

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
September 11, 2013, San Mateo, CA**

The meeting was called to order at 6:08 p.m.

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

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

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

None

MINUTES

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the minutes of the August 14, 2013 meeting of the Board. Trustee Mandelkern noted that the Board President was identified incorrectly on page 4. The motion to approve the minutes as amended carried, all members voting "Aye."

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 (13-9-1A)

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the actions in Board Report No. 13-9-1A. The motion carried, all members voting "Aye."

APPROVAL OF RESPONSE TO GRAND JURY REPORT, "CAPITAL APPRECIATION BONDS: TICKING TIME BOMBS" (13-9-1B)

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the response included with the report. Trustee Mandelkern said the response is well-written and is similar to responses from other school districts. Chancellor Galatolo said the response was written by a team which included underwriter John Sheldon and District staff. After this discussion, the motion carried, all members voting "Aye."

STUDY SESSION: DISTRICTWIDE SUSTAINABLE PRACTICES

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said tonight's program will be a joint presentation by the District and the three Colleges. He acknowledged: Karen Powell, Director, Maintenance and Operations; Karen Pinkham, Project Manager, Facilities Planning; Paula Reyes, College of San Mateo Facilities Manager; John Hashizume, Cañada College Facilities Manager; John Doctor, Skyline College Facilities Manager; Raj Lathigara, Faculty, Workforce Development, Cañada College; Susan Mahoney, Faculty, Earth & Environmental Sciences, Cañada College; Kathleen Ross, Dean, Business/Technology, College of San Mateo; Carina Anttila-Suarez, Faculty, Science/Math/Technology, Skyline College; Sabrina Lawrence-Gomez, Sustainability Specialist, Facilities Planning; and Tom Lewis and Sarina Uriza Dito of PG&E.

Joe Fullerton, District Energy Management Coordinator, provided a brief history of the development of sustainable practices. He said the Board of Trustees already has a mission of sustainability and he mentioned several instances in which sustainability aligns with Board goals. In 2002, The District developed a Comprehensive Energy Management Plan and continued to focus on sustainability through the years. In 2012, the District adopted the Statewide Sustainability Plan Template. In 2013, the Colleges' Sustainability Plans were finalized. The Plans take a

“student first” approach. Mr. Fullerton said the modern theory of sustainability calls for a balance between economy, equality and ecology. He said the District is a leader in the state in the area of sustainability.

Mr. Fullerton said the District has earned \$98,018 year-to-date in incentives from PG&E for cumulative energy savings. Mr. Lewis and Ms. Uriza Dito of PG&E presented a check representing the incentive. In addition to incentive payments, Mr. Fullerton said the District maintains ongoing annual operational savings of \$1.7 million.

Mr. Fullerton said the three Colleges adopted the sustainability template, refining and adjusting it for each campus. He said representatives from the Colleges will provide an overview of their processes and Sustainability Plans.

Professor Susan Mahoney, who teaches Earth/Environmental Science classes at Cañada College, said the College first went through the participatory governance process to select members for a Sustainability Committee. The Committee established bylaws and committee structure. The Committee has broad representation and was structured to be ongoing in order to foster Sustainability Plan maintenance. The Committee developed a vision statement and Sustainability Plan goals. The Committee worked to ensure that the goal statements are precise and measurable. Throughout the process, the Committee continued to communicate with all campus constituencies.

Professor Mahoney provided highlights of Cañada College’s Sustainability Plan with regard to curriculum and community, which include: sustainable Interior Design courses and certificate; Green Entrepreneurship short courses; Environmental Science GE course; contextualized English courses; interdisciplinary Sustainability course; and student research. In addition, the following will be offered soon: Environmental Science transfer major; Recycling and Resource Management certificate; more contextualized courses; and campus sustainability events. Highlights with regard to facilities include: electric vehicle charging stations; biological control (e.g. bat houses and insect predators); native plant landscaping and gardens; and onsite mulching of green waste. Expected soon are: photovoltaic panels; LED lighting; and energy and water monitoring.

Professor Mahoney said Cañada College’s Sustainability Committee members display energy, experience and expertise in sustainability areas. She said the College has a commitment to sustainability, as evidenced by the hiring of three full-time faculty members and the new programs and courses focused on sustainability.

Dean Kathleen Ross said College of San Mateo’s Sustainability Plan is considered a living document. The College established a Sustainability Committee, made up of all stakeholders, which created a vision statement. The Committee sought input from constituent groups, presented the draft Plan to participatory governance councils, gathered and incorporated final comments, and shared the final draft with the campus community.

Dean Ross provided highlights of College of San Mateo’s Sustainability Plan. She said sustainability principles are embedded in the curriculum. For example, biodiversity and sustainability concepts are taught in Biology and consumption of resources is included in Chemistry. Certificate programs include Electrical Power Systems, which is endorsed by PG&E, and Fundamentals of Smart Building Systems which covers sustainable construction, lighting and HVAC systems. Courses under discussion include water/wastewater courses and advanced building inspection.

Dean Ross said sustainability initiatives at College of San Mateo include campus outreach, with a series of campus-wide workshops and presentations; professional development opportunities for faculty; and Green internship and job placement for students, as well as a Green Honors Program. She said sustainability at the College is an evolving and continuously improving process and the College will continue to take actions to improve efficiency and reduce costs.

Professor Carina Anttila-Suarez and Sustainable Specialist Sabrina Lawrence-Gomez reported on the Sustainability Plan at Skyline College. It was noted that Ms. Lawrence-Gomez moved from Skyline College to the District Office, where she will interact with all of the campuses. Professor Anttila Suarez and Ms. Lawrence-Gomez discussed the College’s vision statement and the goals that were established. The College used the participatory governance process to select a sustainability committee called the Sustainability Ambassador Network (SAN), composed of students, staff and faculty from the campus community. There was commitment from campus administration through the President’s Innovation Fund and a partnership with Climate Corps Bay Area. The SAN defined nine

goals and decided to focus on the first three: student engagement, campus and community education and awareness, and curriculum development.

Professor Anttila Suarez and Ms. Lawrence-Gomez reported on programs that have been implemented to achieve the goals. In the area of student engagement, “Skyline Students Step Up for Sustainability” grants have been established through the President’s Innovation Fund; grants were awarded to establish a hydration station and to Green Gorillas, teams of students who train others in proper solid waste disposal. In the area of campus and community education and awareness, the campus hydration station was publicized and Earth Week activities were held, including a lecture by Commander Scott Shackleton. Curriculum development has included creation of certificate and degree programs in Energy Systems Technology and Management; learning communities; and service learning. There has also been success in terms of solid waste management; in addition to the Green Gorillas, Auxiliary Services staff has participated in a composting project in the bookstore and cafeteria.

Mr. Fullerton thanked the campus presenters and provided information on how the three Sustainability Plans and goals overlap. He noted that student engagement is an essential part of all of the Plans.

Mr. Fullerton said the District is proceeding with its Storm Water Management Plan (SWMP). The Plan, predicated on state and national standards requirements, is almost complete and formalizes practices and procedures that the District has followed in the past. The Plan addresses water quality and water quantity in terms of runoff and avoiding hazardous materials that can harm the water resources. Mr. Fullerton said the District is leading an effort to create a template for all community college districts to use for their plans. He said the District is continually improving policies and procedures for minimum control measures and is leveraging the program to provide educational opportunities for the campus communities.

Mr. Fullerton said that as a result of a grant written by Dr. Raj Lathigara and Mike Williamson, Skyline College Interim Director of Workforce Development, the District now has installed electric vehicle charging stations. The District paid for the infrastructure and the grant pays for the units. Eleven units are installed and are operational throughout the District. The system can be managed remotely to see if the units are available for use, to track energy usage, and other applications. There currently is no cost to those charging their vehicles, but there is potential to impose a cost after the grant period. Vice President Miljanich asked how long it takes to charge a vehicle. Mr. Fullerton said the industry standard is a four hour maximum. Vice Chancellor Nuñez said a time limit is enforced; users are ticketed if their vehicles are not moved after four hours.

Mr. Fullerton said other ongoing initiatives include a fellowship in sustainability that the District is piloting with PG&E; National Science Foundation grant funding potential; work study opportunities; a Climate Corps internship opportunity; and a continued search for alternative funding mechanisms and viable programs. Proposition 39, approved by voters in November 2012, will provide \$888,000 per year for five years; the District will leverage portions of the funds for various projects which are in the planning stages.

Mr. Fullerton said the next step in sustainability is implementation which includes: strengthening the link between instruction and facilities; supporting sustainability change agents and champions; tracking metrics and proving value; and continuously improving.

Vice President Miljanich said she is impressed with the presentation and was interested to learn about the history and planning process.

Trustee Holober said the presentation was comprehensive and excellent. He said the Board set implementation of sustainable practices as a goal at a Board Retreat and he is pleased to see the depth of the implementation. He said he is excited about the integration of sustainability principles into the curriculum, particularly the environmental sciences transfer and degree programs. Trustee Holober said he believes the District should impose a cost for the electric car charging stations in the future. Regarding a solar array at Cañada College, Trustee Holober said he hopes the plan is to do the installation over asphalt or other material rather than over open space. Trustee Holober asked if the District has eliminated the use of Styrofoam and non-compostable materials in its dining and catering facilities. Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said the use of those

materials was eliminated a number of years ago and was a condition in the last published RFP. Trustee Holober suggested eliminating plastic water bottles for Board meetings and other District meetings and events.

Trustee Mandelkern said the presentation was well done. He said he is impressed with the integration of sustainability into the curriculum, and with the collaboration among faculty, staff, students and outside partners. He said he is also impressed with the collaboration between the Colleges and the District Office and believes this model can be used in other areas. Trustee Mandelkern said it might be possible to leverage the experience and expertise of District staff to provide an external service that could (1) provide more hands-on experience for students and potentially provide job opportunities for them, and (2) generate additional revenue for the District by offering sustainability services to entities such as other districts, cities and municipal agencies in the area. Services might include sustainability education, audits, and assistance with implementation of programs that the District has successfully implemented internally. Vice Chancellor Nuñez said he gets calls from other districts and shares documents, plans, etc. with them. Mr. Fullerton said the District is moving forward with an effort to be involved in a pilot project for a Research and Development Study on a solar water heater; the developer needs a place to test it and is in discussions regarding conducting the testing at Skyline College.

Student Trustee Latt said the presentation was informative. He said he is pleased with the student involvement in sustainability and is also impressed with the initiatives on the campuses.

President Schwarz said the presentation was impressive. She said she agrees with imposing a cost for electric vehicle charging after the grant period runs out; she said many people will be coming to use the stations, especially if there is an “app” on people’s telephones. President Schwarz thanked everyone for the work they have done to integrate sustainability principles into the curriculum and to hire faculty in the area of sustainability.

RECESS TO CLOSED SESSION

President Schwarz said that during Closed Session, the Board will consider the personnel items listed as 1A and 1B on the printed agenda. The Board will also hold a conference with Agency Labor Negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA.

President Schwarz said the next meeting of the Board will be a regular meeting on September 25 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 8:25 p.m.
The Board reconvened to Open Session at 9:20 p.m.

CLOSED SESSION ACTIONS TAKEN

President Schwarz announced that at the Closed Session just concluded, the Board voted 4-0 to approve the personnel items listed as 1-A and 1B on the printed agenda.

ADJOURNMENT

It was moved by Trustee Mandelkern and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting “Aye.” The meeting was adjourned at 9:25 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the September 25, 2013 meeting.

Patricia Miljanich, Vice President-Clerk