

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES STUDY SESSION**

July 14, 2010, 6:00 p.m.

College of San Mateo Planetarium, 1700 W. Hillsdale Blvd., San Mateo, CA 94402

**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 should 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 3401CSM 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 tape recorded; tapes are kept for one month.*
- *Government Code §54957.5 states that public records relating 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 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 later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

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6:00 p.m.      **ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

10-7-1      [Minutes of the Board Meeting of June 23, 2010](#)

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

**NEW BUSINESS**

10-7-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

10-7-2A      [Hearing of the Public on American Federation of State, County and Municipal Employees \(AFSCME\), Local 829, Council 57 Initial Contract Proposal to the District and District's Initial Proposal to AFSCME; Adoption of District's Initial Proposal](#)

10-7-3A      [Hearing of the Public on California School Employees Association \(CSEA\), Chapter 33 Initial Contract Proposal to the District and District's Initial Proposal to CSEA; Adoption of District's Initial Proposal](#)

## **INFORMATION REPORTS**

- 10-7-1C      [Parcel Tax; Accounting, Utilization, and Oversight Committee](#)
- 10-7-2C      [Presentation by College of San Mateo Professors Mohsen Janatpour and Darryl Stanford](#)

## **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. **Public Employment:** **Cañada College** – Multimedia Instructor, Business, Workforce & Athletics; Chemistry Instructor, Science and Technology; **Skyline College** – Administrative Secretary, Vice President, Student Services; **District Office** – Bookstore Operations Assistant, CSM Bookstore; Bookstore Operations Assistant, Cañada Bookstore
2. Conference with Labor Negotiator  
Agency Negotiator: Harry Joel  
Employee Organizations: AFT, AFSCME and CSEA

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
June 23, 2010  
San Mateo, CA**

**The meeting was called to order at 3:02 p.m.**

**Board Members Present:** President Patricia Miljanich, Vice President-Clerk Dave Mandelkern, Trustees Helen Hausman, Richard Holober (arrived at 3:07 p.m.) and Karen Schwarz, and Student Trustee Indar (Father Jay) Maharaj

**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**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the minutes of the meeting of May 12, 2010. The motion carried, all members present voting "Aye."

**SWEARING IN OF STUDENT TRUSTEE**

President Miljanich administered the oath of office to Student Trustee Indar (Father Jay) Maharaj. President Miljanich said the student trustee plays an important role by providing focused input from the student population. Father Jay said he will, to the best of his ability, represent the interests of the students in the District.

President Miljanich presented a plaque to Trustee Hausman on behalf of the Board and the District in recognition of her 20 years of service as a trustee. President Miljanich said that, in addition to Trustee Hausman's outstanding service to students, she has contributed in many other areas, including her work with the Red Cross. President Miljanich said Trustee Hausman has shown consistency in leadership and her input and contributions are greatly valued.

Trustee Hausman said she feels strongly about education. Prior to serving on the District Board, she served on the Sequoia Union High School District Board for 13 years and was also an officer on the State PTA Board for 10 years. Trustee Hausman said she has received more than she has given through the incredible experiences that have touched her heart and mind. She said she is deeply touched by this award.

Trustee Holober said he has served with Trustee Hausman for 12 years and it has been a delightful experience. He said Trustee Hausman's commitment is to making sure the District's students have educational programs of the highest quality. He said Trustee Hausman is a tremendous ambassador inside and outside of the District and she is the first to acknowledge the efforts of everyone. Trustee Holober thanked Trustee Hausman for the way in which she represents the District and the Board.

Trustee Schwarz said she began her friendship with Trustee Hausman when they served on a previous board together. She said Trustee Hausman is a special person to the residents of San Mateo County as she has helped many people through her service on this Board, the Sequoia Board, the PTA and the Red Cross.

Vice President Mandelkern said it has been a pleasure to work with Trustee Hausman on the Board for the last seven years. He said he has talked with members of the Sequoia Board who speak of the impact of her service and remember her fondly.

**SPECIAL PRESENTATION – UPDATE ON MEASURE G**

Chancellor Galatolo said the voting on Measure G was very close and the outcome was not known for some time. The current vote is 67.11% in favor, with the number of votes still to be counted small enough so that they cannot change the outcome. Chancellor Galatolo said this was an historic event, as it is the first time a California community college

has passed a parcel tax measure. He said the genesis of the idea came from the Board and Board members were courageous in supporting it through the entire process. President Miljanich said that without Chancellor Galatolo's effort and ability in the area of fundraising, the measure would not have been successful.

Chancellor Galatolo also recognized Reuben Holober who, through his management of the field campaign, was instrumental in making sure everything was on track, e.g., mailings, phone banks, etc. Mr. Holober said there was a great team effort to put the campaign together. More than 100 people volunteered to help and more than 10,000 telephone calls were made. The campaign also included work on the campuses, including going into classrooms, talking to students between classes, registering students to vote, and handing out fliers. Vice President Mandelkern asked about the Facebook page for Measure G. Mr. Holober said he created a Measure G Facebook fan page and approximately 600 people became fans. Chancellor Galatolo thanked Mr. Holober for leading the successful field campaign.

Trustee Holober said the campaign started late, resulting in the need to organize quickly. He said the decision to conduct a field campaign made a big difference because students had to be informed about how passage of the measure would affect their futures. Trustee Holober said that passage of the measure would not have been possible without Chancellor Galatolo's leadership and ability to raise funds. Trustee Holober thanked the following people:

- Father Jay for opening his temple for phone banking
- John Madden for allowing his profile as a former student and his support of community colleges to be included in a campaign brochure
- Ulysses Guadamuz, Kay Kekauoha and the crew from CSEA for their consistent and solid presence during the campaign
- The San Mateo Labor Council for their endorsement and campaign activities on behalf of Measure G, including a "Yes on G" message in their mailings, phone banking and precinct walking
- Larry Franzella and Larry Aikens for opening their offices for phone banking

Vice President Mandelkern noted that all campaign activities and expenditures were done on individuals' own time without use of District property or funds. He said the campaign was a great example of the entire District community pulling together. He acknowledged Chancellor Galatolo's leadership and fundraising abilities as well as the support of the bargaining units, faculty, staff and the Board. He thanked President Miljanich for opening her office for early morning meetings to plan strategy. He said consultant John Pulliam did an excellent job on the direct mail and marketing campaign. Vice President Mandelkern seconded Trustee Holober's remarks about the San Mateo Labor Council, noting its full and active support. He said major thanks goes to the community which showed that it appreciates what the District is doing and wants it to continue despite the funding problems at the State level. Vice President Mandelkern said the best way to thank the community is to continue to provide excellent educational opportunities.

Trustee Schwarz said Measure G passed because of Chancellor Galatolo's leadership, the Board's commitment and the work of many people, including Reuben Holober and the consultant. She said that while phone banking, she talked with many people who expressed concern about the state of education and about who will train future workers in the County. Trustee Schwarz said it would have been negligent not to try and she is glad it succeeded.

President Miljanich acknowledged the work of the College presidents, Barbara Christensen, President Dilko and Executive Vice Chancellor Keller as part of the team. She said that when challenged about why the measure was on the ballot, she quoted Trustee Schwarz who asked what choice the Board had and said the Board needed to give the community the opportunity to say whether they want to support education at the community colleges. President Miljanich said the success of Measure G is a tribute to the work that gets done day-to-day at the Colleges and the District.

#### **STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Executive Reports were presented by Chancellor Galatolo, Skyline College President Morrow, College of San Mateo President Claire, Cañada College President Mohr 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 thanked CSEA Second Vice President Chris Weidman and his team for their tremendous support for Measure G. He also thanked Vice Chancellor José Nuñez, noting that he played an important part in the fundraising effort. He thanked Barbara Christensen for her work in securing endorsements. Chancellor Galatolo welcomed Father Jay to the Board and congratulated Trustee Hausman on her 20 years of service to the District. He then asked Tom Bauer, Director of Auxiliary Services, to present a brief update on the San Mateo Athletic Club.

Mr. Bauer said that at the time of the last Board meeting (May 12), there were 883 memberships and 1,250 members. As of today, there are 1,333 memberships and 1,949 members; it had been predicted that there would be 2,500 memberships five years from now. Memberships will exceed the year-end goal by the end of July. The group exercise and aquatics programs are experiencing substantial growth. Revenue generated so far has replaced the seed money used to date. With continued current conditions, the San Mateo Athletic Club will be better than break-even in fiscal year 2010-11, which is two years ahead of schedule. Chancellor Galatolo asked Mr. Bauer how many members have been lost. Mr. Bauer said 39 members have left, most during their trial periods.

President Morrow said José Madrigal, who retired from Palomar College last year, will assume the position of Interim Vice President of Student Services on July 12 to replace Dr. Lori Adrian. In the interim, Deans Sherri Hancock and Rick Wallace have been serving as Acting Vice President. President Morrow spent time at the One-Stop Center on opening day and was impressed with the wonderful atmosphere created by faculty and staff who worked with students in a calm, professional and helpful manner. President Morrow said there is substantial site work being done this summer, including the entire loop road, parking lots and the central quad area.

President Claire congratulated Father Jay and welcomed him to the Board. President Claire said there is high energy and excitement in new Building 5. Cosmetology opened on the same day as summer school and the appointment schedule is already booked; the nursing and dental assisting programs are also in the new building. The CSM baseball team played in the State championship game. Former CSM player Danny Nava hit a grand slam on the first pitch of his career with the Boston Red Sox. CSM received national coverage from Jon Miller during a game on ESPN. President Claire distributed information on “the Edge,” an economic development and growth initiative of the San Mateo Area Chamber of Commerce. College of San Mateo is part of this initiative which serves as a catalyst to accelerate the growth of existing businesses and the formation of new ones in Metro San Mateo.

President Mohr said the outdoor commencement at Cañada was an immense success and thanked the team that made the arrangements, led by Vice President Sarah Perkins. He recognized Vice Chancellor Nuñez for overseeing the facilities setup. President Mohr recognized students Alvaro Argote, who was chosen as a finalist in the “Juicy Ideas Collegiate Competition,” and Abraham Vela, who will be attending medical school in Cuba. President Mohr also recognized Professor Amelito Enriquez who was named Vice Chair of the American Society of Engineering Education’s Two Year College Division.

Executive Vice Chancellor Keller said the District is receiving recognition from colleagues around the State for being the first to win passage of a parcel tax. He said the District is perceived as innovative and this can help in other endeavors, such as securing grants. Executive Vice Chancellor Keller said Controller Raymond Chow, who started an internship program for accounting students and earlier secured scholarship money from First National Bank, has now been successful in securing additional support from East West Bank. He said that Mr. Chow is constantly thinking about the welfare of students.

President Dilko said this will be her last official report as Academic Senate President. She said passage of Measure G is an extraordinary achievement and said faculty thanks the Board and all who worked on the campaign. She enjoyed participating in phone banks and found most people to be supportive. President Dilko said the Faculty Senate welcomes Father Jay and offers support in anything he needs. President Dilko noted some achievements of the Academic Senate during her term as President: increased collaboration between the three College Senates; purchase and implementation of CurricuNet; concurrent enrollment recommendations to the administration and Board; expansion of distance education; implementation of student learning outcomes and assessments; recommendation to purchase TracDat; successfully meeting the challenges of accreditation; participation in integrated planning across the Colleges and District; and major revision of Chapter 6 of District Rules and Regulations. Items which the Senate will continue to work on include revision of the faculty evaluation process and tools; continuing and completing the plus-minus grading project; and taking the lead in comprehensive education for students in the County, particularly protecting those who are most vulnerable to budget cuts. President Dilko said she appreciated the opportunity to learn more about the

Colleges, District, and the State community college system. She will continue to be involved in the Academic Senate as Past President. President Dilko introduced incoming District Academic Senate President Ray Hernandez. As a first generation community college graduate, Professor Hernandez possesses a deep understanding of the student body and the challenges faced by students. He completed an associate degree in respiratory therapy and launched a successful career as a therapist in a hospital setting. After joining the faculty at Skyline, he pursued and completed bachelors and masters degrees in public health. Among the attributes he brings to his new position are compassion for students, a warm heart, commitment to academic excellence, and a desire to bring diverse communities together to confront difficult issues. Professor Hernandez has already launched several initiatives to help strengthen the relationships between faculty and administration and between the Faculty Senate and AFT. Professor Hernandez said he is honored to represent faculty and looks forward to working with the Board, Chancellor, College Presidents, faculty and staff.

President Dilko acknowledged Vice Chancellor Jing Luan, saying his support to the Academic Senate has been phenomenal. She said he has assisted in every initiative that she has talked about at Board meetings. He has been a tremendous asset and the Academic Senate has been able to do more because of his support.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: SKYLINE SPARKPOINT CENTER (10-6-1C)**

Vice Chancellor Luan said the SparkPoint Center is aimed at helping students who have not even dreamed about a postsecondary education, particularly in such difficult times. It is a unique and pioneering model and is the result of a strong partnership among the United Way Bay Area, the Employment Development Department-SF/San Mateo County, Jewish Vocational Services, the San Mateo County Human Services Agency, Skyline College, the Governing Board of California community colleges, and Springboard Forward. Vice Chancellor Luan introduced Dr. Regina Stanback Stroud, Vice President of Instruction at Skyline College.

Vice President Stroud said the United Way Bay Area launched the SparkPoint initiative as a way to create unique collaborations and coalitions across the Bay Area to help families become financially stable. The initiative is founded on the Annie E. Casey Center for Working Families model. SparkPoint San Mateo at Skyline College is one of several centers around four Bay Area counties but is the only one grounded in a community college.

Despite the overall affluence in San Mateo County, there are many pockets of poverty. Combined with unprecedented budget cuts, students are coming to the Colleges with significant life and family challenges. The SparkPoint Center can offer an array of services in three areas:

1. income supports, e.g. food stamps, subsidized child care, Earned Income Tax Credit and Child Tax Credit
2. income-building programs, such as a training program at a community college
3. credit enhancement and asset building programs, such as starting to save through an Individual Development Account, opening a bank account to save fees, and receiving financial counseling to improve the ability to make ends meet

The SparkPoint Center seamlessly integrates service delivery, appropriately “bundled” and sequenced; this model is designed to help clients move to financial stability and to promote retention and success.

Funding for the SparkPoint Center at Skyline includes \$1,869,000 in grants. In addition, a \$100,000 grant from the Silicon Valley Foundation is pending. Special recognition goes to Vice Chancellor Nuñez and Patty Della Bona who created a phenomenal facility for approximately \$65,000; the facility has attracted national attention.

Father Jay said this is a wonderful program. He added that things which might seem minor can be very important to students who need help.

Trustee Schwarz asked when the initiative was launched. Vice President Stroud said that different components were launched at different times and work has been ongoing to integrate service delivery. Since last semester, Skyline’s program has been part of the partnership and has been called the SparkPoint Center. President Schwarz asked where the program is housed. Vice President Stroud said the physical location is in Building 1. However, as part of the retention strategy, people are targeted at different places throughout the institution, including Financial Aid and Admissions and Records. Trustee Hausman asked if there are requirements for people to use the services. Vice President Stroud said there are no requirements and the program serves the entire community.

President Miljanich thanked Vice President Stroud for an excellent report.

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

None

**NEW BUSINESS**

**APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (10-6-1A)**

It was moved by Trustee Holoher and seconded by Trustee Hausman to approve the actions in Board Report No. 10-6-1A. In response to a question from Trustee Schwarz regarding the large number of Bookstore positions listed on page 3, Vice Chancellor Harry Joel said these are part-time employees who work intermittently during the rush at the beginning of academic terms. Not all positions are filled but are listed in case they are needed. After this discussion, the motion carried, all members voting "Aye."

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) LOCAL 829 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFSCME (10-6-2A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to accept the initial proposals and to hold a public hearing at the next regularly scheduled Board meeting. The motion carried, all members voting "Aye."

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO CSEA (10-6-3A)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to accept the initial proposals and to hold a public hearing at the next regularly scheduled Board meeting. The motion carried, all members voting "Aye."

**RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS (10-6-4A)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the employment contracts as listed on the report. The motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA**

President Miljanich said the Consent Agenda consists of Board Reports 10-6-1CA through 10-6-4CA:

10-6-1CA	Adoption of Resolution No. 10-9 Establishing 2010-11 Budget Limits
10-6-2CA	Approval of Skyline College Summer 2010 Sports Medicine Camp
10-6-3CA	Renewal of Agreements with American Institute for Foreign Study (AIFS), 2010-11
10-6-4CA	Approval of Voluntary International Student Insurance Program, 2010-11

It was moved by Trustee Hausman and seconded by Trustee Holoher to approve the consent agenda. The motion carried, all members voting "Aye."

**Other Recommendations**

**CURRICULAR ADDITIONS AND DELETIONS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (10-6-1B)**

It was moved by Trustee Holoher and seconded by Trustee Hausman to approve the curricular changes as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2010 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (10-6-2B)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the Community Services classes as detailed in the report. Trustee Schwarz asked if there has been an increase in the number of courses offered online. Lily Lau, Director of Community Education, said the number has stayed approximately the same. After this discussion, the motion carried, all members voting "Aye."

**ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES (10-6-3B)**

It was moved by Trustee Schwarz and seconded by Trustee Hausman to approve the annual review as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF ADDITIONS AND DELETION TO DISTRICT RULES AND REGULATIONS: ADDITION OF POLICY 6.17, COURSE REPETITION [REPLACES 7.35(3)] AND POLICY 6.18, CREDIT BY EXAMINATION [REPLACES 7.35(6)]; DELETION OF POLICY 4.10, SELECTION PROCEDURE (10-6-100B)**

It was moved by Trustee Hausman and seconded by Trustee Schwarz to approve the changes as detailed in the report. The motion carried, all members voting "Aye."

**ADOPTION OF THE 2010-11 TENTATIVE BUDGET (10-6-101B)**

It was moved by Vice President Mandelkern and seconded by Trustee Holober to adopt the Tentative Budget as detailed in the report. Trustee Holober said that as a final District budget gets closer, he assumes there will be revenue adjustments due to the passage of Measure G; this will also impact the expenditure side. Chancellor Galatolo agreed and said the Board will be engaged on all levels after the vote is certified. Vice President Mandelkern asked for confirmation that there are no Measure G funding assumptions in the tentative budget. Chancellor Galatolo said there are none. He said budgeting will proceed with caution because the consultant predicts there will be 20,000 to 30,000 exemptions for various reasons. Chief Financial Officer Kathy Blackwood said a separate fund for Measure G will be created and expenditures will be clearly tracked. This will provide transparency for the community and provide clarity for the oversight committee. Vice President Mandelkern said that segregating the funding is wise also because they are short-term funds and the programs benefitting from the funds can be monitored to help determine their future.

Regarding decisions made by the Board on KCSM-TV and the Child Development Centers, Trustee Holober asked if those items have been zeroed out as general fund items and if there are separate funds for those subsidies. CFO Blackwood said KCSM now shows up entirely in the restricted categorical fund. Regarding the Child Development Centers, the Colleges made the decision to use some redevelopment money to assist the Centers. Chancellor Galatolo added that this was to be done for two years and that proposals were to be developed for how to address the issue going forward. He said the Child Development Centers are in a special fund to begin with and that fund will capture both the redevelopment subsidy and the Centers' operations. In that way, the source of the funds will be transparent and will make it easier to conduct an analytical review.

Vice President Mandelkern asked if a comparison can be provided of the change in allocations in benefits for 2009-10 and 2010-11. CFO Blackwood said there was a significant cut. The Colleges were asked to cut 10% of their allocations and those cuts have been made. The slight allocation for growth and the allocation for movement on step and column do not mitigate the cuts entirely but makes them appear smaller. More information will be available when the budget is adopted in September. Vice President Mandelkern asked if a comparison will be available at that time. CFO Blackwood said it will be shown in the resource allocation model, which is generally included in the budget. Chancellor Galatolo said the District has received notification from PERS that the employer contribution will be increasing substantially.

Trustee Holober asked what is proposed in the tentative budget regarding the fund for post-retirement benefits. CFO Blackwood said that beginning July 1, the District began assessing itself 4% of salaries for those positions which would be entitled to retiree medical benefits. These funds are transferred automatically to the post-retirement reserve. Then, because categorical programs were taking 50% cuts and were also being assessed the 4%, it was agreed that money would be transferred back to these programs if necessary. The Board also approved development of a separate trust fund and \$5 million was transferred into the trust this year. The two funds together – the post-retirement reserve and the trust fund – help fund the liability. Trustee Holober asked if the trust is shown in the budget. CFO Blackwood said it is a separate item and is not shown in the budget; it belongs to the Retirement Board and is no longer part of the District's budget. After this discussion, the motion carried, all members voting "Aye."

**APPROVAL TO APPOINT NEW MEMBER TO THE SAN MATEO COUNTY COLLEGES EDUCATIONAL HOUSING CORPORATION BOARD (10-6-102B)**

It was moved by Trustee Hausman and seconded by Vice President Mandelkern to approve the appointment as detailed in the report. The motion carried, all members voting "Aye."

**AUGMENTATION TO BULLDOGS WEIGHT TRAINING ROOM CONTRACT AT COLLEGE OF SAN MATEO (10-6-103B)**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the augmentation as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF NON-SUBSIDIZED TUITION FEES FOR CHILD DEVELOPMENT CENTERS – COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (10-6-104B)**

It was moved by Trustee Holober and seconded by Trustee Hausman to approve the increase in fees as detailed in the report. The motion carried, all members voting "Aye."

At this time (5:10 p.m.), President Miljanich said she needed to leave the meeting due to a prior commitment and handed the gavel to Vice President Mandelkern. Before leaving, she thanked President Dilko for her service as Academic Senate President and also for her work at Cañada College. She said President Dilko has been knowledgeable, smart and strategic and has shown a high degree of professionalism. It is completely clear in the work she does that her goal is to serve students.

**INFORMATION REPORTS**

**DISTRICT FINANCIAL SUMMARY FOR THE QUARTER ENDING MARCH 31, 2010 (10-6-2C)**

Vice President Mandelkern asked if there were questions or comments regarding the report; there were none.

**THIRD QUARTER REPORT OF AUXILIARY OPERATIONS, 2009-10 (10-6-3C)**

Vice President Mandelkern asked if there were questions or comments regarding the report. Trustee Schwarz requested that the Board be more informed about the role and responsibilities of the Student Activities Coordinators. Chancellor Galatolo suggested that a study session be devoted to the Associated Student Bodies. Vice President Mandelkern asked if financial reports on the San Mateo Athletic Club will be included in the report in the future. Mr. Bauer said they will be included in the year-end report and will then become part of the regular reports. He noted that this report covers the period through March 31 and the Club did not open until April 1.

**UPDATE ON STUDENT PARKING PERMITS (10-6-4C)**

Vice President Mandelkern asked if there were questions or comments regarding the report; there were none.

**STATEMENTS FROM BOARD MEMBERS**

Father Jay said once again that he will do his best in his role as student trustee. He introduced College of San Mateo Associated Students Vice President Ranjana Singh and his son, Krishna Maharaj, who were in the audience.

Trustee Hausman thanked President Dilko for her service and said she has made a real difference without ever acting as if she is put upon or harried. Trustee Hausman attended the commencement at Skyline College which was special because it was President Morrow's last commencement and because former Student Trustee Virginia Medrano Rosales was one of the graduates. Trustee Hausman attended "Othello, the Moor of Venice" at Cañada College. She also attended the Skyline Automotive Banquet and said she is impressed with the relationship between faculty and students in the automotive program. Trustee Hausman welcomed Father Jay to the Board. She thanked everyone again for the recognition and plaque presented earlier in the meeting.

Trustee Schwarz attended the Skyline College commencement. She also attended the Middle College commencements at College of San Mateo and Cañada College and said she is proud that the District participates in these programs. Trustee Schwarz thanked President Dilko for representing the Academic Senate and said she enjoyed working with her. She added that she knows Professor Hernandez is very capable and she looks forward to working with him.

Trustee Holober said it was a pleasure to work with President Dilko. He said she exhibited a clear commitment to the Colleges and students and was a positive force as she worked through very tough times. Trustee Holober welcomed Professor Hernandez as the new Academic Senate President and Father Jay as the new student trustee. Trustee Holober attended the College of San Mateo commencement, the College of San Mateo nursing pinning ceremony and the Skyline College Automotive Banquet. Trustee Holober suggested that the Board discuss at least three ballot measures which could have an impact on the District if they pass in November: (1) change legislative vote requirement to pass a budget from two-thirds to a simple majority, (2) repeal recent legislation granting tax breaks to businesses, and (3)

increase legislative vote requirement to two-thirds for State levies and charges and for certain taxes currently subject to majority vote. Vice President Mandelkern said two additional measures could also affect education: (1) establish an \$18 annual vehicle license surcharge to help fund State parks and wildlife programs, and (2) prohibit the State from taking funds used for transportation or local government projects and services.

Trustee Holober said he would like the Board to have the chance to discuss the proposed policy regarding Time, Place and Manner in District Rules and Regulations. Vice President Mandelkern agreed.

Trustee Holober congratulated Vice President Mandelkern on his strong showing in the County Treasurer election.

Vice President Mandelkern welcomed Father Jay to the Board and congratulated Trustee Hausman on her 20 years of service on the Board. He thanked President Dilko; he said she made her job look easy but it is the product of hard work, preparation and great skill and experience. Vice President Mandelkern welcomed and congratulated Professor Hernandez. Vice President Mandelkern attended several events: commencement ceremonies at College of San Mateo and Cañada College; Middle College commencements at College of San Mateo and Cañada College; the retirement ceremony for Pat Gemma, outgoing Superintendent of the Sequoia Union High School District; the San Mateo County School Boards Association Kent Awards dinner; the staff appreciation luncheon at College of San Mateo, the District 25 year service awards; the C.A.U.S.E. rally at College of San Mateo; the Redwood City Democratic Club education forum; the Cañada College scholarship and academic achievement awards ceremony; and the Skyline College Automotive Banquet. Vice President Mandelkern noted the positive results for the San Mateo Athletic Club, as reported by Mr. Bauer. He pointed out that first and foremost, the facility is a classroom building used for the instructional program; it is good that it can be opened up to the community when not in use for instructional purposes. Vice President Mandelkern suggested that the Board consider granting "Above and Beyond" awards to Vice Chancellor Nuñez and Richard Inokuchi, Facilities Manager at Skyline College, who worked hard and used personal time to set up the Veterans Center at the College.

#### **COMMUNICATIONS**

None

#### **RECESS TO CLOSED SESSION**

Vice President Mandelkern said that during Closed Session, the Board will consider the personnel items listed as 1A and 1B on the printed agenda. The Board will also hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFT, AFSCME and CSEA. The Board will also hold a conference with legal counsel regarding one case of potential litigation.

The Board recessed to Closed Session at 5:55 p.m.

The Board reconvened to Open Session at 7:59 p.m.

#### **CLOSED SESSION ACTIONS TAKEN**

Vice President Mandelkern reported that at the Closed Session just concluded, the Board voted 4-0 to approve the items listed as 1A and 1B on the printed agenda.

#### **ADJOURNMENT**

It was moved by Trustee Holober and seconded by Trustee Hausman to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:05 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 14, 2010 meeting.

Dave Mandelkern, Vice President-Clerk

**BOARD REPORT 10-7-1A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

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****Cañada College**

**Dave Vigo** Financial Analyst Operations

Reassigned through the hiring process from a Payroll Clerk II position into this full-time 12-month position, effective July 12, 2010, replacing Terry Watson who retired.

**B. 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>
District	Public Safety	7	7/15/2010	6/30/2011	<b>Public Safety Officer:</b> Provide intermittent services to supplement current staff for public safety and security services during the year.
District	Facilities	5	7/15/2010	6/30/2011	<b>Custodian:</b> Provide intermittent services to supplement current staff as needed.
CSM	Business Services	2	7/15/2010	6/30/2011	<b>Theatre Production Technician:</b> Assist with technical theatre operations to support outside theatre facility rental events.
Skyline	Business Services	1	8/10/2010 1/10/2011 6/1/2011	9/15/2010 2/15/2011 6/30/2011	<b>Accounting Technician:</b> Student payment processing, issuance of parking permits, balancing of cash, etc. during registration periods.
Skyline	Business Services	1	7/19/2010 12/1/2010 1/3/2011 4/18/2010	9/17/2010 12/22/2010 2/25/2011 6/17/2011	<b>Office Assistant I:</b> Provide assistance with duplicating jobs during peak periods.

Skyline	Enrollment Services	2	8/16/2010 1/10/2011 6/1/2011	9/10/2010 2/11/2011 6/30/2011	<b>Admissions &amp; Records Assistant II:</b> Application and registration processing; assist students at counter and by phone during summer registration period.
Skyline	Science, Mathematics & Technology (MESA)	2	7/15/2010	6/30/2011	<b>Instructional Aide II:</b> Provide tutorial services to students in the MESA Center in physics and chemistry. Days and hours will vary with student need.
Skyline	Science, Mathematics & Technology (Biotechnology & Physics)	5	7/15/2010	6/30/2011	<b>Lab Technician:</b> Assistance during intense instructional periods such as lab tests, complex experiments, and student check-in and check-out. Days and hours will vary depending on need and availability.
Skyline	Science, Mathematics & Technology (EMT)	4	7/15/2010	6/30/2011	<b>Instructional Aide II:</b> Oversee skills testing during labs for the EMT program to meet minimum requirements required by accrediting agencies.
Skyline	Science, Mathematics & Technology (EMT)	6	7/15/2010	6/30/2011	<b>Instructional Aide I:</b> Oversee skills testing during labs for the EMT program to meet minimum requirements required by accrediting agencies.

**BOARD REPORT NO. 10-7-2A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Harry Joel, Vice Chancellor, Human Resources (358-6767)

**HEARING OF THE PUBLIC ON AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), LOCAL 829, COUNCIL 57 INITIAL CONTRACT PROPOSAL TO THE DISTRICT AND DISTRICT'S INITIAL PROPOSAL TO AFSCME; ADOPTION OF AFSCME'S INITIAL PROPOSAL AND DISTRICT'S INITIAL PROPOSAL**

At its meeting of June 23, 2010, the Board of Trustees received an initial proposal from AFSCME, Local 29, Council 57. A copy of the AFSCME proposal is attached and by reference made a part of this agenda item.

The District proposes modifications to Article 5, Hours and Overtime, paragraph 5.5.3.

The AFSCME contract expires on June 30, 2010 and the District will negotiate in good faith AFSCME's proposals as has occurred in the past.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act. After the public hearing, it is recommended that the Board of Trustees adopt AFSCME's initial proposal to the District and the District's initial proposal to AFSCME.

**AFSCME Local 829 Proposal  
July 1, 2009 through June 30, 2010**

**4.6 RELEASE TIME TO ATTEND UNION MEETINGS**

Eliminate the following sentence in the current section: The release time will only be permitted to those employees who work at site other than the site at which the Chapter meeting will be held.

**5.1 REGULAR WORKDAY**

Add the following sentence: Effective June 1, 2010 through August 13, 2010 a mutually agreeable four day (37 ½ hour) summer schedule is available to all unit members.

**5.5.3 Scheduled Overtime Assignment to be Posted in Advance**

If, in the opinion of the person assigned, an overtime assignment will exceed two hours, he/she will contact the supervisor prior to the expiration of two hours for instructions on how to proceed. It is the intent of this section to insure that the work is completed on the overtime assignment.

**6.1 VACATION SCHEDULE**

The current vacation schedule will be modified to increase the accrual in the 4<sup>th</sup> year to 15 days per year and in the 20<sup>th</sup> year to 22 days.

**8.1 REGULAR RATE OF PAY**

The District agrees to provide the same total compensation increase to AFSCME as is provided in other collective bargaining agreements that may be reached following this date for the period July 1, 2010 through June 30, 2011. Total compensation is defined as monies allocated for compensation improvements in base salaries, salary augmentations, health benefits, salary schedule adjustments, vacation increases, long service increase and District funding for staff development or professional development.

**8.4 LONGEVITY SERVICE INCREMENTS**

Increase each increment in the longevity step system (i.e. 8, 12, 16, 20, 24, 28 years) by one-half percent.

**9.2 MEDICAL PREMIUM CAP AMOUNT**

The District will continue the current PERS Medical and Hospital Plan. The make a contribution necessary to provide full Kaiser coverage for an employee and to provide two-party and full family coverage at a cost to the employee not to exceed forty dollars (\$40).

**18 (New) LAYOFFS**

Article 18 will be the Layoff and Bumping language agreed to in December 2009:

1. AFSCME agrees that layoffs and their effects shall not be subject to further negotiations but shall be governed by the provisions of this Agreement. The parties agree that this procedure is not subject to the grievance procedure specified in Article 12.
2. Layoff is defined as an involuntary separation from District service due to lack of work or lack of funds, or assignment to a class lower than that in which the unit member has permanence, voluntarily consented to by the unit member to avoid interruption of employment by layoff. The definition of lack of work, or lack of funds, and the determination of what positions are to be affected, is reserved to management.
3. Each of the different job titles included in Appendix A is a class. Appendix A may be amended from time to time to reflect new or deleted classes.
4. Seniority in a class is based on length of service in that class and higher classes from the last continuous date of hire as a probationary or permanent classified employee.
5. Length of service shall mean all hours in a paid probationary or permanent status, excluding overtime.
6. Hours in pay status will be used to determine the seniority ranking of all unit members. These seniority rankings will be subject to verification by each employee and then these validated rankings will be used in all future seniority matters.
7. Seniority within the classifications for all members will be determined by date of hire only.
8. For members reassigned to another classification, seniority within that classification shall be determined by date of hire only. In the event that two or more employees have equal seniority, the order of layoff shall be determined by lot. The District shall notify the affected employee(s) and AFSCME no later than thirty (30) days prior to any planned layoff.
9. The District and the AFSCME representatives shall meet no later than five (5) days following the receipt of any notices of layoff to review the proposed layoffs and determine the order of layoff within the provisions of this Agreement. If positions within a class are eliminated, the least senior unit member(s) in the class will be notified of layoff and of the possibility of exercising bumping rights into an equal or lower class, if such possibility exists.

10. In lieu of layoff, a unit member may exercise bumping rights into an equal or lower class in which he/she has served if the unit member has more seniority in that class than someone currently serving in that class.  
The affected employee shall also have the right to prior consideration, i.e., the right to be interviewed and tested by the hiring manager (and/or designee[s]), of any advertised vacant position which is at or below the range of the position from which the affected employee is being laid off.
11. When more than one position is affected, the availability to some unit members of the options of voluntary demotion or the exercise of bumping rights may depend on what options other affected unit members choose. In such cases the District shall notify the unit member and the AFSCME of all options known to the District. The unit members shall be allowed to choose from the available options by order of seniority.
12. The District may call a meeting of affected unit members or contact unit members individually to determine their preferences.
13. An employee may elect layoff in lieu of exercising bumping rights, but this election shall operate to waive any reemployment rights to lower classes.
14. A unit member who has been laid off has reemployment rights (preference over new applicants) for thirty-nine (39) months into the class from which he/she was laid off. Reemployment rights shall be in reverse order of layoff. Unit members who have been laid off shall also have the right to apply for open positions. AFSCME shall be notified by the District of all employment opportunities within the District. Unit members who have been laid off shall have the right to prior consideration, i.e., the right to be interviewed and tested by the hiring manager (and/or designee[s]), of any advertised vacant position from which the employee has been laid off.
15. The District shall fulfill its duty to communicate an offer of reemployment by mailing a written letter offering reemployment in the certified mail to the last address that the unit member has provided the Office of Human Resources. If the District fails to receive an acceptance within the fourteen (14) working days after postmark date of the offer, it shall consider that the unit member has declined the offer of employment.
16. A unit member who accepts an offer of reemployment shall be given at least seven (7) calendar days after the unit member's acceptance of the District's offer to return to work. The District may establish a time for return to work of more than seven (7) days. By mutual agreement the unit member may report to work within fewer than seven (7) days. A unit member who has accepted an offer of reemployment will be restored to his/her step on the salary schedule but service credit (longevity) and benefits do not accrue during layoff except as defined in Appendix C.

**BOARD REPORT NO. 10-7-3A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Harry Joel, Vice Chancellor, Human Resources (358-6767)

**HEARING OF THE PUBLIC ON CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION (CSEA), CHAPTER 33 INITIAL CONTRACT PROPOSAL TO THE  
DISTRICT AND ADOPTION OF CSEA'S INITIAL PROPOSAL**

At its meeting of June 23, 2010, the Board of Trustees received an initial proposal from CSEA, Chapter 33. A copy of the CSEA proposal is attached and by reference made a part of this agenda item.

The District proposed no changes to the current contract.

The CSEA contract expired on June 30, 2010 and the District will negotiate in good faith CSEA's proposals as has occurred in the past.

**RECOMMENDATION**

It is recommended that the Board of Trustees hold a public hearing at this meeting as required by the Educational Employment Relations Act. After the public hearing, it is recommended that the Board of Trustees adopt CSEA's initial proposal to the District.

**CSEA CHAPTER 33**  
**INITIAL CONTRACT PROPOSAL**

**2009-2010**

May 19, 2010

**Article 6.1.1: Vacation Accrual**

Increase accrual rates for all levels, by 2 days.

**Article 6.4.1: Maximum Accrual**

The ~~two-year~~ **three-year** accrual maximum is based on the employee's current accrual rate.

**Article 6.10: Vacation Not Permitted/Compensation**

If the employee is not permitted by the District to take his/her full annual vacation, the amount not taken shall accumulate for use in the next year. If this total exceeds the maximum allowable accrual, the employee will be paid for days in excess of the maximum **or the employee may request no more than two (2) weeks of accrued vacation be paid in cash.** ~~Should the employee prefer that the unused vacation in question be paid in cash, this may be done with the approval of his/her supervisor.~~

**Article 7: Holidays**

Add one floating holiday and Cesar Chavez Day

**Article 8.1.1: Pay and Allowances**

3% COLA and add a step 6 to appendix C-Classified Salary Schedule C (same as the Management Salary Schedule 20 and the Executive Salary Schedule 10)

**Article 9.1.1: Medical Insurance**

The Board will provide each eligible employee and eligible dependents with one of the PERS Health Plans as chosen by the employee from among those listed in the PERS Basic health Plan Book.

Effective January 1, ~~2007, 2008, 2009~~, **2010** the District will adjust the employer paid premium cap for the PERS health plans medical coverage using Kaiser as the Benchmark.

The District will increase the medical cap as follows:

1. Full coverage paid by the Employer for single employees in all plans except PERSCare which will be capped at \$604.00 per month.
2. For two-party and family Kaiser coverage: the employee out of pocket contribution will not exceed \$40.00 per month.
3. For two-party and family coverage for all other medical plans, the employer contribution established for the Kaiser health plan will apply to these plans.

In determining the medical cap for fiscal year ~~2007, 2008, 2009~~, **2010**, the District will guarantee that the employee out of pocket expenses for two-party and family Kaiser coverage will be \$40.00 per month.

**As part of a "Employee Wellness Program" the employee will have free access to the San Mateo Athletic Club.**

The District will continue to offer Section 125 of the Internal Revenue Code for over-cap medical premiums paid by individual employees.

The plans are fully described in the PERS Basic health Plan Book, which is available in the Office of Human Resources.

San Mateo County Community College District

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**BOARD REPORT NO. 10-7-1C**

**PARCEL TAX; ACCOUNTING, UTILIZATION AND OVERSIGHT COMMITTEE**

**There is no printed report for this agenda item.**

San Mateo County Community College District

July 14, 2010

**BOARD REPORT NO. 10-7-2C**

**PRESENTATION BY COLLEGE OF SAN MATEO PROFESSORS MOHSEN JANATPOUR  
AND DARRYL STANFORD**

**There is no printed report for this agenda item.**