

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION
July 10, 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 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 recorded; recordings 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.*

6:00 p.m. **ROLL CALL**

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

- | | |
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| 13-7-1 | <u>Approval of the Minutes of the Regular Meeting of June 17, 2013</u> |
| 13-7-2 | <u>Approval of the Minutes of the Special Meeting of June 19, 2013</u> |
| 13-7-3 | <u>Approval of the Minutes of the Special Meeting of June 20, 2013</u> |

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

- | | |
|---------|---|
| 13-7-1A | <u>Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel</u> |
| 13-7-2A | <u>Recommendation for Administrator Employment Contract Renewals</u> |

INFORMATION REPORTS

13-7-1C [Discussion of 2013 Institutional Self-Evaluation Process and College Self-Evaluation Reports](#)

RECESS TO CLOSED SESSION

1. Closed Session Personnel Items
 - A. Administrative Appointment, Reappointment, Assignment and Reassignment: **District Office** – Interim Vice President of Special Projects, Chancellor’s Office; **College of San Mateo** – Interim Vice President of Instruction, Instruction
 - B. Public Employment:
 1. Employment: **District Office** – Staff Assistant, Community Education; **Skyline College** – Music Instructor, Science, Math & Technology; ASTEP Math Academy Instructor, Science, Math & Technology
 2. Re-Employment: **Skyline College** – Planning & Research Analyst, Planning, Research & Institutional Effectiveness
 - C. 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 17, 2013, San Mateo, CA**

The meeting was called to order at 6:04 p.m.

President Schwarz announced that Trustee Mandelkern is en route from Sacramento and will arrive late.

Board Members Present: President Karen Schwarz, Trustees Richard Holoher, Dave Mandelkern (partially via telephone) and Patricia Miljanich, and Student Trustee David Latt

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

Pledge of Allegiance

DISCUSSION OF THE ORDER OF THE AGENDA

President Schwarz said Trustee Mandelkern would prefer to be present in person for the discussion of items 13-6-4B and 13-6-5B. Accordingly, she asked if Board members would agree to postpone consideration of these items until Trustee Mandelkern's arrival. There were no objections.

SWEARING IN OF STUDENT TRUSTEE

President Schwarz administered the oath of office to Student Trustee David Zay Latt, who assumed office on June 1, 2013. Student Trustee Latt introduced audience members Haley Sharpe, President of the Associated Students of College of San Mateo (ASCSM); Amanda Governale, Vice President of ASCSM; Kayla Razavi, President of the Associated Students of Skyline College; Jonali Chun, Vice President of the Associated Students of Cañada College; Wayne Phillips, who taught Student Trustee Latt English and has been an inspiration to him; and Dr. David Chai, who has mentored him in public speaking. Student Trustee Latt's family arrived later and he introduced his mother, father and other family members.

Trustee Schwarz said that Student Trustee Latt has already added knowledge and expertise to discussions and the Board is very pleased to have him as a member of the Board.

MINUTES

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the minutes of the regular meeting of May 15, 2013. The motion carried, all members voting "Aye."

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the minutes of the special meeting of June 3, 2013. The motion carried, all members voting "Aye."

It was moved by Trustee Holoher and seconded by Trustee Miljanich to approve the minutes of the special meeting of June 5, 2013. The motion carried, all members voting "Aye."

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the minutes of the special meeting of June 12, 2013. The motion carried, all members voting "Aye."

STATEMENTS FROM EXECUTIVES

Chancellor Galatolo congratulated Student Trustee Latt. He said the State budget has passed and Executive Vice Chancellor Keller will address the budget in his remarks.

Skyline College President Stanback Stroud thanked Board members who participated in commencement exercises. She said a record number of students participated and a record number of students received degrees and certificates. She said both the student speaker and keynote speaker were excellent. President Schwarz said President Stanback Stroud's speech was excellent as well.

College of San Mateo Vice President Hughes said “Jazz on the Hill” returned to the campus after nine years and was a successful event. She recognized KCSM General Manager Marilyn Lawrence who helped coordinate the variety of bands. She also recognized Bev Madden, Director of College Development and Marketing, as well as the student ambassadors and many volunteers who helped with the event. Vice President Hughes said the College hosted a “Stepping Up: A Transfer Tribute” event the night before commencement; the event was coordinated by the Academic Senate.

Cañada College President Buckley thanked those who attended the commencement ceremony. He said Judge Cruz Reynoso, the keynote speaker, did not disappoint. Math Jam was held last week and a record number of students enrolled. Cañada College signed an agreement with National Hispanic University to offer a bachelors degree in early childhood education. A celebration was held today and President David Lopez, along with others from National Hispanic University, attended the event. President Buckley thanked Lucy Carter and Linda Hayes for initiating the program.

Executive Vice Chancellor Keller said the State budget does not affect the District to the extent it did in the past because the District is now self-supporting. There are, however, some areas that will benefit the District: Proposition 39 energy efficient funds; deferred maintenance funding; online education coordination; and additional dollars for categorical programs.

Executive Vice Chancellor Keller said the community college system still receives less funding per student than other components of public education. He said the Governor’s revised funding model folds categorical programs into the base and this is one more way to raid the property taxes of school districts and cities. He said this will not affect current basic aid districts but, in the future, it will take longer for districts to achieve basic aid status.

Chancellor Galatolo said he and President Schwarz attended a meeting held by Senator Jerry Hill, to which all superintendents and trustees from San Mateo and Santa Clara Counties were invited. The meeting focused primarily on K-12 schools and Chancellor Galatolo pointed out that the community college system receives much less funding per student than K-12. He said Barbara Christensen is working diligently on collecting Redevelopment Agency monies and the District is also receiving some Proposition 30 money. He noted that the time it takes to pass a budget has accelerated since passage of the budget has been tied to legislators getting paid.

District Academic Senate President Bennett congratulated Student Trustee Latt and said she looks forward to working with him. President Bennett thanked faculty who are working over the summer on the International Advisory Committee, Performance Evaluation Taskforce, Web Access update, and accreditation reports. She said there will be new Academic Senate officers in the fall. She will continue as District Academic Senate President. Presidents and Vice Presidents of the College Academic Senates will be:

Skyline College – Leigh Anne Shaw, President; Kate Williams Browne, Vice President
 College of San Mateo – David Laderman, President; Theresa Martin, Vice President
 Cañada College – Doug Hirzel, President; Anne Nicholls, Vice President

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 (13-6-1A)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the actions in Board Report No. 13-6-1A. The motion carried, all members voting “Aye.”

ADOPTION OF RESOLUTION NO. 13-7 AUTHORIZING REPORTING OF DEFINED BENEFIT CONTRIBUTIONS AND REMITTANCE DIRECTLY TO THE CALIFORNIA STATE TEACHERS RETIREMENT SYSTEM (13-6-2A)

It was moved by Trustee Miljanich and seconded by Trustee Holober to approve the adoption of Resolution No. 13-7. Trustee Holober said the resolution addresses penalties pursuant to Title 5; he asked if there are any penalties to pay or whether this only authorizes such penalties. Chancellor Galatolo said it is the authorization. The motion carried, all members voting “Aye.”

APPROVAL OF CONSENT AGENDA

President Schwarz said the Consent consists of the following reports:

13-6-1CA	Approval of Curricular Additions and Deletions – Cañada College, College of San Mateo and Skyline College
13-6-2CA	Annual Review and Approval of Instructional Material Fees
13-6-3CA	Approval of Community Services Classes, Fall/Winter 2013 – Cañada College, College of San Mateo and Skyline College
13-6-4CA	Approval of Off-Campus Facilities, 2013-14
13-6-5CA	Ratification of March and April 2013 District Warrants
13-6-6CA	Adoption of Resolution No. 13-8 Establishing 2013-14 Budget Limits
13-6-7CA	Approval of Domestic/International Student Insurance Program, 2013-14
13-6-8CA	Approval of Student Accidental Injury Insurance Program, 2013-14

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to approve the items on the consent agenda. The motion carried, all members voting “Aye.”

Other Recommendations**ACCEPTANCE OF GRANT FUNDS FOR THE CAREER LADDERS PROJECT AND AUTHORIZATION TO EXECUTE GRANT AGREEMENT (13-6-100B)**

It was moved by Trustee Holoher and seconded by Trustee Miljanich to approve the grant agreement as detailed in the report. The motion carried, all members voting “Aye.”

APPROVAL OF CONTRACT FOR MEAL SERVICES FOR THE CHILD DEVELOPMENT CENTERS AT COLLEGE OF SAN MATEO AND SKYLINE COLLEGE (13-6-101B)

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

APPROVAL OF BOARD POLICY 7.21, SPEECH: TIME, PLACE AND MANNER (13-6-102B)

It was moved by Trustee Miljanich and seconded by Trustee Holoher to approve the policy as detailed in the report. Trustee Holoher asked for an explanation of the participatory governance process that led to the proposal. Chancellor Galatolo said that AFT initially believed this should be a negotiated item. AFT and the District agreed to set up a subcommittee to devise a policy that made sense for all parties. Chancellor Galatolo, Vice Chancellor Harry Joel and Barbara Christensen worked with AFT over a period of approximately four months and the parties devised and agreed on the proposed policy. It was then reviewed and approved by the District Participatory Governance Council. After this discussion, the motion carried, all members voting “Aye.”

APPROVAL OF AGREEMENT WITH MOODLEROOMS, INCORPORATED (13-6-103B)

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

APPROVAL OF 2015-2019 FIVE-YEAR CAPITAL CONSTRUCTION PLAN (13-6-104B)

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

ADOPTION OF THE 2013-14 TENTATIVE BUDGET (13-6-105B)

It was moved by Trustee Miljanich and seconded by Trustee Holoher to adopt the tentative budget. Executive Vice Chancellor Blackwood said the tentative budget is based on the Governor’s May Revise and was finalized one day before the Legislature passed the State budget. The report tonight will note changes based on the State adopted budget.

Executive Vice Chancellor Blackwood said that budget guidelines:

- Address board goals and District strategic plan
- Stay at or near the State-funded FTES cap
- Balance the budget projections in each of the next three years
- Use one-time funds for one-time expenses
- Use the existing allocation model while reviewing a revised model

Executive Vice Chancellor Blackwood reviewed the budget assumptions:

- State FTES access restoration (growth): the Governor’s proposal allowed 1.4% and the adopted budget allows 1.63%; accordingly, the District will adjust its goals slightly.
- State COLA: was rounded up in the adopted budget from 1.565% to 1.57%.
- Property tax increase: 4%
- Non-resident FTES growth based on International Education plans
- Inflation: 3.1%
- Student Fees: no increase

Executive Vice Chancellor Blackwood reviewed Fund 1 (Unrestricted General Fund) revenues and expenses. She said that 80% of total revenues come from property taxes. Other revenue sources include ongoing RDA funds, student fees, Proposition 30, non-resident tuition, lottery, interest and other miscellaneous sources. Total revenues in the tentative budget are \$126.4 million. Most of the expenditures go to site allocations. Other expenses include retiree/other benefits, utilities, managed hiring, formula adjustments/contracts, telephone/hardware/software maintenance, insurance, and other/one-time expenses. Total expenses in the tentative budget are \$126.4 million.

Executive Vice Chancellor Blackwood said the number of College FTES dropped due to budget cuts and now is slowly going back up. The current numbers are slightly above the goals because the goals were set assuming Proposition 30 would not pass; when it did pass, the Colleges were able to increase the FTES more than was budgeted. The number of FTES is projected to continue to grow slightly for 2013-14, with almost 21,000 FTES.

Executive Vice Chancellor Blackwood discussed other funds included in the budget: Internal Service, Debt Service, Restricted Fund, Capital Projects, Enterprise/Auxiliary (Bookstore, Cafeteria, San Mateo Athletic Center), Special Revenue (Child Development, Measure G), Student Aid, and Reserve for Post-Retirement Benefits.

Executive Vice Chancellor Blackwood discussed basic aid status and what it means for the District. She said the revenue limit formula uses the 2012-13 base of \$99,742,921 and then adds Access Restoration and COLA, resulting in the 2013-14 revenue limit of \$102,668,900. The basic aid formula uses 2013-14 property taxes (\$99,289,984) and adds RDA Ongoing Funds and Students Fees, resulting in 2013-14 revenue of \$112,700,274 — \$10,031,374 more than the District would receive if it were a revenue limit district. This excess has been built into the expenditures in the tentative budget.

Trustee Holober said he wanted to make sure there is no subsidy to KCSM-TV in the budget. Chancellor Galatolo said there is no subsidy; the agreement with LocusPoint includes \$225,000 per quarter which covers the operations of the station.

Student Trustee Latt asked Executive Vice Chancellor Blackwood to elaborate on the effect of Proposition 30. Executive Vice Chancellor Blackwood said Proposition 30 includes a sales tax increase for four years and income tax increase for seven years. Although the amount of money will drop off after four years, the law also states that a district shall receive a minimum of \$100 per FTES. The District should receive \$1.9 million to \$2 million for seven years.

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

INFORMATION REPORTS

UPDATE ON 2013 ACCREDITATION (13-6-1C)

Sarah Perkins, Vice President, Instruction at Skyline College and Accreditation Liaison Officer (ALO) for the College, recognized Vice President Robin Richards, ALO for Cañada College and Susan Estes, ALO for College of San Mateo. Vice President Perkins said draft copies of the Colleges’ self-evaluation reports will be delivered to Board members on June 26 and will be available to the public online. The reports will contain 98% of the content; the evidence charts will be provided by July 3. The reports will be discussed at the Study Session of July 10 and the Board will be asked to approve the reports on July 24. They will be sent to the Accrediting Commission for Community and Junior Colleges (ACCJC) during the first week of August. Each campus will have hard copies of the final reports. Vice President Perkins acknowledged the work of the writing teams, marketing and research offices and others who contributed to the reports. She said the ALOs believe the Colleges have much to be proud of for the accomplishments of the last seven years.

Trustee Miljanich thanked the ALOs, along with all others who worked hard to fulfill accreditation requirements. Trustee Miljanich asked Chancellor Galatolo to comment on the policy recently enacted by the ACCJC in terms of destroying materials and asked which materials are included. Chancellor Galatolo said the materials that are to be destroyed are mainly team member notes, decisions, communications between team members and recommendations to the Commission. Chancellor Galatolo said he is concerned that the ACCJC is making this determination to destroy materials without going through a policy process. He said this decision could put the Commission in jeopardy; for instance, if a district disagrees with the outcome or initiates litigation, the Commission would not have the documentation to support their conclusion. Chancellor Galatolo said he believes the Executive Director of the ACCJC should realize that the reason confidentiality has been breached is that there are frustrated team members who have made recommendations that are overturned by the Commission.

INFORMATION REPORT ON INTERNATIONAL EDUCATION PROGRAM (13-6-2C)

Executive Vice Chancellor Blackwood asked if there were questions or comments regarding the written report. Trustee Miljanich asked how international students are assimilating into the community. Student Trustee Latt said the program at Skyline College is excellent. He said the College makes international students feel welcome and the students are integrated into campus life. President Buckley said international students report that their primary goal is to learn English and they can do so more easily at a small college where they do not associate mainly with others from their home countries.

Chancellor Galatolo said innovation is key to the success of the District's program. He said most international students come to community colleges so that they can transfer and eventually obtain a four-year degree. Consequently, Vice Chancellor Luan developed guaranteed transfers with prestigious universities all around the country. The District also realizes the importance of transportation and housing issues and is addressing them. The District will provide opportunities for housing and transportation but will not be involved contractually and will not receive an economic return.

Trustee Mandelkern asked about the status of the partnership with Tianhua University in China. Executive Vice Chancellor Keller said there has been a delay; the partnership is still open but Tianhua University is not sending students and Vice Chancellor Luan is now working directly with high schools.

THIRD QUARTER REPORT OF AUXILIARY SERVICES, 2012-13 (13-6-3C)

Vice Chancellor Tom Bauer said the District's bookstores are more successful than most in the State. He said five community college bookstores in the Bay Area have leased their operations because they were not financially sustainable. Vice Chancellor Bauer said the cafeterias continue to do very well. He said the Bay View Dining Room at College of San Mateo has become an event destination center in the County. Vice Chancellor Bauer said the San Mateo Athletic Club (SMAC) has exceeded all expectations. He said SMAC recently partnered with Swim Across America, which raises money for childhood cancer. The District's group that participated in the event raised \$48,000.

Trustee Holober complimented Vice Chancellor Bauer on the report, specifically with reference to the bookstores. He said that a few years before Vice Chancellor Bauer came to the District, there were serious discussions about contracting the bookstore operations out. He said he is pleased that, because of excellent management, the District can continue to have the bookstores as part of its operations.

Student Trustee Latt thanked Vice Chancellor Bauer for the excellent work he does. He said that in terms of pricing, it is important for students that the District has its own bookstores. Vice Chancellor Bauer said the textbook rental program has saved students \$6 million since it was founded. He recognized Cañada Bookstore Manager Jai Kumar for his leadership in the textbook rental program.

Trustee Mandelkern said the textbook rental program would never have taken place if the District had outsourced the bookstore operations. He said this shows that District employees, with proper management, can find solutions that are financially viable. He said Vice Chancellor Bauer does an excellent job with all auxiliary services, with the bookstores being a shining example. Trustee Mandelkern said he hopes Vice Chancellor Bauer will continue to tell this great success story, as he has done in the past at conferences and in national publications.

President Schwarz said the Board was not in favor of outsourcing the bookstores and hoped to keep them in-house with proper management. She said the District is an example to other colleges of how auxiliary programs can benefit an entire

district. President Schwarz commended Vice Chancellor Bauer for the success of the textbook rental program which provides a great advantage to the District's students.

After this report, Trustee Mandelkern arrived and President Schwarz said items 13-6-4B and 13-6-5B would be addressed.

APPOINTMENT OF CANDIDATE TO FILL BOARD OF TRUSTEES VACANCY (13-6-4B)

It was moved by Trustee Miljanich and seconded by Student Trustee Latt to consider the appointment of a candidate to fill the position.

President Schwarz said that at the Board of Trustees meeting of April 10, 2013, Trustee Helen Hausman announced that she would retire from the Board effective May 1. On April 24, the Board made the decision to fill the vacancy by appointment should the vacancy occur. The Board subsequently interviewed seven of the twelve candidates who submitted applications. The interviews were conducted at open public meetings on June 5 and June 12. Following the interviews on June 12, the Board discussed the candidates and their qualifications. The Board agreed to continue the discussion and consider the appointment again at this meeting. President Schwarz called for comments from the public.

Annette Perot said she believes Tom Mohr is the best choice to fill the vacancy. She said he has many years of experience working in both K-12 and higher education. She said he understands what is needed to keep the District viable and moving forward. She said he is open-minded, fair, and can see the big picture. Ms. Perot said Mr. Mohr can be counted on to do what is best for employees, students and the District. She said Mr. Mohr is devoted to whatever role he holds and is dedicated to the mission of the District and the success of students. She said Mr. Mohr would be a tremendous asset to the Board, the three Colleges and the entire community.

Brian Horwitz, night manager at the Cañada College Bookstore, said he believes Tom Mohr is the ideal person to serve on the Board. He said Mr. Mohr has served in nearly every capacity as an educator, including chemistry teacher, principal, assistant superintendent, superintendent and college president. As President of Cañada College, Mr. Mohr attracted more than \$3 million in grants; helped establish the four-year degree program with Notre Dame de Namur University; and established the Veterans Resource and Opportunity Center. Mr. Horwitz said this merely scratches the surface in terms of Mr. Mohr's accomplishments. He said that, in order to capture the true essence of the value of Mr. Mohr as an educator and person, he would like to read the last paragraph of Congresswoman Jackie Speier's speech to Congress in 2011:

“Mr. Speaker, everyone in this body knows that there are no easy solutions to improving education in America. Were it only possible to clone a thousand or so Tom Mohrs, our nation's students would, indeed, be in capable hands. Since we can't do that, we are best served to simply follow his example and learn from the many lessons this lifelong educator has taught us.”

Mr. Horwitz said he is in complete agreement with Congresswoman Speier. He said he believes the District is best served by following Mr. Mohr's example and continuing to learn from this lifelong educator by bestowing upon him the honor of trustee.

Christopher Lee Fishel, a community member from the City of Belmont, said he has observed that Tom Mohr has not only won minds, which is so important in education, but has also won hearts, which is perhaps even more important.

Rachel Corrales said she worked with Tom Mohr at Cañada College as a member of the College Planning Committee. She said that Mr. Mohr listened to everyone, was willing to communicate and made everyone feel important, even when he did not agree with them. She said Mr. Mohr looked at the big picture and explained his reasons for the decisions he made as President. Ms. Corrales said Mr. Mohr cared greatly about the community, faculty, staff and students. She said he was a good president and she believes he would be an even better Board member.

Vice President Sarah Perkins said she worked for Tom Mohr at Cañada College and then transferred to Skyline College. She said she has full confidence that Mr. Mohr will be evenhanded in how he deals with all three Colleges in the District. She said Mr. Mohr will think about the District; she is not at all concerned that having been at Cañada College would skew how he thinks about things.

Maria Lara Blanco said she works at Cañada College in Admissions and Records. She said that when she served on the College Budget Committee in 2007-08, she was impressed with how Mr. Mohr saw into the future, planned ahead, and started to cut back in order to save positions. Ms. Lara Blanco said she was present during Mr. Mohr's interview to fill the vacancy and heard concerns about his connection to Cañada College. She said she believes this issue is no different than Mr. Mohr's experience with the high school district, where he served first as faculty, then principal, and superintendent. She said Mr. Mohr takes each role very seriously and is fair to everyone.

There were no further comments from the public.

Trustee Holober said the Board discussed this for some time at the last Board meeting and ended in a deadlock among Board members. He said his question now is whether any Board members have changed their point of view. He added that he has not changed his point of view.

President Schwarz informed the audience that the Board did not take an official vote at the last meeting. She said two Board members were in favor of appointing Tom Mohr and two were not. She said she will call for a vote after discussion among Board members tonight.

Student Trustee Latt said he is in favor of appointing Tom Mohr to fill the vacancy as he believes he would be a good addition to an already well-managed Board. He said Mr. Mohr has dedicated his life to education for 36 years. He is well-respected and has experience in how to work with staff and administrators in the District. He said Mr. Mohr spoke about how to help students throughout his interview. Student Trustee Latt said that he believes it would be a tragedy not to have Mr. Mohr as a trustee.

Trustee Miljanich said she was in support of appointing Tom Mohr at the last meeting. She said his application was a demonstration of his commitment to students and to the District. She said she did not personally have the idea to suggest or encourage him to apply but, since the last meeting, she has heard many community members who are not associated with the District say that they encouraged him. She said this does not surprise her; she has watched Mr. Mohr work in many settings and sees that he has the respect of business, education and political leaders as well as his colleagues and members of the community.

Trustee Miljanich said that, having served as a superintendent and college president, Mr. Mohr knows the appropriate roles of trustees, administrators and others. Trustee Miljanich said she finds no value in the suggestion that it was inappropriate for Mr. Mohr to submit an application. She said students are always Mr. Mohr's priority and there is no rule book about fostering a passion for students. Trustee Miljanich said she also finds no value in the suggestion that Mr. Mohr might not be able to separate himself from the day-to-day running of the organization vs. the governing of the organization. She said she has no concern regarding Mr. Mohr's ability to be independent and make the transition to Board member. She said he is his own man and will form his own opinions while being collaborative and working with others. She said it was good to receive applications from members of the community; however, she believes there is simply no one else who has the level of ability, knowledge, capability and experience that could keep the District on track and moving forward. For these reasons, Trustee Miljanich said she continues to support the appointment of Mr. Mohr.

Trustee Holober said he supported a different candidate to fill the position, but believes the Board will be fine if it does not agree on a candidate and waits until the voters have a chance to decide. He noted the many supporters of Tom Mohr in the audience and said he also is a fan of Mr. Mohr. He said he was happy to have Mr. Mohr's name presented to fill the presidential vacancy at Cañada College; he supported him for that position and believes he did an excellent job.

Trustee Holober said his concern has to do with the governance structure of the District. He said California has created a structure in which lay persons (who could be educators) come before voters, make their case, and win or lose. He said he believes it is important for the trustees to be mindful of the separation of powers, which he believes is the correct governance structure; staff answers to administrators, administrators answer to the Chancellor, the Chancellor answers to the elected Board, and the Board answers to the voters in the County. Trustee Holober said that for the District to work best, all constituents – students, faculty, staff, administrators and Board members – have to work as a team. He said the relationship between the administrators and Chancellor and the Board is perhaps the most crucial piece of the teamwork. He said the District is fortunate to have a superb Chancellor. He said he believes the Board has a positive working relationship with the Chancellor and administrators and the District overall has very good teamwork. Trustee Holober

said that when there is a positive working relationship, it is sometimes easy to blur the lines that he believes need to be maintained among the components of the system. He said that having an independent Board will always be a crucial issue to him. He said that maintaining a degree of distance, separation and independence while at the same time having a working team is what he believes is a formula for success.

Trustee Holober said he does not support Mr. Mohr, as much as he would like to support him if he applied for another presidency or other top-level position, for the very reason that many believe qualify him: that is, having spent his very successful career in the ranks of high-level administration in the education system, including several years as President of Cañada College. He said that he is looking for someone to serve on the governing board who comes at the position from a degree of independence and separation. Trustee Holober said that in an election, the voters will have the last word and, if Mr. Mohr runs and is successful, he will look forward to working with him.

Trustee Miljanich said she does not agree that it would be fine to not make an appointment. She said she does not support the suggestion that the fact that Mr. Mohr has experience and served as a leader at Cañada College and a leader in the high school district somehow disqualifies him. She questioned who would be better to serve the District than an education leader. Trustee Miljanich said she wants to go on record as being very strong in her support of appointing Mr. Mohr. She said this is not just about appointing him, but is also about the recognition of everyone else who also feel strongly that Mr. Mohr would be a good leader for the District.

Trustee Mandelkern said his viewpoint has not changed since last week. He said there is no question that Tom Mohr is a superb educator and was an excellent superintendent and college president. He said there appears to be a fundamental disagreement among Board members about what the key qualification is to be appointed to the Board of Trustees. He said that if experience and demonstrated educational leadership were the key criteria, school boards throughout the State would be loaded with retired superintendents, principals and executives. However, this does not seem to be the case. Trustee Mandelkern said the current Board members managed to get elected without having experience as educational administrators and have learned and are doing a good job.

Trustee Mandelkern said he believes there are two fundamental criteria for the role of trustee as a representative of the community: (1) to govern the input to the District in terms of financial funding and how the money is spent, and (2) to measure the output of the District in terms of the education provided to members of the community. Trustee Mandelkern said he believes the Board now has an opportunity to make sure all points of view of the community are represented on the Board. He said the Board discussed the issue of district elections as a way of diversifying the opinions and points of view on the Board and increasing the representation of all members of San Mateo County. He said the Board did not move forward and he sees this as an opportunity to take a step forward in that direction and give a voice to parts of the County that have not previously had a voice on the Board. Trustee Mandelkern said that if Mr. Mohr runs for the Board and gets elected, he will be happy to serve with him.

Regarding district elections, Trustee Miljanich said the Board did not agree on specific maps as they were drawn but there was no agreement to not move forward. She said that she asked, after not voting on those specific maps, that there be another agenda item to talk about moving forward with district elections and what the timing would be. She said she takes offense if the suggestion is that her decision about whom she supports to fill the vacancy suggests that she is not in favor of diversity on the Board. She said that when Trustee Mandelkern was running for the Board, she worked to elect another candidate who would have brought diversity to the Board. Trustee Miljanich said she believes the Board should choose the best-qualified candidate for the job and she is in awe that anyone could say that Tom Mohr is not qualified for the job.

President Schwarz said there is a difference of opinion among Board members about what the priorities are for making an appointment. She said the Board spent a considerable amount of time developing the process and the questions for the application, and they centered around candidates' experience, what they knew about community colleges, and what they could bring to this District. She said she was delighted to receive 12 applications but found that the majority did not do their homework; very few actually knew about the District, funding for community colleges, etc. President Schwarz said her priority has always been to find the best candidate who has educational experience and will work with the District and the Board to move the District forward. She said she did not consider it a priority to appoint someone from another region or with a different ethnic background. She said she would have been very pleased to appoint such a candidate; however, she does not believe that the applicants who met these criteria have the qualifications that would make them good for this Board.

President Schwarz said she cannot believe that two Board members say they respect Tom Mohr and would be happy to work with him, yet refuse to appoint him when they have this opportunity to do so. She said she believes the process has turned out to be a travesty. She said many in the community that elects the Board and for whom the Board works have indicated their support for Mr. Mohr.

It was moved by Trustee Miljanich and seconded by Student Trustee Latt to appoint Tom Mohr to fill the vacancy on the Board of Trustees. The motion failed, with President Schwarz and Trustee Miljanich voting "Aye" and Trustees Holober and Mandelkern voting "No." Student Trustee Latt cast an advisory "Aye" vote.

It was moved by Trustee Miljanich and seconded by Trustee Mandelkern to interview the five candidates whose applications were previously eliminated because they indicated they would not run in November or were unsure about whether they would run. Trustee Miljanich said she is very concerned about a continued vacancy and would like to see if there is a candidate who could be supported by all members of the Board. The motion carried, with President Schwarz voting "No" and the remaining Board members voting "Aye." Student Trustee Latt cast an advisory "Aye" vote. It was agreed that special meetings would be held on June 19 and June 20 to interview the five candidates.

ELECTION OF BOARD OF TRUSTEES VICE PRESIDENT-CLERK (13-6-5B)

President Schwarz said that upon the retirement of Trustee Helen Hausman and in accordance with Robert's Rules of Order, Trustee Karen Schwarz assumed the office of President of the Board of Trustees, leaving the office of Vice President-Clerk vacant. At this meeting, the Board will elect a Vice President-Clerk to serve until the Board's annual reorganization in December 2013. President Schwarz said that in the natural rotation, Trustee Miljanich would follow as Vice President.

It was moved by Student Trustee Latt and seconded by President Schwarz to appoint Trustee Miljanich to serve as Vice President until the annual reorganization. The motion failed, with President Schwarz and Trustee Miljanich voting "Aye" and Trustees Holober and Mandelkern voting "No."

It was moved by Trustee Holober and seconded by Student Trustee Latt to appoint Trustee Mandelkern to serve as Vice President until the annual reorganization. Trustee Mandelkern asked if the office of Vice President necessarily rolls into the Presidency. President Schwarz said it normally follows, but is always discussed and voted upon by the Board. Trustee Mandelkern said he would be happy to serve as Vice President on an interim basis without the expectation of becoming President. The motion failed, with Trustees Holober and Mandelkern voting "Aye" and President Schwarz and Trustee Miljanich voting "No."

It was moved by Trustee Holober and seconded by Trustee Mandelkern to appoint Trustee Miljanich to serve as Vice President until the annual reorganization, with the understanding that the office of President will be reconsidered in December. The motion carried, all members voting "Aye."

COMMUNICATIONS

President Schwarz said that since the May 15 meeting, the Board received seven emails regarding KCSM-TV and six emails expressing support for Tom Mohr to fill the vacancy on the Board. A letter of congratulations was sent on behalf of the Board to Shelley Kessler who was named 2013 Woman of the Year for the 8th Senatorial District by Senator Leland Yee.

STATEMENTS FROM BOARD MEMBERS

President Schwarz said she attended the Skyline College and Cañada College commencement ceremonies; Jazz on the Hill; College of San Mateo and Cañada College Middle College recognition ceremonies; Kent Awards; San Mateo County School Boards Association events; Assemblyman Rich Gordon's Higher Education Advisory Council meeting; College of San Mateo Nursing and Dental Assisting pinning ceremonies; and the Skyline College Automotive Technology banquet.

RECESS TO CLOSED SESSION

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

The Board recessed to Closed Session at 8:35 p.m. and reconvened to Open Session at 8:55 p.m.

CLOSED SESSION ACTIONS TAKEN

President Schwarz 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, 1C and 1D.

ADJOURNMENT

It was moved by Trustee Mandelkern and seconded by Trustee Holoher to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 9:00 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 10, 2013 meeting.

Patricia Miljanich
Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
June 19, 2013, San Mateo, CA**

The meeting was called to order at 8:30 p.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober and Dave Mandelkern, Student Trustee David Zay Latt

Pledge of Allegiance

President Schwarz said that five candidates for the Board vacancy were previously not chosen for interviews because they indicated on their applications that they would not run or they were undecided about running in November for the full term. At the special meeting of June 3, the Board decided that, because of the need for continuity beyond the interim period leading up to the November election and the substantial investment made in the training and orientation process for a new trustee, they would not to grant interviews to these applicants. However, after failing to reach a majority vote on any of the remaining seven candidates who were interviewed, the Board decided at their June 17 meeting to invite for interviews the five candidates who were previously disqualified. Three of the candidates will be interviewed at the meeting tonight and the other two will be interviewed at the special meeting tomorrow morning.

President Schwarz said that at special meetings, the public may address the Board on any item described on the agenda before or during consideration of that item. Statements from the public on non-agenda items are not heard at special meetings.

President Schwarz said that each candidate will be allowed to make an opening statement of five minutes or less, followed by questions from Board members and a closing statement of three minutes or less.

The candidates interviewed were:

1. Victor James
2. Natalie Gore
3. Josh Becker

There were no comments or questions from members of the public.

ADJOURNMENT

The Board adjourned by consensus at 10:46 p.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 10, 2013 meeting.

Patricia Miljanich
Vice President-Clerk

**Minutes of the Special Meeting of the Board of Trustees
San Mateo County Community College District
June 20, 2013, San Mateo, CA**

The meeting was called to order at 7:32 a.m.

Board Members Present: President Karen Schwarz, Vice President Patricia Miljanich, Trustees Richard Holober and Dave Mandelkern, Student Trustee David Zay Latt

Pledge of Allegiance

President Schwarz said that the final two candidates to fill the Board vacancy will be interviewed at this meeting, followed by deliberation by the Board.

President Schwarz said that at special meetings, the public may address the Board on any item described on the agenda before or during consideration of that item. Statements from the public on non-agenda items are not heard at special meetings.

President Schwarz said that each candidate will be allowed to make an opening statement of five minutes or less, followed by questions from Board members and a closing statement of three minutes or less.

The two candidates interviewed were:

1. Christopher Miller
2. Brian Irion

There were no comments or questions from members of the public.

The Board discussed candidates' interviews, along with their qualifications and experience. Individual Board members expressed their views about which candidates they might support; after deliberating for some time, it became clear that no candidate would receive a majority vote (three votes) for appointment. Therefore, it was moved by Trustee Miljanich and seconded by Trustee Mandelkern to not appoint a candidate to fill the vacancy; to notify the County Superintendent of Schools of this decision; and to request that the election of a trustee to fill the Board vacancy be consolidated with the November 2013 general election. The motion carried, all members voting "Aye."

The Board requested that staff prepare letters to all candidates telling them of the decision and to notify the County Superintendent of Schools on behalf of the Board.

ADJOURNMENT

The Board adjourned by consensus at 9:34 a.m.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the July 10, 2013 meeting.

Patricia Miljanich
Vice President-Clerk

BOARD REPORT 13-7-1A

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**

Joseph (Alex) Guiriba College Recruiter Administrative Services

Reclassified from a full-time, 12-month Program Services Coordinator position (Grade 27 of Salary Schedule 60) into this full-time, 12-month position at Grade 175S of the Classified Professional/Supervisory Salary Schedule (40), effective January 1, 2013. The reclassification will reflect an increase in the responsibilities for this position.

Melanie Berzon Director of Radio Program Operations KCSM

Reassigned from a full-time, 12-month FM Program Director position (Grade 29 of Salary Schedule 60) into this full-time, 12-month position at Grade 26 of the same salary schedule, effective July 1, 2013.

Alisa Clancy FM Program Director KCSM

Reassigned from a full-time, 12-month Director of Radio Program Operations position (Grade 26 of Salary Schedule 60) into this full-time, 12-month position at Grade 29 of the same salary schedule, effective July 1, 2013.

Skyline College

Gary Cheang Laboratory Technician (Biology/Chemistry) Science/Math/Technology

Reassigned through the hiring process from a part-time (48%), 12-month Laboratory Technician position (Grade 26 of Salary Schedule 60) into this full-time, 12-month position at the same classification, effective July 1, 2013, replacing Patricia Carter who retired.

Sherrie Prasad Administrative Assistant Instruction Office

Reassigned through the hiring process from a full-time, 12-month Administrative Secretary position (Grade 27 of Salary Schedule 60) into this full-time, 12-month position at Grade 180S of the Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013.

B. TRANSFER

Yanely Pulido Administrative Assistant Administrative Services

Reassigned through the hiring process from a full-time, 12-month Administrative Assistant position (Grade 180S of Salary Schedule 40) into this equivalent full-time, 12-month position, effective July 1, 2013.

C. CHANGES IN STAFF ALLOCATION

College of San Mateo (KCSM)

Recommend creation of a new classification titled, “Radio Station Manager” at Grade 191E of the Classified Professional/Supervisory Salary Schedule (35), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time, 12-month Radio Station Manager position at KCSM and to delete one full-time 12 month KCSM Programming Development Manager position, effective July 1, 2013. Also recommend the reclassification of Dante Betteo into the new classification, effective July 1, 2013.

Districtwide

1. Recommend creation of a new classification titled, “Financial Aid Reconciliation Specialist” at Grade 30 of Classified Salary Schedule (60), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time Financial Aid Reconciliation Specialist position, effective July 1, 2013. The position will be housed at College of San Mateo and will provide accounting support duties for all three campuses.
2. Recommend creation of a new classification titled, “Financial Aid Technical Support Specialist” at Grade 30 of Classified Salary Schedule (60), effective July 1, 2013. In addition, recommend a change in staff allocation to add one full-time, 12-month Financial Aid Technical Support Specialist position at Cañada College, effective July 1, 2013. Also recommend the reclassification of Lucy Nolasco from Lead Financial Aid Technician at the same salary level, effective July 1, 2013.
3. Recommend a change in salary level for the Student Life & Leadership Manager position classification from Grade 180S to 190S of Classified Professional/Supervisory Salary Schedule (40), effective July 1, 2013. Accordingly, recommend an adjustment in salary for the incumbents (Amory Cariadus, Aaron Schaefer, and Victoria Worch [Michiko Maggi substitute]) effective July 1, 2013.

Skyline College

Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position at Grade 27 of Classified Salary Schedule (60) in the Career Center. The position is necessitated by the recent expansion of services provided by the Career Center.

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>
District	Auxiliary Services/Bookstores	1	7/11/2013	8/30/2013	Shipping/Receiving Clerk: Assist store with stocking and set up through the Fall semester rush.
District	Educational Services & Planning	1	7/11/2013	6/30/2014	Program Services Coordinator: Assist with program coordination for the International Education program, including teacher orientation, campus visits/tours, agent and overseas counselor orientation, and entry and analysis of international student data.

Cañada	Vice President of Student Services/Student Support & TRIO	1	6/18/2013	12/18/2013	Retention Specialist: Support the retention efforts of the Beating the Odds and Financial Literacy programs, including providing workshops and individualized attention related to academics, support services, scholarships, and internships. <i>This position was previously requested with an incorrect start date of July 1.</i>
CSM	President's Office/Community Relations & Marketing	1	7/11/2013	12/31/2013	Staff Assistant: Provide operational support for the department; implement and coordinate office procedures and timelines; assist with the oversight of day to day outreach activities and event planning; and prepare correspondence and spreadsheets.
CSM	Student Services/CalWORKS	1	7/11/2013	12/31/2013	Program Services Coordinator: Assist with the development of job skills training workshops for CalWORKS students; assist with case management; and update files for student records.
Skyline	Business Services	1	7/1/2013	12/31/2013	Accounting Technician: Intermittent collection of fees, issuance of parking permits, and functions of cashiering; assist students at counter and by phone during registration periods. <i>This position was inadvertently omitted from the June 17 Board Report.</i>
Skyline	Business/Cosmetology	12	8/19/2013	6/27/2014	Cosmetology Aide: Oversee student performance during practical application experiences. The services are provided intermittently at varied days/times. <i>This request is to correct the dates for previously approved positions.</i>
Skyline	Business/Early Childhood Education	1	7/1/2013	6/30/2014	Program Services Coordinator: Serve as a liaison between ECE student program participants and college departments on an intermittent schedule during peak periods; research and compile information for reporting. <i>This position was previously requested in error with a start date of 8/20/13.</i>
Skyline	Enrollment Services/Admissions & Records	1	7/1/2013	6/30/2014	Admissions & Records Assistant II: Intermittent processing of applications and student registrations; assist students at counter and by phone during registration periods. <i>This position was inadvertently omitted from the June 17 Board Report.</i>

Skyline	Language Arts	14	7/11/2013	6/30/2014	Instructional Aide II: Provide individualized and small group tutorial services to students in specific disciplines over the course of a 12-hour day; and assist in the presentation of workshops, classroom visits, and study groups.
Skyline	Language Arts	3	7/11/2013	6/30/2014	Instructional Aide II: Tutorial services outside of the classroom for specific classes. This activity is a fundamental component of the Basic Skills Initiative and is designed to improve student success.
Skyline	Science/Math/ Technology	4	7/11/2013	6/30/2014	Laboratory Technician: Provide assistance during intense instructional times such as lab tests, complex experiments, and student check in and check out. Each position is for a different discipline.
Skyline	Vice President of Student Services/SparkPoint	1	7/11/2013	12/31/2013	Office Assistant II: Provide clerical assistance for SparkPoint Program, exchange information with students, staff, and the general public, data entry and retrieval, and maintenance of budgets and data files.
Skyline	Vice President of Student Services/SparkPoint	1	7/11/2013	12/31/2013	Program Services Coordinator: Support grant-funded objectives for SparkPoint services, including data collection, planning, coordination, financial education workshops, management of Efforts to Outcome data system, and implementation of CTE program services.
Skyline	Vice President of Student Services/SparkPoint	1	7/11/2013	12/31/2013	Financial Aid Technician: Assist with the planning, implementation, coordination, and data collection of Financial Aid and SparkPoint Center financial coaching services and resources.
Skyline	Vice President of Instruction/Center for Workforce Development	1	7/11/2013	6/30/2014	Office Assistant II: Assist the center during times of registration and student recruitment for the career advancement academy.

BOARD REPORT NO. 13-7-2A

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Harry W. Joel, Vice Chancellor, Human Resources & 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 twelve executive and thirty-three 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:

Position	Contract Duration
Chancellor	July 1, 2013 through June 30, 2017
Executive Vice Chancellor	July 1, 2013 through June 30, 2016
President of Cañada College	July 1, 2013 through June 30, 2016
President of College of San Mateo	July 1, 2013 through June 30, 2016
President of Skyline College	July 1, 2013 through June 30, 2016
Vice Chancellor, Auxiliary Services & Enterprise Operations	July 1, 2013 through June 30, 2016
Vice Chancellor, Educational Services & Planning	July 1, 2013 through June 30, 2016
Vice Chancellor, Facilities	July 1, 2013 through June 30, 2016
Vice Chancellor, Human Resources & Employee Relations	July 1, 2013 through June 30, 2016
Chief Financial Officer	July 1, 2013 through June 30, 2016
Director of Community and Government Relations	July 1, 2013 through June 30, 2016
Vice President, Instruction & Skyline	July 1, 2013 through June 30, 2015
Vice President, Student Services, Cañada, CSM & Skyline.	July 1, 2013 through June 30, 2015
Dean, Counseling, Advising & Matriculation, CSM & Cañada	July 1, 2013 through June 30, 2015
All Instructional Division Deans	July 1, 2013 through June 30, 2015
Dean, Admissions and Records	July 1, 2013 through June 30, 2015
Dean, Enrollment Services	July 1, 2013 through June 30, 2015
Dean, Planning, Research & Institutional Effectiveness	July 1, 2013 through June 30, 2015
Director, Center for International Trade Development	July 1, 2013 through June 30, 2015
Director of Business Services, Skyline	July 1, 2013 through June 30, 2015
Executive Director, Foundation	July 1, 2013 through June 30, 2015
Director of Development	July 1, 2013 through June 30, 2015

BOARD REPORT NO. 13-7-1C

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Jim Keller, Executive Vice Chancellor
(District Accreditation Coordinating Council co-chair), 358-6790
Jing Luan, Vice Chancellor, Educational Services and Planning
(District Accreditation Coordinating Council co-chair), 358-6880

**DISCUSSION OF 2013 INSTITUTIONAL SELF-EVALUATION PROCESS AND
COLLEGE SELF-EVALUATION REPORTS**

On June 26, 2013, hard copies of the colleges' self-evaluation reports were delivered to the Board of Trustees for their review. At this study session, College and District Accreditation Liaison Officers will update the board on the 2013 Institutional self-evaluation process and the Board will have the opportunity to ask questions and give feedback on the documents.

The Board will take action on the recommendation for approval of the self-evaluations at the July 24, 2013 regular meeting of the Board.

The Accreditation Liaison Officers (ALOs) are:

Robin Richards, Vice President, Student Services, Cañada College
Susan Estes, former Vice President, Instruction, College of San Mateo (outgoing ALO)
Jennifer Hughes, Vice President, Student Services, College of San Mateo (incoming ALO)
Sarah Perkins, Vice President, Instruction, Skyline College
Jing Luan, Vice Chancellor, Educational Services and Planning, District Office

Please use the following links to view the Colleges' self-evaluation reports:

Cañada College:

<http://canadacollege.edu/inside/accred/2013report/Board-Draft-June-2013.pdf>

College of San Mateo:

<http://collegeofsanmateo.edu/2013selfevaluation/boardoftrustees.asp>

Skyline College:

http://www.skylinecollege.edu/accreditationselfevaluation/assets/documents/Accreditation_Self_Evaluation_2013_BOT.pdf