program is modeled after programs at Long Beach and Ventura. They noted that very few students who come to college right after high school and are placed in basic skills classes actually get to college level classes. They believed that placement tests were not a good predictor of a student’s ability. They worked with K-12 faculty to identify courses that feed into college level courses and, if students achieve a grade of A or B in those courses, they are not required to take a placement test in the subject and are placed into the college level class. President Stanback Stroud said it would cost approximately \$250,000 to start the program but she believes it would decrease the amount of time and money spent by students who would otherwise be required to take basic skills classes. Trustee Mandelkern asked if there is a way to make sure that the college level

classes are not “dumbed down” to accommodate students who are placed in the classes without taking placement tests. He also asked if there is information available about the success rate of the students. President Stanback Stroud said preliminary numbers show that the students have been successful. She said there is no change in the instructional rigor provided by faculty. Chancellor Galatolo added that there is no change in course curriculum and content. President Hausman asked if high schools are welcoming the program. President Stanback Stroud said high school principals have said they want to collaborate with the community colleges and high school students also want to participate.

Trustee Mandelkern asked if it would make sense to centralize grant infrastructure for the three Colleges. President Stanback Stroud said that, while there is a need for support at the District level, the development of the grant, relationships with faculty and how the grants translate into campus initiatives and the community must be located at the campus. President Buckley agreed that there is a need for District-level resources, but said successful use of grant funds stems from faculty initiatives at the Colleges.

Executive Vice Chancellor Blackwood discussed next steps, including transition to basic aid and from a legacy resource allocation model; community needs survey results and discussion; accreditation discussions; defining student success locally; setting priorities and goals; and revising the District strategic plan accordingly.

Trustee Holober thanked the presenters for the report. He said the theme of using resources to develop more effective teaching is crucial. He also supports bringing in more high school students, placing them properly and providing support. Trustee Holober said it is important to keep in mind that the District could have to consider budget cuts in the future. He said the recent budget crisis afforded an opportunity to look at things that needed to be cut and ways of doing business that needed to be changed. He said the District should be thoughtful when talking about lifelong learning and some other programs. He said he believes the focus should continue to be on maximizing resources for students who are moving forward academically and with a career focus. Regarding international students, Trustee Holober said the Board made a significant commitment to the major program in China and that is the main focus at this time.

Trustee Mandelkern thanked the presenters for their informative report. He said he agrees with keeping FTES levels at or above the state-funded level. He said he believes it is also important to keep the expense budget at or below FTES revenue for ongoing expenses. He said he believes that any excess funds from basic aid revenue that are above the revenue limit level should be spent cautiously to avoid funding a long-term expense base that the District could not afford if it slips back into revenue limit status. Trustee Mandelkern said he believes that not all funds that are received need to be spent and some could be used to build the reserves.

Trustee Mandelkern said the proposed SB 241 (oil severance tax) would impose a tax on producers at a rate of 9.9% and would raise \$2 billion. He asked if the District has done an analysis of the impact of this bill should it pass. Chancellor Galatolo said that in all likelihood, the benefits would be part of the baseline apportionments and the impact for the District would probably be negligible. He said there are also questions about the accuracy of the revenue estimate.

Trustee Miljanich said she appreciates the presentation. She asked how this relates to students being able to enroll in classes and about the status of the waitlists. Chancellor Galatolo said he will ask staff and the College Presidents to provide information on the waitlists at a subsequent Board meeting. Trustee Mandelkern said the data will also be useful when discussing whether there is still a need to renew Measure G.

Vice President Schwarz said she appreciates the informative presentation. She said it showed there is great leadership at the Colleges, with leaders who show great care for students and are thinking and planning strategically. Vice President Schwarz said she has great confidence in Executive Vice Chancellor Blackwood and the District team and is confident that they will keep the Board informed.

President Hausman said the staff at the District and Colleges make the District a unique and excellent institution.

RECESS TO CLOSED SESSION

Vice President Schwarz said that during Closed Session, the Board will hold a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

The Board recessed to Closed Session at 8:46 p.m.

The Board reconvened to Open Session at 9:50 p.m.

CLOSED SESSION ACTIONS TAKEN

Vice President Schwarz announced that no actions were taken at the Closed Session just concluded.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by President Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:55 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 21, 2013 meeting.

Karen Schwarz, Vice President-Clerk