

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
September 25, 2013, San Mateo, CA**

**The meeting was called to order at 6:04 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober and Dave Mandelkern, 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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Holober and seconded by Vice President Miljanich to approve the minutes of the study session of September 11, 2013. The motion carried, all members voting "Aye."

**STATEMENTS FROM EXECUTIVES**

Skyline College President Stanback Stroud distributed copies of the program from the Success Summit which was held on September 21. She said the Summit, a North San Mateo County event sponsored by the President's Council, concentrated on three issues – transportation, communication and jobs. She said County attendees determined that they wanted to work specifically on the issue of community transportation. President Stanback Stroud thanked President Schwarz, Chancellor Galatolo, Vice Chancellor Tom Bauer and Cañada College President Buckley for attending the Summit. She thanked the Facilities Department, IT Department, Media Graphics Department, Auxiliary Services, faculty, staff and community members for their support. Chancellor Galatolo commended President Stanback Stroud for an outstanding and effective Summit.

College of San Mateo President Claire said the Reading Apprenticeship Program at the College has had, and will continue to have, a major impact on students; he encouraged Board members to read about the Program in his executive report. President Claire said that two former College of San Mateo baseball players faced each other in a recent Major League game; Scott Feldman, a pitcher with the Baltimore Orioles, faced Daniel Nava, a left fielder with the Boston Red Sox. Two former College of San Mateo football players also played against each other in the New England Patriots vs. New York Jets game; Julian Edelman is a wide receiver with the Patriots and Rahsaan Vaughn is a wide receiver in his rookie year with the Jets. President Claire said approximately \$1.4 million per year is awarded to student athletes and he noted that they also must be academically prepared to attend the four-year institutions. He said other students also receive scholarships that are not presented at the annual awards ceremony; he encouraged Board members to read the student success story of Gabe Denham in the executive report.

Cañada College President Buckley said the College's Math Jam Program has been named the most innovative program at the associate degree level by *Excelencia* in Education, a Washington, D.C.-based organization that promotes educational opportunities for Latinos. President Buckley said Math Jam is partly funded by Measure G and was considered an example of a community and college working together. Cañada College will receive a \$5,000 award which will be presented at a ceremony on October 1 in Washington, D.C. President Buckley and two staff members will attend the ceremony. President Buckley said the Artistry in Fashion event will be held on September 28. The Arts and Olive Festival will be held on October 6; the money raised for scholarships goes to students who have been involved in public service. President Buckley attended the William Kennett Memorial Nursing Scholarship ceremony at Sequoia Hospital last Friday. The scholarships are awarded to students who are in the Cañada College-San Francisco State University Nursing Program. Eleven students received scholarships this year.

Deputy Chancellor Keller said the District received notice of a proposed penalty for not including social security numbers when issuing Form 1098-T (Tuition Statement) to students, as required by the federal government. He said this is a national problem. The District is working with the IRS and the State Chancellor's Office to resolve the issue and to waive the proposed \$400,000 penalty. Deputy Chancellor Keller said he is a member of a statewide Baccalaureate Task

Force which is investigating whether community colleges should offer baccalaureate degrees in certain areas. The Task Force will develop a report which will be submitted to the State Chancellor who, in turn, will present a report to the Governing Board in January regarding the merits of offering the degrees. Deputy Chancellor Keller said the accreditation process in California and the west is bifurcated, as the Western Association of Schools and Colleges (WASC) accredits the four-year institutions while the Accrediting Commission for Community and Junior Colleges (ACCJC) accredits the two-year institutions. He said each uses very different standards and practices. He said the U.S. Department of Education would like one agency to accredit all institutions that offer baccalaureate degrees. Deputy Chancellor Keller said the District has heard that the Department of Education asked the ACCJC to request an expansion of its scope of authority to include accreditation of two-year institutions that offer baccalaureate degrees.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: CENTER FOR TRANSFORMATIVE TEACHING AND LEARNING (CTTL) AT SKYLINE COLLEGE (13-9-2C)**

Sarah Perkins, Vice President of Instruction at Skyline College, said the CTTL is an innovative center that provides the space and technology for faculty, staff and administrators across the College to formally and informally come together for professional development. Vice President Perkins thanked President Stanback Stroud for her support in getting the CTTL established. She also thanked Vice Chancellor José Nuñez and his Facilities group; Frank Vaskelis and Eric Raznick of the IT Department; and CTTL staff Jim Petromilli and Ricardo Flores. Vice President Perkins introduced CTTL Co-coordinators Bridget Fischer, Professor of Art, and Nina Floro, Professor of English.

Professor Fischer said the CTTL is an umbrella under which distance education, technology, teaching and learning, and professional development are combined. She said the Stewardship for Equity, Equal Employment and Diversity (SEEED) was an inspiration for the CTTL, as the SEEED Committee established the comprehensive framework which recommended the establishment of the Center. Innovation, technology and pedagogy are the visions of the CTTL; this supports Skyline College's mission to empower and transform a global community of learners.

Professors Fischer and Floro presented a demonstration of the CTTL's website, which contains links to an Events Calendar; Resources, such as How To's and WebAccess help; Professional Development, including new faculty orientation, conferences, information on flex days, and newsletters; Funding, providing information on funding sources for professional development activities; and Distance Education, including best practices and information for instructors who are or may want to teach online courses.

Over the last two years, the CTTL has streamed graduation ceremonies live. Instructors can also present classes live and they can be captured and stored on the Web. The CTTL is a place in which function defines space and faculty and staff can explore technology and pedagogical tools. For example, they can use an interactive wall on which slides can be projected and participants can write at the same time the image is projected. The CTTL currently uses FuzeBox which allows people to join meetings from remote locations. Mobile technologies are also utilized. The CTTL provides one-on-one help for faculty as well.

In August, a BootUp Camp was launched; it offers new faculty an orientation for the entire semester, meeting twice per month and covering topics ranging from technology to pedagogical practices. The response has been positive and at the suggestion of participants, the CTTL has offered a one-half day orientation for new adjunct faculty. The CTTL is also conducting a number of Moodle/WebAccess workshops.

The CTTL works in collaboration with other programs, including SparkPoint, the Counseling Department, Benefits Access for College Completion (BACC), Banner Training, and Structured Training for Online Teaching (STOT). Future plans include Brown Bag Hot Topics; Critical Conversations, including a link to faculty and staff who attend conferences and can share what they have learned; and Office of Planning, Research and Institutional Effectiveness (PRIE) presentations and discussions. The CTTL has equipment available for loan, including iPads and Chromebooks.

President Schwarz said she is impressed with faculty being able to share information from conferences through technology. Student Trustee Latt said the incorporation of new technology into education provides more opportunities for students to learn actively.

### **STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

Bailey Girard, Associated Students of College of San Mateo Senator and Advocacy Chair, said students will host a Town Hall meeting with candidates who are running for the Board of Trustees. The meeting will be held on October 15 from 12:30 to 2:00 p.m. in the Bayview Dining Room.

Nawied Amin, a member of the public, said the District does not have a compliance hotline. He said a hotline, which can be either web-based or telephone-based, would allow people to report accounting/financial issues such as embezzlement; human resources issues such as conflict of interest; IT issues such as privacy; and risk and safety issues such as unsafe working conditions. Mr. Amin distributed a document which described the San Bernardino Community College District's hotline. He said he hopes the Board will add this as a discussion item at a future meeting and as a subsequent action item. For clarification purposes, Executive Vice Chancellor Kathy Blackwood said the District has a process for anonymous reporting, which is email-based, through a link on its main web page. Vice President Miljanich asked if and how the public knows about the process. Executive Vice Chancellor Blackwood said she does not know if it has been advertised but it is easily accessible through the web page.

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (13-9-2A)**

It was moved by Vice President Miljanich and seconded by Trustee Holoher to approve the actions in Board Report No. 13-9-2A. The motion carried, all members voting "Aye."

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

President Schwarz said the consent agenda consists of reports 13-9-1CA, Ratification of May and June 2013 District Warrants, and 13-9-2CA, Request for Approval of Internal Borrowing. It was moved by Trustee Mandelkern and seconded by Vice President Miljanich to approve the items on the consent agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **PUBLIC HEARING OF THE 2013-14 FINAL BUDGET (13-9-100B)**

It was moved by Vice President Miljanich and seconded by Trustee Holoher to conduct the public hearing. The motion carried, all members voting "Aye." President Schwarz declared the public hearing open at 6:54 p.m. Executive Vice Chancellor Kathy Blackwood said a public hearing is required on the Proposition 30 budget as well as the District budget; this is incorporated into the budget report. Hearing no public questions or comments, President Schwarz declared the public hearing closed at 7:00 p.m.

#### **ADOPTION OF THE 2012-13 FINAL BUDGET (13-9-101B)**

It was moved by Trustee Holoher and seconded by Trustee Mandelkern to adopt the final budget as detailed in the report. Executive Vice Chancellor Blackwood discussed the 2013-14 budget assumptions for the General Fund (Fund 1):

- Property tax increase of 6%
- Enrollment increase of 3%
- Continuing funds from the dissolution of Redevelopment Agencies (RDAs); there will also be one-time money but this is not included in the budget because the amount and timing is unknown
- Proposition 30 – new budget plus carryover from 2012-13
- Measure G – 2013-14 is the fourth year of the four-year parcel tax

Executive Vice Chancellor Blackwood said revenues from property taxes, student fees, RDA funds and non-resident tuition are expected to increase. Other Revenues/Transfers shows an increase; the largest amount is for the LocusPoint contract with KCSM-TV which will be transferred to the Restricted General Fund. The Fund 1 revenues for the 2013-14 budget total \$130,299,013, an increase of \$15,051,027 over the previous year.

Executive Vice Chancellor Blackwood said Fund 1 expenses in the 2013-14 budget show an increase in salaries and benefits due to a Cost of Living Adjustment, the addition of positions, and an increase in the cost of benefits. She said the budget is balanced, with an ending fund balance of \$6,514,950.

Executive Vice Chancellor Blackwood discussed the implications of the District achieving community-supported status (previously referred to as basic aid status). She said that the District's state revenue limit would be \$102,266,062; however, as a community-supported district, its revenues – consisting of property taxes, student fees and RDA funds – total \$115,673,179, which is \$13,407,117 more than the state revenue limit.

Executive Vice Chancellor Blackwood said the District will receive categorical funds for:

- Student Success and Support Program (formerly called Matriculation): State funding - \$50 million; District funding not yet known
- EOPS: State funding - \$15 million, District funding - \$248,321
- DSPS: State funding - \$15 million; District funding not yet known
- CalWORKS: State funding - \$7.9 million; District funding not yet known
- Scheduled Maintenance/Instructional Equipment: State funding - \$30 million; District funding - \$427,000 (50% to scheduled maintenance and 50% to instructional equipment)

Executive Vice Chancellor Blackwood said this year's issues are:

- Accreditation – will need ongoing resources that are not built into this year's budget
- Proposition 30
- Measure G – ends in June; Colleges are working to save enough to last into a fifth year and are moving expenses back into Fund 1
- RDAs – it is unknown if and when RDAs will sell properties, resulting in revenue for the District
- KCSM-TV – with the LocusPoint agreement, the budget is balanced and no additional funds from the District are budgeted
- Lehman bad debt – the District initially lost more than \$29 million; we received a final check at the end of August, resulting in a total loss of \$11,790,000.
- Resource allocation – the current model is based on the state funding model; staff is working on a new model and hopes to have it ready for 2015-16 budgeting
- Reserves – Board had previous discussions about increasing reserves but postponed due to state funding declines; if Board agrees, staff would like to conduct a survey of districts regarding their policies and actual reserves

Trustee Mandelkern commended staff for accomplishing the Board goal to bring the KCSM-TV budget into balance.

Trustee Mandelkern asked where Measure G funds are reflected in the budget. Executive Vice Chancellor Blackwood said this is considered special revenue and is shown in Fund 6. Trustee Mandelkern asked if Measure G funds are part of the state revenue limit; Executive Vice Chancellor Blackwood said the funds are not calculated in the revenue limit.

Trustee Mandelkern asked if Proposition 30 funds are time limited. Executive Vice Chancellor Blackwood said Proposition 30 provides funds for seven years and is currently in the second year.

Trustee Mandelkern said he is pleased to see the recovery of some of the funds from the Lehman loss. He noted that the District Cash Flow Summary on page 135 of the budget report shows that less than \$100,000 is invested with the Local Agency Investment Fund (LAIF), while more than \$200 million is invested in the County Treasury. Trustee Mandelkern said the Board has previously discussed the issue of overinvesting in the County Treasury and he questioned why the investment is as large as it is. Executive Vice Chancellor Blackwood said it is partly because of the cash flow issue, i.e. the timing of the receipt of property tax payments, resulting in the inability to tie up funds in other investments. A Board discussion regarding the District's investment policy followed and it was agreed that this will be the topic for a future study session. At Trustee Mandelkern's suggestion, County Treasurer Sandie Arnott will be invited to the meeting to discuss the County's investment policy and answer questions. The Board also discussed the structural problem with the San Mateo County Treasury Oversight Committee; based on the qualifications required, no Board member is able to serve because all are considered to have conflicts of interest.

Trustee Holober said he is pleased to see the District's growth in revenue and that the District is doing more to fund post-retirement benefits. He asked if the District is receiving funding from Proposition 39. Vice Chancellor José Nuñez said the District has not yet received funds but anticipates between \$7 million and \$8 million for energy-related projects.

Trustee Holober asked if there are restrictions concerning where the money recovered from the Lehman loss can go. Executive Vice Chancellor Blackwood said it could all go into the General Fund, but the District is choosing to prorate the funds back to the areas from which they were lost.

Trustee Holober said the Board previously discussed the idea of a "rainy day" reserve. He asked if reserves can be designated for a particular purpose or if they must be undesignated. Executive Vice Chancellor Blackwood said both designated and undesignated reserves are allowed. She said the State guideline is to have a 5% reserve for general purposes. Chancellor Galatolo said a 5% reserve would carry the District for only two to three weeks. Trustee Mandelkern suggested that the Board discuss the issue of reserves at the same meeting at which they discuss the investment policy; all Board members agreed with this suggestion.

Vice President Miljanich said she appreciates the succinct and informative narrative in the budget report. Executive Vice Chancellor Blackwood credited District Budget Officer Rachele Minong for her work on the report.

Student Trustee Latt asked how growth fits into allocations to the Colleges. Executive Vice Chancellor Blackwood said allocation is addressed on pages 104 and 105 of the budget report. She said one of the driving factors determining allocations is growth. She said the District may want to look at other ways of allocating funds. Trustee Holober asked if service and maintenance is still shown as a District expense or if it is moved to the Colleges. Executive Vice Chancellor Blackwood said it is included as a centralized cost in District Office Facilities. Trustee Holober said there would be value in having a breakdown by College because the public might believe all of the funds are spent in the District Office. Executive Vice Chancellor Blackwood said she will prepare an information report showing the breakdown.

President Schwarz said that recouping 40% of the Lehman loss was a positive accomplishment. She said she agrees that more discussion is needed regarding investments and reserves. President Schwarz asked how much the restoration of funding for DSPS, EOPS and CalWORKS makes up for the previous cuts to these programs. Jennifer Hughes, Vice President of Student Services at College of San Mateo, said the District is receiving close to 80% of what it was receiving in 2007-08.

After this discussion, the motion to adopt the final budget carried, all members voting "Aye."

**APPROVAL OF CONTRACT AWARD FOR ONLINE MATRICULATION MATERIALS FOR ORIENTATION/ADVISING, EDUCATION PLANNING, FINANCIAL AID LITERACY AND COLLEGE SUCCESS (13-9-102B)**

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

**AUTHORIZATION FOR USE OF CMAS CONTRACT WITH IBM CORPORATION AND CHOUINARD AND MYHRE, INCORPORATED FOR PURCHASE OF SERVERS AND STORAGE (13-9-103B)**

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve use of the CMAS contract as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF CONTRACT FOR DISTRICTWIDE ATHLETIC FIELD REPLACEMENT (13-9-104B)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the contract as detailed in the report. Trustee Mandelkern noted that the initial awards were given to Hellas Sports Construction for the College of San Mateo football field and to Turff Tarkett for the Skyline College lower soccer field. He said the recommendation now is to award the contract to Hellas for replacement of soccer fields at Cañada College and Skyline College. He asked if a bid was received from Turff Tarkett as well as Hellas. Vice Chancellor Nuñez said bids were received from both companies and both were for synthetic fields. He said the issue was performance, i.e. playability and sustainability of products. He said the soccer coaches at the Colleges indicated a preference for the fields provided by Hellas. Trustee Mandelkern said the Board is typically provided information on all bids. Chancellor Galatolo said the Hellas bid was not the least expensive but it is difficult to compare prices on this project because the approaches are fundamentally different in terms of playability, composition and temperature. He said Hellas offers the only 100% natural fill available; the fill is

recyclable, UV resistant and odorless. Vice Chancellor Nuñez said the temperature issue was a major factor in the coaches' recommendation. He said conventional fill contains rubber that holds significant levels of heat, resulting in playing field temperatures that can be more than 30-60 degrees higher than ambient temperature. Vice Chancellor Nuñez said the two fields that were installed over the summer were practice fields, providing the opportunity to compare the two in terms of playability. Trustee Mandelkern asked if there had been adequate time to evaluate the two fields. Chancellor Galatolo said that other installations were examined, after which all of the coaches and athletic directors recommended Hellas Construction.

Trustee Holober said there were substantial savings in water with the initial switch to synthetic fields but this has to be offset with replacement costs. Vice Chancellor Nuñez said there are other cost savings, such as maintenance and pesticide expenses. He said the synthetic fields are also used more and can bring in revenue through rental of the fields.

President Schwarz said it would have been helpful to have a cost comparison and asked that this be provided in the future. Chancellor Galatolo said future recommendations will include this information.

After this discussion, the motion carried, all members voting "Aye."

### **COMMUNICATIONS**

President Schwarz said that since the last regular Board meeting, the Board received two emails thanking them for their support of the students at Mills High School whose Advancement Placement test scores were invalidated, and one email from a student regarding course substitution. A letter was sent on behalf of the Board to Chancellor Helen Benjamin of the Contra Costa Community College District expressing sympathy on the death of Trustee Sheila Grilli.

### **STATEMENTS FROM BOARD MEMBERS**

Vice President Miljanich said she and President Schwarz attended a workshop supported by the San Mateo County Board of Supervisors to help members of the community learn how to draw district lines. She said there is a free redistricting website for the County that allows people to draw maps and boundaries, including communities of interest. Vice President Miljanich said the workshop was helpful as the Board continues the process of considering district elections. She will provide the link to the website to all Board members.

Trustee Mandelkern said the District Opening Day event was positive and upbeat. He said State Chancellor Brice Harris made a good presentation and was able to visit each campus. Trustee Mandelkern said he will miss the study session on October 9 as he will be out of the country.

Student Trustee Latt said he attended the Student Trustee Workshop and learned a great deal about the role of the board and the student trustee. He also attended the Student Success Summit. Student Trustee Latt said the Colleges' welcome weeks were successful. He said the District Student Council unanimously approved their new bylaws yesterday; the final document will be presented to the Board as an information item at a future meeting. Student Trustee Latt said students are excited about the upcoming election and each College will be involved in voter registration activities.

President Schwarz said that shortly after the recent study session on sustainable practices, she read an article reporting that Ecotality, a maker of electric car charging stations, declared Chapter 11. Vice Chancellor Nuñez said that the District's electric car charging stations are made by Schneider Electric. President Schwarz said she attended the convocation at Cañada College and said it is a good way to begin the semester. She also attended the Success Summit at Skyline College; she said it was a wonderful event and she applauds the Skyline College President's Council for supporting it. President Schwarz thanked Pacific Dining for providing the water and recyclable cups for the meeting tonight.

### **RECESS TO CLOSED SESSION**

President Schwarz said that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, (2) conduct public employee performance evaluations as listed on the printed agenda, and (3) conduct a conference with District Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

President Schwarz said the next meeting of the Board will be a Study Session on October 9 at 6:00 p.m. at Cañada College, Building 3 (main theatre), Room 142.

The Board recessed to Closed Session at 8:25 p.m. and reconvened to Open Session at 10:50 p.m.

**CLOSED SESSION ACTIONS TAKEN**

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

**ADJOURNMENT**

It was moved by Vice President Miljanich and seconded by Trustee Holober to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:54 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the October 9, 2013 meeting.

Patricia Miljanich, Vice President-Clerk