

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
October 10, 2019, San Mateo, CA**

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

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

President Goodman said that during closed session, the Board will (1) hold a conference with legal counsel regarding two cases of anticipated litigation as listed on the printed agenda, (2) consider employee discipline, dismissal, release, and (3) hold a conference with the agency labor negotiator 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 6:20 p.m.

Board Members Present: President Maurice Goodman, Vice President Karen Schwarz, Trustee Richard Holober, Trustee Dave Mandelkern, Trustee Thomas A. Nuris, Student Trustee Jordan Chavez

Others Present: Interim Chancellor Michael Claire, Skyline College Interim President Jannett Jackson, College of San Mateo Acting President Kim Lopez, Cañada College President Jamillah Moore, Cañada College Academic Senate President Diana Tedone-Goldstone

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

President Goodman said the Board took no reportable action during the closed session. He said the Board will return to closed session at the conclusion of the open session to continue consideration of the items listed above.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2019 SPECIAL CLOSED SESSION MEETING (19-10-1)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the minutes as presented. The motion carried, all members voting Aye.

**APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2019 REGULAR MEETING (19-10-2)**

It was moved by Trustee Nuris and seconded by Trustee Holober to approve the minutes as presented. Trustee Holober said Dr. Michael Reiner requested modification of the statement he made during "Statements from the Public on Non-Agenda Items" as follows: (1) that he be identified as a member of the public rather than as a former employee, and (2) that the word "let" in the last sentence of his statement be changed to "not." With these corrections, the motion carried, all members voting Aye.

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

Maxine Turner, a member of the public, asked for a follow-up discussion on televising Board meetings or making the meetings more transparent. She said this was discussed at the June 12 meeting. Ms. Turner said she has never been able to find out how many individual students actually attend the District colleges and she would like to have this information. Aaron McVean, Vice Chancellor of Educational Services and Planning, said just under 31,000 unduplicated students were enrolled for the entire 2018-19 academic year. In this fall semester, just over 20,000 unduplicated students were enrolled across the three colleges.

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (19-10-1A)**

It was moved by Vice President Schwarz and seconded by Trustee Nuris to approve the items in the report. Trustee Holober said that when the Board is asked to consider a change in classification, he would appreciate receiving the existing salary range for the position as well as the proposed new salary range. Trustee Holober said he would like the Board to review how the District goes about dealing with reclassifications, particularly for employees who are not in a bargaining unit, e.g. supervisory, administrative and executive positions. He said he would like the Board to review the process systematically, including the intake for requests, the analysis, and informing the Board prior to seeing the item on a Board agenda. Until that review is completed, Trustee Holober said he would ask for a moratorium on the positions of “Director of Public Safety” and “Director of the Bay Area Entrepreneur Center,” which are included in the personnel report for this meeting.

Vice President Schwarz said she agrees with the suggestion that the Board review the process for future reclassifications. However, she said she does not agree with placing a moratorium on the recommendations that have gone through the current process and are already in place on the agenda.

Trustee Nuris said he also agrees with the need to review the process. He said his impression from reading the recommendations is that employees are doing work that is beyond their job descriptions and they are not being compensated at the level of the work they are currently doing. He asked if all recommendations for reclassifications, including the ones being recommended at this meeting, come to the Board only after going through the review process. Mr. Feune said this is the case. Interim Chancellor Claire said recommendations appear on the board report only if the Chancellor approves.

David Feune, Director of Human Resources, said the reclassification process may be initiated by an employee or by a manager. He said paperwork is submitted to and reviewed by Human Resources, including additional duties being performed by the employee. He said that if there is already a grade level established, the duties will be compared with others in the same grouping to see if it makes sense for the position to be placed at that level. Mr. Feune said most positions are compared with other Districtwide positions. For a more unique position, comparisons may be made from outside the District. There also may be times when a desk audit is considered necessary.

Interim Chancellor Claire said staff do their best to place new positions at the right level. However, he said there are times when the nature of the job or the mission of a particular entity change, making it necessary to revisit the position. He said staff takes the process seriously and does not automatically grant requests for anyone.

Trustee Mandelkern said the process has been somewhat opaque to the Board historically. He said that while the Board wants to be respectful of the way employees are treated, salary adjustments can be made retroactive; therefore, he does not see any harm in delaying the recommendations if there are specific questions on the process that a Board member would like to have addressed in order to make an informed decision.

Trustee Holober asked if the two positions referenced earlier were benchmarked against Bay 10 or other external educational institutions. Mr. Feune said they were reviewed internally and not against external institutions.

President Goodman asked if the process takes into account fairness and equity, making sure that if an employee is reclassified, others who are working out of classification in the same position are provided information on the reclassification and the process that can followed. Mr. Feune said that for Districtwide positions with multiple employees at the colleges, Human Resources will notify the colleges. Similarly, if staff sees a position at a college that is similar to one being reclassified, they will let the colleges know. He said colleges also have internal processes. President Goodman asked who at the colleges receives the information. Mr. Feune said it is sent to the vice president over the specific area.

Trustee Mandelkern asked if all employees who are reclassified are treated fairly and equitably in terms of the number of months for which they receive retroactive pay, or if employees in bargaining units receive retroactive pay for a different number of months than employees in supervisory or administrative positions. Mr. Feune said the CSEA contract includes a process for reclassifications, including up to six months of retroactive pay. He said that for positions outside the bargaining units, there may be no retroactive pay or a manager may ask that retroactive pay be granted if he/she feels the employee has been working outside of the classification for a certain number of months. Trustee Mandelkern asked if Human Resources attempts to be fair and equitable by trying to follow the same guidelines set in the bargaining unit contract. Mr. Feune said that for non-bargaining unit employees, he has seen many reclassifications with no retroactive pay and recalls one position that was granted retroactive pay of ten months or one year. Mr. Feune said staff would be happy to look into a standard process for determining retroactive pay if the Board wishes.

Dr. Jannett Jackson, Interim President of Skyline College, said the Director of the Bay Area Entrepreneur Center reclassification has been on the burner for some time but had not moved forward. She said the position started as a project director because the center was a pilot project to see if it could sustain itself. She said the position was never meant to be a project director and has evolved into a full-fledged director like all other directors. She said the employee has been working offsite and has responsibility for all operations and for the budget, is not under direct supervision of anyone on campus, and was recently elected to be the chair of the San Bruno Chamber of Commerce. She said this reclassification request was not initiated by the individual. Dr. Jackson urged the Board to not hold the reclassification recommendation. She said she would not put her name to something without doing due diligence to make sure the scope of the responsibilities compared to others at the same or comparable level.

Interim Chancellor Claire said he is committed to reviewing processes and procedures. He suggested that it might be helpful to review past reclassifications and retroactive pay for administrative positions versus positions in the bargaining units.

Trustee Nuris said that while he agrees with the need to develop a process, he has heard that a process has been in place and has been used for other reclassification recommendations that have come before the Board. Therefore, he said he believes it would be equitable and fair to approve the recommended reclassifications because they have gone through the same process as others.

After this discussion, the motion carried, with Trustee Holober abstaining and all other members voting Aye.

### **Other Recommendations**

#### **ADOPTION OF RESOLUTION NO. 19-16 IN SUPPORT OF MEASURE I, THE CABRILLO UNIFIED SCHOOL DISTRICT PARCEL TAX RENEWAL MEASURE (19-10-100B)**

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to adopt Resolution No. 19-6. The motion carried, all members voting Aye.

#### **SELECTION OF SEARCH FIRM FOR CHANCELLOR SEARCH (19-10-101B)**

It was moved by Trustee Nuris and seconded by Trustee Mandelkern to engage the services of Community College Search Services. President Goodman said he would like to ensure that the Board consider the questions raised by a community member and the representatives of the other firms. After this discussion, the motion to engage the services of Community College Search Services carried, all members voting Aye. President Goodman

said the Board needs to appoint a subcommittee for the search. The Board unanimously appointed President Goodman and Trustee Holober to be the subcommittee members.

## **STUDY SESSION**

### **THE DISTRICT STRATEGIC PLAN – STUDENTS FIRST: SUCCESS, EQUITY AND SOCIAL JUSTICE ANNUAL UPDATE AND REVIEW (19-10-1C)**

Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning, said the presentation will provide an update on progress made toward achieving the strategic goals of the District and will highlight some of the programs and investments that are making an impact across the District. He said the presentation will include (1) a review of metrics, (2) a report on Districtwide replication of the Promise Scholars Program, (3) discussion by college representatives on the implementation of Guided Pathways, and (4) an update on the implementation of the Constituent Relationship Management (CRM) system.

Dr. McVean said the total number of individual students enrolled across the District for the fall semester is 20,066. Of that number, 36 percent are full-time students. The number of first-time students enrolled for the fall semester is 3,222. Of those first-time students, 69 percent are full-time students. Dr. McVean said the focus in the strategic plan has been on how to encourage more full-time enrollment because it is known that this results in greater on-time completion. The District has been growing the number of first-time, full-time enrollments over the last five cohorts, with a total of 2,255 in fall 2018. This exceeds the 2019-20 target and the targets will be reset for the next five years of the strategic plan. There has been a slight decline in international student enrollment but a continued increase in domestic student enrollment.

Dr. McVean said it is expected that enrollment in transfer level math and English will go far beyond the targets that have been set or reached, getting close to 100 percent, especially for first-time, full-time students. He said AB 705 essentially removed the usefulness of the metrics on enrollment in basic skills math and English and there will be a recommendation to change these metrics in the updated strategic plan. However, whether students successfully complete transfer level math and English in their first year will be a very important metric. Dr. McVean said the District still offers some basic skills courses very selectively for specific student populations, e.g. those working toward certificates or degrees that do not require transfer level math and English.

Trustee Mandelkern asked how the District is communicating to students the virtual elimination of basic skills courses and the availability of support services for them to ensure their success in transfer level courses. Dr. McVean said multiple channels are used for communication, including outreach to all feeder high schools, information in the catalogs and on the websites, and additional support through the assessment centers. The information is also built into the orientation and counseling experiences. Trustee Nuris said he is aware of at least one high school at which parents are provided information on preparing for college, including through presentations by college staff on the high school campus.

Trustee Mandelkern asked how information about the change regarding basic skills is communicated to existing students, particularly those in DSPS/EOPS. Dr. McVean said staff who work directly with students in all areas are aware of the change. He said counselors are working with students to update their educational plans if basic skills courses were part of those plans.

Dr. McVean discussed metrics that focus on key outcomes of full-time, first-time student cohorts. The first metric is the percentages of students completing a degree within 150 percent of normal time (three years). The latest available completion rate is 18 percent, which is below the 2019-20 target rate. However, the Promise Scholars Program and Guided Pathways are designed to increase completion rates. In response to a question asked by Trustee Holober at a previous meeting, Dr. McVean said there is a differential between the completion rates of international and domestic students, with international students at approximately 23 percent and domestic students at approximately 17 percent. Trustee Holober asked how many students complete a certificate within 150 percent of normal time and how much this number would add to the 18 percent of students competing a degree within that period of time. Dr. McVean said that on-time completion for a certificate would vary because the number of units required can range from 18 to 36.

Dr. McVean said the number of associate degree completers continued to increase for 2018-19 and exceeded the 2019-20 target. The most recent data on CSU and UC transfers show a continued increase. The high school take rate data for 2017-18 has not yet been released. Trustee Mandelkern said he has heard the comment that a high school student who takes only one class during the summer, for instance, should not be counted as an enrolled student. Trustee Mandelkern also said he believes the District is undercounting its success by counting only CSU and UC transfers and not including transfers to private and out-of-state institutions. Dr. McVean said the transfer data is available and this issue can be discussed during a metrics setting meeting.

Trustee Holober asked to be provided transfer data disaggregated by resident and non-resident students. Dr. McVean said transfer data is reported to the District by the UCs and CSUs and this disaggregation is not included in their reports. He said it might be possible to get the data from the National Student Clearinghouse. Trustee Holober said that strengthening reporting by students through the student information cards might be helpful.

A member of the public said that some required courses are not offered every semester and some are canceled, making it difficult to fulfill the requirements for transfer. She added that counselors sometimes give inaccurate information about which courses students need to take in order to fulfill the requirements. Dr. McVean said the Guided Pathways program lays out the courses that a student should take and the sequence in which they should be taken.

Trustee Mandelkern said he believes it would be useful to have a discussion about how the targets are set and whether they have been too conservative. He said he would also like to look at which programs seem to be positively affecting the achievement of the targets in order to understand where the District is spending money that results in positive impacts on outcomes versus spending that does not appear to move the needle. Dr. McVean said this was the first set of strategic plan metrics and agreed that the targets might have been too conservative. He said this will be part of the discussion during the review of the strategic plan.

Dr. McVean said one of the strategic efforts of the District has been to make inroads into the Spanish language media to promote the Promise Scholars Program as part of the recruitment strategy.

Lauren Ford, Program Director for the Promise Scholars Program Replication, said that in 2016, Skyline College embarked on an exploration regarding replication of the CUNY Accelerated Study in Associate Program (ASAP) model which has proven to be effective in increasing three year graduation rates for students earning associate degrees. The Promise Scholars Program at Skyline College started with 140 students receiving a one year scholarship to remove financial barriers. It expanded in the subsequent year to 250 students and included dedicated counseling as well as the fee waiver for tuition. In the fall of 2018, Skyline College launched the full replication of the program and it also expanded to Cañada College and College of San Mateo, serving a total of approximately 1,300 students. For the current fall semester, approximately 2,000 students are enrolled in the Promise Scholars Program Districtwide and are offered up to three years of support within the program. Ms. Ford said students in the Promise Scholars Program have shown early successes, both in 2018 cohort persistence Districtwide and in dramatic increases in graduation rates at Skyline College since 2016.

Ms. Ford said there were revisions to the selection criteria for Promise Scholar students in fall 2019. For the April and June acceptance windows, there was a focus on prioritizing first generation, low income, homeless and foster youth. In the late July acceptance window, the focus was on the entire pool of applicants.

Ms. Ford said the District received a \$3 million Higher Education Innovation Award from the State Chancellor's Office to help fund the expansion of the Promise Scholars Program. Through the grant, the District is also able to provide technical assistance to Cuesta College, Lake Tahoe Community College and Pasadena City College to explore the replication of the CUNY ASAP model. Skyline College received technical assistance from the CUNY ASAP team throughout the pilot years. Through an assessment process developed by the CUNY ASAP team, the District was recognized as a full replication site last fall.

Trustee Mandelkern asked how much of the \$3,200 cost per Promise Scholars student is addressed by BOG waivers or AB 19 (California College Promise) monies. Dr. McVean said the stated cost does not include BOG waiver fees since they are not collected by the District but are simply waived. He said the District is currently utilizing AB 19 monies to pay for any fees that are not covered by the BOG fee waivers. Textbook support and monthly incentives come from a combination of Auxiliary Services funds, Foundation funds and some housing funds. Dr. McVean said \$1,600 of the \$3,200 is spent on direct aid to students (not including BOG waivers) and \$1,600 is the per student cost to support the program infrastructure.

Ms. Ford said issues of program sustainability include funding for direct aid to students because there are more student applications than program capacity and adaptation of staffing roles and responsibilities. Interim President Jackson added that many of the things the District has done to support student success fall outside the scope of the 50 Percent Law.

Dr. Carla Grandy, Director of Guided Pathways and Comprehensive Redesign at Skyline College, said the college made a promise to get students in, through and graduated on time. She discussed the role of meta majors and Guided Pathways, noting that the goals of meta majors are to help students choose a major sooner, to help build community and to cut down on excess units. The meta majors organize all degrees and certificates offered at the college into four categories. There is a guided pathway for each degree and certificate offered, identifying the courses to take and in what order, as well as career and academic milestones. The college is working on creating student success teams to support students within their meta major; the teams consist of a dedicated counselor, a career counselor followed by a job placement specialist, an instructional faculty member, academic support and peer mentors. Student Trustee Chavez asked if the peer mentors are paid positions; Dr. Grandy said they are.

Maureen Wiley, a faculty member in the English Department at Cañada College, discussed the college's progress in the implementation of Guided Pathways and college redesign. She said the college has drafted four interest areas for students to choose from. Input on the interest areas was solicited from faculty, staff and students.

Marisol Quevedo, Program Supervisor of the Promise Scholars Program at Cañada College, discussed the redesign of the academic and student support services. She said students in cohorts such as the Promise Scholars Program, College for Working Adults and STEM Explorers have shown much success and the college is interested in scaling up successful programs. Colts-Con is a summer bridge program and is a collaboration of the STEM Program, Promise Scholars and other academic support programs on campus. Ms. Quevedo said the college is exploring a First Year Experience that would ensure that students receive full wraparound services.

Allie Fasth, Interim Director of Guided Pathways at College of San Mateo, said that in the last one and one-half years, the college formed a steering committee to examine data and to understand the Four Pillars of Guided Pathways: clarify, access, persist and achieve. She said the college is now working with faculty to map programs of study, both for degrees and certificates, to ensure that suggested pathways will help students complete their studies along their own personal timeline and that there is also space for exploration. She said this is the first step toward clusters (similar to meta majors/areas of interest). This is in the inquiry phase and groups across the campus, including students, faculty, staff and administration, are engaged in the process. Ms. Fasth said the college is also working with the Strategic Enrollment Management group on campus to understand the scheduling component to coursework.

Dr. Karrie Mitchell, Vice President of Planning, Research and Institutional Effectiveness, discussed the CRM implementation. She said CRM is a system of engagement. She played a video highlighting CRM capabilities: chatbots and artificial intelligence (Einstein Analytics); dashboards; communication through variety of methods; alerts and success plans; success team members; and alumni/workforce connections.

Dr. Mitchell said the CRM implementation will consist of approximately ten phases. Each phase begins with functional unit leaders from the three colleges discussing how they currently do things, barriers for students in the current process, and how CRM can be used to make it better. She said Phase 1, which is ready to launch within the next two weeks, deals with recruitment and marketing. It was discovered that there are two ways students first inquire about the colleges: Request for Information (RFI) forms and requests for tours. Using the RFI form,

students click on an area of interest and submit the form. It goes into the CRM and to the Marketing Cloud. The marketing teams have created visuals to send to students depending on the areas of interest they have chosen. The teams continue to check the system and if the student has not applied, subsequent emails are sent with more information about the college. Eventually, a student ambassador who is part of the marketing team follows up with a phone call to the student, using a script.

Dr. Mitchell discussed reports and dashboards that can be created. For instance, with admissions reports, staff will be able to see how many inquires came in, how many students started an application and how many were admitted. Within CRM and the Marketing Cloud, staff can also look at different forms of A/B testing. The colleges will start testing with emails and will add increased functionality with text messaging.

Dr. Mitchell said Phase 2, Matriculation and Enrollment, is in the development stage and is scheduled to roll out in February. Matriculation retreats have been held at each of the colleges, at which leaders came together and developed process maps for financial aid, residency and orientation. Phase 3, Counseling and Retention, will see the Promise Program and Guided Pathways come together. The system will send automatic assignment rules to each Promise student's success team. It includes appointment scheduling, success plans and alerts. For example, if a Guided Pathways student deviates from his/her plan, the student's success team receives an alert. All of this work is currently being done manually. Phase 4 deals with grants, categorical and additional services. Part of the CRM vision is to incorporate food and housing insecurity into the CRM and the intent is to have it connected to the dining centers and bookstores. Phase 5 will deal with workforce development. Systems integration will be a multiphase process.

Dr. Mitchell commended the ITS team, who have done much behind-the-scenes work.

Trustee Nuris asked if there is a plan to deal with people who do not want to see change and do not get on board with the CRM. Dr. Mitchell said staff is very conscious of change management. She said staff has been providing monthly updates to talk about the benefits and answer questions. She said the majority of people have been very excited to engage and learn more about it. Interim President Lopez said it is exciting to see this service being offered to community college students. She said it is the kind of attention that for-profit, private colleges offer to lure students away, leaving them with a large debt and no jobs. Dr. McVean said Dr. Mitchell has done amazing work, which has put the project ahead of schedule.

Dr. McVean said the implementation of the strategic plan involves transformational work that is going on across the District. He said the work has the potential to impact the metrics in the strategic plan, increasing the number of first-time, full-time students and leading to completion. He said that as indicated in the presentations, the colleges have already seen some results. He said the continuing work will require additional resources and the commitment to seek funding for the resources.

Dr. McVean said there will be regular communication with the Board and staff will bring reports at regular intervals. The Board will be asked to approve an updated strategic plan next fall.

President Goodman commended the presenters and thanked them for keeping the Board informed. He said the Board fully supports their efforts.

Student Trustee Chavez thanked the presenters and said the information provided makes him proud to be a student in the District.

Vice President Schwarz said she is proud as a Board member to know that the District is constantly moving forward for the benefit of students and employees. She said it was exciting to hear more about the various programs. She noted that the colleges are using different terminologies (meta majors/interest areas/clusters) and it is important to make sure that everyone understands the meaning of the terms.

Trustee Mandelkern said he was pleased to receive the update on exciting programs. He said the update focused on goals and metrics connected to goals 1 and 2 of the strategic plan and attention was not given to goals 3 and 4.

He said he hopes there is recognition of the need to complete the process because a strategic plan without metrics is simply a document and does not provide feedback and guidance. He said that when moving forward into the next step, consideration could be given to whether it is too ambitious to have four strategic goals. He said that whatever is decided, he feels strongly that there should be feedback on the benchmarks and goals so that the Board understands the financial impact and can ensure that money is being spent on things that matter most in terms of student outcomes.

Trustee Nuris said the presentation was one of the most exciting reports he has heard since he has been a member of the Board, both in terms of subject matter and the genuine excitement of the presenters. He said the work being done adds great value and takes the District to the next level.

Trustee Mandelkern said two Board members served on the steering committee for the initial strategic planning process. However, only the student trustee has been named to the steering committee for the comprehensive strategic plan update. He said he believes that having trustees on the committee adds value to the process. Dr. McVean said the first steering committee dealt with the initial plan creation and staff considered the second phase to be an update. However, he said he is very open to having Board members serve on the committee. Trustee Holober said he was a member of the original steering committee and sees good reasons to include Board members: (1) the members make periodic progress reports to the Board, (2) it is better practice to consult the Board about a project, particularly something very central to the District, prior to bringing it as a completed project and asking for the Board's approval, and (3) Board members can provide feedback to other committee members so that they are aware of what the Board is thinking. Vice President Schwarz said the accreditation team asked the Board president and vice president how the Board would be involved in the next step of the strategic plan and they informed the team that two Board members were involved in the process. She said she found it very helpful to receive periodic reports from the two members who served on the committee. The Board unanimously appointed Trustee Mandelkern and Trustee Nuris to serve on the steering committee.

Maxine Terner said she believes the work being done focuses on students and has enormous potential. However, she encouraged the Board to balance the wish list with the need list.

### **STATEMENTS FROM BOARD MEMBERS**

Trustee Nuris said he attended the opening of the Skyline College Environmental Science Building. He said he was impressed with the building and with the outpouring of the community. He said he hopes the building will be well used by students and members of the community.

Student Trustee Chavez said the president of the Associated Students of College of San Mateo will make a presentation to the Board at the October 23<sup>rd</sup> meeting.

Trustee Mandelkern said he attended the opening of the Skyline College Environmental Science Building and looks forward to more buildings that will open and advance the academic goals of students. He thanked his colleagues on the Board for their support of the Cabrillo Unified School District's parcel tax renewal measure which he asked to be placed on the agenda. Trustee Mandelkern said the issue of broadcasting Board meetings or somehow making meeting materials more widely available to the public is different than the RFP that was mentioned earlier. He said staff experimented with using Zoom at a recent meeting. He said there were pluses and minuses but he believes it was a worthwhile exercise. He said he would like to see additional experimentation along this line, even before issuance of the RFP.

Vice President Schwarz acknowledged and complimented College of San Mateo on the wonderful celebration of 50<sup>th</sup> anniversary of EOPS. She said it is an example of a successful EOPS program for colleges around the state. Vice President Schwarz said she attended the memorial service at Cañada College for former District employee Pat Tyler. She said Mike Tyler, Ms. Tyler's husband and Cañada College employee, led the service. She said the love expressed for Ms. Tyler was overwhelming. She said Ms. Tyler was a wonderful woman and it was a privilege to be in her presence. Vice President Schwarz said she will serve as the timekeeper for the Trivia Bee on October 11. Cañada College is hosting the event.

**RETURN TO CLOSED SESSION**

The Board returned to closed session at 8:45 p.m. to continue consideration of the items listed on the printed agenda.

**RECONVENE TO OPEN SESSION/ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

The Board reconvened to open session at 10:15 p.m. President Goodman said the Board took no action during closed session.

**ADJOURNMENT**

The meeting was adjourned by consensus at 10:17 p.m.

Submitted by

Michael Claire, Secretary

Approved and entered into the proceedings of the November 20, 2019 meeting.

Karen Schwarz, Vice President-Clerk