

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
August 22, 2018, San Mateo, CA**

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

Board Members Present: President Richard Holober, Vice President Maurice Goodman, Trustee Dave Mandelkern, 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) consider employee discipline, dismissal, release.

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 6:30 p.m.

Board Members Present: President Richard Holober, Vice President Maurice Goodman, Trustee Dave Mandelkern, Trustee Thomas Mohr, Trustee Karen Schwarz

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 President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

PLEDGE OF ALLEGIENCE

REPORT OF ACTION TAKEN DURING CLOSED SESSION

President Holober said that during closed session, the Board voted unanimously to give direction to staff to enter into a settlement agreement consistent with the Board discussion held during closed session.

DISCUSSION OF THE ORDER OF THE AGENDA

President Holober said that staff, after discussing with AFSCME, requests that item 18-8-2C, Discussion with AFSCME Regarding Interests in Future Negotiations, be held until the September business meeting. In addition, he said the following changes to the order of the agenda are requested:

1. In order to accommodate the guests who are receiving awards, consider item 18-8-1B, Presentation of the Above and Beyond Awards to Cañada College Bookstore Grab and Go Meal Program Team, as the first item.
2. Because they are related issues, consider item 18-8-3C, Discussion about District Solutions to Mitigate Student Food Insecurity Issues, immediately following the presentation of the Above and Beyond awards.
3. In order to accommodate guest presenters, consider item 18-8-1C, Update on the Futuris Trust, immediately following item 18-8-3C.

There were no objections from the Board regarding these requests.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: PRESENTATION OF ABOVE AND BEYOND AWARDS TO CAÑADA COLLEGE BOOKSTORE GRAB AND GO MEAL PROGRAM TEAM (18-8-1B)

Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said the Grab and Go Meal Program was created by the individuals receiving the Above and Beyond awards. He said the program has impacted the lives of more than 3,000 students in the spring semester alone. He said a few years ago, Jennifer Hughes, who was the Interim President of Cañada College, asked him to meet with student government leaders regarding questions about food service. The meeting was also attended by Misha Kealoha, Student Life and Leadership Manager; Rick Mahon, owner of Pacific Dining; and Jai Kumar, Cañada College Bookstore Manager. The group had a productive discussion, after

which the Associated Students said they would like to make funds from their budget available to subsidize meals for evening students. Mr. McMahon said he was interested in being part of the program. Mr. Kumar, working with the Associated Students and the SparkPoint Center at Cañada College, created a brown bag program with a meal consisting of a sandwich, drink, fruit and cheese, to be offered to students at a reduced cost. The Grab and Go meals were available to any student who wanted them. The Associated Students then donated additional funds which allowed meals to be offered to evening students at a further reduced cost. With the EOPS program joining in to help subsidize the program, more than two-thirds of the meals were made available to students at no cost during the spring semester. Vice Chancellor Bauer said the Associated Students of College of San Mateo are going to partner with the bookstore and SparkPoint Center to offer a grab and go meal program beginning in the fall.

Vice Chancellor Bauer said Cañada College has been a leader in innovative programs that help students. Along with the Grab and Go Meal program initiated by the student government, he cited the textbook rental program and inclusive access, both led by Mr. Kumar who sees every challenge as an opportunity to do something good. He said the Board created the Above and Beyond award several years ago to honor those who go above and beyond their normal course of work. He said the five individuals receiving the award at this meeting have certainly done so.

President Holober presented Above and Beyond awards to the following Cañada College employees:

Jai Kumar, Cañada College Bookstore Manager

Laura Brugioni, who was a bookstore accountant at the time the program was developed

Adolfo Leiva, Director of the SparkPoint Center

Julie Lamson, SparkPoint Coordinator

Misha Kealoha, Student Life and Leadership Manager

Each Board member congratulated the awardees and thanked them for their dedicated work.

DISCUSSION ABOUT DISTRICT SOLUTIONS TO MITIGATE STUDENT FOOD INSECURITY ISSUES (18-8-3C)

Chief of Staff Mitchell Bailey said it was inspiring to hear about the Grab and Go Meal program at Cañada College. He said it highlights one of the larger issues that the Board has been discussing for some time. He said the District has had anecdotal data which indicated that many students struggle with food insecurity for themselves and their families. He said that Dr. Frank Harris of San Diego State University spoke at the District's opening day event and provided national, state and some local data on food insecurity.

Mr. Bailey said the Colleges' Promise Programs have gone beyond the typical issues of tuition and fees. He said they also address life costs that are barriers for many students, including housing, transportation and food insecurity. Mr. Bailey said society operates on the myth that students who participate in free lunch programs in the K-12 system miraculously have their problems solved when they leave high school. He said the truth is quite the opposite, as the problems are often exacerbated and compounded because the resources and support services they had are no longer available. He said students cannot be successful if their main thought of the day is about how they are going to be able to eat.

Mr. Bailey said that when Dr. Harris and Dr. J. Luke Wood spoke at Cañada College's Awareness Summit last spring, they presented data from a survey which found that 56 percent of students nationwide live on less than \$20,000 per year. He said the District used the same survey instrument last spring to conduct a survey of District students on food, housing and transportation insecurity.

Aaron McVean, Vice Chancellor of Educational Services and Planning, said the electronic student survey had a response rate of approximately ten percent. The results were weighted so they could be used to generalize the extent of food insecurity. Key findings included:

- Fifty-five percent of respondents indicated that the food they purchase "just didn't last and I didn't have money to get more."
- Forty-one percent of students report that they "worried whether my food would run out before I got money to buy more."

Vice Chancellor McVean said food insecurity intersects with other issues faced by students, including financial insecurity. He said additional challenges faced by students over the last twelve months include:

- Twenty-two percent borrowed money from friends or family to help pay bills
- Eight percent could not pay or underpaid the rent or mortgage

- Eleven percent could not pay the full amount of a gas, oil or electricity bill
- Six percent had an account default or go into collections

Vice Chancellor McVean said a great deal of cognitive stress is placed on students who worry about these issues. He said programs such as the Grab and Go Meal program at Cañada College and the SparkPoint Centers can help remove these worries so that students can focus on academics.

Vice Chancellor McVean said the data gathered from the survey is being used to seek additional resources. He said the data has already been incorporated into grant applications. Mr. Bailey said the data from the survey provides a baseline. He said the District will use the Wisconsin HOPE Lab model to continue to acquire fresh data and keep the issue on the forefront moving forward.

Mr. Bailey discussed district and college programs that address food insecurity, including investment in the Promise Programs and the Grab and Go Meal program model. He said several individuals have had conversations with policymakers on the issue of food insecurity. For example, he and President Moore had a discussion with State Senator Jerry Hill's staff; Trustee Goodman had a discussion with State Senator Scott Weiner and his team; and he and Chancellor Galatolo discussed the issue with Congresswoman Jackie Speier and her team. Mr. Bailey said the District is also continuing to strengthen partnerships with local agencies, including Samaritan House, the Second Harvest Food Bank and the SparkPoint Centers at the colleges. He said the District is working with Vice Chancellor Bauer and his team, along with Pacific Dining and the SparkPoint Centers, to identify ways to offer hot, nutritious meals in the colleges' dining facilities at an acceptable price point and free for those who need it. He said it is crucial that students be able to access all services with no stigma attached.

Marta Bookbinder, a member of the public, asked if the ten percent of students who responded to the survey are those who are in critical need. Vice Chancellor McVean said the respondents are not necessarily only those in need. He said respondents were matched against other characteristics that are known about the entire student population to get a sense that the responses are representative of the overall student body.

Trustee Goodman said issues of basic needs are not unique to the colleges but extend throughout San Mateo County in school districts and outside of schools, and include issues of food insecurity and housing. He suggested that the District continue to create inroads to make sure that the discussion goes beyond the board room and beyond the colleges. He said as leaders in the community, Board members should have conversations with other local leaders, such as Trustee Mandelkern's conversations around the Big Push. Trustee Goodman said the District should also look internally to make sure the systems that are in place are being utilized to the fullest extent. For example, because of the relationship with local high schools through the Middle Colleges, Middle College students who are eligible can participate in the free lunch program. The funds that are recouped can be used to expand meal programs at the colleges. Trustee Goodman said the District should work with local governments to make sure it is taking advantage of all resources that might be available, such as SNAP dollars.

Trustee Mandelkern said the Board's discussion of food insecurity began two years ago, with the acknowledgment that students did not stop being hungry just because they graduated from high school. He said a significant number of students coming to the colleges suffer from food insecurity. He said he appreciates the fact that Chancellor Galatolo and Mr. Bailey have had conversations with Congresswoman Speier and said he has had conversations with her staff as well. He said the hope of having a government SNAP pilot program for colleges is not likely to come to fruition in the foreseeable future. He said he believes the District has resources that could be used to provide subsidies on a pilot project basis to provide a SNAP-equivalent hot meal in addition to the Grab and Go bag lunches. He said Pacific Dining might be one part of the solution, as well as other outside vendors who could provide packaged meals that could be warmed up onsite and provided at a substantial discount. Trustee Mandelkern said this pilot program could be used to gauge demand and provide data to present to leaders in Washington, D.C. Vice Chancellor Bauer said he and Mr. Kumar are working with Mr. McMahan on a hot meal program for students suffering from food insecurity. He said there is capacity at each college for such a program and Mr. McMahan is excited to participate. He said they are currently working on the fine points of the program and it should be operational soon.

Luka Radosavljevic, Student Senator at Cañada College, expressed his appreciation for the Grab and Go Meal program. As a night shift employee at the Pony Espresso, he said he saw how quickly word spread and how quickly the program got on track. He said it is wonderful to see the impact the program has on evening students who often have to balance working all day and coming to classes at night. Senator Radosavljevic said he uses the program himself and having

access to good and inexpensive food is of great help. He said it is good to see the collaboration among the groups that share a passion to help students. He said the program helps students more than he can express. Johnny Yang, President of the Associated Students at Cañada College, also expressed appreciation for the Grab and Go Meal program. He said the last student government board initiated the program and the current board intends to continue it.

Trustee Schwarz said it is powerful to hear first-hand from students who have a need and have taken advantage of the Grab and Go Meal program. She said she is very impressed with how individuals saw a need and made a solution a reality. She said many people in the community do not understand that there are people in San Mateo County who suffer from hunger because housing and transportation needs receive most of the attention. She noted that people have benefitted from the SparkPoint Center at Skyline College for a long time and she is pleased that Cañada College and College of San Mateo now have Centers as well. Trustee Schwarz said she believes the efforts to make sure no student goes hungry will increase and will be enhanced with grants and other resources. Mr. Bailey said staff intends to bring a proposal to the Board for funding a pilot program. Trustee Goodman asked if the pilot program will address learning communities or groups within the colleges that currently have student vouchers that are passed through their budgets. He said that having the pilot program budget cover the cost of the vouchers would allow enhancement of the programs. Mr. Bailey said this will be addressed during development of the pilot program proposal. Regarding collaboration, Mr. Bailey said the District has no desire to work on the issue alone, but wants to leverage every possible community resource, including local governments, non-profit agencies and funders.

Trustee Mohr suggested that the Board receive feedback from students over a period of time about whether there are places to go to get food and whether they are making a difference. Mr. Bailey said feedback from students will be solicited, along with feedback from faculty and staff who know a great deal about the students they see every day.

President Claire said faculty and staff at College of San Mateo personally provide food for students every day and he supports formalizing a program. President Stanback Stroud said Skyline College is in the process of developing a process whereby food will be available wherever students go throughout the campus. Chad Thompson, Director of the SparkPoint Center and Career Services at Skyline College, said the college will be launching “SparkPoint Snacks.” There will be ten to twenty baskets of snacks on desks in the deans’ and division assistants’ offices and other hubs where students congregate. Information on other SparkPoint services will be attached to the baskets.

Trustee Mandelkern asked if the student survey explored housing insecurity and homelessness as well as food insecurity. Vice Chancellor McVean said it did and he will send details to the Board.

UPDATE ON THE FUTURIS TRUST (18-8-1C)

Executive Vice Chancellor Blackwood said the District started a trust to fund its Other Post-Employment Benefits (OPEB) a number of years ago. She said that this year for the first time – and probably for just a moment in time – the District’s retiree health liabilities will be fully funded. She said there is a new actuarial study every two years and things will naturally change, but this is very good news.

Roslyn Washington, Senior Account Manager with Keenan Financial Services, which is the program administrator of the Trust, said the District has been in the Futuris program since 2009. She said the Retirement Board of Authority (RBOA) was created through a Board of Trustees resolution and has oversight of the entire trust. She listed the members of the RBOA and explained that the members are selected by title through a resolution. She provided an overview of the Governmental Accounting Standards Board (GASB) Statements, noting changes that deal with the frequency of actuarial valuations, measuring the OPEB liability, calculating expenses, and notes disclosures and required supplementary information.

Ms. Washington outlined the program structure. She said Keenan Financial Services, as the program coordinator, manages contract changes, board agendas and minutes, and any other items administratively related to the program. Keenan Financial Services is contracted through the District Board of Trustees, which is the plan sponsor. Benefit Trust Company, the discretionary trustee, is contracted directly through the District; however, Morgan Stanley is the registered investment advisor and is only contracted through Benefit Trust Company. Ms. Washington said this layering exists in order to minimize the fiduciary liability of the District and the RBOA.

Scott Rankin, Senior Vice President at Benefit Trust Company and the program’s discretionary trustee, said the Investment Policy Statement adopted by the RBOA is in compliance with Article XVI, Section 17 of the California Constitution. Development of the investment policy statement included an extensive process of assessing risk tolerance.

The statement is reviewed on an annual basis. Mr. Rankin said the RBOA provides a high level of oversight of the program, with the three providers playing different roles and thus providing checks and balances. He said there is no conflict of interest regarding investment decision making as Morgan Stanley recommends investment managers through a nonbiased evaluation process and is free from outside influences.

Cary Allison, Senior Vice President with Morgan Stanley and the program's registered investment advisor, said the inception date of the District's Futuris Trust was October 2, 2009. The asset mix is weighted toward fixed income, with 55.5% in fixed income and 45.5% in equities. As of June 30, 2017, the total OPEB liability was slightly under \$117 million. The total value of the Trust was slightly under \$115 million as of June 30, 2018. Since June, the Trust value has increased and the OPEB liability and Trust value have become almost even.

Mr. Allison said Morgan Stanley's portfolio recommendations go to the Benefit Trust Investment Committee and enter the portfolio only when approved by that committee. He discussed yearly returns for District's portfolios, noting that the per year average since the Trust's inception is 6.54%. He said the returns are considered to be between Moderate Growth and Moderate.

Mr. Allison said Futuris currently has more than \$1.1 billion in assets invested in OPEB trusts. It is the second largest OPEB program in California. There has been no attrition by any clients who started a trust with Keenan Financial Services, seven clients are fully funded, and the District will join that group this year.

Trustee Mohr asked how the District compares with other California community colleges regarding the level of security in terms of retirement benefits. Ms. Washington said the majority of community colleges do not even have trusts established. She said the District is at the top of the list, along with the other seven districts that are fully funded. Executive Vice Chancellor Blackwood credited the Board for agreeing to set aside money every year beginning in 1993, enabling the District to place money into the trust when it was established.

Trustee Mandelkern asked how the Futuris rate of return compares with that of CalPERS. Mr. Rankin said he will send this information to the Board.

President Holober said his understanding is that the District is still funding current costs for retiree benefits from the general fund budget. He asked when the return on investment from the Trust will be able to fund the ongoing costs. Executive Vice Chancellor Blackwood said the District charges itself 5% of salaries to put toward future benefit costs for current employees. This money is put into Fund 8, the Post-Retirement Reserve. A portion of the funds moved into Fund 8 will be used to cover approximately one-half of the premium cost for current benefits. The remaining \$2 million will be transferred to the Trust, making it fully funded.

President Holober asked if the District's liability will decrease or stabilize as the number of employees who began their employment after costs were capped in the 1990s grows. Executive Vice Chancellor Blackwood said retiree benefits were capped but employees who meet the qualifications are still entitled to some. She said the District's liability has decreased slightly and will decrease further over time.

MINUTES

It was moved by Trustee Mohr and seconded by Trustee Goodman to approve the minutes of the study session of July 11, 2018. Trustee Mandelkern requested the correction of a typographical error in the "Statements from Board Members" section of the minutes. With this correction, the motion carried, with Trustee Goodman abstaining and all other members voting Aye.

It was moved by Trustee Schwarz and seconded by Trustee Mandelkern to approve the minutes of the regular meeting of July 25, 2018. The motion carried, all members voting Aye.

STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES

President Moore said the Cañada College shuttle from East Palo Alto got off to a good start on August 15. Several shuttles were full and a backup shuttle was needed. Students have reported that the shuttle has cut their two-hour, one-way trip down to thirty-five minutes and they have expressed the hope that the shuttle will be permanent.

District Academic Senate President Shaw thanked Vice Chancellor McVean and Chief of Staff Bailey for the discussion on food insecurity. She said faculty witness the problem in their classrooms every day and many use personal resources to bring food to students.

President Shaw said the District Academic Senate will meet for the first time this semester on September 10. She said items the Senate will focus on this year include:

- Intentional examination of all aspects of teaching and learning to make sure that faculty are student ready, rather than focusing solely on whether students are college ready. This focus includes working with Facilities on the impact of the classroom environment on teaching and learning.
- Increasing the quality, breadth and depth of participatory governance and talking about what it really means to engage faculty collegially in initiatives and program development.
- In light of the impactful results of faculty participation in the Institute for Equity in Faculty Hiring at Community Colleges held earlier this year, take advantage of another opportunity through the State Chancellor's Office.

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 (18-8-1A)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to approve the items in board report 18-8-1A. The motion carried, all members voting Aye.

APPROVAL OF CONSENT AGENDA

President Holober said the consent agenda consists of board reports 18-8-1CA through 18-8-6CA as listed on the printed agenda. It was moved by Trustee Mohr and seconded by Trustee Mandelkern to approve the items on the consent agenda. The motion carried, all members voting Aye.

Trustee Mohr asked for more information about data dashboards, as referenced in item 18-8-4CA. Vice Chancellor McVean said that in conjunction with the introduction of SAP as the common analytics and reporting platform for all three colleges and the District Office, several different types of data dashboards were developed for use by the colleges in their decision-making. He said the term data dashboard is a generic term that can include things that are seen on Tableau and on the website, but also includes well over 200 types of reports that are interactive and are distributed across the campuses.

Other Recommendations

ADOPTION OF RESOLUTION NO. 18-23 REGARDING BOARD ABSENCE (18-8-101B)

It was moved by Schwarz and seconded by Trustee Mandelkern to adopt Resolution No. 18-23. The motion carried, with Trustee Goodman abstaining and all other members voting Aye.

COMMUNICATIONS

Trustee Mandelkern said Board members received a letter from a resident of Half Moon Bay expressing concerns regarding farming, ranching, the Humane Society and the United Farm Workers.

President Holober said he received an email from Shari Bookstaff, a faculty member at Skyline College, asking for an opportunity to address the Board on a non-profit organization that she founded. In the email, Professor Bookstaff described her experience of having a stroke following the removal of a brain tumor, which resulted in a nine-month hospital stay and grueling rehabilitation. She explained that her care was at times excellent and empathetic and at other times judgmental and insensitive. She founded "Lifetime of Impact" to help health professionals connect with their patients instantly and better exhibit compassionate and empathetic treatment. Professor Bookstaff reported that she has met with hundreds of professionals and students to help instill this knowledge and inspiration in them. She has asked to make a presentation to the Board to introduce them to the work she is doing. With no objections from the Board, President Holober said he will coordinate with staff to place this item on an agenda.

STATEMENTS FROM BOARD MEMBERS

Trustee Mandelkern said it was a pleasure to attend the opening day event. He said Dr. Frank Harris' data, combined with the data from District/College surveys, continues to highlight the number of issues that students face outside of the classroom, namely housing, transportation and food insecurity. He said these issues get in the way of student success and it is important to continue to address them.

Trustee Schwarz said she heard Dr. Harris speak at Cañada College and one of his recommendations was to have snacks available to students in various locations. She congratulated Skyline College for providing snack baskets around the campus. Trustee Schwarz said she attended the new faculty luncheon at College of San Mateo and was pleased to see that a number of adjunct faculty members have been hired as full-time faculty. Trustee Schwarz asked President Shaw to provide a list of Academic Senate meeting dates because she would like to attend at least one meeting. President Shaw said she will send the meeting schedule to the Board.

Vice President Goodman said the Board's joint meeting with the Jefferson Union High School District Board of Trustees was superb. He thanked President Stanback Stroud and her team for their excellent presentations and also thanked President Claire for providing his expertise and experience. Vice President Goodman thanked Vice Chancellor Bauer, Vice Chancellor McVean and Chief of Staff Bailey for their presentation at this meeting on food security, as well as the work being done at the colleges on this issue. He said the Board is growing in their understanding of the true needs of students and how to address their basic needs, including transportation, housing and food insecurity.

Trustee Mohr said the presentations at this meeting were outstanding. He said he is pleased to see the development of creative ways to deal with these important issues. Trustee Mohr said the shuttle from East Palo Alto to Cañada College is a giant leap forward in assisting students pursue their educational goals.

Trustee Mohr said he read an interesting study by the Public Policy Center on the impact of AB 705, which requires the use of multiple measures to place students in regular college classes rather than remedial classes. He said the results of the study, involving ten to twelve colleges that use multiple measures, demonstrated that the course rate of passage was constant, there was an increase in college level placement for all demographics, and there was a notable increase in throughput. Trustee Mohr said he knows that District faculty and staff have put a tremendous amount of time into multiple measures. He said this will have a great impact on success and transfer rates.

President Holober said he joins in the remarks regarding the excellent quality of the presentations at this meeting and the tremendous amount of work that is reflected in those reports.

President Holober said the U.S. Department of Education promulgated regulations that would roll back some of the protections students have against student loan debt, primarily aimed at predatory, for-profit colleges. He said student loan debt totals \$1.4 trillion in the United States and people in their 60's are still paying off their own loans, as well as their children's and grandchildren's student loans. He said this attempt to roll back student defense rules that allow for the discharge of certain debts against private, for-profit institutions is a horrific attack on students.

President Holober said Governor Brown signed legislation in late July declaring April 10th of each year as Dolores Huerta Day in California. He said he believes Ms. Huerta is the first living person for whom the state has declared a day of recognition. He said Ms. Huerta is a remarkable woman and he was fortunate to attend a reception in her honor.

ADJOURNMENT

The meeting was adjourned by consensus at 8:08 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the September 12, 2018 meeting.

Maurice Goodman
Vice President-Clerk