

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
October 23, 2013, San Mateo, CA**

**The meeting was called to order at 6:10 p.m.**

**Board Members Present:** President Karen Schwarz, Vice President Patricia Miljanich, Trustee Richard Holober, Trustee Dave Mandelkern, Student Trustee David 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**

President Schwarz said that in order to accommodate guests who were present for item 13-10-3C, it was requested that this item be heard after Statements from Executives and Student Representatives. There were no objections from the Board.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo welcomed Dr. Constance Carroll, Chancellor of the San Diego Community College District, and Dr. Anthony Beebe, President of Continuing Education at the San Diego Community College District, who were members of the District Office Accreditation Site Visit Team. Chancellor Galatolo thanked them for the tremendous amount of work they do.

Chancellor Galatolo said that former Trustee Jim Tormey, who served on the Board from 1971 to 1995, passed away recently; he asked that tonight's meeting be adjourned in his memory. All Board members agreed.

Skyline College President Stanback Stroud said the College is experiencing a robust accreditation site visit and is enjoying sharing information about the College. President Stanback Stroud said eight Skyline College students presented their original scientific research at the Society for the Advancement of Chicanos and Native Americans in Science Convention on October 3-5. She said planning is in progress for the Skyline College President's Breakfast.

College of San Mateo President Claire said the College is enjoying the visit of the accreditation site visit team and is looking forward to hearing preliminary observations tomorrow. He recognized Annette Perot and the IT support technicians for their assistance. President Claire said that, in the continuing desire to connect to the community, Family Science Day and Jazz Under the Stars were recently held. In addition, in the near future the College will host the Latino Leadership Conference, the Housing Leadership Council's Housing Leadership Day, and the Taste of San Mateo event.

Cañada College President Buckley said the accreditation site visit at the College is going well. President Buckley said the Center for Innovation and Excellence in Teaching and Learning is sponsoring presentations with authors. Lac Su, author of *I Love Yous Are for White People*, will present this evening and tomorrow. Anne Perry, author of *Blind Justice* and Victoria Zackheim, author of *Faith*, will present on November 13. The men's soccer team has won four of their last five games and ranks second in the State in scoring. College Night is being held tonight in collaboration with the Sequoia Union High School District. Phi Theta Kappa, in partnership with the Grove, will be holding a recipe contest for heart-healthy and tasty foods; the winner's entry will be on the permanent rotating menu at the Grove. A new play titled "8" will have final performances on October 24 and October 27; the play presents the case for marriage equality.

Deputy Chancellor Keller said he and Vice Chancellor Jing Luan will be leaving for China at the end of this week; they will attend a conference and speak about community colleges. Deputy Chancellor Keller said that assessed valuation will be important in planning next year's budget and it appears that it will be favorable for the District.

District Academic President Bennett said the Study Abroad Faculty Advisory Committee, a standing committee of the Academic Senate, will be presenting their constitution and bylaws. The Committee takes part in faculty selection for the program and in awarding scholarships to students. President Bennett said training for the WebAccess upgrade will be offered to faculty through Structured Training for Online Teaching (STOT). Training for staff who use WebAccess will also be provided. The Academic Senate will work with the District Curriculum Committee to survey faculty in order to

seek feedback on the Districtwide curriculum meetings that were held on opening day. There will be a joint meeting of the Academic Senate and Vice Presidents in December. The State Academic Senate Fall Plenary will be held in Irvine in November; the topic will be “Engineering Success: Gearing Up for the Future.” In addition, the ACCJC will attend a luncheon at the Plenary to discuss the proposed new accreditation standards.

Kayla Razavi, President of the Associated Students of Skyline College (ASSC), said ASSC follows the College’s Mission, Values and Vision Statements and the Institutional Goals and Strategies. Students are involved in the participatory governance process at the District and College levels. There are 40 active clubs, representing a broad range of interests; there are four new clubs this fall. ASSC activities have included the ASSC Leadership Team Building conference in September and the California Community College Student Affairs Association conference in October. ASSC sponsored Latino Heritage Festival; National Coming Out Day; and Call to Consciousness Series with renowned poet Jimmy Santiago Baca; Welcome Week; Club Rush; U.S. Constitution Day; and Making Strides Against Breast Cancer. Upcoming events include the Skylooween/Harvest Festival; Call to Consciousness Series with Gloria Ladson Billings; Hip Hop Wars; Open Mic; Veterans Week; Food Drive; AIDS Awareness Day; and attendance at the Student Senate for California Community Colleges General Assembly. Vice President Miljanich asked President Razavi about the level of student involvement with ASSC. President Razavi said there has been a great deal of interest this fall. Vice President Miljanich asked who appoints student members to committees. President Razavi said the list of committees was presented at the beginning of the year and students expressed their interest in serving on specific committees. President Schwarz thanked President Razavi for her presentation.

### **REPORT ON COMMUNITY NEEDS ASSESSMENT AND BUSINESS NEEDS ASSESSMENT (13-10-3C)**

Barbara Christensen, Director of Community/Government Relations, said one of the Board’s goals was to conduct a community assessment in anticipation of the District strategic plan renewal for 2014-19. The community needs assessment has three parts:

1. A telephone survey of randomly selected community residents. Results will be reported at this meeting.
2. Business needs assessment. The five fastest growing industries in the County were identified; they are health care, biotechnology, accounting and finance, computer information science, and art/design/new media. The District hired Hilary Goodkind of the Cenetri Group to assist with the business needs assessment. The first two business segments – health care and biotechnology – are completed and Ms. Goodkind will report on the results at this meeting. A report on the other three segments will be presented to the Board in the spring.
3. Student needs assessment. District/College researchers will conduct an online survey of students which will be administered next semester.

### **Survey of Community Residents**

Ms. Christensen said Godbe Research was commissioned to conduct the survey with the following objectives:

- Test awareness of local community colleges;
- Gather information regarding personal experiences with the Colleges within the District;
- Determine if curriculum and programs are meeting community needs; and
- Identify any differences due to demographic and/or behavioral characteristics.

The universe of the telephone survey was 558,679 adult residents ages 18 and older in San Mateo County, adjusted for the 24,187 student phone numbers that were removed from the sample. The sample size was 702 and the margin of error was  $\pm 3.7\%$ . Each interview lasted 20 minutes.

Ms. Christensen discussed the results of the 18 survey questions; details can be seen on the report attached to the official minutes of record. Overall conclusions are:

- Among those with an opinion, an overwhelming majority of the respondents are satisfied with the quality of education at San Mateo County Community Colleges.
- A majority of the respondents indicated interest in a program that would guarantee classes to complete a degree in two years, indicating a potential need for this type of program.
- While awareness of each campus is reasonably high in the region they are located, the Colleges should consider efforts to increase marketing throughout the county, particularly for programs that are unique to each campus.
- The data provides some information that may be helpful for future curriculum planning.
- There were few suggestions for additional programs or classes to be offered.
- Overall, the community is very satisfied with the programs, support services, facilities, and faculty and staff at the colleges.

Trustee Mandelkern said both the survey and report were thorough. He asked if there were any results regarding the ability to physically access the campuses or on courses being full/students not being able to get a particular program or class. Ms. Christensen said these questions were not specifically asked, but there were no negative responses regarding the issues. Trustee Holober noted that “close to home/close to work” scored high as a reason for choosing to attend a community college, suggesting that people who actually come to the campuses find them convenient.

Trustee Holober said “personal enrichment/improvement” was listed as a reason for choosing to attend a community college and both “personal enrichment” and “community education programs” were listed as types of courses or educational programs attended in the last two years. He asked if these categories were listed as options or were unsolicited responses. Ms. Christensen said they were provided. Trustee Holober said that for future discussions, it would be interesting to know whether community education fulfills part of the enrichment need and whether a credit or fee-based structure makes a difference to members of the community.

Trustee Holober said there were positive responses regarding the quality of buildings and grounds. He said the extensive improvement of the campuses might lead people to believe the District is doing very well and could help explain why the last bond measure was not approved by voters. President Schwarz said she had received personal reports in the past that local students were going to Foothill College because of the appearance of the District’s campuses, suggesting that buildings and grounds are important to students.

Regarding access, Vice President Miljanich said there is information that some students have difficulty with transportation to the Colleges. The Board discussed this issue and agreed that they would like to have further discussions at the Board Retreat in February.

Trustee Mandelkern noted that with the exception of culinary/hotel management, the courses listed under “Support for Courses Not Currently Offered to be Added to Curriculum” are courses that are currently offered. Ms. Christensen said these might have been uninformed responses. Chancellor Galatolo said they might also include language classes that were eliminated and a desire for shorter waitlists for certain courses. Trustee Mandelkern said it is difficult to understand the meaning of the responses without more detail.

### **Health Care Needs Assessment**

Hilary Goodkind said an internal work group comprised of faculty and deans from allied health care fields at the Colleges analyzed data and met to discuss the questions that should be posed to health care providers. A focus group was held with the CEOs of nine major hospitals in the area. The CEOs were asked what they see as future health care and workforce needs and what concerns they have. The CEOs expressed concerns regarding the uncertainty around the Affordable Care Act and what it would mean to them moving forward. They also discussed emerging positions and hiring requirements. At the suggestion of the CEOs, two focus groups were held with Human Resource personnel and operating managers from local hospitals. A final focus group was held with Human Resource personnel and managers from both hospitals and home health care agencies.

Ms. Goodkind said concerns of the focus group participants were framed by health care reform’s effect on operations. Under health care reform, hospitals’ reimbursements will be partially based on patient experience, which indicates a need to improve employees’ communication and customer service skills. Reimbursements will also be partially based on readmissions, which may call for more of the emergent positions variably called home health care managers, transition coaches, case managers, and care managers. Long term care facilities are gaining more importance, indicating a need for more Certified Nursing Assistants (CNAs) and Medical Assistants. Use of electronic medical records is also gaining importance, indicating a need for increased technology training.

Alina Varona, Career Advancement Academy (CAA) Faculty Coordinator in the Workforce Development Department at Skyline College, discussed the findings for the Colleges and impact on District programs. She said the areas of concern expressed by employers are:

1. Patient experience and patient satisfaction. The Colleges can work with hospitals to offer training in communications, critical thinking and customer service.
2. Technology, particularly for more seasoned employees who may not have the level of technology savvy as some of the younger employees. The Colleges can offer refinement of skill sets in this area.
3. Accent reduction. Difficulty in understanding/communicating with employees directly impacts patient satisfaction and experience. The Colleges can assist in refining employees’ language skills.

4. Career mobility for current employees. Many current employees have great potential but lack the education or skills to move forward. The Colleges can help provide a way for these employees to build on and refine current skill sets.
5. Hospital representatives expressed a need for College of San Mateo to reactivate its perioperative RN program and to consider reinstating the Certified Nursing Assistant program.

Ms. Varona said that in order to respond to the expressed needs of employers and how the Colleges might fill those needs, the researchers first looked at current course offerings. They found that many courses already align with these needs and that further contextualization of the courses would be of great benefit. In terms of future opportunities, Ms. Varona said that both across the District and from the hospitals and home health care facilities, the response has been overwhelmingly positive. Conversations regarding how to meet identified needs will continue.

Trustee Mandelkern asked if the Colleges are offering or plan to offer training in the field of electronic medical records. Ms. Varona said training is currently offered and is adequately preparing students to be successful at the transition. To address employers' concern that seasoned employees are not prepared for the changes, the District is exploring ways to provide training for employees at their job sites. Ray Hernandez, Dean of Science/Math/Technology at Skyline College, said the College is looking at revising the Medical Administrative Assistant program to include medical records. He said the CAA is also looking at laddering programs; for example, the patient care navigator is a good fit to ladder into the medical administrative assistant which in turn can ladder into Cañada College's medical assisting program.

Trustee Holober asked if there was discussion with employers regarding their awareness and/or use of the District's Colleges and graduates to fulfill their needs. Ms. Varona said the response from employers was overwhelmingly positive. She added that there are already existing partnerships between the hospitals and the Colleges.

Trustee Holober asked if specific recommendations go through a development and review process prior to incorporating them into redesigned or new programs. Sarah Perkins, Vice President, Instruction at Skyline College, said appropriate deans and faculty are involved in all industry group meetings, facilitating collaborative work among the Colleges and curriculum planning to align the needs identified at the meetings. President Stanback Stroud said all College planning and curriculum processes are followed.

Trustee Holober, referring to the statement in the report that hospital executives would like to move to a merit-based admission policy for the RN program, asked if the Board will receive a recommendation before this change is made. President Claire said any change will be presented to the Board for review. He said there are specific laws regarding admission and it will likely take one to two years to develop a new admissions policy. Ms. Varona said the employer conversations did not preclude keeping a lottery system to achieve the best possible access, but included the possibility of raising the GPA requirement in order to assure employers that they are getting candidates who meet the academic criteria they believe is needed.

### **Biotechnology Employer Needs Assessment**

Ms. Goodkind said California leads the country in total life sciences investment and San Mateo County represents a large percentage of that investment. She said the challenge was to determine where the entry-level biotechnology jobs are located. The assessment began with interviews of five leading biotech-related organizations in the Bay Area to determine entry-level skill gaps and hiring needs. Interviews also were conducted with three leading staffing agencies to identify where entry-level employees in biotech are being placed. Subsequent interviews were held with employers and staffing agencies at the BioSpace Career Fair in June 2013. A major finding was that many biotech candidates are being placed in manufacturing, including a large number in pharmaceutical manufacturing.

Dean Hernandez said there is an opportunity for the District to provide biotech training. Approximately one year ago, Skyline College developed a certificate program in biotech; an advisory committee has been appointed whose members will work with faculty to review the certificate and move forward. Skyline College Professor Melissa Michelitsch has been contacting employers throughout the Bay Area, as well as visiting other successful programs at area community colleges. There are discussions about collaborating with other colleges, such as City College of San Francisco and Ohlone College, rather than creating duplicate programs. Dean Hernandez said the three areas in which the District's Colleges can specialize are bioinformatics, quality assurance and quality control, and instrumentation and calibration.

Dean Hernandez said Skyline College has collaborated with Josie Sette of Ohlone College, who is the Biotechnology Sector Navigator for the Bay Area, and will offer training in December to employees of biotechnology companies from around the Bay Area.

Trustee Mandelkern said he understands that manufacturing is the entry point for employees with certificates or associate degrees and that employers are headquartered in San Mateo; he asked if the manufacturing jobs are actually located in the County. Dean Hernandez said they are trying to disaggregate the data and find out where the manufacturing is taking place. Trustee Mandelkern said he likes the focus on bioinformatics, quality assurance and quality control, and instrumentation and calibration because he believes there may be more opportunities for employment in the County in these areas. Ms. Goodkind said that the data can be broken down into San Mateo County; however, employers continually state that once someone is qualified for a job, he/she looks for jobs throughout the entire Bay Area. Trustee Mandelkern said there is a philosophical question of whether the District should prepare people for jobs that exist in the County or for jobs where they might want to or be required to move somewhere else.

Trustee Mandelkern said he would like to have a discussion, possibly at a future study session, regarding career planning and placement in general.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: CAÑADA MIDDLE COLLEGE – A COLLABORATION BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT AND CAÑADA COLLEGE (13-10-2C)**

Linda Hayes, Dean of Business, Design and Workforce at Cañada College, introduced Middle College High School (MCHS) teachers Jen Buchanan, Jen Petroelje and Halo Smart. Ms. Petroelje said MCHS is a joint program between the San Mateo Union High School District and the District/Cañada College, established in 1999. Ms. Petroelje said MCHS tries to capture those students who are not being served by other programs on their high school campuses – students with high potential but who may not be high performing in their high school settings. With a change of environment and high expectations, many students have had tremendous success at MCHS. Ms. Petroelje said Madison Meeds, who graduated from MCHS in 2009, had to leave this meeting to go to work, but wanted to thank the Board for supporting the program. She said it allowed her to start her college program early; she graduated after two years and went directly into the nursing program on the Cañada College campus through San Francisco State University.

Ms. Smart said MCHS students take significantly more courses than the average Cañada College student. However, the current 11-unit student fee cap has reduced the number of students who graduate from MCHS with an Associate degree. The majority of MCHS students take transfer-level courses; by the time they graduate, they have taken all of the preliminary and development classes they need as entry-level college students. Ms. Buchanan said the MCHS support system has helped students be extremely successful in transfer-level English and math courses. Many students continue to study at Cañada College because of the exemplary education provided during their two years as MCHS students.

Maria Ayala, a current MCHS senior, said MCHS changed her life. She said she started MCHS as a junior, unaware and indifferent to opportunities which lay before her upon graduation. As a product of parents who were never formally educated, she never considered herself worthy of a higher education, nor was she cognizant of how to pursue a higher education. Blinded by the misconceptions she had cultivated about what her future held, she was certain her life would be no different than what she knew. Yet, upon entering this program, Ms. Ayala said she was taught how to see again and how to pursue what had always seemed intangible. For the first time in her educational career, she was greeted with open arms by teachers who embraced her individuality and her personal story. She was able to come to terms with who she is and to acknowledge her own capacity for success. Ms. Ayala said that with the support and encouragement of her instructors, she earned unparalleled grades and discovered an intellectual side of herself that she had suppressed for years. Today, as she applies to some of the country's most prestigious universities, she acknowledges that she forever is indebted to everyone involved in MCHS for guiding her, caring for her, and teaching her that it is okay to succeed despite where you come from. Ms. Buchanan said Ms. Ayala will graduate with more than 45 credits and has earned A's in all of her transfer-level courses.

Vice President Miljanich asked Ms. Ayala if she knows what area of interest she will pursue. Ms. Ayala said she will pursue business administration. Student Trustee Latt said Ms. Ayala is the Associated Students of Cañada College Secretary. He said he has the privilege of working with many MCHS students and finds them to be highly motivated.

Trustee Mandelkern congratulated Ms. Ayala and thanked her for sharing her story. He said the Middle College programs at Cañada College and College of San Mateo are successful and asked when Skyline College will have a

Middle College program. President Stanback Stroud said this is part of the College's strategic priorities. However, the Jefferson Union High School District is not a basic aid district and, because of severe budget cuts, the \$400,000 that the other two high school districts put forward in order to have faculty and staff at the Colleges is not something to which it can commit. Chancellor Galatolo said that President Stanback Stroud pursued many grants in this area but was unsuccessful. He said most grant money tends to go to existing programs. However, knowing how strongly the Board supports the Middle Colleges, Chancellor Galatolo said he believes resources will be allocated for a Middle College program at Skyline College. Trustee Mandelkern said this would be worth discussing during the budget cycle. He said it also could be included in discussions about the potential renewal of the Measure G parcel tax. Chancellor Galatolo added that with basis aid status, decisions can be made that would be more difficult to make as a revenue limit district.

Regarding the limit of eleven units, which he believes precludes the Middle Colleges from expanding opportunities, Chancellor Galatolo said he has spoken with State Senators and Assemblymembers, along with State Chancellor Brice Harris about this issue. He said there is a current legislative proposal that would change the limit.

President Schwarz said she strongly supports the Middle College programs. She said she believes the welcome that students receive is the reason they are so successful. She said she has watched the leadership of these students blossom over time. President Schwarz said the South San Francisco Unified School District is a basic aid district and she asked if that district could collaborate with the Jefferson Unified High School District to support a program at Skyline College. President Stanback Stroud said that in discussions over a two year period, the South San Francisco Unified District administration made it clear that they were not interested and declined to attend meetings at which this topic would be discussed. Trustee Mandelkern said he believes this is very short-sighted on the school district's part. Chancellor Galatolo agreed, noting that many students who would attend a middle college are instead dropping out of school altogether. President Stanback Stroud said she plans to approach the South San Francisco United School District again.

Dean Hayes said funding for middle colleges has been changed for the current year. In order to continue to receive State funding, middle college programs were required to get a County-District-School (CDS) code by June 30 and become separate high schools within a district. Cañada College elected not to do this and, as a consequence, is no longer receiving State funding for the MCHS. The Sequoia Union High School District is paying for faculty members and Cañada College is paying for the remaining expenses. President Claire said the same is true for the Middle College at College of San Mateo, with the San Mateo Union High School District paying the majority of costs. In response to a question from Trustee Holober, President Stanback Stroud explained that in order to receive funding, colleges are required to establish a high school site, separate from the one with which they had been partnering; the site would be a high school within the college. As a consequence, the college would be required to seek accreditation from the Western Association of Schools and Colleges (WASC) and students would lose the opportunity to participate in activities at the high schools they had been attending. President Stanback Stroud said she wanted to assure the Board that, despite the changes, the three Colleges are committed to having partnerships with the high school districts in order to offer middle college programs.

#### **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 (13-10-5A)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-10-5A. The motion carried, all members voting "Aye."

#### **ADOPTION OF RESOLUTION NO. 13-14, INCREASING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (13-10-6A)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to adopt Resolution No. 13-14. The motion carried, all members voting "Aye."

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 (13-10-7A)**

President Schwarz said the following Articles were inadvertently omitted from the Agreement attached to the board report: (1) Section 8.10 Conferences, Seminars, and Workshops and (2) Section 21.1 Contract Reopeners. A revised report including the omitted Articles was given to each Board member. It was moved by Vice President Miljanich and seconded by Trustee Holober to ratify the Collective Bargaining Agreement as included in the revised report. The motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA**

President Schwarz said the consent agenda consists of board reports 13-10-1CA, Ratification of July and August 2013 District Warrants, and 13-10-2CA, Approval of Curricular Additions-Cañada College. It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the items on the consent agenda. The motion carried, all members voting "Aye."

**Other Recommendations**

**ACCEPTANCE OF PROFESSIONAL SERVICES AGREEMENT FROM BUTTE-GLENN COMMUNITY COLLEGE DISTRICT ON BEHALF OF ITS SPONSORED PROGRAM, CALIFORNIA CORPORATE COLLEGE (13-10-100B)**

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the agreement as detailed in the report. Trustee Mandelkern asked for clarification regarding whether the District is paying or receiving money through this agreement. Vice President Sarah Perkins said the District is receiving the funding. Trustee Mandelkern asked for information about the California Corporate College. Vice President Perkins said it is part of an economic stimulus package brought to the California workplace through California's community colleges. After this discussion, the motion carried, all members voting "Aye."

**APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR INSURANCE WITH THE SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION (13-10-101B)**

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the Memorandum of Understanding as detailed in the report. The motion carried, all members voting "Aye."

**AWARD OF CONTRACT WITH CASEY PRINTING FOR PRINTING AND DELIVERY OF CLASS SCHEDULES THROUGH 2016 (13-10-102B)**

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

**APPROVAL OF LEASE AGREEMENT WITH INTEQ PROPERTIES FOR THE SKYLINE COLLEGE INCUBATOR PROJECT (13-10-103B)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the agreement as detailed in the report. President Stanback Stroud said the College works cooperatively with the City of San Bruno and the San Bruno Chamber of Commerce on this project. She said the College received a small amount of money to link its incubator program to instruction at the College and to offer instruction offsite as well. The leased space would house approximately ten startups. Eventually, the low cost charged to the startups would sustain the lease. Skyline College staff are now in conversations with a broker and are studying zoning issues. Staff is seeking the Board's approval to pursue a lease and locate offsite. President Stanback Stroud said this would not relocate the entire Center for International Trade Development (CITD), but would relocate the incubator program and offer seminars, workshops and classes at the leased site. Trustee Mandelkern said he supports the idea of helping startup companies but is concerned that the Board did not learn about this program until being asked to approve a lease for the facility. He said he is also concerned because the project is not primarily educational and, therefore, might not fit with the primary mission of the District. He noted that the District had leased space in Half Moon Bay for purposes that were primarily educational and had to withdraw because of cost concerns. President Stanback Stroud said the project is part of the primary mission and is aligned with College goals because it is part of the economic development grant that Skyline College has had for approximately 18 years with the CITD. She said it would include instruction, workshops and seminars that are also part of the College goals. Vice President Perkins added that the project is a collaboration between the CITD, the College's Small Business Program, and the Youth Entrepreneurship Program. She said the site would provide a space for students to participate in internships with the startups. Chancellor Galatolo said the lease in Half Moon Bay was much more expensive than the lease for the incubator project and there were additional costs for educators and staff. He said there also was a lack of

demand. President Schwarz said she supports this project; she would like to see a presence on the Coastsides but would not want to deny other programs at the Colleges that support community needs. Trustee Mandelkern said he would have preferred to have been provided a clearer explanation, i.e. background information and the business model, before being asked to approve the lease. Vice President Miljanich said it was helpful to hear further explanation and she believes the Board now has a better understanding of the project and the request to approve the lease. After this discussion, the motion carried, all members voting “Aye.”

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.30, COMPENSATION OF BOARD MEMBERS; 2.23, LEAVES OF ABSENCE AND CATASTROPHIC LEAVE PROGRAM; 2.30, POLITICAL ACTIVITY; 6.01, PHILOSOPHY AND PURPOSE; 6.87, LIBRARY SERVICES; 7.44, STUDENT HEALTH AND PSYCHOLOGICAL SERVICES; 8.14, BOND OVERSIGHT COMMITTEE AND ACCOUNTABILITY MEASURES; AND 8.48, TRAFFIC REGULATIONS (13-10-104B)**

President Schwarz said Policy 2.30, Political Activity, is being removed from consideration at the request of the Associated Students who would like to review it further and work with staff to possibly suggest changes to some language in the policy. It was moved by Student Trustee Latt and seconded by Vice President Miljanich to approve the revisions in the remaining policies. Regarding the new language in Policy 1.30, stating that “any increase [in Board member compensation] is subject to rejection in a referendum by a majority vote of the voters in the District,” Trustee Holober said he would be interested in knowing whether referenda can be circulated in general in matters related to schools. Barbara Christensen suggested that the policy be removed from consideration at this time while staff researches the issue. All Board members agreed with this suggestion.

Regarding Policy 8.14, Trustee Mandelkern questioned why the list of Measure A projects is included in the policy rather than in a procedure. Ms. Christensen said the list can be taken out of the policy and added to Procedure 8.14.1. All Board members agreed with this suggestion.

The motion to approve the revisions as amended carried, all members voting “Aye.”

**INFORMATION REPORTS**

**DISTRICT STUDENT COUNCIL BYLAWS (13-10-4C)**

Student Trustee Latt said the District Student Council (DSC) did not have bylaws previously. The bylaws presented tonight were approved unanimously by the DSC and by the three Colleges’ Associated Students. He said the bylaws provide structure to the DSC and lay out procedural matters. They specify that the presidents and vice presidents of the Associated Students are part of the DSC. They also coordinate with Board policy on the election, reelection and removal of the student trustee. Student Trustee Latt said there was substantial input from students in developing the bylaws. President Schwarz asked how long it took to develop the bylaws. Former Student Trustee Bailey Girard said work on the bylaws began last summer. Chancellor Galatolo commended the students. He said that in response to a request from Student Trustee Latt, the Chancellor’s executive team reviewed the draft of the bylaws and made only minimal suggestions. Vice President Miljanich said the bylaws are clear and precise. Trustee Mandelkern asked why this is an information item rather than an action item. Chancellor Galatolo said staff will seek legal counsel on this issue and report back on whether Board approval is required.

**FALL 2013 CENSUS REPORT (13-10-5C)**

Jing Luan, Vice Chancellor, Educational Services and Planning, said the District total headcount increased by 0.9% from the previous year. However, last year the total headcount dropped by 2.4%. Enrollment of concurrent students has been increasing every year. The number of non-California residents increased by 24.7%, largely accounted for by international students. The student population is trending younger. Vice Chancellor Luan said the District uses information on demographics, education, the economy, public policy and community needs for strategic planning. Trustee Holober asked if students exiting high schools are considered in enrollment projections. Vice Chancellor Luan said they are; the District considers data from the Departments of Finance and Education as well as its own data. Trustee Mandelkern asked if there is an explanation for the trend toward increasing male enrollment. Chancellor Galatolo said it may be due partly to an increase in students who are veterans. President Buckley said another reason may be that more male students are returning to college for training and retraining. He said the reason Cañada College continues to have a higher female population may be that it does not have CTE programs that are traditionally male-oriented, e.g. automotive and welding. President Claire said the population at College of San Mateo has always been evenly divided between male and female students. He said the number of younger students has increased and the number of lifelong learners has decreased as curricular changes have been made. President Stanback Stroud said the number of students in the Automotive

Technology and Environmental Systems Technology Management Programs at Skyline College has increased. She said the ratio of male to female students in transfer degrees and certificates remains more evenly divided. Vice Chancellor Luan said one more year of data is needed to see if the increase in male enrollment is truly a statistical trend.

### **COMMUNICATIONS**

President Schwarz said she received an email from AFT Executive Secretary Dan Kaplan regarding a resolution; this item will be placed on the agenda for consideration at the next Board meeting.

### **STATEMENTS FROM BOARD MEMBERS**

Vice President Miljanich said that because the November 6 Board meeting is on the first Wednesday of the month, it conflicts with another meeting; she said she can attend the Board meeting but will be late. Trustee Mandelkern said he also might have a conflict with the November 6 date. Chancellor Galatolo said staff will propose alternate dates for the November Board meeting.

Student Trustee Latt said he attended the California Community College Student Affairs Association 2013 Leadership Conference. He said it was an informative meeting and he thanked the Board for allowing him to attend.

Trustee Mandelkern said he looks forward to hearing reports on the accreditation process. He said he also looks forward to the electric vehicle rally scheduled for October 28.

Trustee Holober said his and President Schwarz's interview with the accreditation visiting team for the District Office went well.

President Schwarz said there will be accreditation exit meetings at each College tomorrow. She said Vice President Miljanich will attend the meeting at Cañada College and she will attend the meeting at either College of San Mateo or Skyline College. President Schwarz said she attended the San Mateo County School Boards Association meeting at College of San Mateo; the topic was "iZone and The Big Lift." A draft policy on sponsorships was presented at the meeting and President Schwarz and one other person expressed concern that money was accepted from Walmart and Chevron.

### **RECESS TO CLOSED SESSION**

President Schwarz announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A and 1B on the printed agenda, and (2) hold a conference Labor Negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

The Board recessed to Closed Session at 9:35 p.m. and reconvened to Open Session at 10:20 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 Trustee Holober and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:25 p.m. in memory of Jim Tormey.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 12, 2013 meeting.

Patricia Miljanich, Vice President-Clerk