

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

March 13, 2013, 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. 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 3401 CSM Drive, San Mateo, CA 94402.*
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- *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**

13-3-1      [Minutes of the Meeting of February 27, 2013](#)

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

**STUDY SESSION**

13-3-1C      [Strategic Planning in a Basic Aid Environment](#)

**RECESS TO CLOSED SESSION**

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  
February 27, 2013, San Mateo, CA**

**The meeting was called to order at 6:06 p.m.**

**Board Members Present:** President Helen Hausman, Vice President Karen Schwarz, Trustees Richard Holoher, Dave Mandelkern and Patricia Miljanich, Student Trustee Bailey Girard

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Jim Keller, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Larry Buckley, District Academic Senate President Diana Bennett

**Pledge of Allegiance**

Vice President Schwarz announced that she would conduct the meeting in place of President Hausman who had an eye exam earlier today.

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Student Trustee Girard and seconded by Trustee Miljanich to approve the minutes of the study session of January 9, 2013. The motion carried, all members voting "Aye."

It was moved by Student Trustee Girard and seconded by Trustee Mandelkern to approve the minutes of the regular meeting of January 23, 2013. The motion carried, all members voting "Aye."

It was moved by Trustee Miljanich and seconded by President Hausman to approve the minutes of the Annual Board Retreat of February 17, 2013. The motion carried, all members voting "Aye."

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Skyline College President Stanback Stroud said there has been robust activity around the accreditation process, including an Accreditation Milestone Open Forum.

College of San Mateo President Claire congratulated the women's softball team which is ranked second in the state. Four of the team members signed with and received scholarships from the same college. President Claire said College of San Mateo is in the final stages of developing a partnership with Palo Alto University, a private, non-profit institution focusing primarily on the field of psychology, to use some of the College's classroom space.

Cañada College President Buckley said the Sequoia Healthcare District has granted a three-year funding extension totaling \$1.69 million to continue support for the San Francisco State University nursing program at Cañada College. He acknowledged Lucy Carter, Director of the Center for International and University Studies, and Janet Stringer, Dean of Science and Technology, for their work in securing the agreement. President Buckley said that among the students giving testimonials at the recent Foundation meeting was former Cañada College student John Paulino. Mr. Paulino currently attends the University of California, Berkeley and is a NASA Student Ambassador. He said he would not have been able to stay in college without the Foundation scholarship.

Chancellor Galatolo said José Luis Sanchez, President of the Associated Students of Skyline College was not able to present the student report as scheduled because he was in the hospital.

**PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: RECOGNITION BY THE BOARD OF NOMINEES FOR THE CALIFORNIA COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR (13-2-6C)**

Vice President Schwarz said this award honors community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Each of the Colleges and the District Office were invited to nominate one classified employee, and each will be honored by the Board tonight. Each district may forward the information for one nominee to the California Community Colleges Chancellor's Office for consideration of a statewide award; that nominee is selected by the Board.

President Stanback Stroud introduced the nominee from Skyline College, Nancy Argarin. She said Ms. Argarin brings to life the faces of the students who are impacted by the policies and practices of the College and District. Throughout the process for the plan ahead-pay ahead implementation, Ms. Argarin made sure there was widespread understanding of how the policy would impact students. President Stanback Stroud said Ms. Argarin is known for her dedication and leadership and is looked to as a resource person. She is active in College and District governance and on operational committees. She is also active in her community, where she is training to be a Sunday School teacher and is the treasurer of a choir in her community. Ms. Argarin is a graduate of Skyline College and started working at Skyline as an accounting technician in 2005.

Vice President Schwarz presented a certificate to Ms. Argarin and thanked her for her work. Ms. Argarin said it is an honor to represent Skyline College. She said she is thankful for the leadership of President Stanback Stroud, Vice President of Student Services Joi Blake and Director of Business Services Eloisa Briones. She thanked Dean John Mosby and Registrar Susan Lorenzo for believing in her. She also thanked staff at the District Office for working with her and her colleagues. Ms. Argarin introduced her husband, son and daughter who were in the audience.

President Claire introduced the nominee from College of San Mateo, Kathy Chaika. He said Ms. Chaika works as a senior accounting technician and has had a long and outstanding 24-year career at the College. He said Ms. Chaika works with students during moments of crisis and her primary concern is always what is best for students. President Claire said Ms. Chaika is very involved with CSEA leadership, having served as chapter president, second vice president, union steward for the College and District, and chief negotiator. She was a founding member of the Labor/Management Committee. She also has been very active with CSEA at the State level. Ms. Chaika has served on numerous College committees, including College Council and the Classified Events Committee. She currently serves on the President's Council and Budget Planning Committee. She has served on numerous ad hoc committees to help improve the operations of the College and District. President Claire said Ms. Chaika is always willing to lend a helping hand, both in her work and personal life. She is active in her community, having served as team mom for numerous teams. She and her family have opened their home to troubled youth who had no other option.

Vice President Schwarz presented a certificate to Ms. Chaika and thanked her for her years of service. Ms. Chaika said she is truly honored to be nominated. She said she works with a wonderful staff and administration at College of San Mateo. She also thanked Chancellor Galatolo, Vice Chancellor of Human Resources Harry Joel and the Board of Trustees. Ms. Chaika said one of her sons is working out of town and her other two sons are in school and, therefore, not able to attend the meeting tonight.

President Buckley introduced the nominee from Cañada College, Jeanne Stalker. He said Ms. Stalker has been working in the District for 24 years, mostly at Cañada College. She currently serves as Program Services Coordinator in the Counseling Department. Ms. Stalker was nominated by Kim Lopez, Dean of Counseling and Enrollment Services, who noted that Ms. Stalker developed a new model for orientation, making it more streamlined and consistent and easier for students. She also established a new schedule for assessment that makes it more flexible for students and their busy schedules. President Buckley said he has talked with the student government group at Cañada College and students praised the program developed by Ms. Stalker, reporting that they feel special throughout the orientation process. President Buckley said Ms. Stalker is a member of the Cañada College Athletic Hall of Fame Committee and organizes the annual banquet. She was involved in establishing a scholarship fund which honors former College of San Mateo Coach Tom Martinez. Ms. Stalker has served on the CSEA Executive Board for the past ten years and is currently the CSEA President at Cañada College. President Buckley said Ms. Stalker is the team mom for her son's Little League team and organizes group events to San Francisco Giants games. She regularly participates in the One Warm Coat Drive, Toys for Tots program, Junior Giants Glove Drive and community fund events.

Vice President Schwarz presented a certificate to Ms. Stalker and thanked her for her years of service. Ms. Stalker introduced her son, husband, mother, sister, brother-in-law and niece. She said she is grateful to work in the District. She thanked former Interim President Jim Keller and President Buckley. She also thanked Dean Lopez for nominating her and said she enjoys working with her and appreciates her support.

Chief Financial Officer Raymond Chow introduced the nominee from the District Office, Connie Casido. He said Ms. Casido serves as Payroll Manager for the District. He said she is a dedicated worker and excellent mother. She is a passionate mentor who wants to help people, particularly members of her Payroll team. She encourages her team to continue their education and to gain new experiences. She is also an important resource for the statewide payroll group, whose members consistently call on her with questions about new policies and requirements. She is very patient and is always willing to listen and help. Mr. Chow said Ms. Casido was involved in the 2007 in-house payroll implementation system, which is very efficient and has saved the District a considerable amount of money.

Vice President Schwarz presented a certificate to Ms. Casido and thanked her for her years of service. Ms. Casido thanked the people who support and love her. She introduced her husband and two of her sons. She thanked her staff for their hard work said she would not be here without them. She introduced Lorna Leyson from Payroll who was in the audience. She also thanked Mr. Chow, Executive Vice Chancellor Kathy Blackwood and Vice Chancellor Harry Joel.

Trustee Miljanich offered her congratulations to the four honorees and said it is rewarding to hear the inside story of each. She added that there are many hard-working classified staff members and she appreciates the work they do on behalf of the Colleges and the District. President Hausman congratulated the four honorees. She said the large audience turnout in their honor speaks highly of each of them. Trustee Mandelkern said it is difficult to identify just four classified staff members out of so many outstanding employees who make this a special institution. He said the four honorees have wonderful stories in both their professional and personal lives and are excellent ambassadors for the District. Trustee Holober congratulated the four honorees and thanked them for working so hard for the District's students and employees. He said he appreciates the example they set. Student Trustee Girard thanked the four honorees and said to keep up the good work. Chancellor Galatolo said it was very difficult for the Colleges and District Office to select just one nominee. He said the District is fortunate to have many talented and dedicated classified staff members. He said he is proud of the four honorees and noted that they are part of the legacy of this outstanding institution.

Vice President Schwarz said this is one of the most wonderful evenings throughout the year and also one of the most difficult as the Board must choose just one name to forward to the State Chancellor's Office. She said the Board did not know the names of the nominees as they reviewed the nominations. Vice President Schwarz, by Board vote, announced that the nomination of Kathy Chaika will be forwarded for consideration of the statewide award.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: DISTANCE EDUCATION AND STRUCTURED TRAINING FOR ONLINE TEACHING (STOT) (13-2-7C)**

Jing Luan, Vice Chancellor of Educational Services and Planning, said that distance education has grown since 2007, with the formation of the Distance Education Advisory Committee (DEAC), building on the vision from the Board of Trustees and Chancellor. Close to 200 courses are currently offered in the distance education mode. DEAC has developed a distance education strategic plan and the Colleges have been implementing their own distance education strategic plans. DEAC also has received support from ITS and the Colleges in developing the Distance Education Gateway website which is integrated with WebSmart and allows students to instantly and in an intuitive way find courses that support their distance education degrees and certificates. The "Distance Education Status & Guidelines" document is also available and gives the Colleges information about practices and guidelines Districtwide and from the State.

Vice Chancellor Luan said the Structured Training for Online Teaching (STOT) program has been operational for five years. The completion rate is 98% and most graduates have started teaching online courses right after graduation. The course and curriculum were designed by a taskforce consisting mostly of faculty and were approved by the District Academic Senate and the District Joint Vice Presidents Council. The purpose of STOT is to provide faculty with skills needed for teaching in a distance education mode, to expose instructors to best practices, and to provide an online community in the District. Vice Chancellor Luan thanked Peter Bruni, Distance Education/Instructional Design Coordinator, for making sure that STOT always reflects current, state-of-the-art technology.

Mr. Bruni said the STOT mission is to teach faculty to design and deliver exemplary online courses that meet and exceed best practices, in order to increase student success and promote academic excellence. Many faculty acknowledge that online learning is growing in popularity and many perceive the need to learn how to teach effectively online. Recognizing that instructors are moving from teaching in a traditional classroom to teaching online, STOT courses teach faculty every aspect of working online. Course content includes creating accessible content and documents, making effective assignments, posting grades, creating online quizzes, creating videos and interactive lessons, effective use of groups, and online pedagogy. Mr. Bruni demonstrated the STOT website. He distributed a handout with instructions on accessing the website and invited the Board and others to explore the site.

Mr. Bruni introduced Mikel Schmidt, Professor of PE/Athletics at College of San Mateo; John Ulloa, Professor of History at Skyline College; and Lezlee Ware, Professor of Political Science at Cañada College. Each described the courses they teach online and discussed how STOT training helped provide the tools to become effective online instructors.

Trustee Miljanich said the presentation was informative and interesting. Vice President Schwarz said she is impressed with the program.

### **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 (13-2-1A)**

It was moved by Trustee Holober and seconded by Trustee Miljanich to approve the actions in Board Report No. 13 -2-1A. The motion carried, all members voting "Aye."

#### **APPROVAL OF CONSENT AGENDA**

Vice President Schwarz said the consent agenda consists of Board Report 13-2-1CA, Ratification of November and December 2012 District Warrants. It was moved by Trustee Holober and seconded by Student Trustee Girard to approve the item on the consent agenda. The motion carried, all members voting "Aye."

### **Other Recommendations**

#### **APPROVAL OF COMMUNITY EDUCATION YOUTH PROGRAM, SUMMER 2013 (13-2-2B)**

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

#### **APPROVAL OF CURRICULAR ADDITIONS – COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (13-2-3B)**

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

#### **ACCEPTANCE OF 2012-13 MID-YEAR BUDGET REPORT AND APPROVAL OF BUDGETARY TRANSFERS AND INCOME ADJUSTMENTS FOR THE PERIOD ENDING DECEMBER 31, 2012 (13-2-100B)**

It was moved by President Hausman and seconded by Trustee Miljanich to accept the budget report and approve the transfers and income adjustments as detailed in the report. The motion carried, all members voting "Aye."

#### **ADOPTION OF RESOLUTION NO. 13-2 ELECTING TO RECEIVE TAX REVENUE PURSUANT TO FORMER HEALTH AND SAFETY CODE SECTION 33676(A)(2), MILLBRAE (13-2-101B)**

It was moved by Student Trustee Girard and seconded by Trustee Miljanich to approve the adoption of Resolution No. 13-2. The motion carried, all members voting "Aye."

**APPROVAL FOR CATEGORICAL FUNDING TRANSFERS (13-2-102B)**

It was moved by Trustee Holober and seconded by Trustee Mandelkern to approve the transfers as detailed in the report. The motion carried, all members voting “Aye.”

**INFORMATION REPORTS**

**2013 CONTRACTOR PREQUALIFICATION UPDATE (13-2-8C)**

The Board accepted the report. José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, said Sue Harrison, Interim Director of General Services, was a key leader in preparing the report.

**RESULTS OF 90-DAY PUBLIC COMMENT PERIOD ON POTENTIAL TRUSTEE AREA BOUNDARIES AND MAP (13-2-9C)**

Vice President Schwarz said one public comment was received during the 90-day public comment period. The comment was from a former employee who expressed a preference for keeping the current method of election of Board members.

Trustee Miljanich noted that this is an information item and the Board will not be making a decision at this meeting. She said she would like to have more time to review and absorb the information presented at previous meetings and to discuss the issue further. She said she has questions about the adjustments that were made to the districts and whether other adjustments are possible. She said she is not clear about some changes and decisions that were made regarding the specific map that was selected. She said it might be helpful to revisit the scenarios that the demographer presented.

Trustee Mandelkern said there have been two public hearings and discussions at several Board meetings on this topic, along with a 90-day public comment period. He said there appears to be little public interest. He suggested placing the item on the March 21 Board meeting agenda as an action item to decide whether to move forward. Trustee Mandelkern said the Board can ask the demographer to draw other scenarios; however, his work is already extending beyond his original contract.

Trustee Holober agreed that there has been little public interest in this topic. He said the lack of opposition from the public may imply consent. In terms of moving forward, he asked if the Board should have another review of maps at a Board meeting. Trustee Miljanich said she would like to have further discussion about the maps and submit questions. She added that her questions are not about the concept of changing the method of election, but are about understanding the districts and the adjustments that were made.

Vice President Schwarz said that, based on the recent County election, she would assume voters are in favor of by-district elections. However, she also is concerned about understanding the map and the process of selecting the map, including the issue of incumbency. She said this is a complex process and it takes time to absorb all of the information. She said it is most important to make sure that the districts are drawn in the best way possible, even if it takes more time and further discussion.

Trustee Mandelkern said that the demographer, Michael Wagaman, can be invited to another meeting at which the Board can revisit different scenarios. He said the Board went through a very deliberate process in considering how to select boundaries. He said one of several factors considered was where current trustees live. Because of other factors such as distribution of population and communities of interest, the final configuration had one district in which no current trustee resides.

Trustee Miljanich said it would be helpful to have Mr. Wagaman at another meeting. She said that the shift to by-district elections is a trend and she is not questioning whether the Board should do this, but would like to revisit the drawing of boundaries. Vice President Schwarz agreed that it would be helpful to have Mr. Wagaman attend the meeting. She said she believes the majority of the Board believes that shifting to a by-district election method is the right thing to do but she would like to discuss further the best way to do so.

Trustee Mandelkern said a map was posted with the announcement of the 90-day public comment period. He questioned whether another public comment period would be needed if the map is changed. Vice President Schwarz said this can be asked of William Tunick, the attorney retained by the Board to advise on the issue of changing the election method.

Trustee Holober said communities of interest and geographic compactness of districts were uppermost considerations in the drawing of the map. A secondary consideration was creating a majority (50% + 1) Asian/Pacific Islander district. This could be done only in the North County and resulted in a district in which no current Board member resides. Trustee Mandelkern said that when a community of interest was identified and the decision was made to keep five districts, it was clear where that district would lie. He said this, along with consideration of the other factors, in turn impacted where the other districts would lie. Trustee Miljanich said she understands and appreciates this, but still would like to revisit the maps in order to feel comfortable with making a decision.

President Hausman said she is not sure how the public feels about the issue. She said that, based on her experience, she believes that when people feel strongly about an issue, they show up and make sure their voices are heard. Trustee Mandelkern agreed but said he believes that public apathy should not keep the Board from moving forward if they believe it is the right thing to do.

The Board agreed to add an action item to the March 21 meeting agenda to (1) approve shifting from at-large elections to by-district elections and (2) if approved, submit the required documents to the California Community Colleges Board of Governors for review and approval. Chancellor Galatolo said staff will invite Mr. Wagaman and Mr. Tunick to attend the meeting.

### **COMMUNICATIONS**

Vice President Schwarz said the Board received a letter from Judge Lisa Novak inviting Board members to submit names of possible nominees for Grand Jury service and two letters regarding the sale of KCSM-TV. On behalf of the Board, Chancellor Galatolo sent a letter to Jim Wyatt, thanking him for serving on the Bond Oversight Committee and the Measure G Citizens' Oversight Committee.

### **STATEMENTS FROM BOARD MEMBERS**

President Hausman said she regrets not being able to chair the meeting. She said she is still having problems with her vision and saw another eye specialist this morning.

Trustee Holober said he might be out of town and unable to attend the March 13 study session, but could make arrangements to participate by telephone.

Student Trustee Girard said he met with Assemblyman Kevin Mullin and State Senator Jerry Hill. He was encouraged to learn that Assemblyman Mullin serves on a committee on community colleges; his specialty is workforce development. Student Trustee Girard said both the Student Senate for California Community Colleges and the California Community Colleges Association of Student Trustees have taken a stance on Governor Brown's proposed budget with regard to the 90-day cap, performance-based funding and adult education changes. Student Trustee Girard said he made the Dean's List last semester and currently is working on his reelection.

Vice President Schwarz attended the open house for the SparkPoint Center at Skyline College. She asked President Stanback Stroud to comment on the pictures on the outside wall of the Center. President Stanback Stroud said the pictures feature all of the Grove scholars. She said the Grove Foundation gave \$100,000 to Skyline College to test a program in which students receive a scholarship of \$2,000 per semester. If the students save five percent of the scholarship money, they are connected with a traditional financial institution and the College matches the amount saved. When the students graduate, they have \$500 to \$1,000 to help set them up to be successful in their careers. The outcome of the program has been so successful that the Grove Foundation gave another \$125,000 for its continuation. Vice President Schwarz said she was impressed with the San Mateo County Community Colleges Retirees announcement of their annual luncheon which promoted the wonderful facilities and excellent catering services that are available at each of the Colleges.

### **RECESS TO CLOSED SESSION**

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

Vice President Schwarz said the next meeting of the Board will be a Study Session on March 13 at 6:00 p.m. in the District Board Room.

The Board recessed to Closed Session at 8:10 p.m. and reconvened to Open Session at 9:05 p.m.

**CLOSED SESSION ACTIONS TAKEN**

Vice President Schwarz reported that at the Closed Session just concluded, the Board considered the personnel items listed on the printed agenda and voted 5-0 to approve the items listed as 1A, 1B and 1C.

**ADJOURNMENT**

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:10 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the March 13, 2013 meeting.

Karen Schwarz, Vice President-Clerk



San Mateo County Community College District

March 13, 2013

**BOARD REPORT NO. 13-3-1C**

**STRATEGIC PLANNING IN A BASIC AID ENVIRONMENT**

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