

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

The meeting was called to order at 3:10 p.m.

Board Members Present: President Karen Schwarz, Trustees Richard Holober, Dave Mandelkern and Patricia Miljanich, Student Trustee David Zay Latt

Pledge of Allegiance

President Schwarz welcomed Student Trustee Latt who assumed office on June 1; the ceremonial swearing in will take place at the June 17th Board meeting.

President Schwarz welcomed Trustee Holober and informed him that the Board adjourned the May 15th meeting in memory of Nadia Holober.

NEW BUSINESS

BOARD VACANCY: APPLICATION REVIEW (13-6-1B)

Trustee Schwarz said the Board received twelve applications to fill the vacancy on the Board. She called for discussion about whether to screen the applications or interview all applicants.

Trustee Miljanich said that, because of the need for continuity beyond the interim period leading up to the November election and the substantial investment made in the training and orientation process for a new trustee, she would prefer not to grant interviews to the applicants who indicated either that they would not run or they were undecided about running for the full term in November. After discussion, all Board members agreed and directed staff to inform the five candidates who indicated that they would not run or were undecided about running that they will not be interviewed for the position.

The Board discussed whether to further screen applicants and decided to interview all of the seven remaining candidates.

The Board discussed the process for the interviews. They decided to schedule interviews with the seven candidates over a two night period, with four candidate interviews on June 5 and three on June 12; the Board asked staff to set the interview schedule. The interviews will be conducted in open meetings and both meetings will begin at 6:00 p.m. A maximum of one hour will be allowed for each interview. Each candidate will be allowed to make a five minute opening statement. Board members will then ask five random questions from a list formulated by the Board at the May 3rd Special Meeting, followed by questions that individual Board members may wish to ask. The candidate will then be allowed to make a three minute closing statement.

The Board reviewed and made some changes to the list of random questions that will be asked of candidates.

The Board discussed the timing of selecting a candidate to fill the position. A majority vote for one candidate is required (three votes). The Board agreed that they might be able to make a decision at the end of the second night of interviews or they might need time to reflect and wait until the meeting of June 17 to try to reach a decision. President Schwarz said the candidate who is selected would take the seat immediately.

Trustee Holober suggested, and the Board agreed, to conduct background checks on the seven candidates to verify education and employment histories. Staff will ask the candidates to complete a form agreeing to the background checks and will ensure that the background checks are conducted. Trustee Mandelkern suggested, and the Board agreed, to verify that the candidates are registered voters at the addresses listed on their applications; staff will check voter registration files, which are public information, to make the verification.

The Board discussed whether candidates can be asked to absent themselves from the room while other candidates are being interviewed, even though the meetings are open to the public. President Schwarz, along with staff, will check with County Counsel to determine whether the Board can suggest to candidates that, out of respect to other candidates, they not be present for the other interviews.

Audience member Bill Nack asked for the names of the seven candidates who will be interviewed. President Schwarz said they are: Ravi Kapur, Tom Mohr, Genevieve Jopanda, Barbara Noriko (Nori) Jabba, Bill Lock, Stan Watkins and Alvin Zachariah.

ADJOURNMENT

It was moved by Trustee Miljanich and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 4:10 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the June 17, 2013 meeting.