

**Minutes of the Annual Retreat of the Board of Trustees
San Mateo County Community College District
March 5, 2016, San Mateo, CA**

The meeting was called to order at 8:45 a.m.

Board Members Present: President Dave Mandelkern, Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz, Student Trustee Rupinder Bajwa

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College Interim President Jennifer Hughes, District Academic Senate President Diana Bennett

DISCUSSION OF THE ORDER OF THE AGENDA

None

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Chancellor Galatolo introduced Gohar Momjian who is assisting in the Chancellor's Office until Barbara Christensen's position is filled.

DISCUSSION OF FUTURE STUDY SESSION TOPICS (16-3-1C)

Board members reviewed the compilation of future study session topics suggested at previous Board meetings. President Mandelkern asked to focus on career services remaining competitive in the workforce and the future of KCSM. Vice President Mohr requested that topics include the future of KCSM, as well as underserved students and the connections between race and teaching and learning. Trustee Schwarz requested that topics include transportation issues, high cost programs such as nursing, and international education. Student Trustee Bajwa requested sessions on transportation, the achievement gap and underserved students. Trustee Goodman requested that topics include the achievement gap, STEM pipeline and K-12 partnerships. Trustee Holober said he would like to revisit the relationships with for-profit institutions and corporate and continuing education. President Mandelkern thanked the Board members for their input. He said the Board will receive regular updates on the strategic plan as a standing item. He also suggested receiving enrollment management updates.

Chancellor Galatolo noted that some of the listed study session items could be addressed as information reports, such as a Foundation update, corporate partners, promotion of colleges, and graduation requirements.

16-3-2C DISCUSSION OF PROPOSED ALLOCATION OF ENTERPRISE OPERATIONS SURPLUS FUNDS

Board members reviewed the board report and financial statements prepared by Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations. President Mandelkern expressed the Board's wish to better understand the allocation process of how enterprise operation surplus funds are spent, and how they are linked to strategic priorities. Chancellor Galatolo, College of San Mateo President Claire, Skyline College President Stanback Stroud, and Vice Chancellor of Auxiliary Services and Enterprise Operations Tom Bauer provided detailed program descriptions for the funding allocated to benefit the Skyline College President's Innovation Fund, CSM First Year Initiative, Phi Theta Kappa Scholarship, and the Bay Area Pathways Academy.

Vice President Mohr noted that the executive team was authorized by the Board to pursue auxiliary and enterprise funding to support special programs with high impact that are not currently funded by the regular budget. Trustee Holober said he would be interested in knowing the process for the allocation of funds and whether it goes through the regular budget and planning process. Trustee Goodman expressed interest in knowing more about Board involvement in the process.

Executive Vice Chancellor Kathy Blackwood explained that the funding does not go through the regular budget process because it is one-time money and varies year to year. Once a program is established, the District can allocate ongoing innovation funding. Chancellor Galatolo explained that the allocation process takes place throughout the year with his executive team and projects support improving student access and success. As revenues increase, the list of projects will grow and the process might need to be revised in the future. For example, redevelopment funds support the early childhood development program and those funds will go away in due time. Vice Chancellor Bauer stated that reporting

on these funds at the beginning of the year at the Board retreat is timely since available funding is known in January and the executive team can propose allocations.

After the discussion, President Mandelkern expressed the Board's request that this should be a standing item for discussion at the annual retreat. The Board will continue to be involved in the process each year by reviewing the report at the retreat, including sources of revenue and expenditures, as well as receiving an update on project successes.

REPORT ON AND DISCUSSION OF STRATEGIC PLAN (16-3-3C)

Jamillah Moore, Vice Chancellor of Educational Services and Planning, provided a comprehensive presentation and update on implementation of the Strategic Plan. The discussion covered the definition of student success (academic achievement, student persistence, degree/certificate, transfer achievement) and provided statistics indicating the extent to which students demonstrate satisfactory academic performance via course completion; the rate at which students persist to the subsequent semester based on their educational goals; degree and certificate completion; and the rate at which students who indicate transfer as an educational goal are able to achieve it. Student Trustee Bajwa shared his personal story on how he set up his educational goal, the many transformations of his educational plan, and the pathways he followed to earn his degrees and certificates.

Board discussion focused on the success statistics and the effectiveness of the educational plans to identify whether students in fact achieved their goals. President Mandelkern was interested in knowing how the District numbers compare to the state and how we can be assured that what is stated in the educational plan accurately reflects a student's current goal. He expressed interest in viewing percentages over raw numbers. Staff members acknowledged the difficulties in capturing student since the goals often change and may not be reflected in the educational plans. Efforts to address this during the registration process and via counselor and faculty contacts are constant. There was agreement that students also need to take proactive measures to enable the Colleges to more effectively serve them.

The Vice Presidents of Instruction (VPIs) provided a brief update on current trends viewed in the statistics. VPI of Skyline College Sarah Perkins said the number of AA/AS degrees was dropping as Associate Degree/Transfer (ADTs) were increasing; this enables students to guarantee transfer to a CSU in certain majors (which helps place focus on the educational goal to also complete GE requirements in addition to the core major courses). VPI of Canada College Gregory Anderson discussed the benefits of concurrent enrollment and other programs intended to prepare middle school and high school students for college. Each College has a myriad of programs to meet the needs of students and works with the College's administration and faculty to develop effective programs. VPI of College of San Mateo Sandra Comerford discussed how many certificates are set up to encourage students to continue and build upon their education and are presented as sets of classes. Stackable certificates enable students who are building their skills to follow a pathway or specialization to earn another certificate with a few more units.

Vice Chancellor Moore emphasized that while all the Colleges are engaged in student success, each one is focused on its specific student populations and is guided by its Student Equity Plan, which is critical to the strategic plan. The Student Equity Plans provide a detailed index and gap analysis of disproportionate impact of achievement within specific underrepresented and underserved student populations. Vice Chancellor Moore introduced Anniqua Rana, Dean of Athletics, Kinesiology, Dance, Library and Learning Resources at Cañada College, who provided detailed information on the College's Student Equity Plan and equity indicators as an example of how the Colleges are allocating their resources to move towards greater student equity. Vice Chancellor Moore stated that all of the Colleges' Student Equity Plans have the same goal, year 2020, and use the same indicators which will help facilitate sharing and implementing best practices.

President Mandelkern expressed appreciation for the presentations. He said he believes they captured the essence of implementing Goal 1. He said he would like to see dashboard updates once per semester. He would also like to schedule similar updates for Goals, 2, 3, and 4, followed by dashboard updates each semester. Vice President Mohr encouraged staff to look at data collection systems and other technology solutions to meet the District's needs. Vice Chancellor Moore said she anticipates bringing a Goal 2 update to the Board in April, calendaring the other goals, and reporting back on the technology systems analysis that is currently underway.

DISCUSSION OF DISTRICT ELECTIONS (16-3-4C)

President Mandelkern summarized the history of District elections and reviewed proceedings of three years ago when the Board researched and considered moving from at-large elections to District elections. In 2013, the Board concluded that it would continue with the at-large system. Given that the makeup of the Board has changed, President Mandelkern said he believes it is timely to revisit the topic. Trustee Holober described the work that was done via a subcommittee, reviewing possible district lines, ensuring that Board members would not have to run against each other, and trying to maintain the appropriate number of residents per district. He mentioned that there are also hybrid methods that could be used, such as not having all Board members represent a unique district.

President Mandelkern noted that it takes time to do research and to possibly implement change. Because of the filing period of August for a November election, the Board would need to approve boundaries in June in order to allow time for the California Community Colleges Board of Governors to act. Vice President Mohr agreed that the Board should address the topic and noted that the Board has been exemplary in representing the entire County. He suggested considering the service areas for Colleges as a different frame of reference. Trustee Schwarz recalled that an attorney assisted them with the process when it was contemplated earlier. She noted that district elections would make it less expensive for candidates to run for office. Chancellor Galatolo stated that staff can assist with engaging the State Chancellor's Office, calendaring the process, and assisting with implementation.

There was general agreement among Board members to revisit this issue during the next regular Board meeting, scheduled for March 16, and then decide whether this should be further pursued and, if so, to outline a method for moving forward.

APPRENTICESHIP OPPORTUNITIES – TIP AND JOBTRAIN (16-3-5C)

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, informed the Board that he has held discussions with the building and trades union representatives and an amendment to the Project Labor Agreement (PLA) now includes their intention to make their best effort to take a minimum of two TIP and two JobTrain graduates per project. Vice Chancellor Nuñez also noted that the language required to take TIP and JobTrain graduates will be placed in the Design-Build RFPs and will be reflected in the evaluation matrix with a points value. However, the trades do have their own pre-apprentice qualifications and testing prior to taking apprentices. Trustee Holober mentioned that this program does not go as far as his initial proposal which required a percentage of local hires based on census tracks.

In response to a question from President Mandelkern, Chancellor Galatolo clarified that JobTrain targets low income, at risk youth and the focus of job training is on the underserved. With regard to housing project at Skyline College, Chancellor Galatolo noted that the developer will work with the City of San Bruno directly regarding prevailing wages and a PLA.

BOARD GOALS FOR 2016 (16-3-6C)

President Mandelkern noted that in the past the Board has reviewed progress on Board goals; however, the District Strategic Plan and its implementation is now the driving force. Vice President Mohr said he believes the Board should have goals for itself, e.g. what it will study and what matters it will address. He provided a list of ideas, many of which will be captured in the study sessions proposed earlier in the day. He suggested that the Board consider gathering input from those attending meetings and interacting with them as part of the Board's self-evaluation process.

Chancellor Galatolo said he has a keynote presenter in mind for the opening day event. He suggested that a separate fall retreat or facilitated discussion could occur on the topics related to social justice, which could then be reported out during a Board meeting.

President Mandelkern raised the issue of broadcasting/videotaping meetings. The board will need to consider quality and cost, but most importantly understand the purposes of broadcasting. Chancellor Galatolo suggested that staff research the costs and survey other districts.

REVIEW OF BROWN ACT (16-3-7C)

President Mandelkern introduced Gregory Dannis of the Dannis Woliver Kelley law firm, who presented a refresher session on the Brown Act. Mr. Dannis discussed the purpose of the Brown Act, meeting requirements and limitations,

locations, and public rights. He also reminded the Board about agenda requirements and closed session regulations, touching upon personnel exceptions and labor negotiations.

ADJOURNMENT

The meeting was adjourned by consensus at 3:15pm.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 16, 2016 meeting.

Dave Mandelkern, President