

**Minutes of the Special Meeting of the Board of Trustees  
San Mateo County Community College District  
May 3, 2013, San Mateo, CA**

**The meeting was called to order at 3:42 p.m.**

**Board Members Present:** President Karen Schwarz, Richard Holober, Dave Mandelkern and Patricia Miljanich, Student Trustee Bailey Girard

**Pledge of Allegiance**

**NEW BUSINESS**

**DISCUSS AND ADOPT A PROPOSED PROCESS FOR FILLING A BOARD VACANCY (13-5-100B)**

President Schwarz said she, along with Barbara Christensen and with suggestions from Trustee Mandelkern, developed a draft process for appointing a vacant Board position, as directed at the April 24 meeting of the Board. The draft includes a timeline, application form and potential questions to ask candidates. President Schwarz said much of the material came from the San Carlos School District which recently filled a vacancy through appointment.

Trustee Holober said that when he was contacted by Ms. Christensen regarding possible meeting dates, he said that he was available today and on May 9. He said anything beyond those meeting dates should be discussed at this meeting, including what questions should be asked of candidates.

Trustee Miljanich said she appreciated staff finding potential meeting dates as it can be difficult to find a time to get all Board members together. Regarding the process, Trustee Miljanich said she doesn't know of any way other than an interview process to fill a vacancy through appointment. She said she finds it helpful to have the draft developed by President Schwarz and Ms. Christensen, with Trustee Mandelkern's input.

Trustee Mandelkern said the clock for making an appointment runs out on June 29. He said he appreciates President Schwarz's efforts to put the draft process together. He said it is up to the Board to decide on the process and it might be helpful to break it down into three issues:

1. The application content
2. If there is an interview process, what would be the format and timing
3. The timeline for posting, accepting applications, interviewing candidates, voting

Trustee Holober said that if the Board agrees on an application deadline and what should be included in candidates' submissions, this can be publicized now and then the Board can talk about the interview process. Trustee Miljanich suggested that the Board select questions for the application form. Trustee Holober said he would like to see an open-ended question asking why the candidates feel they would like the job and why they believe they are qualified. Trustee Mandelkern said he also prefers open-ended questions that require thought and give insight into the candidates' thought processes. He said he would prefer not to limit the number of words in the responses.

After discussing potential questions, the Board agreed on the following six questions to go on the application form:

1. Tell us about yourself. Why are you interested in serving on the San Mateo County Community College Board, and what qualities/expertise/attributes will you bring to the Board?
2. What is your understanding and philosophy about the role of a community college board member? If you have served on an elected or appointed board, please provide examples of your activities that have demonstrated your philosophy and understanding.

3. How do you work with people of divergent opinions when problem-solving complicated and potentially controversial issues? Please provide examples of your experiences.
4. What is your approach to how budget reductions should be made when required? Also, what is your philosophy about how to distribute additional funding when available?
5. What is your view of the role of the Board of Trustees in the collective bargaining process?
6. One of the Board's roles is to determine whether the District should place capital bond or parcel tax measures before the public for a vote. What is your experience and philosophy regarding State and local tax measures? How would you determine when to go to the voters for additional tax revenues?

The Board agreed that:

- there will be no limit on the number of words in each answer
- the application form will specify that candidates may submit a resume/CV if they wish
- the application form will include a question asking candidates if they plan to run for the Board in the November election
- the application deadline will be 5:00 p.m. on May 28

Staff will provide copies of all applications and any accompanying materials to Board members; the Board agreed to receive the copies electronically.

The Board agreed to determine whether to interview all candidates or to screen candidates depending on the number of applications received. In accordance with legal requirements, interviews will be held at publicly noticed meetings which will be open to the public.

The Board discussed and formulated 15 questions to be used during the interview process. The format of the interviews will be as follows: the candidate will be offered the opportunity to make a five minute opening statement. The candidate will then be asked five of the questions, selected randomly, and will be given two minutes to answer each of the questions. This will be followed by any questions individual Board members may wish to ask. The candidate may then make a three minute closing statement.

The Board discussed background checks and references and agreed not to pursue these options.

It was agreed that on Monday morning, May 6, Ms. Christensen will issue a press release to all news organizations, all elected official of San Mateo County, all San Mateo County School Superintendents and CEOs of all cities in San Mateo County. Ms. Christensen will also send an email to all employees of the District and will post the application on the District's website. Trustee Holober said he has an extensive list of individuals who might be interested and asked if there would be objections to his sending the application form to this group; there were no objections.

The Board agreed that they will not hold conversations with candidates after the application deadline of May 28.

It was moved by Trustee Mandelkern and seconded by Student Trustee Girard to adopt the process for filling a Board vacancy, including the application form, deadlines, and interview questions as discussed. The motion carried, all members voting "Aye."

#### **DISCUSSION AND APPROVAL OF POTENTIAL MEETING DATES (13-5-101B)**

The Board agreed that if screening of candidates is to take place, the Board will meet on June 3 at 3:00 p.m. to complete the screening. The Board agreed to hold a special meeting on June 5 to begin the interview process. If a second meeting is needed, the interviews will continue at the regularly scheduled study session on June 12. On the application form, candidates will be asked to keep those evenings open for a potential interview.

The Board agreed to keep options open regarding a final decision on whom to appoint. They agreed they might want time to reflect before making a decision, or they might make a decision immediately following the interviews if there are few candidates. If the Board decides to call another meeting to make the decision, all Board members agreed they would be available on June 17.

It was moved by President Schwarz and seconded by Student Trustee Girard to approve the dates of meetings as described above. The motion carried, all members voting "Aye."

**ADJOURNMENT**

It was moved by Trustee Mandelkern and seconded by Student Trustee Girard to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 6:35 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the May 15, 2013 meeting.