

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**STUDY SESSION**  
**September 10, 2008, 6:00 p.m.**  
**District Office Board Room**  
**3401 CSM Drive, San Mateo, CA**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- \* *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- \* *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items"; at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- \* *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements need to be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo CA 94402.*
- \* *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
- \* *Regular Board meetings are taped; tapes are kept for one month.*

*Government Code §54957.5 states that public records which relate to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for inspection.*

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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

08-9-1      [Minutes of the Regular Meeting of the Board of Trustees of August 13, 2008](#)

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

**NEW BUSINESS**

08-9-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

**INFORMATION REPORTS**

08-9-1C      [Mid-Year Report on 2008 Goals](#)

08-9-2C      [Update on Cañada Vista](#)

## **STUDY SESSION**

08-9-2C

Accreditation Update – Cañada College and College of San Mateo

## **RECESS TO CLOSED SESSION**

### 1. Closed Session Personnel Items

#### A. Public Employment

1. Employment: **Cañada College** – Librarian, Univ. Center & Academic Support Svcs.; **Skyline College** – Office Assistant II, Instruction (Evening Office); Program Services Coordinator, Center for International Trade Dev.
2. Re-Employment: **College of San Mateo** – Financial Aid Technician, Financial Aid

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
August 13, 2008  
San Mateo, CA**

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

**Board Members Present:** President Richard Holober, Vice President-Clerk Karen Schwarz, Trustees Helen Hausman (via telephone), Dave Mandelkern and Patricia Miljanich, and Student Trustee Virginia Medrano Rosales

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Victoria Morrow, College of San Mateo President Michael Claire, Cañada College President Tom Mohr, and District Academic Senate President Patty Dilko

**Pledge of Allegiance**

**CLOSED SESSION ACTIONS TAKEN**

President Holober reported that, at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the actions in Board Report No. 1-A and 1-B. The Board conducted public employee performance evaluations as specified on the printed agenda. The Board also discussed a case of potential litigation as specified on the printed agenda and the claim filed was denied by the Board.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the minutes of the Regular Meeting of the Board of July 23, 2008. The motion carried, with President Holober, Vice President Schwarz and Trustee Mandelkern voting "Aye" and Trustees Hausman and Miljanich abstaining.

**FACULTY AND STAFF RECOGNITION**

President Holober presented an "Above and Beyond Award" to Mario Mihelcic, Admissions and Records Assistant and Veteran Certifying Official at College of San Mateo, for his outstanding work with returning veterans, including assisting with the establishment of a Veterans Club, advocating for priority registration for veteran students, and working with the Associated Students of CSM to establish an Emergency Loan Program for Veterans. Mr. Mihelcic asked the Board and members of the audience to remember the servicemen and women serving overseas and promised that his office will be ready to assist them upon their return. Mr. Mihelcic introduced his wife and parents who were in the audience.

President Holober also presented an "Above and Beyond Award" to Chris Caputo, Mail Clerk at the District Office, for his dedicated service to the District for more than 28 years. President Holober noted that Mr. Caputo is trustworthy and dependable while handling sensitive mail, delivering packets to Board members, and distributing mail to the three campuses and other locations. Mr. Caputo is also conscientious about saving the District money by using the least expensive postal rates and taking excellent care of the delivery van. Mr. Caputo thanked the Board and said he is honored to receive the award.

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS**

None

### **STATEMENTS FROM EXECUTIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr, Executive Vice Chancellor Keller and District Academic Senate President Dilko. Copies of the Presidents' Executive Reports were available for distribution at the meeting and are attached to the official minutes of record.

Chancellor Galatolo noted the presence of Richael Young, Student Trustee for the prior two years. He congratulated Ms. Young on completing a summer internship with Congresswoman Anna Eshoo and for winning election as President of the Student Senate for California Community Colleges.

President Morrow highlighted the Jump Start Program, reading quotes from participating students as printed in her written report. President Morrow said Skyline's Opening Day will be Friday, August 15 with a College-wide meeting in the morning, followed by meetings of the Academic Senate and Classified Council. The first student welcome day and orientation will be held on Saturday, August 16; President Morrow distributed flyers for this event and also provided the 2008-09 Academic Planner and Student Handbook to Board members.

President Claire congratulated Richael Young on her successes. President Claire said College of San Mateo is preparing for its Opening Day on Friday, August 15. Following an all-College meeting, faculty will continue to work on SLOs and assessment. An orientation for new full-time faculty was held today. A welcome day for new students was also held today, with approximately 300 students attending. Beginning Monday, August 18, there will be a full welcome week. President Claire announced that Sister Helen Prejean, author of "Dead Man Walking: An Eyewitness Account of the Death Penalty in the United States," will be the speaker at the President's Lecture Series on November 21.

President Mohr said it is an honor for Cañada College to host the District Opening Day event and is pleased that people will see the spectacular changes on the campus. President Mohr distributed a report by Robert Hood, Director of Public Information, on Cañada's website; a copy of the report is attached to the official minutes of record. Google Analytics analysis shows that Cañada's website attracts nearly 1,500 visits per day compared with approximately 250 visits per day to other college and university websites of similar size. President Mohr announced that Cañada has hired Gregory Stoup as Director of Planning, Research and Student Success. He also announced that the coffee kiosk will be open tomorrow and said its design is a perfect fit for the campus. President Mohr said welcome day for faculty and staff will be Friday, August 15. On that day, faculty will conduct their second all-day meeting to work on SLOs.

Executive Vice Chancellor Keller said the District's final budget will be brought to the Board for approval next month. He received emails today concerning the rumor that a State budget may be in hand. Executive Vice Chancellor Keller announced that the new mobile kitchen is in place at College of San Mateo and will be up and running soon.

President Dilko said she has been in touch with faculty and they are getting ready for classes and looking forward to Opening Day.

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

Richael Young described her summer internship. She thanked Chancellor Galatolo for notifying her that Congresswoman Eshoo was looking for a community college student to serve as an intern and said she had also thanked Congresswoman Eshoo, who is a Cañada College alumna, for giving her the opportunity to serve. Ms. Young added that her experience at the District's Colleges enabled her to excel in this role. Ms. Young displayed a photograph of herself with Congresswoman Eshoo, a thank you letter from Congresswoman Eshoo, and a copy of the Congressional Record in which Congresswoman Eshoo congratulated Ms. Young on her various activities and accomplishments and on being elected President of the Student Senate for California Community Colleges.

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (08-8-1A)**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 08-8-1A. The motion carried, all members voting "Aye."

**RECECOMMENDATION FOR EMPLOYMENT CONTRACT RENEWALS (08-8-2A)**

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the contract renewals as specified in the report. The motion carried, all members voting "Aye." President Holober commented that the District is fortunate to have the outstanding executive-level employees who are listed on the report.

**APPROVAL OF CONSENT AGENDA**

The Consent Agenda consists of the following Board Reports:

- |          |   |
|----------|---|
| 08-8-1CA | Approval of Community College League of California (CCLC) Membership Dues, 2008-09                        |
| 08-8-2CA | Ratification of Fourth Quarter District Warrants, 2007-2008   |
| 08-8-3CA | Contract Award for Replacement Automation System for KCSM   |
| 08-8-4CA | Approval of Contract Award for Computerized Maintenance Management System – Districtwide                  |
| 08-8-5CA | Contract Award for Replacement of Elevator at Skyline College Building 3                                  |
| 08-8-6CA | Authorization for Use of CMAS Contract with Chouinard and Myhre, Incorporated for Purchase of IBM Servers |

Trustee Mandelkern asked that 08-8-3CA and 08-8-4CA be removed from the Consent Agenda for further discussion.

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the remainder of the items on the Consent Agenda. The motion carried, all members voting "Aye."

**CONTRACT AWARD FOR REPLACEMENT AUTOMATION SYSTEM FOR KCSM (08-8-3CA)**

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the contract award. Trustee Mandelkern asked if the source of funding is the general facilities bond measure; Chancellor Galatolo said it is. Trustee Mandelkern questioned whether it is appropriate to invest in new equipment when the present system is six years old. KCSM General Manager Marilyn Lawrence said that the conversion to digital broadcasting necessitates the new equipment. President Holober asked how much more equipment will be needed to complete the conversion. Ms. Lawrence said only one more major piece, a large server, will be needed. After this discussion, the motion carried, all members voting "Aye."

**APPROVAL OF CONTRACT AWARD FOR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM – DISTRICTWIDE (08-8-4CA)**

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve the contract award as described in the report. Regarding the existing system, Trustee Mandelkern asked if the District was able to

secure a refund on the license fee for the software since it did not perform well. Vice Chancellor Nuñez indicated that there was not a refund, but the District did use the system for four or five years. When original services were procured, Tamis was the lowest bidder. When it became clear that the preventative maintenance component was not functioning well, the District worked with Tamis to make modifications to the software, but Tamis was not able to successfully implement a fully functional preventative maintenance module. The District has gone through a careful process to make sure it gets what is needed with the new contract. Trustee Mandelkern asked if staff has asked for references from other colleges. Vice Chancellor José Nuñez said six references for Maintenance Connection and six for TMS were called randomly; both received very positive comments. The decision to request approval for Maintenance Connection is based on the quality of the implementation team. After this discussion, the motion carried, all members voting “Aye.”

### **Other Recommendations**

#### **ESTABLISH AND APPROVE TRANSFER TO THE HOME SAVINGS INCENTIVE FUND (08-8-100B)**

It was moved by Trustee Hausman and seconded by Trustee Miljanich to establish an incentive fund and approve the transfer as outlined in the report. Barbara Christensen explained that the District would like to add an incentive program as an additional way to help employees purchase a home. President Holober asked if, given the current housing market and the possibility of very low down payments giving the homeowner a very small stake in the property, the District has any oversight or approval of the types of first loans attached to the program. Ms. Christensen said the mortgage industry has greatly restricted the loans they are giving out, requiring a FICO score of above 700. The District requires a 3% down payment and most of the employees bring \$20,000-\$30,000 of their own money before the second loan from the city or the third loan offered by the District. In addition, First Home Mortgage in San Francisco monitors not only the loan documents, but also the credit worthiness of employees coming into the program. Chancellor Galatolo said there is potential exposure, but the District has the benefit of time and assets. Since the program’s inception, there has been about a 40% positive return and these returns have been invested back into the program.

President Holober expressed concern about the role of Education Housing Partners as stated in the bullet point reading, “Request that Education Housing Partners develop a program to assure that the private sector, including contractors and subcontractors on the Cañada Vista project, contribute to the Fund.” He said he is not comfortable with any nexus between contractors/subcontractors and fundraising for the program. For clarification, Chancellor Galatolo asked if President Holober believes the District should refuse economic support offered by builders or subcontractors. President Holober said his concern is that the builder should not be the entity in charge of fundraising. Ms. Christensen said the intent was to follow the practice started by Rick Bennett which encourages vendors to contribute in a variety of ways to the Foundation and students. She said she will remove the bullet point from the report and rethink how to approach the issue.

Trustee Mandelkern asked if the District requires that home buyers purchase private mortgage insurance, or if the District is prepared to step in if a default occurs. Ms. Christensen said that during the first three and one-half years of the program, the District was in second loan position and cities in third. When cities started to run out of the funds being used for their programs, Meriwest Mortgage agreed to insure the District’s second loans in exchange for having the first loans financed by them. Therefore, all of the District loans to date have been insured. Meriwest is no longer offering insurance on any new loans, including two for which employees have qualified. However, these two employees are funding significant down payments.

Chancellor Galatolo said the District has studied the issue and would have two options in case of foreclosure: (1) take over the property and hold it until the time is right to turn it over, or (2) let the foreclosure go forward if it is not in the District’s economic interest to take it over. He said the first option would be considerably more likely because the District has substantial resources and its loans are not very large; any property taken over would be considered an asset like all other assets. Chancellor Galatolo added that in a cost-benefit analysis, the benefit of offering the program to employees outweighs the minimal risk involved. Trustee

Mandelkern asked if any decision on a foreclosure would be brought back before the Board. Chancellor Galatolo said no decisions would be made before bringing a very detailed report to the Board.

After this discussion, the motion, as amended to remove the above mentioned bullet item concerning Education Housing Partners, carried, all members voting "Aye."

**APPROVAL OF RESOLUTION NO. 08-11 REGARDING BOARD ABSENCES (08-8-101B)**

It was moved by Vice President Schwarz and seconded by Trustee Mandelkern to approve Resolution No. 08-11. The motion carried, all members voting "Aye."

**AMENDMENT OF DISTRICT RULES AND REGULATION SECTION 2.08, RULES AND REGULATIONS (08-8-102B)**

It was moved by Trustee Mandelkern and seconded by Vice President Schwarz to approve the amendment as outlined in the report. Trustee Mandelkern suggested that under item number 5, outlining the schedule for review and update, the fiscal year be identified in each line. Barbara Christensen said the change will be made before posting the revisions. After this discussion, the motion carried, all members voting "Aye."

**ACCEPTANCE OF EXTERNAL FUNDS (08-8-103B)**

It was moved by Trustee Miljanich and seconded by Vice President Schwarz to approve the acceptance of funds as outlined in the report. The motion carried, all members voting "Aye."

**APPROVAL OF SUBGRANT TO LAS POSITAS COLLEGE (08-8-104B)**

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

**APPROVAL TO AMEND AGREEMENTS FOR PURCHASE OF NATURAL GAS (08-8-105B)**

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to approve the amendment of agreements as outlined in the report. Trustee Mandelkern asked how much money is saved through this program. Vice Chancellor José Nuñez said he will research the question and report back to the Board. After this discussion, the motion carried, all members voting "Aye."

**CONTRACT AWARD FOR THE SKYLINE COLLEGE CORPORATION YARD PROJECT (08-8-106B)**

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

**INFORMATION REPORTS**

None

**STATEMENTS FROM BOARD MEMBERS**

Trustee Hausman thanked all those who called and sent notes and flowers during her recuperation from knee replacement surgery. She looks forward to being back as soon as possible.

Student Trustee Medrano Rosales attended the Student Trustee Workshop at which she met many of her peers and learned much that will help her in her role. She also traveled to New York as part of the Honors Transfer and Women in Transition Programs at Skyline. She and her group met with representatives from Afghanistan and Iran to discuss discrimination against women. They also escorted a Skyline College honors transfer student to Columbia University. She appreciates the support of Skyline in making this trip possible.

Trustee Miljanich volunteered at the College of San Mateo booth at the County Fair. She said the Colleges' presence is a very good idea and attracts many people who don't know about the Colleges. She commented that this presence is also helpful in identifying alumni.

Vice President Schwarz also volunteered at the College of San Mateo fair booth; she was unable to volunteer at Cañada College's booth because of schedule conflicts. Vice President Schwarz also attended the luncheon for new faculty at College of San Mateo.

Trustee Mandelkern requested that there be an update on accreditation issues at the next meeting. Chancellor Galatolo said this is the topic for the September 10 Study Session. Trustee Mandelkern also asked about the potential of using internet streaming to make Board meetings available to the public, and he suggested contacting the City of Belmont to find out what vendor they are using. Staff will investigate and report to the Board.

President Holober attended the meeting of the Executive Board of the San Mateo County School Boards Association. The Board made a commitment to try to increase attendance at Association dinners and President Holober will publicize the dates to the SMCCCD Board. There will be a dinner on September 22, with a location to be announced. A topic for a future meeting will be instilling in younger children the ambition to attend college and President Holober will suggest that some of the District's successful programs be included.

### **COMMUNICATIONS**

None

### **RECESS TO CLOSED SESSION**

President Holober said the Board will reconvene to Closed Session to continue discussion of Item 1.C. on the printed agenda. The Board reconvened to Closed Session at 7:25 p.m. The Board reconvened to Open Session at 9:00 p.m.

### **CLOSED SESSION ACTIONS TAKEN**

President Holober announced that at the Closed Session just concluded, the Board concluded discussion of Item 1.C. on the printed agenda.

### **ADJOURNMENT**

It was moved by Vice President Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:02 p.m.

The next meeting of the Board will be a Study Session on September 10, 2008 at 6:00 p.m. in the District Board Room.

Submitted by

Ron Galatolo  
Secretary

Approved and entered into the proceedings of the September 10, 2008 meeting.

Karen Schwarz  
Vice President-Clerk

**BOARD REPORT 08-9-1A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor-Superintendent  
PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources and Employee Relations  
(650) 358-6767

**APPROVAL OF PERSONNEL ITEMS**

Changes in assignment, compensation, placement, leaves, staff allocations and classification of academic and classified personnel:

**A. REASSIGNMENT**

**College of San Mateo**

**Ada Delaplaine** Administrative Analyst Vice President of Instruction

Promoted through the hiring process from a Human Resources Representative position into this full-time 12-month position, effective September 2, 2008. The change in staff allocation was Board approved on June 11, 2008.

**District Office**

**Noemi Diaz** Human Resources Representative Human Resources

Promoted through the hiring process from a Payroll Clerk II position into this full-time 12-month position, effective September 10, 2008, replacing Ada Delaplaine who was reassigned.

**B. TRANSFER**

**District Office**

**Barton Scott** Administrative Analyst Educational Services & Planning

Transfer of position from the Office of the President at Cañada College to the Educational Services & Planning Office at the District Office, effective September 15, 2008.

**C. CHANGES IN STAFF ALLOCATION**

Recommend a change in salary placement for the position of Theatre Events Manager from Grade 31 of the Classified Salary Schedule (60) to Grade 34, effective July 1, 2008. It is also recommended that the salary of the incumbent, Helen Souranoff at College of San Mateo, and the vacant position at Skyline College be adjusted accordingly.

**BOARD REPORT 08-9-1A**

**D. LEAVE OF ABSENCE**

**Cañada College**

**Michelle Morton**

Librarian

Univ. Center & Academic Support Svcs.

Recommend approval of a personal leave of absence without pay from August 14, 2008 until December 18, 2008.

**College of San Mateo**

**Rooya Khoja**

Office Assistant II

Business/Technology

Recommend approval of a pregnancy disability leave of absence, effective July 18, 2008, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of twelve (12) calendar months of leave.

**E. SHORT-TERM, NON-CONTINUING POSITIONS**

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division/Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada	Business, Workforce, & Athletics	1	9/11/2008	6/30/2009	Office Assistant II: Perform clerical duties in Home Economics, including e-mailing students, preparation of correspondence, and greeting visitors.
Cañada	Counseling & Enrollment Services	1	9/11/2008	6/30/2009	Office Assistant II: Provide clerical assistance during peak periods.
CSM	Business/Technology	6	9/11/2008	6/30/2009	Instructional Aide II: Assist Fire Technology and EMT instructors during skills practice, exercises, and testing and other special assignments as needed.
Skyline	Student Services/ CalWORKS	1	9/11/2008	6/30/2009	Career Resources/Counseling Aide: Seek and identify potential employment opportunities for CalWORKS students.
Skyline	Student Services/ Counseling	1	9/11/2008	6/30/2009	Program Services Coordinator: Provide oversight and coordination of the Hermanos Project, funded by the President's Innovation Fund.

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MID-YEAR REPORT ON 2008 GOALS  
SEPTEMBER, 2008**

**Integration of Planning, Budget and Resource Allocation:** In order to develop a shared vision of the future that faculty, staff, students and community understand and support, the District, through its shared governance processes, has been working to develop an integrated strategic planning model. This model incorporates and builds upon five elements: the College Educational Master Plans; the Facilities Master Plan; a coordinated institutional research component; a comprehensive program review process; and an annual budget that is based upon the other four elements.

Many elements required for the integrated strategic planning system are already in place; however, they are not completely standardized within the District nor appropriately linked. The Vice Chancellor for Educational Services and Planning has taken responsibility for developing an organizational infrastructure that will produce the integrated strategic planning system for the District.

Specific goals for 2008 include:

***Education and Planning Goals***

1. Immediately address recommendations of the Accreditation Commission for Cañada College and College of San Mateo; present a progress report to the Board in May 2008; and prepare final response for submittal in late August/early September 2008.

*The Colleges and District are on track to present a comprehensive response to the Accreditation Commission by mid-October. The Colleges have engaged consultants and spent an enormous amount of time developing, refining and polishing the College Educational Master Plans. Frequent progress updates have been presented to the Board of Trustees.*

*Cañada College held a special SLOAC Day in March where faculty came together in departments to develop SLOs and assessments for a significant number of courses and, in some cases, SLOs for departments. Faculty implemented the assessments in the spring semester and will evaluate the results in the fall semester. A SLO Steering Committee was formed to coordinate the efforts around SLOs and assessments. Cañada College is also working on developing a comprehensive staffing plan for the College that will address the recommendation in Student Services and will also be a planning document for the College as a whole.*

*College of San Mateo has formed a number of accreditation work groups to address ACCJC recommendations over the summer. One group, specifically addressing SLO/Assessment, planned two flex-day activities for August. One activity is designed to help faculty assess SLOs by providing them with tools. The second activity is designed to help departments develop SLO/Assessment planning calendars so that the assessment cycle is completed in a timely manner. The second work group is rewriting Program Review to address specific concerns and recommendations made by ACCJC. Specifically, Program Review will contain more student data such as success, retention, and persistence rates. Assessment will also be built into the process and Program Review will contain quantitative data as well as qualitative data.*

*District staff is addressing the four recommendations related to the District. The Board has approved a policy regarding the evaluation of College Presidents and a policy establishing a two-year review cycle for District Rules and Regulations chapters. The Department of Human Resources and Employee Relations will engage in contract negotiations regarding the evaluation of faculty with*

*respect to effectiveness in producing student learning outcomes. The VC-ESP has scheduled a meeting with District staff and College accreditation representatives to discuss a process for evaluating the Delineation of Functions Matrix and communicating the findings. The outcome of the meeting will be a plan of action with timelines and process specified. A study session has been scheduled for September 10 for the Colleges and the District to update the Board on progress made.*

2. The Strategic Planning process was discussed by the Board in April 2007. The 2008 goal is to complete the District's Strategic Plan in the spring and begin implementation in the fall, with careful attention to integration of this plan with current College planning efforts, in order to assure concurrence with a Districtwide vision.

*The development of the Strategic Plan is proceeding well. The first round of internal review and revision started in May 2008. A second round will occur in fall 2008. The first round of review with external entities began in summer 2008. The Strategic Plan will be brought to the Board for approval in November 2008.*

3. Analyze the results of the community needs assessment and the survey of high school students. Using these results, the Colleges will undertake an analysis of current course and program offerings and modify these offerings and delivery methods as deemed appropriate.

*The Survey of San Mateo County Public High School Juniors and Seniors was successfully completed in July 2008. The purpose of the survey was to examine the future plans of the County's high school students, including their interest in concurrent enrollment and distance education offerings of the three Colleges. In addition, they were asked to indicate the college courses they would like to take and factors that would influence their college choice. The Office of VC-ESP is currently analyzing the data and writing the report. The County Residents Educational Needs Survey was also completed through the help of a consulting firm. The purpose of the survey was to identify the educational needs of the residents in the County who plan to take a college class in the next three (3) years. Both surveys will be presented to management and faculty in fall 2008 in order for the findings to be used for program planning.*

4. Continue efforts to improve high school to college transition and success (e.g., CalPASS, Summer Bridge Academy, Jump Start, Hermanos, concurrent enrollment, etc.) and expand the number of concurrent enrollment classes on high school campuses. The District and the Colleges will develop a comprehensive plan for concurrent enrollment with clearly defined targets and measurable performance outcomes.

*The three Presidents met with Vice Chancellor of Educational Services and Planning (VC-ESP) in April to begin initial conversations on the development of a comprehensive plan for concurrent enrollment for our District Colleges. The general consensus was to build upon our existing successful work and to frame it in the context of building partnerships and bridges with high schools and removing barriers to enrollment, such as complicated application processes, scheduling and course selections.*

*The Colleges are continuing their successful work in offering college courses to high school students. In addition, the Colleges are designing and/or enhancing various specific initiatives, such as the Hermanos and Kababayan programs at Skyline, the Summer Bridge program at Cañada and the career offerings provided by CSM at Hillsdale High School. Skyline College is planning to offer the District's third Middle College. The District and the Colleges worked closely with high school districts in summer 2008 to complete the Cal-PASS agreements so that the data can be shared across systems in order to improve curriculum, faculty to faculty dialog and student success.*

*A San Mateo County Education Summit is scheduled for January 2009, which will bring representatives from all segments together to develop a vision, identify common objectives and issues, and foster greater collaboration in order to expand concurrent enrollment. The Summit will feature visiting practitioners who have been successful in bridging pre-K through 16 transitions and in building partnerships. Former concurrent enrollment students will be invited to speak as well. The District is working closely with the County Office of Education to jointly design and promote the Summit. Following that, a draft comprehensive plan for concurrent enrollment will be developed in spring 2009.*

5. Upon completion and adoption of the District's distance education plan (scheduled for the spring), the District will begin implementation of the plan with annual review of goals and targets established by the Colleges in response to the plan.

*The District's first Distance Education Strategic Plan is complete and was adopted by the Distance Education Advisory Committee (DEAC) in April 2008. Implementation is in progress. The three Colleges will develop College-based goals and action plans in order to reach the Districtwide goals. In addition, DEAC developed the report "Distance Education Status and Guidelines," which provides enrollment trends, student success data, best practices and guidelines for use by the Colleges. DEAC will continue functioning as a body for reviewing and recommending Districtwide policies and practices in distance education, monitoring and reporting enrollment and student success data.*

6. Expand the Skilled Trades Prep program by offering the program at Peninsula High School as a concurrent enrollment opportunity no later than fall 2008. Develop an articulation agreement with the San Mateo Adult School to foster the movement of students from the San Mateo Adult School program to the CSM program no later than May 2008. Develop and execute a marketing plan and related recruiting strategies for San Mateo County high schools immediately, with the goal of developing a thirty student cohort for fall 2008 semester. Expand course offerings to include the CSM campus in the fall 2008 semester.

*The curriculum is fully developed. A partnership was developed with Peninsula High School with the intent of offering the program at Peninsula beginning in fall 2008. However, Peninsula High School requested that this program be delayed until the following academic year. A relationship with the San Mateo Adult School has also been established. The first course in the program was marketed and offered. However, enrollments were not large enough to enable the District to offer the class. The San Mateo Adult School reports the same problem with their program.*

7. Complete the implementation of the automated degree audit system to improve student access to information and provide tools, in addition to counseling services, that will allow students to be informed of progress made on their chosen program and able to plan the next steps towards their final goal.

*This goal is actively being addressed by a committee comprising representation from all three Colleges and the District Office. A number of tasks are yet to be resolved, including:*

- *The technical task of implementing a process for granting credit to students for Advanced Placement exams.*
- *The creation of a training and resource manual which will outline how transfer work from other institutions will be used at SMCCCD.*
- *The integration of degree audit components into WebSMART for student access.*

8. Complete the agreed-upon research agenda and further refine the structure of research support in order to assure that both District and College research goals are coordinated and adequately address the needs of the Board, faculty, staff and students.

*The District Research Committee (DRC) completed a District Research and Planning agenda matrix, which helps both the District and Colleges establish research priorities and coordinate the use of resources. Their work has been instrumental in cultivating a culture of evidence within the District, assuring that relevant, current data are consistently used in decision making. The DRC has participated in various key Districtwide initiatives, including District Strategic Planning, Basic Skills Initiative Data Definitions Project, monitoring and reporting on Accountability Reporting for Community Colleges (ARCC), and FTES reporting, among others.*

*Two new researchers are joining the District in fall 2008. When DRC reconvenes in fall 2008, the committee will review District and College research needs, review the District Research Agenda, review the Committee charge and develop goals for the year. Skyline President Vicki Morrow will take over the responsibilities of chairing the future DRC meetings.*

9. Implement the action plan which responds to board directives received at 2007 study sessions concerning counseling. The goal is to identify and implement strategies to ensure efficiency, consistency and relevance in student counseling.

*The Colleges have adopted a variety of strategies to improve service to students in counseling. Currently, the Colleges and ITS are working on the following: implementing E-SARS online scheduling for counseling and placement testing; implementing electronic counseling; fully implementing electronic early alert for students with follow-up as students are identified; providing student success workshops for students on probation and subject to dismissal; working with ITS and SARS to develop an interface between SARS and Banner that would enable counselors to view student history at all three Colleges from any College; adopting computerized placement testing for English, Math, and ESL; reducing redundancy in testing and making testing more accessible; providing assessment and orientation at feeder high schools to ensure a smoother transition and current information; adding additional sections of college success classes. The deans of counseling are planning another retreat in October to continue Districtwide planning.*

10. Work with the District Academic Senate to effect the remaining standardization of graduation requirements across the District.

*The District Academic Senate leadership, along with the College Curriculum Committee Chairs, plans to address this goal in fall 2008.*

11. Develop an equivalence matrix of all courses offered at all three Colleges to be effective in spring 2009 and included in the 2009-10 catalogs.

*A prototype of the matrix is being developed and will be presented for review and comment to the District Curriculum Committee in the fall.*

12. Continue work to ensure the ongoing viability of the University Center at Cañada College, including pursuing opportunities for alternative funding sources and adding at least one new bachelor's degree program that can be offered through the University Center.

*The District successfully submitted federal requests for funding for the University Center to Congresswomen Eshoo and Speier. Congressional leaders have decided to defer action on these*

*funding opportunities until January 2009. An agreement is being negotiated with CSUEB to add a BS degree in Health Science with an Option in Administration through the University Center.*

13. Open and begin offering classes at the Half Moon Bay satellite center; ensure that all facilities and support services are fully functional (e.g., computer lab, testing center, counseling and general lecture classrooms).

*In spring 2008, the District successfully negotiated the lease for 10,000 sq ft of space at Shoreline Center in Half Moon Bay. Tenant improvements have been completed yielding three classrooms, a computer lab, and offices. Classes are scheduled to begin in August.*

14. Reexamine District and College marketing strategies and practices and develop an integrated and targeted marketing program that utilizes multiple media to reach prospective students, current students and opinion leaders in the County.

*With the help of an outside contractor, the District completed a marketing audit of all the promotional materials produced by the three Colleges in the District. Using the results from this audit, all three Colleges are undertaking actions that will update their websites, and improve the consistency of branding and marketing materials. The District successfully launched two targeted marketing campaigns; one for concurrently enrolled students and a second for career and technical education programs. The concurrent enrollment effort was partially responsible for an enrollment increase of more than 20% of concurrently enrolled students. Similarly, the career/technical education campaign yielded significant enrollment increases. Marketing staffs are continuing to work together on Districtwide initiatives. The Board was given a report on this in July 2008.*

15. Examine the potential for a Districtwide compressed calendar, including review of prior research and investigation of both opportunities and logistical requirements as identified by colleges which currently utilize the compressed calendar.

*A first meeting in April resulted in revising the scope of work to be completed. Based on discussions at Educational Services and Planning Council (ESPC), efforts are underway to build program-based schedules and/or schedule scenarios for science, ESL, and some general education disciplines, sample faculty schedules, and room utilization charts to help inform the faculty discussion of this matter.*

### ***Human Resources/Recruitment/Retention Goals***

16. Implement two-year employment contracts for administrators.

*As of August 1, 2008, Employment Agreements have been signed by all administrators.*

17. Conduct Diversity train-the-trainer sessions in spring 2008 and beyond. The goal is to have all permanent employees experience diversity training as a supplement to our twice yearly Museum of Tolerance trainings.

*A series of six train-the-trainer sessions were conducted at all four locations during the spring semester 2008. More train-the-trainer sessions will be held in the fall 2008 semester with the goal of beginning staff trainings simultaneously in the fall 2008 semester. The response thus far has been very favorable by faculty and staff.*

18. Implement the human resources recommendations from the Accreditation Team that call for the District to 1) incorporate effectiveness in producing student outcomes into the evaluation of faculty and others responsible for student progress; and 2) develop rules and regulations regarding the evaluation of College presidents.

*The reformation of the Trust Committee will begin in fall 2008 to review and revise the faculty evaluation tools. As a part of this process, the incorporation of student outcomes in the faculty evaluation will be discussed and hopefully negotiated with AFT. The Trust Committee is co-chaired by the Vice President of Instruction at CSM and the Vice Chancellor, Human Resources and Employee Relations. There will be six faculty appointments – three from AFT and three from the three Academic Senates.*

*Rules and Regulations Section 2.03, College President was Board approved in June 2008 and is posted on the District website. The document addresses the evaluation of college presidents.*

19. Begin construction of Cañada Vista to provide safe, affordable upscale housing close to work for District faculty and staff.

*The Redwood City Planning Commission gave the final approval needed for the Cañada Vista project on July 1, 2008. That culminated a protracted entitlement process that included 28 separate public meetings and dozens of community meetings. The vote was 5-0 to grant a Planned Development Permit for the project. The grading plans were submitted to the City on Wednesday, July 9 and we hope to have a grading permit by mid- to late August. The building plans will be submitted in mid-August and we are hoping to have the building permit by early October. At this point it appears the construction will be started in fall 2008.*

### **Facilities Goals**

20. Complete negotiations with the successful Design/Build teams for the Skyline and CSM projects; begin construction on those projects. Regarding Cañada College, complete the RFP process and initiate construction on the gateways/landscaping project at the College.

*All items have been completed.*

21. Focus the Capital Improvement effort to ensure that all existing buildings that have not been addressed as part of the first phase of construction, and not slated for demolition, are modernized to meet the needs of the instructional and support mission of the Colleges.

*This goal is no longer achievable and has become problematic with the current deletion of almost \$60M worth of projects (2 projects per campus) from the State Capital Outlay budget. There will not be a higher education bond measure on the November State ballot.*

22. The District has been successful in securing more than \$87.5 million dollars through the CCCCO State Capital Outlay to date. Work to ensure that the \$60 million dollars (currently approved for project in FY 2007/08 and 2008/09 by the Board of Governors and slated for the November 2008 General Election) is secured through a vigorous awareness campaign with the local community and business partners.

*This goal is no longer achievable and has become problematic with the current deletion of almost \$60M worth of projects (2 projects per campus).*

23. The current campus security operation is autonomous; has different operating procedures, policies, staffing models, levels of trainings, hours of operations; different equipment; and is not coordinated cohesively. The District will review and re-organize the current campus Security, parking and public safety operations and procedures as well as incorporate electronic access controls and video monitoring technology in order to provide a cohesive, secure and safe campus environment.

*The District hired a consultant to evaluate the needs. An initial report was submitted and is under review. The District has met several times with Management & Policing Consultants (MPC) to review their preliminary finding. MPC's initial recommendations include: consolidate security in order to conserve fiscal resources, maximize manpower, streamline training, standardize equipment, increase revenue, enhance emergency preparedness, and maximize safety via 24/7 public safety operations on all three campuses through the use of electronic access control and video monitoring. It is anticipated that the District will provide the Board of Trustees an information report in early fall.*

24. Revamp the Districtwide emergency preparedness readiness plan by ensuring that all administrators, supervisors and key staff are compliant with Office of Emergency Service (OES), National Incident Management System (NIMS) and Standard Emergency Management (SEMS) standards. Work with the Colleges to ensure that Emergency Preparedness training and emergency drills are conducted with local Law Enforcement, Fire, and Emergency Medical Teams at the Colleges.

*The District has retained the service of Emergency Management Consultants to advise the District on Emergency Preparedness. Preliminary meetings have occurred on all three campuses. College staffs are in the process of reviewing their existing plans. It is anticipated that the District will conduct Emergency Operations Center (EOC) as well as SEMS and NIMS compliant classroom training and tabletop exercises in the fall semester. Prior to the actual joint exercise, the District will be conducting simulated EOC inspections in mid-September. It is anticipated that the actual joint exercise will happen sometime in the spring semester.*

25. Revise the District's Hazardous and Chemical Action plans and procedures as well as conduct training in order to ensure that all staff, faculty, and students who come in contact with chemicals are OSHA compliant.

*This goal is completed. Additional OSHA compliant training is occurring at the campuses.*

26. Develop a comprehensive plan to provide the increased maintenance staff needed as new buildings are brought on line.

*The District conducted an extensive evaluation of its Facilities Maintenance & Operations Department in 2004. Intent of this analysis was to determine the resource implications of the modernization of facilities to include the introduction of new building systems technologies as well as additional square footage. The addition of new technologies has resulted in an overall reduction of energy consumption, while at the same time created a need for retraining as well as adding additional staff to properly maintain new and modernized facilities. The District is currently reevaluating the 2004 analysis and will have it completed in early September. It is the intent of the District to provide the Board an information report soon thereafter.*

27. Evaluate and refine the Capital Improvement Program's revenue "sources and uses" document to assure that there is adequate funding available from all sources (bond, State, private donations and other local revenues) to complete all projects.

*This task is ongoing. However, with the loss of \$60 million in State funding, the District is reevaluating its priorities and those will be reflected in a major revision of this document.*

**Finance Goals**

28. Maintain fiscal stability; develop strategies and actions to manage the effects of the State's budget deficit on our District.

*The District continues to maintain a prudent reserve and has been able to use the ability to shift FTES between fiscal years to allow the District to obtain full funding for increased FTES in a year in which growth funding was deficiated. By negotiating multi-year collective bargaining agreements, the District has improved its ability to plan for the future.*

29. Improve and expand on efforts to sustain and increase student enrollment.

*The District has had substantial enrollment growth over the last two fiscal years, with an overall growth of 5.1% – more than 1000 FTES – in 2007/08. This includes growth in concurrent enrollment and distance education, two areas that received additional attention in 2007/08.*

30. In order to enhance the value of bond funds and post retirement benefit funds on deposit, the District will direct investments to earn the maximum amount permitted under federal arbitrage limits while maintaining appropriate levels of safety and liquidity.

*The District continually monitors its investments, moving them, when appropriate, between the County Pool, LAIF and other permitted investments to maximize earnings. In 2008/09, the District will conduct an RFP process to determine the best investment strategies for the post retirement services.*

**UPDATE ON CAÑADA VISTA**

There is no printed report for this agenda item.

**ACCREDITATION UPDATE – CAÑADA COLLEGE AND COLLEGE OF SAN MATEO**

There is no printed report for this agenda item.