

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

July 11, 2012, 6:00 p.m.  
District Office Board Room  
3401 CSM Drive, 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 and potential or existing litigation. 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**

12-7-1      [Approval of the Minutes of the Meeting of June 27, 2012](#)

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

**NEW BUSINESS**

12-7-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

12-7-2A      [Recommendation for Administrator Employment Contract Renewals](#)

**Other Recommendations**

12-7-100B      [Approval of Med-Cal Administrative Claiming Agreement between Skyline College, the Contra Costa County Office of Education and the Bay Region Local Educational Consortium](#)

## **STUDY SESSION**

12-7-1C      [Update on KCSM-TV](#)

12-7-2C      [Community Needs Assessment Update](#)

## **RECESS TO CLOSED SESSION**

### 1. Closed Session Personnel Items

#### A. Public Employment:

1. Employment: **Cañada College** – Counselor, Counseling Services; **College of San Mateo** – Project Director, Admission & Records/International Support Services; **Skyline College** – Automotive Technician, Business/Industry Relations; Counselor, Counseling Services; **District Office** – Custodian (Swing Shift), Facilities Planning & Operations (two positions)
2. Re-Employment: **Cañada College** – Instructor, Medical Administrative Assisting, Science & Technology

#### B. Public Employee Discipline, Dismissal, Release

### 2. Conference with Labor Negotiator

Agency Negotiator: Harry Joel

Employee Organizations: AFSCME, AFT and CSEA

## **CLOSED SESSION ACTIONS TAKEN**

## **ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
June 27, 2012, San Mateo, CA**

**The meeting was called to order at 6:05 p.m.**

**Board Members Present:** Vice President-Clerk Helen Hausman, Trustees Richard Holoher (arrived at 6:50), Patricia Miljanich and Karen Schwarz and Student Trustee Bailey Girard  
Vice President Hausman announced that President Mandelkern is out of the country.

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jim Keller, District Academic Senate President Fermin Irigoyen

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

In order to accommodate John Sheldon of Morgan Stanley, it was requested that agenda item 12-6-3C be heard upon Mr. Sheldon's arrival. There were no objections from the Board.

**MINUTES**

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the minutes of the meeting of June 6, 2012. The motion carried, all members present voting "Aye."

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo said Vice Chancellor José Nuñez is not present because he is testifying before the State Senate regarding Senate Bill 1509, which would repeal the sunset clause authorizing school districts to utilize design-build contracts.

College of San Mateo President Claire said the College issued 900 associate degrees and certificates for the 2012-13 academic year; this was up 40% from the previous year and is due partly to the implementation of DegreeWorks. Trustee Miljanich said many students earned more than one associate degree this year which is also attributable to the use of DegreeWorks. President Claire highlighted the student success story of Vanessa Castro, a disabled student who attended College of San Mateo a few years ago. Ms. Castro received significant help from the DSPS program and subsequently transferred to UC-Berkeley and received a bachelor's degree in English. She is now starting her own business.

Skyline College President Stanback Stroud said more than 800 degrees were issued by Skyline College this academic year and a number of students received multiple degrees. President Stanback Stroud said Skyline College received a two-year grant to conduct the *Benefits Access for College Completion* demonstration project. The grant will provide \$325,000 and the project will be managed through SparkPoint at Skyline College. The California Community Colleges Board of Governors has selected SparkPoint at Skyline College to receive the *Dr. John W. Rice Diversity and Equity Award*. The award will be presented at the July 10 Board of Governors meeting. The business programs at Skyline College are now fully accredited by the Accreditation Council of Business Schools and Programs. Skyline is the first community college in California to receive this accreditation. SparkPoint at Skyline College is featured on a "One on One" episode on PenTV. President Stanback Stroud distributed copies of the SparkPoint 2012 annual report. She acknowledged Vice President of Student Services Joi Blake and Director of Workforce Development William Watson for their leadership of SparkPoint.

Cañada College President Keller said the Center for International and University Studies is set to receive a federal grant from the U.S. Department of Education's Developing Hispanic-Serving Institutions Program. The grant will provide \$625,000 per year for five years. The purpose of the grant is to make it easier for students at the College to earn bachelor degrees. The grant will fund additional personnel needed to put into place pathways and support services for students who enter the College seeking bachelor degrees. President Keller said Linda Hayes has been appointed Interim Vice President of Instruction and Jan Roecks has been appointed Interim Dean of Business, Workforce & Athletics. Cañada College had a successful commencement ceremony, with approximately 200 students participating. Cañada College will open its upper parking lot to allow viewing of fireworks displays on July 4.

Executive Vice Chancellor Blackwood said that earlier this year, the Board approved the issuance of Tax Revenue and Anticipation Notes (TRANs) for up to \$30 million. The District issued \$24 million at a cost of .24%. The funds will be invested in three different banks until they are needed. The interest rates range from .45% to .9% and will net the District approximately \$180,000 in additional interest over the year. Executive Vice Chancellor Blackwood said Chief Financial Officer Raymond Chow is to be commended for his work with the banks.

District Academic Senate President Irigoyen said he attended the four-day Community College Leadership Academy held at UC-San Diego. He said it was a positive experience as he worked with and interacted with faculty, classified staff and administration of community colleges around the State.

At this time, Mr. Sheldon had arrived and Vice President Hausman asked him to present his report.

### **POST SALE SUMMARY – GENERAL OBLIGATION BOND REFINANCING (12-6-3C)**

Mr. Sheldon said the sale of General Obligation (GO) refunding bonds on April 26 was very successful. The District's credit ratings for its GO bonds were affirmed as Aaa by Moody's Investors Service and upgraded from AA to AA+ by Standard & Poor's, representing the highest ratings for any community college district in California. Moody's highlighted the District's sound financial operations and strong reserves and low debt burdens. Standard & Poor's was impressed with the District's newly acquired basic aid status as well as its good management practices and financial policies.

Mr. Sheldon said that between the March 28 Board meeting, at which the issuance and sale of the refunding bonds was approved, and the April 26 pricing, municipal borrowing rates declined sharply, allowing the District to refund additional bonds and increase total cash flow savings. Rather than refinancing approximately \$70 million in GO Bonds as estimated at the March 28 meeting, the final amount refinanced was \$113.1 million. The borrowing costs were reduced from approximately 5% to less than 2% on the new debt. The average savings is more than \$1 million every year through 2026. The aggregate cash flow savings is \$16.4 million and the savings to taxpayers is \$0.76 per \$100,000 of Fiscal Year 2012 Assessed Valuation.

Mr. Sheldon said investor distribution was diverse and included individuals, asset managers and institutional investors; this encouraged competition and helped to drive rates lower.

Mr. Sheldon commended District staff for their expert handling of the program which resulted in significant savings to taxpayers.

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

Professor Kate Williams Browne, Coordinator of the Early Childhood Education Department at Skyline College, thanked the Board for their adoption in May of the resolution opposing the Governor's proposed cuts to early care and education. Professor Williams Browne said she believes that resolution, along with other advocacy efforts in the County, made a difference in the legislature's consistent opposition to cutting funding and moving early childhood professional development out of the Department of Education. Professor Williams Browne said that, as a result, she believes the early childhood education programs and child development centers at College of San Mateo and Skyline College will be able to prosper.

Nirmala Dillman, Coordinator of the San Mateo County Child Partnership Council and adjunct faculty member in the District, thanked the Board on behalf of the broader community for their position on the proposed cuts to early care and education. She said there are 5,000 children in San Mateo County waiting for spaces and the Governor's proposal would have required that 25% of existing spaces be cut. She said it takes great perspective for an organization which is facing dramatic budget cuts to say no to a different type of cut. She said the Board's resolution is greatly appreciated.

### **NEW BUSINESS**

#### **APPROVAL OF PERSONNEL ACTIONS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (12-6-2A)**

It was moved by Trustee Schwarz and seconded by Student Trustee Girard to approve the actions in Board Report No. 12-6-2A. Vice Chancellor Harry Joel said there was a correction on page 3 of the report; the short-terms positions of

Instructional Aide II and Cosmetology Aide in Business/Cosmetology at Skyline College should have ending dates of 5/25/2013 and 6/30/2013 respectively. The motion to approve the report as amended carried, all members voting "Aye."

**APPROVAL OF REVISION TO MISCELLANEOUS PAY RATES SALARY SCHEDULE (12-6-3A)**

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

**APPROVAL OF CONSENT AGENDA**

Vice President Hausman said the Consent consists of the following reports: 12-6-1CA, Ratification of March and April 2012 District Warrants; 12-6-2CA, Approval of Voluntary International Student Insurance Program, 2012-13; 12-6-3CA, Declaration of Surplus Property; 12-6-4CA, Award of Contract for Custodial Supply Products; 12-6-5CA, Adoption of Resolution No. 12-7 Establishing 2012-13 Budget Limits; and 12-6-6CA, Approval of Off-Campus Facilities. It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the items on the consent agenda. The motion carried, all members voting "Aye."

**Other Recommendations**

**REVIEW AND ADOPTION OF THE BOARD OF TRUSTEES' 2012 REAFFIRMATION OF CORE VALUES AND PRINCIPLES (12-6-2B)**

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

**CURRICULAR ADDITIONS AND DELETIONS – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (12-6-3B)**

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

**ANNUAL REVIEW AND APPROVAL OF INSTRUCTIONAL MATERIAL FEES (12-6-4B)**

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

**APPROVAL OF COMMUNITY SERVICES CLASSES, FALL/WINTER 2012 – CAÑADA COLLEGE, COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (12-6-5B)**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to approve the classes as detailed in the report. Vice President Hausman said she is impressed with the wide range of courses offered, both new and continuing. The motion carried, all members voting "Aye."

**APPROVAL OF AMENDMENT TO AGREEMENT WITH PENINSULA LIBRARY SYSTEM (12-6-100B)**

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

**APPROVAL OF 2014-2018 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (12-6-101B)**

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to approve the plan as detailed in the report. Trustee Schwarz noted that the State continues to require the five-year plans even though budget cuts at the State level have resulted in lack of funding for the projects listed in the plans. Chancellor Galatolo said that while the State continues to require districts to identify projects, it now relies on districts to go to local voters for facilities bonds. Executive Vice Chancellor Blackwood said the five-year plans allow the State Chancellor's Office to make a case for a Statewide bond. Trustee Miljanich said it also reminds the Board of what the needs and priorities of the District are. After this discussion, the motion carried, all members voting "Aye."

**ACCEPTANCE OF THE CENTER FOR LAW AND SOCIAL POLICY (CLASP) AND AMERICAN ASSOCIATION OF COMMUNITY COLLEGES (AACC), BENEFITS ACCESS FOR COLLEGE COMPLETION GRANT (BACC) (12-6-102B)**

It was moved by Trustee Schwarz and seconded by Student Trustee Girard to accept the grant as detailed in the report. The motion carried, all members voting "Aye."

**APPROVAL OF CONTRACT FOR SKYLINE COLLEGE TRACK RENOVATIONS (12-6-103B)**

It was moved by Trustee Miljanich and seconded by Student Trustee Girard to approve the contract as detailed in the report. Student Trustee Girard asked when the renovations would take place and how long they would take. President Stanback Stroud said renovations would begin on July 1 and would take two to three weeks. Trustee Schwarz asked if weather conditions affected the life of the track. Chancellor Galatolo said the track was last re-coated in 2005 and is close to the guarantee of approximately eight years. He said the Skyline College football field is also nearing its end of life and the Board will likely be asked to approve a new field at the end of next season. Chancellor Galatolo said that within the next five to six years, all of the fields in the District will need to be replaced. He said redevelopment funds may continue to be used for these purposes. After this discussion, the motion carried, all members voting “Aye.”

**APPROVAL OF CONTRACT FOR DISTRICTWIDE FOOD SERVICES OPERATIONS (12-6-104B)**

It was moved by Student Trustee Girard and seconded by Trustee Schwarz to approve the contract as detailed in the report. Student Trustee Girard said the vendor’s co-sponsoring of four events annually up to \$500, as specified in the report, translates into a \$2,000 flat rate per campus per year. Trustee Schwarz said she believes the District has been well-served by Pacific Dining. She asked about the number of complaints from students and the nature of the complaints. Tom Bauer, Vice Chancellor, Auxiliary Services and Enterprise Operations, said most complaints this year have been with regard to pricing. He said he has attended meetings with students at each campus and has discussed the components of pricing, including the cost of food, staffing and the fact that the District is using only recyclable/compostable products; he said students understand pricing better when all of the factors are explained. Vice Chancellor Bauer added that Pacific Dining President Rick McMahon is accessible to students and also has suggestion boxes at each campus. After this discussion, the motion carried, all members voting “Aye.”

**ADOPTION OF THE 2012-13 TENTATIVE BUDGET (12-6-105B)**

It was moved by Trustee Miljanich and seconded by Trustee Schwarz to adopt the tentative budget as presented. Executive Vice Chancellor Blackwood said a State budget was passed today but it is uncertain which line items the Governor might veto. This year, the budget affects the District to a lesser extent because it has become self-supporting.

Executive Vice Chancellor Blackwood said that if the Statewide tax initiative which is included in the budget passes in November, the community college system will receive \$50 million toward restoration of FTES and \$209 million that would be applied to deferrals. Even if the initiative passes, cash flow problems would be significant for other districts because the taxes would not appear until later in the fiscal year. The budget also includes the assumption that community colleges will receive both one-time and ongoing money from the dissolution of redevelopment agencies. The one-time money is protected but ongoing funds are not. If the Governor’s tax initiative does not pass, community colleges will see a \$338 million reduction, translating to a 7.5% workload reduction.

Executive Vice Chancellor Blackwood said that the mandated costs section of the budget will affect the District. For example, there is a long-standing mandate for the District to engage in collective bargaining and the District is allowed to claim recovery of the costs that are above and beyond what the District was doing when the mandate was passed. The District has been making claims for many years but has not been paid. The proposal in the new budget would give the District \$28 per FTES if no claims are filed. Executive Vice Chancellor Blackwood believes this would be advantageous but is waiting to see how the money would be paid, e.g. as part of categoricals, apportionment, etc. There is some concern that the State could use mandated costs to make basic aid districts pay their “fair share” of costs. There is no language thus far about taking money away from basic aid districts but Executive Vice Chancellor Blackwood said she will watch this very closely.

Executive Vice Chancellor Blackwood said the budget phases out CalGrants for for-profit colleges. This will not directly affect the District; however, needy students who are eligible for CalGrants will have to attend public institutions in order to receive the grants, which will increase the demand on community colleges. Trustee Miljanich asked if this phasing out is based on failure rates, payment rates, or other factors. Executive Vice Chancellor Blackwood said one aspect is default rates, but the phasing out will include all for-profit colleges.

Executive Vice Chancellor Blackwood said the State Chancellor released a media statement today which outlines key facts about the budget and its effects on community colleges. It discusses the history of budget cuts, enrollment, unemployment rates and fees. Executive Vice Chancellor Blackwood will email a copy of the media statement to Board members.

Executive Vice Chancellor Blackwood acknowledged Budget Director Rachelle Minong who gathered the information, coordinated with the Colleges and wrote the narratives that are presented in the District's tentative budget presented tonight. The budget includes the California Community Colleges Sound Fiscal Management Self-Assessment Checklist; inclusion of the checklist helps with accreditation as it shows that the District is continually evaluating how it is doing.

Executive Vice Chancellor Blackwood said the unallocated ending balance for 2010-11 was a little over \$8 million and the operating deficit was also a little over \$8 million. For next year, the estimates are an unallocated ending balance of approximately \$7.1 million and an operating deficit of approximately \$4.1 million; these figures show that the District is making headway and moving in the right direction.

The last page of the tentative budget addresses the reserve fund for post-retirement benefits. Executive Vice Chancellor Blackwood said the District also has a trust fund in which \$25 million has been set aside for post-retirement benefits. The fund is now worth \$26 million because of interest and investment income. The tentative budget proposes transferring another \$10 million into the fund. The goal is to eventually pay for 100% of post-retirement benefits from the trust fund. Trustee Miljanich said there is an ethical obligation for the District to do its best to keep its word regarding benefits. Executive Vice Chancellor Blackwood said the District is now fully charging itself for the future retirement costs for current employees.

Trustee Holober asked if the issue of the District's basic aid status is resolved with the County. Executive Vice Chancellor Blackwood said the County recognizes the District's basic aid status; the second period report states clearly that the District is self-supporting. Chancellor Galatolo said the issue with the County concerns the interpretation of the redevelopment agency agreements and how the redevelopment funds will be allocated to the District. He said the District is working with County Counsel and that Tom Casey believes the District has a strong case. The amount in question is \$1.5 million annually.

After this discussion, the motion to adopt the tentative budget carried, all members voting "Aye."

#### **STATEMENTS FROM BOARD MEMBERS**

Student Trustee Girard said he attended the San Mateo County Fair at which students showed off their talents. He also attended the College of San Mateo Student Government Leadership Retreat and the ceremony honoring classified staff at College of San Mateo. The first District Student Council meeting of the year was held last Friday. Student Trustee Girard said the U.S. Senate yesterday provided a combined resolution that would prevent student interest rates from increasing as scheduled on July 1. In response to a question from Trustee Miljanich, Executive Vice Chancellor Blackwood said this would apply only to new loans.

Trustee Schwarz said it was an honor to attend the commencement ceremony at Skyline College and to see a number of students receive more than one associate degree. She had a chance to say personal goodbyes to Vice President Mike Williamson and Dean Connie Beringer who are retiring. Trustee Schwarz attended the pinning ceremony for the College of San Mateo Dental Assisting Program and was impressed with the enthusiasm of students and parents. She also attended the Cañada College Middle College High School recognition ceremony. She said there will be 100 students enrolled in the program this year and there is a waitlist. She said she believes in this program wholeheartedly. Trustee Schwarz attended the Foundation meeting and said they are a little behind on the fundraising campaign but believe they will meet the goal. She said she looks forward to an upcoming study session on the Foundation.

Trustee Miljanich said she attended the commencement ceremony at Cañada College and said former President Tom Mohr was an inspiring speaker. She attended the Housing Corporation Board meeting on Monday at which the budget was adopted. She said things are going well at both College Vista and Cañada Vista. The Board continues to work on defining who is eligible for the housing in order to make sure that broad access is provided and to facilitate the ability of employees to purchase their own homes.

Trustee Holober said he attended the commencement ceremony at Cañada College and said it was a wonderful event. Trustee Holober said he has had some time to reflect after the last Board meeting and has some thoughts he would like to share with the Board regarding the proposal to conduct polling for potential tax measures. He said that during the discussion, he wondered why it was being brought forward at that time. He said there is usually a process through which the Board sets goals at a retreat. The process is open-ended and items can be revisited but the process normally would entail the Board first making a decision about whether this was something they had an interest in doing and, if so, then deciding that polling would help take the temperature of the community. At the February 2012 retreat, there was a

lengthy presentation to the Board about facilities needs, similar to the presentation made before the Board went forward with putting a measure on the ballot in 2011. Trustee Holoher said that at the end of the conversation following the presentation, at which time the next step would have been agreement to put a measure on the ballot if the Board was interested in doing so, there was no expressed interest on the part of the Board to do so. He said that he, along with one or two other Board members, said that renewing the parcel tax at the proper time would be a priority. Trustee Holoher expressed misgivings that the process through which the Board decides where it wants to go, and then uses tools to determine timing, did not occur. He said he feels he needs to state this in a clearer sense than he was able to do at the last meeting. He said it is not an argument about the merits of the proposal, but is a question of whether the Board got there through a consensus process or was driven by some artificial deadline. He said he believes the Board should discuss further where they are as Board members in terms of priorities, e.g. parcel tax vs. facilities bond and timing (now vs. later), and how a measure now could affect what might be accomplished between now and the expiration of the parcel tax. Trustee Holoher said Board members may not be in agreement but they need to determine whether they agree and what they agree on, as well as deciding what to do if they do not agree.

Trustee Miljanich said she would like to respond to Trustee Holoher's comments but does not believe she can do so legally because the item is not on the agenda. Vice President Hausman said this presents an awkward situation because two Board members are already working on putting questions together for a survey. Trustee Schwarz said the item was on the agenda at the last Board meeting and the Board did discuss whether to conduct a survey. She said she heard Trustee Holoher's statement tonight as expressing another reason that he is not in favor of conducting a survey. Vice President Hausman asked Trustee Holoher if he believes a survey will be helpful; Trustee Holoher responded that surveys are always helpful in gathering information.

Vice President Hausman said she attended the commencement ceremony at College of San Mateo, at which the speech was very stimulating. She also attended the Skyline College Automotive Banquet which was an exciting event because of the enthusiasm on the part of students and staff. She said President Stanback Stroud asked people to remember that there is a great need for student scholarships and encouraged them to give what they can if they are in a position to do so.

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

Vice President Hausman announced that during Closed Session, the Board will (1) consider the personnel items listed as 1A, 1B and 1C on the printed agenda, and (2) hold a conference with agency labor negotiator Harry Joel; the employee organizations are AFSCME, AFT and CSEA.

Vice President Hausman said the next meeting of the Board will be a Study Session on July 11 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 7:45 p.m. and reconvened to Open Session at 8:40 p.m.

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

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

#### **ADJOURNMENT**

It was moved by Trustee Schwarz and seconded by Trustee Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:45 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the July 11, 2012 meeting.

Helen Hausman, Vice President-Clerk

**BOARD REPORT NO. 12-7-1A**

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**

**College of San Mateo**

**Kevin Eifler** Office Assistant II Planning, Research & Institutional Effectiveness

Reassigned temporarily through the managed hiring process from a full-time, 12-month Office Assistant II position at the College of San Mateo Public Safety Office into this full-time, 12-month position, effective July 1, 2012.

**Skyline College**

**Linda Herda** Office Assistant II Counseling Services

Reassigned temporarily through the managed hiring process from a full-time, 12-month Office Assistant II position at the Skyline College Public Safety Office into this full-time, 12-month position, effective July 1, 2012.

**Jeremy Nicoloff** Athletic Trainer Kinesiology/Athletics/Dance

Reassigned through the managed hiring process from a part-time Athletic Trainer position at College of San Mateo into this full-time, 11-month Athletic Trainer position, effective July 16, 2012.

**District Office**

**Paul (Phil) Fong** Chief Engineer Facilities Planning & Operations

Reassigned from a Senior Maintenance Engineer position in Facilities Operations & Planning (Grade HH of Salary Schedule 70) into this Chief Engineer position (Grade II of Salary Schedule 70), effective June 25, 2012.

**B. LEAVE OF ABSENCE**

**District Office**

**Tatiana Degai** Campus Facilities Operations Technician Facilities Planning & Operations

Recommend approval of a pregnancy disability leave of absence, effective July 9, 2012, 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.

Skyline College

Cinthia Saenz

Cosmetology Aide

Business/Industry Relations

Recommend approval of an extension of a leave of absence without pay and without benefits, effective July 1, 2012 through December 31, 2012. A prior leave of absence was Board approved on January 25, 2012 for the period January 1, 2012 through June 30, 2012.

**C. CHANGE IN STAFF ALLOCATION**Cañada College

Recommend approval of change in staff allocation to add one part-time (48%), 10-month Instructional Aide II position in the Science & Technology Division, effective July 12, 2012.

Skyline College

Recommend approval of change in staff allocation to decrease an Instructional Aide II position (2C0132) for the TRiO Program in The Learning Center from full-time, 12 months to 65% of full-time, 11 months (60% annual) effective August 1, 2012.

**D. 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 Services	2	8/1/2012 1/3/2013 6/3/2013	9/12/2012 2/6/2013 6/30/2013	<b>Accounting Technician:</b> Student payment processing, issuance of parking permits, balancing of cash, etc. during peak registration periods. One position will assist with evening coverage and emergency coverage, and the other position will assist with additional workload relating to the "Plan-Ahead, Pay-Ahead" program.
Cañada	Center for International and University Studies	1	7/12/2012	10/31/2012	<b>Assistant Project Director:</b> Provide administrative assistance related to University Center projects and closing of the University Center Consortium grant.

**BOARD REPORT NO. 12-7-2A**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources &amp; Employee Relations, 358-6767

**RECOMMENDATION FOR ADMINISTRATOR EMPLOYMENT CONTRACT RENEWALS**

In 2008, the Board of Trustees gave approval, as a part of the overall administrator compensation program, to place administrators who were not already covered by an employment contract on a rolling two-year contract. In addition, the Board of Trustees annually renews contracts for administrators who have been on employment contracts. The District administrator contracts are now being submitted for approval to extend the contracts for one more year. There are a total of ten executive and thirty-two administrator positions under contract for renewal.

**RECOMMENDATION**

It is recommended that the employment contracts for all administrator positions listed below be approved for renewal as follows:

<b>Position</b>	<b>Contract Duration</b>
Chancellor	July 1, 2012 through June 30, 2016
Executive Vice Chancellor (Interim President of Cañada College)	July 1, 2012 through June 30, 2015
President of College of San Mateo	July 1, 2012 through June 30, 2015
President of Skyline College	July 1, 2012 through June 30, 2015
Vice Chancellor, Auxiliary Services & Enterprise Operations	July 1, 2012 through June 30, 2015
Vice Chancellor, Educational Services & Planning	July 1, 2012 through June 30, 2015
Vice Chancellor, Facilities	July 1, 2012 through June 30, 2015
Vice Chancellor, Human Resources	July 1, 2012 through June 30, 2015
Chief Financial Officer (Interim Executive Vice Chancellor)	July 1, 2012 through June 30, 2015
Director of Community and Government Relations	July 1, 2012 through June 30, 2015
Vice President, Instruction, Cañada, CSM & Skyline	July 1, 2012 through June 30, 2014
Vice President, Student Services, Cañada, CSM & Skyline.	July 1, 2012 through June 30, 2014
General Manager, KCSM	July 1, 2012 through June 30, 2014
Dean, Counseling, Advising & Matriculation, CSM & Cañada	July 1, 2012 through June 30, 2014
All Instructional Division Deans	July 1, 2012 through June 30, 2014
Director of General Services (Inter. Dean of Business, Cañada)	July 1, 2012 through June 30, 2014
Dean, Admissions and Records	July 1, 2012 through June 30, 2014
Dean, Enrollment Services	July 1, 2012 through June 30, 2014
Dean, Planning, Research & Institutional Effectiveness	July 1, 2012 through June 30, 2014
Director, Center for International Trade Development	July 1, 2012 through June 30, 2014
Director of Business Services, Skyline	July 1, 2012 through June 30, 2014

**BOARD REPORT NO. 12-7-100B**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Joi Blake, Ed.D., Vice President, Student Services, Skyline College, 738-4338

**APPROVAL OF MEDI-CAL ADMINISTRATIVE CLAIMING AGREEMENT BETWEEN  
SKYLINE COLLEGE, THE CONTRA COSTA COUNTY OFFICE OF EDUCATION AND THE  
BAY REGION LOCAL EDUCATIONAL CONSORTIUM**

Skyline College seeks to partner with the Contra Costa County Office of Education, which is host entity for the Bay Region Local Educational Consortium statewide Medi-Cal Administrative Activities (MAA) program.

The MAA program is authorized under the California's Welfare and Institutions Code (WIC), Section 14132.47 and is funded by federal and local funds. The program offers a way for school districts and county offices to obtain federal reimbursement for the cost of certain administrative activities necessary for the proper and efficient administration of the Medi-Cal program. Through this agreement, Skyline College will claim reimbursement for outreach activities to provide information on Medi-Cal to students and their families.

Approved MAA costs are reimbursed at fifty percent (50%) and revenue is unrestricted. To obtain reimbursement, employees record the time worked on these activities for one week each quarter and then a claim is submitted based on the activities performed. Reimbursement to colleges that are similar in size to Skyline College is typically \$25,000 to \$35,000 per quarter.

The agreement will be effective for twelve consecutive months commencing July 1, 2012. The first claim will be submitted for the July through September 2012 quarter.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Medi-Cal Administrative Claiming Agreement as described above, for a twelve month period commencing July 1, 2012.

San Mateo County Community College District

July 11, 2012

**BOARD REPORT NO. 12-7-1C**

**UPDATE ON KCSM-TV**

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

San Mateo County Community College District

July 11, 2012

**BOARD REPORT NO. 12-7-2C**

**COMMUNITY NEEDS ASSESSMENT UPDATE**

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