

**Minutes of the Study Session of the Board of Trustees
San Mateo County Community College District
March 14, 2018, San Mateo, CA**

The meeting was called to order at 5:00 p.m.

Board Members Present: President Richard Holober, Trustee Thomas Mohr, Trustee Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Holober said that during closed session, the Board will (1) hold a conference with legal counsel regarding three cases of existing litigation and one case of potential litigation as listed on the printed agenda, and (2) hold a conference with real property negotiators as listed on the printed agenda.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:02 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:00 p.m.

Board Members Present: President Richard Holober, Trustee Thomas Mohr, Trustee Karen Schwarz, Student Trustee Alfredo Olguin Jr.

Others Present: Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

President Holober said there is a request to adjourn this meeting in memory of the victims of the recent shooting at the Pathway Home in Yountville. He said two of the deceased victims provided services at the Veterans Resource Center on the Skyline College campus in the past. The Board agreed unanimously to do so.

PLEDGE OF ALLEGIANCE

DISCUSSION OF THE ORDER OF THE AGENDA

None

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

None

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (18-3-1A)

President Holober said staff has requested a change to the report: under "Public Employee Retirement and Resignation" on page 3, the resignation date for the Dean of Science and Technology at Cañada College should be August 10, 2018. It was moved by Trustee Mohr and seconded by Trustee Schwarz to approve the corrected report. The motion carried, all members present voting Aye.

STUDY SESSION

REVIEW OF EXTENDED STUDY HOURS INITIATIVE (18-3-1C)

Chief of Staff Mitchell Bailey said that in fall 2016, a group of students brought a list of concerns to the Board, one of which was the need for extended study hours. The District conducted a survey of students at all of the Colleges to gauge the level of interest. There were one thousand responses and the results indicated that students did want to have this service available. The Colleges initiated an eight-week pilot project in spring 2017, during which designated locations at each campus were open Monday through Thursday until midnight and with extended hours on Fridays. At the July 12,

2017 Board meeting, a report was presented indicating that the pilot project saw on average 75 student participants Districtwide per week (duplicated headcount). The Board decided to move forward with an additional semester of extended study hours to gather more data on the usage and overall effectiveness of the program. The Colleges modified the hours of operation to Monday through Thursday until 10:00 p.m., with longer hours during the peak times of midterm and final exams. During the fall 2017 sixteen-week semester, there was a Districtwide average of 19 student participants per week (duplicated headcount). The significant decline in usage occurred despite additional marketing and outreach that was conducted on all campuses to inform students about the extended study hours for fall semester 2017.

Mr. Bailey discussed the costs associated with the extended study hours program. He said the staffing costs are \$30,000 per semester (a total of \$90,000 annually if summer session is included). Additional operating expenses total \$30,000. Skyline College incurred additional expenses for enhanced safety equipment.

President Claire acknowledged the students who brought the extended study hours concept forward. He said that whenever the Colleges implement a new initiative, they have the obligation to assess it. He said that in the case of the extended study hours program, he believes there are more effective ways that College of San Mateo can use funds. He said the Learning Center is open until 8:30 p.m. and the hours could possibly be extended to a 9:00 p.m. closing.

President Moore said the extended study hours program started strong at Cañada College and then dropped off. She said the Library is open Monday through Thursday until 9:00 p.m. and closes early on Fridays. She said not many students utilized the extended study hours after 9:00 p.m. She said there are requests for more tutoring services in the Library and STEM Center and funds could be better used for this purpose.

President Stanback Stroud said she believes it is good that students are constantly making the Colleges aware of their needs and she believes it is important to test ideas to meet those needs. She said that at Skyline College, only ten to twelve students accessed the extended study hours service. She said her recommendation is to not continue the extended study hours program but to see whether there are particular students whose needs can be accommodated through support services on a case-by-case basis.

Student Trustee Olguin thanked everyone in the District for working with students. He said he is working on different ideas to better help students, including placing mentors at the local feeder high schools, opening a parking lot for the homeless, and extending shower access on weekends.

Trustee Schwarz said she understands the Presidents' perspectives on the extended study hours program. She said she is hopeful that other creative ways to help students will be found.

Trustee Mohr said it is a good sign that the District responds to student concerns. He said there might be specific times during the semester, e.g. exam week, during which hours could be extended. He said it also might be helpful to have people from the academic areas present during those times to work with students.

President Hober said the extended study hours program began fairly strong but showed a striking decline, though the decline was less pronounced at College of San Mateo. He said there are groups of students who are active during their time at the Colleges and then move on; he said this might be one factor in the decline in the number of students taking advantage of the extended study hours. President Hober agreed that there are probably times during which the demand for extended hours would be greater and he hopes the program can be modified rather than being completely eliminated.

Student Trustee Olguin said that while other factors may be in place, he agrees that there was a particular group of students who were actively looking for solutions to address student needs at the time the pilot project was initiated.

UPDATE ON PUBLIC SAFETY (18-3-2C)

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said the presentation will include a review of current District safety operations and protocols, a review of student and employee support services, and an update on the Public Safety Study recommendations. He introduced the presenters: Bill Woods, Director of Public Safety; Kim Lopez, Vice President of Student Services at College of San Mateo; Angélica Garcia, Vice President of Student Services at Skyline College; and David Feune, Director of Human Resources.

Mr. Woods said Department of Public Safety duties include earthquake/fire/general emergency evacuations, emergency preparedness/training, and liaison with local law enforcement and fire departments. He said technology utilized by the

Department include the 911 System and the law enforcement radio system which allows direct communication with local law enforcement agencies.

Vice Chancellor Nuñez reported on the Districtwide door hardware replacement project. He said Phases 1 and 2 have been completed; all lever handled and knob style door hardware has been changed to level style with push buttons on the interior side. Phase 3, changing interior door hardware that has exit devices or “panic” bars by incorporating a “thumb” turn in place of a key cylinder, should be completed next week. Upon completion of this phase, 84 percent of the project will be complete. Phase 4, changing doors equipped Access Control and Alarm Monitoring Systems (ACAMS) and with electronic key pads to add a shut off/panic button inside the affected rooms, is more complicated. The project will go out to bid next week and staff intends to bring a recommendation to the Board in April. President Holober asked if there is a standard regarding where doors with ACAMS are placed. Vice Chancellor Nuñez said they are interior doors located in highly sensitive areas.

Mr. Woods said “The Big Five” emergency protocol, which has been adopted by all San Mateo County school districts and law enforcement agencies, trains people how to respond to various types of emergencies. He outlined District emergency preparedness, including the Comprehensive Preparedness Operations Plan which is published in a number of places. Trainings over the five years include Emergency Operations Center table top exercises and campus crisis workshops.

Mr. Woods said the District’s emergency preparedness and response partners are the County Office of Emergency Services, American Red Cross, San Mateo County Sheriff, San Bruno Police Department, San Mateo Police Department and PG&E.

Mr. Woods said the District uses several campus alert systems in order to reach as many people as possible. The systems are the Emergency Announcement System (EAS), Alert U, UHF radios, GWAMAIL (student email), Public Safety website/Facebook/Twitter, and San Mateo County email and text alerts. In response to a question from Student Trustee Olguin, Vice Chancellor Nuñez said people can sign up to be on the Alert U system at any time on the District website’s main page. He said IT staff is working to change to an opt-out system instead of the current opt-in system.

Mr. Woods said the campus preparedness and response programs include lockdown and earthquake drills each semester; table top exercises, campus crisis workshops and CPR training; and coordination with campus safety committees and CARES teams.

Vice President Lopez discussed mental health and counseling services. She said all three Colleges have CARES teams, which are behavioral intervention teams for those exhibiting behaviors which are of concern. Each team includes staff from the Office of the Vice President of Services, Public Safety, Health Center, Psychological Services, Counseling, and the Disability Resource Center. The teams meet on a weekly basis to review CARES reports that have come in through the Advocate system. Faculty, staff and students can submit a CARES report if they see a student about whom they are concerned. The reports go directly to the Vice President of Student Services Office where they are reviewed and distributed to appropriate team members. Because there are students who attend more than one of the Colleges, there is close collaboration among the Colleges.

Vice President Lopez said training is essential and members of the CARES teams will attend a three-day threat assessment training this summer.

Vice President Lopez said that Phillip King, Interim Vice President of Student Services at Cañada College, was a leader in applying for and being awarded a Districtwide mental health grant in the amount of \$350,000. The grant funds will be divided among the three Colleges. Funds will be used to identify a screening system to discover if there are students who need counseling services but have not been identified; develop MOUs with community agencies to provide more intensive, long-term counseling for students and to provide a pathway for continuation of services when students are no longer at the Colleges; and to conduct more outreach to high-risk populations through utilization of interns, adjunct counselors and peer support.

Mr. Woods said the CARES team concept is excellent. He said that in order to be a full Threat Assessment Team, a sworn police officer must be a member of the team. This officer has the ability to conduct background checks to help determine if the person is truly a danger by seeing if police have been to the person’s home, if the person has been arrested for violent behavior in the past, if guns are registered to the person or his/her family, etc. Vice Chancellor Nuñez

said the District's goal is to have full Threat Assessment Teams on each campus. President Holober asked if the police officer would participate in every report. Mr. Woods said the officer would be a member of team and would be a full participant in all cases. President Holober asked if there is anything the Board needs to do with regard to instituting Threat Assessment Teams. Mr. Woods said the District is looking at the possibility of having a training team come to the District to work on building the teams. He said they would not be much different from the CARES teams but would include the police officer and would probably have more training on threat assessment.

Mr. Feune said the District offers services to employees and to administrators/managers through the Claremont Behavioral Services Employee Assistance Program (EAP). Counseling services for employees include marital/relationship issues, parenting/family issues, work concerns, depression, financial and legal issues, and child and elder care. Services for administrators/managers include Human Resources consultation and critical incident stress debriefing. The EAP will send counselors to the sites following critical incidents.

Trustee Mohr said progress in the area of mental services is considerable. He said the grant reported by Vice President Lopez is a great step forward. He said people who may pose a threat are also in a great deal of pain and it is important to find ways to help them. He said the CARES teams are a great step forward and make people feel more secure.

Trustee Schwarz asked for more information on Threat Assessment Teams. Mr. Woods said the Colleges' CARES teams would serve as Level 1 teams which typically operate on a set schedule, e.g. meeting once a week, but could be called together in an emergency. If a situation cannot be satisfactorily handled by the Level 1 team, it can be handed off to a Level 2 team. The Level 2 team would not necessarily include District personnel but would include County mental health professionals among others. Level 2 teams exist at the high school level throughout the County. President Claire said the Colleges have all had Level 1-type teams for some time and they have more informal contacts with local police. Trustee Schwarz said the most terrible event is one in which alerts have been sent but no one reaches the person in time. She said having police involvement with the teams could help prevent this from happening.

Trustee Mohr asked if the Colleges are building a culture where students feel responsible for one another and will speak up when they see that someone needs help. Vice President Garcia said the CARES structure provides the opportunity for information sharing and students are speaking up. She said students have strong relationships with faculty and often speak to them regarding concerns about other students. She said faculty are informed about how to use the CARES mechanism to report these concerns.

President Holober said this topic is as important as, or more important than, any other. He said providing educational services is a pre-condition for the Colleges but safety underlies everything the District does. He commended everyone for all they do in the area of safety at a heightened level. He said today was an important day in America because of the student walkouts throughout the country. He said it is encouraging to see students taking the lead. President Holober said that in Florida and in other incidents, there were warning signs that were reported but did not get noticed like they should have been. He asked what message is being conveyed to District students in terms of their responsibility when they notice that an individual is troubled, e.g. is the message being conveyed that "if you see something, say something." Vice President Lopez said that when the CARES team was instituted at Cañada College, emails were sent to faculty, staff and students at the beginning of every semester and the same process was followed at College of San Mateo. She said ongoing education is needed because the populations at the Colleges change frequently.

Student Trustee Olguin said he was not aware of the CARES teams prior to learning about them at this meeting and efforts should be made to better inform students about the teams and mechanisms for reporting.

President Shaw said the campuses are moving toward community building in the classrooms. She said that looking at student success differently is resulting in a greater sense of community and a sense of connection between faculty and students. She said there is greater awareness on the part of faculty to sense when a student needs help.

President Claire said new faculty have lived through the events at Columbine High School and Virginia Tech University, leading to greater awareness. He said faculty are also more concerned about how former students can access resources in the community.

Trustee Mohr said he believes the most important matter in creating a caring community is the relationship between faculty and students, a community in which people feel responsible for one another. He said the effort that is going on at the Colleges is fundamental to creating a culture of safety.

Trustee Mohr asked if students feel the District is doing a good job with regard to safety. President Claire said College of San Mateo conducts extensive student surveys which show that students believe the campus is safe overall. He said more needs to be done to determine how students feel and College of San Mateo is launching a series of focus groups with students who represent various populations on the campus. Chancellor Galatolo said major themes have emerged at the briefings on the Public Safety Study, including disagreement with the Margolis Healy recommendation to have armed officers on campus and the need for additional training for everyone. Trustee Mohr suggested that student advisory groups be formed to help the District understand how students react and to look at the issue of safety through their frame of reference. Chancellor Galatolo said he believes this is an outstanding recommendation.

Vice Chancellor Nuñez noted that District staff briefed the Board on the Public Safety Study at their November 8, 2017 meeting and that staff is again providing a brief overview of the report and recommendations. Vice Chancellor Nuñez said that when the Public Safety Study process began, all students, faculty and staff had multiple opportunities to participate through multiple open forums across the campuses, stakeholder interviews, visioning workshops, District and student questionnaires, and an anonymous feedback survey. Mr. Woods said there has not been a tremendous amount of feedback but most of the feedback indicates agreement with the District staff recommendations for implementing the Margolis Healy recommendations. He said additional briefings and open forums are scheduled.

Vice Chancellor Nuñez said Margolis Healy issued 71 recommendations over the following areas:

- Clarify Role, Mission and Strategy
- Develop a written directive system
- Develop a strategy for engaging with the campus community
- Develop a comprehensive physical security program
- Enhance emergency management planning

Vice Chancellor Nuñez said the overarching recommendation from Margolis Healy was to transition the Department of Public Safety to a sworn and armed police department. He said District staff does not agree with the recommendation because:

- The District campuses are safe places to learn, work and visit.
- Local law enforcement does not support the District transitioning to its own police department.
- Establishing a new police department is very expensive.
- There has been a nationwide decline in trust and confidence of law enforcement in many underrepresented communities.
- There are opportunities to work with local law enforcement to get to a feasible solution to enhancing safety.
- Having a sworn and armed police department is not congruent with the approach the District wants to pursue.

Vice Chancellor Nuñez reminded the Board that the preliminary District staff recommendations for implementing the Margolis Healy recommendations are to:

1. Clarify the mission and role of the Department of Public Safety.
2. Reject the recommendation to create a sworn and armed police department.
3. Implement, as directed by the Board of Trustees, the remaining recommendations of the Margolis Healy study.
4. Explore alternatives to enhance local law enforcement services on or near the District's campuses.

Vice Chancellor Nuñez said all stakeholder briefings and public forums will be completed by April 13. The Public Safety Committee will then evaluate all feedback and formalize recommendations to Chancellor Galatolo by April 20. Stakeholder feedback and formal recommendations will be presented to the Board as an information report on April 25. The final recommendations will be brought to the Board for their consideration on May 16.

Trustee Mohr asked if progress has been made toward putting together a manual as recommended by Margolis Healy. Mr. Woods said the Public Safety Department does have a manual but it will be expanded and refined after the Board gives direction when they approve specific recommendations.

Trustee Mohr asked if the role and responsibilities of Public Safety officers has been made clear in terms of their interactions with students, building of relationships, etc. Mr. Woods said officers have been trained on this subject. He said they have been working on engaging with students and on being seen as part of the community. He said the change in Public Safety officers' uniforms is a step in the right direction. Trustee Schwarz agreed that the change in the uniform is positive and will enable officers to become more a part of the community.]

Trustee Schwarz said outreach to students is very important and she hopes the outreach goes beyond the Associated Students since not all students are involved in student government. Mr. Bailey said multiple communications will be sent to all faculty, staff and students as well as to the Associated Students. He said the anonymous survey on the website is also an option. He said he and Mr. Woods are happy to meet with anyone individually as well.

Trustee Mohr said it is essential that the leadership structure of the District make recommendations to the Board, but he also looks forward to hearing from those who have the most experience and insight, those who work with students every day. He said he wants to hear what they see as the issue and what they would suggest the Board do with regard to setting policy in these areas.

President Holober said the Board is attempting to be data driven in their decisions. He said he does not believe the discussion about sworn and armed officers on campus has been data driven. He said the Board has heard on several occasions that most community colleges, as well as the UCs and CSUs, have some version of armed police. He said he has asked multiple times for a report on what that experience at these institutions has been and he does not believe he has received an answer. President Holober said some students and other stakeholders have raised concerns regarding the effect the presence of armed officers has on a campus. He said he would like to hear a report on whether the atmosphere on the campuses of institutions such as the Contra Costa Community College District, the Foothill-DeAnza Community College District, UC Santa Cruz and UC Berkeley has been negatively affected. He said he would like to know if there is data that would demonstrate whether there is an impact – positive, negative or no impact – resulting from the presence of sworn officers. President Holober said this is an information void that leaves him uncertain about what conclusion to reach. He said that since there are only one or two districts in the Bay 10 that do not have a version of sworn officers, there should be a good body of knowledge.

President Holober said some the District's peers have resource officers or similar positions through local police departments that establish these positions on campus. He said he would like more information on this and how it has worked out from an effectiveness, atmosphere and cost standpoint. He said this might not be an either/or question and there might be some hybrid or middle path that produces positive results without problems such as who is being employed, costs and training. President Holober said he could make a better decision if he had this information.

Trustee Mohr said the major questions will be whether to have armed officers, whether to have a hybrid system, and how the District will be connected to local jurisdictions. He said he counts on receiving the insight and experience of faculty and staff leadership on these critical issues.

Student Trustee Olguin said staff has been dedicated and inclusive throughout the process. He suggested that the Interclub Councils at Cañada College and College of San Mateo and the Skyline College Organization and Club Council be included in the collaborative process.

Chancellor Galatolo said crime statistics have been included as part of the report. He said they show that the campuses are extremely safe. Trustee Schwarz said that in order to keep the crime statistics low, she believes a discussion should be held about how unforeseen events would be handled.

President Holober asked what the rate of participation is for the text messaging system. Mr. Woods said approximately 25,000 individuals are signed up to receive text messages and he would like to see this number grow. President Holober asked if enrolling in the text messaging system is offered at registration. President Claire replied that it is.

Trustee Mohr thanked the presenters for their report and for the progress that has been made. He said the campuses are safe but the question for the Board will be whether we are prepared to deal with the extraordinary.

President Holober thanked everyone involved for the extensive work they have done. He said it is key that the campuses are safe and that they are presented to stakeholders as being safe. He said he believes the CARES teams are vital as their work to identify and intervene before something happens is paramount. He said he applauds this work and wants to see it elevated.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Olguin said students at the three Colleges participated in the nationwide walkout earlier today in response to the shooting in Florida. He said there was a large turnout at each campus. He said the moment of silence was very impactful.

Trustee Schwarz said she is pleased that students participated in the walkout on such an important issue. She said she is proud to be part of a District in which students stand up for what they believe in. Trustee Schwarz said she attended a candidate forum for the County Superintendent of Schools. She said this is a unique situation in that two candidates from the County Office of Education are running against each other. Trustee Schwarz said she was happy to attend the groundbreaking ceremony for the Cañada College Science Building.

Trustee Mohr said he went to the walkout at College of San Mateo. He said he noticed that students are more in touch with the human suffering caused by gun violence than anyone else and are very articulate in describing the suffering. He said that as long as compassion and understanding guides them, he believes they can get something done. Trustee Mohr said he attended a lecture by Mark Cohen, Director of the Criminal Justice Institute at Georgetown University, on the suffering that has been generated by the criminal justice system in America. He said Professor Cohen is open to coming to talk to the Board about his work. Trustee Mohr suggested that the people who are working on equity issues at the Colleges be invited to speak to the Board as they continue to have conversations about race, class and privilege.

President Holober joined in his colleagues' comments about the student walkout. He said he hopes that the pressure exerted by students will result in the political will to address the proliferation of assault weapons and things connected to this issue. President Holober said he spoke to Dr. Jerome Hunter who was the facilitator for a Board retreat a few years ago. He said Dr. Hunter is available for the upcoming Board retreat and will be contacting all Board members to solicit feedback on what they would like to cover during the retreat. President Holober said he received a request from Dennis Fama, a Trustee with the Millbrae Elementary School District, for his endorsement and the Board's endorsement of a parcel tax measure that will be on the June ballot. He requested that this item be placed on the agenda for action at the March 28 Board meeting. President Holober said he also received a request from the Service Employees International Union State Council to have the Board consider endorsement of Senate Bill 1348 which deals with reporting requirements for community colleges and for-profit colleges that train allied health professionals. The bill would require these institutions to report annually on where students are being placed for clinical internships and to report data regarding student success relating to those internships. President Holober said the bill targets for-profit schools and will allow potential students to examine the data to see if they want to attend such institutions. He said he would like this item to be placed on the agenda for the meeting on March 28.

ADJOURNMENT

The meeting was adjourned by consensus at 8:10 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the March 28, 2018 meeting.

Maurice Goodman
Vice President-Clerk