

**AGENDA**  
**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**November 12, 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.*
  - *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.*
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**6:00 p.m.      ROLL CALL**

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**MINUTES**

13-11-1      [Approval of the Minutes of the Study Session of October 9, 2013](#)

13-11-2      [Approval of the Minutes of the Regular Meeting of October 23, 2013](#)

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES**

13-11-1C      ["Writing in the End Zone" Program at College of San Mateo](#)

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

## **NEW BUSINESS**

- 13-11-1A      [Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

### **Approval of Consent Agenda**

*All items on the consent agenda may, by unanimous vote of the Board members present, be approved by one motion after allowing for Board member questions about a particular item. Prior to a motion for approval of the consent agenda, any Board member, interested student or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.*

- 13-11-1CA      [Denial of Claim Against the District by Jaqueline De Fazio](#)
- 13-11-2CA      [Acceptance of Gifts by the District](#)

### **Other Recommendations**

- 13-11-100B      [Adoption of Resolution No. 13-15 Regarding Board Absence](#)

## **INFORMATION REPORTS**

- 13-11-2C      [Accreditation Update](#)
- 13-11-3C      [Discussion of a Resolution Regarding the Accrediting Commission for Community and Junior Colleges \(ACCJC\)](#)

## **COMMUNICATIONS**

### **STATEMENTS FROM BOARD MEMBERS**

### **RECESS TO CLOSED SESSION**

1. Closed Session Personnel Items
  - A. Public Employment: **Cañada College** – Instructional Aide II, Instruction Office; **College of San Mateo** – Cosmetology Aide, Business/Technology; **Skyline College** – Office Assistant II, President's Office; Office Assistant II, Counseling Services; Dean of Counseling/Advising & Matriculation, Counseling Services
  - B. Public Employee Discipline, Dismissal, Release

### **CLOSED SESSION ACTIONS TAKEN**

### **ADJOURNMENT**

**Minutes of the Study Session of the Board of Trustees  
San Mateo County Community College District  
October 9, 2013, Redwood City, CA**

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

**Board Members Present:** President Karen Schwarz, Vice President Patricia Miljanich, Trustee Richard Holober, Student Trustee David Zay Latt

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

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**MINUTES**

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the minutes of the regular meeting of September 25, 2013. The motion carried, all members voting "Aye."

**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 (13-10-1A)**

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the actions in Board Report No. 13-10-1A. The motion carried, all members voting "Aye."

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME), AFL-CIO, LOCAL 829, COUNCIL 57 (13-10-2A)**

It was moved by Trustee Holober and seconded by Student Trustee Latt to ratify the agreement as detailed in the report. Trustee Holober said he is pleased to have this item and the following items come before the Board. He said that economic times have been difficult and he is pleased that the Board is finally able to recognize the hard work of employees and provide compensation improvement for the hard work they do. After these comments, the motion carried, all members voting "Aye."

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE AMERICAN FEDERATION OF TEACHERS (AFT), LOCAL 1493 (13-10-3A)**

It was moved by Trustee Holober and seconded by Vice President Miljanich to ratify the agreement as detailed in the report. President Schwarz said she is appreciative of the fact that the District is able to provide increases and that the agreement was approved by more than 98% of the membership. After this comment, the motion carried, all members voting "Aye."

**APPROVAL OF WAGE ADJUSTMENT FOR ALL NON-REPRESENTED EMPLOYEES (13-10-4A)**

It was moved by Vice President Miljanich and seconded by Trustee Holober to approve the wage adjustment as detailed in the report. Vice President Miljanich said she is pleased that the District is able to provide increases to this group because they do important work as well. After this comment, the motion carried, all members voting "Aye."

## **STUDY SESSION**

### **ACCREDITATION OVERVIEW (13-10-1C)**

The report was presented by:

Jennifer Hughes, Vice President, Student Services and Accreditation Liaison Officer, College of San Mateo  
Sarah Perkins, Vice President, Instruction and Accreditation Liaison Officer, Skyline College  
Robin Richards, Vice President, Student Services and Accreditation Liaison Officer, Cañada College

Vice Presidents Hughes, Perkins and Richards discussed the Colleges' self study reports. They also discussed previous recommendations made by the Accrediting Commission for Community and Junior Colleges (ACCJC) and how the Colleges and District have addressed the standards and the recommendations. They expressed confidence that the Colleges and District have met all accreditation standards and will have successful site visits on October 21-24.

### **RECESS TO CLOSED SESSION**

President Schwarz said that during Closed Session, the Board will hold a conference on labor negotiations; the employee organizations are AFSCME, AFT and CSEA. The Board will also hold a conference with legal counsel regarding one case of existing litigation as listed on the printed agenda.

The Board recessed to Closed Session at 7:40 p.m.  
The Board reconvened to Open Session at 8:53 p.m.

### **CLOSED SESSION ACTIONS TAKEN**

President Schwarz announced that at the Closed Session just concluded, the Board approved an appeal to the California Supreme Court on the Friends of the College of San Mateo Garden v. San Mateo County Community College District case.

### **ADJOURNMENT**

It was moved by Trustee Holober and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 8:55 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 12, 2013 meeting.

Patricia Miljanich, Vice President-Clerk

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
October 23, 2013, San Mateo, CA**

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

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

**Others Present:** Chancellor Ron Galatolo, Deputy 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**

**DISCUSSION OF THE ORDER OF THE AGENDA**

President Schwarz said that in order to accommodate guests who were present for item 13-10-3C, it was requested that this item be heard after Statements from Executives and Student Representatives. There were no objections from the Board.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

Chancellor Galatolo welcomed Dr. Constance Carroll, Chancellor of the San Diego Community College District, and Dr. Anthony Beebe, President of Continuing Education at the San Diego Community College District, who were members of the District Office Accreditation Site Visit Team. Chancellor Galatolo thanked them for the tremendous amount of work they do.

Chancellor Galatolo said that former Trustee Jim Tormey, who served on the Board from 1971 to 1995, passed away recently; he asked that tonight's meeting be adjourned in his memory. All Board members agreed.

Skyline College President Stanback Stroud said the College is experiencing a robust accreditation site visit and is enjoying sharing information about the College. President Stanback Stroud said eight Skyline College students presented their original scientific research at the Society for the Advancement of Chicanos and Native Americans in Science Convention on October 3-5. She said planning is in progress for the Skyline College President's Breakfast.

College of San Mateo President Claire said the College is enjoying the visit of the accreditation site visit team and is looking forward to hearing preliminary observations tomorrow. He recognized Annette Perot and the IT support technicians for their assistance. President Claire said that, in the continuing desire to connect to the community, Family Science Day and Jazz Under the Stars were recently held. In addition, in the near future the College will host the Latino Leadership Conference, the Housing Leadership Council's Housing Leadership Day, and the Taste of San Mateo event.

Cañada College President Buckley said the accreditation site visit at the College is going well. President Buckley said the Center for Innovation and Excellence in Teaching and Learning is sponsoring presentations with authors. Lac Su, author of *I Love You as for White People*, will present this evening and tomorrow. Anne Perry, author of *Blind Justice* and Victoria Zackheim, author of *Faith*, will present on November 13. The men's soccer team has won four of their last five games and ranks second in the State in scoring. College Night is being held tonight in collaboration with the Sequoia Union High School District. Phi Theta Kappa, in partnership with the Grove, will be holding a recipe contest for heart-healthy and tasty foods; the winner's entry will be on the permanent rotating menu at the Grove. A new play titled "8" will have final performances on October 24 and October 27; the play presents the case for marriage equality.

Deputy Chancellor Keller said he and Vice Chancellor Jing Luan will be leaving for China at the end of this week; they will attend a conference and speak about community colleges. Deputy Chancellor Keller said that assessed valuation will be important in planning next year's budget and it appears that it will be favorable for the District.

District Academic President Bennett said the Study Abroad Faculty Advisory Committee, a standing committee of the Academic Senate, will be presenting their constitution and bylaws. The Committee takes part in faculty selection for the program and in awarding scholarships to students. President Bennett said training for the WebAccess upgrade will be offered to faculty through Structured Training for Online Teaching (STOT). Training for staff who use WebAccess will also be provided. The Academic Senate will work with the District Curriculum Committee to survey faculty in order to

seek feedback on the Districtwide curriculum meetings that were held on opening day. There will be a joint meeting of the Academic Senate and Vice Presidents in December. The State Academic Senate Fall Plenary will be held in Irvine in November; the topic will be “Engineering Success: Gearing Up for the Future.” In addition, the ACCJC will attend a luncheon at the Plenary to discuss the proposed new accreditation standards.

Kayla Razavi, President of the Associated Students of Skyline College (ASSC), said ASSC follows the College’s Mission, Values and Vision Statements and the Institutional Goals and Strategies. Students are involved in the participatory governance process at the District and College levels. There are 40 active clubs, representing a broad range of interests; there are four new clubs this fall. ASSC activities have included the ASSC Leadership Team Building conference in September and the California Community College Student Affairs Association conference in October. ASSC sponsored Latino Heritage Festival; National Coming Out Day; and Call to Consciousness Series with renowned poet Jimmy Santiago Baca; Welcome Week; Club Rush; U.S. Constitution Day; and Making Strides Against Breast Cancer. Upcoming events include the Skylooween/Harvest Festival; Call to Consciousness Series with Gloria Ladson Billings; Hip Hop Wars; Open Mic; Veterans Week; Food Drive; AIDS Awareness Day; and attendance at the Student Senate for California Community Colleges General Assembly. Vice President Miljanich asked President Razavi about the level of student involvement with ASSC. President Razavi said there has been a great deal of interest this fall. Vice President Miljanich asked who appoints student members to committees. President Razavi said the list of committees was presented at the beginning of the year and students expressed their interest in serving on specific committees. President Schwarz thanked President Razavi for her presentation.

### **REPORT ON COMMUNITY NEEDS ASSESSMENT AND BUSINESS NEEDS ASSESSMENT (13-10-3C)**

Barbara Christensen, Director of Community/Government Relations, said one of the Board’s goals was to conduct a community assessment in anticipation of the District strategic plan renewal for 2014-19. The community needs assessment has three parts:

1. A telephone survey of randomly selected community residents. Results will be reported at this meeting.
2. Business needs assessment. The five fastest growing industries in the County were identified; they are health care, biotechnology, accounting and finance, computer information science, and art/design/new media. The District hired Hilary Goodkind of the Cenetri Group to assist with the business needs assessment. The first two business segments – health care and biotechnology – are completed and Ms. Goodkind will report on the results at this meeting. A report on the other three segments will be presented to the Board in the spring.
3. Student needs assessment. District/College researchers will conduct an online survey of students which will be administered next semester.

### **Survey of Community Residents**

Ms. Christensen said Godbe Research was commissioned to conduct the survey with the following objectives:

- Test awareness of local community colleges;
- Gather information regarding personal experiences with the Colleges within the District;
- Determine if curriculum and programs are meeting community needs; and
- Identify any differences due to demographic and/or behavioral characteristics.

The universe of the telephone survey was 558,679 adult residents ages 18 and older in San Mateo County, adjusted for the 24,187 student phone numbers that were removed from the sample. The sample size was 702 and the margin of error was  $\pm 3.7\%$ . Each interview lasted 20 minutes.

Ms. Christensen discussed the results of the 18 survey questions; details can be seen on the report attached to the official minutes of record. Overall conclusions are:

- Among those with an opinion, an overwhelming majority of the respondents are satisfied with the quality of education at San Mateo County Community Colleges.
- A majority of the respondents indicated interest in a program that would guarantee classes to complete a degree in two years, indicating a potential need for this type of program.
- While awareness of each campus is reasonably high in the region they are located, the Colleges should consider efforts to increase marketing throughout the county, particularly for programs that are unique to each campus.
- The data provides some information that may be helpful for future curriculum planning.
- There were few suggestions for additional programs or classes to be offered.
- Overall, the community is very satisfied with the programs, support services, facilities, and faculty and staff at the colleges.

Trustee Mandelkern said both the survey and report were thorough. He asked if there were any results regarding the ability to physically access the campuses or on courses being full/students not being able to get a particular program or class. Ms. Christensen said these questions were not specifically asked, but there were no negative responses regarding the issues. Trustee Holober noted that “close to home/close to work” scored high as a reason for choosing to attend a community college, suggesting that people who actually come to the campuses find them convenient.

Trustee Holober said “personal enrichment/improvement” was listed as a reason for choosing to attend a community college and both “personal enrichment” and “community education programs” were listed as types of courses or educational programs attended in the last two years. He asked if these categories were listed as options or were unsolicited responses. Ms. Christensen said they were provided. Trustee Holober said that for future discussions, it would be interesting to know whether community education fulfills part of the enrichment need and whether a credit or fee-based structure makes a difference to members of the community.

Trustee Holober said there were positive responses regarding the quality of buildings and grounds. He said the extensive improvement of the campuses might lead people to believe the District is doing very well and could help explain why the last bond measure was not approved by voters. President Schwarz said she had received personal reports in the past that local students were going to Foothill College because of the appearance of the District’s campuses, suggesting that buildings and grounds are important to students.

Regarding access, Vice President Miljanich said there is information that some students have difficulty with transportation to the Colleges. The Board discussed this issue and agreed that they would like to have further discussions at the Board Retreat in February.

Trustee Mandelkern noted that with the exception of culinary/hotel management, the courses listed under “Support for Courses Not Currently Offered to be Added to Curriculum” are courses that are currently offered. Ms. Christensen said these might have been uninformed responses. Chancellor Galatolo said they might also include language classes that were eliminated and a desire for shorter waitlists for certain courses. Trustee Mandelkern said it is difficult to understand the meaning of the responses without more detail.

### **Health Care Needs Assessment**

Hilary Goodkind said an internal work group comprised of faculty and deans from allied health care fields at the Colleges analyzed data and met to discuss the questions that should be posed to health care providers. A focus group was held with the CEOs of nine major hospitals in the area. The CEOs were asked what they see as future health care and workforce needs and what concerns they have. The CEOs expressed concerns regarding the uncertainty around the Affordable Care Act and what it would mean to them moving forward. They also discussed emerging positions and hiring requirements. At the suggestion of the CEOs, two focus groups were held with Human Resource personnel and operating managers from local hospitals. A final focus group was held with Human Resource personnel and managers from both hospitals and home health care agencies.

Ms. Goodkind said concerns of the focus group participants were framed by health care reform’s effect on operations. Under health care reform, hospitals’ reimbursements will be partially based on patient experience, which indicates a need to improve employees’ communication and customer service skills. Reimbursements will also be partially based on readmissions, which may call for more of the emergent positions variably called home health care managers, transition coaches, case managers, and care managers. Long term care facilities are gaining more importance, indicating a need for more Certified Nursing Assistants (CNAs) and Medical Assistants. Use of electronic medical records is also gaining importance, indicating a need for increased technology training.

Alina Varona, Career Advancement Academy (CAA) Faculty Coordinator in the Workforce Development Department at Skyline College, discussed the findings for the Colleges and impact on District programs. She said the areas of concern expressed by employers are:

1. Patient experience and patient satisfaction. The Colleges can work with hospitals to offer training in communications, critical thinking and customer service.
2. Technology, particularly for more seasoned employees who may not have the level of technology savvy as some of the younger employees. The Colleges can offer refinement of skill sets in this area.
3. Accent reduction. Difficulty in understanding/communicating with employees directly impacts patient satisfaction and experience. The Colleges can assist in refining employees’ language skills.

4. Career mobility for current employees. Many current employees have great potential but lack the education or skills to move forward. The Colleges can help provide a way for these employees to build on and refine current skill sets.
5. Hospital representatives expressed a need for College of San Mateo to reactivate its perioperative RN program and to consider reinstating the Certified Nursing Assistant program.

Ms. Varona said that in order to respond to the expressed needs of employers and how the Colleges might fill those needs, the researchers first looked at current course offerings. They found that many courses already align with these needs and that further contextualization of the courses would be of great benefit. In terms of future opportunities, Ms. Varona said that both across the District and from the hospitals and home health care facilities, the response has been overwhelmingly positive. Conversations regarding how to meet identified needs will continue.

Trustee Mandelkern asked if the Colleges are offering or plan to offer training in the field of electronic medical records. Ms. Varona said training is currently offered and is adequately preparing students to be successful at the transition. To address employers' concern that seasoned employees are not prepared for the changes, the District is exploring ways to provide training for employees at their job sites. Ray Hernandez, Dean of Science/Math/Technology at Skyline College, said the College is looking at revising the Medical Administrative Assistant program to include medical records. He said the CAA is also looking at laddering programs; for example, the patient care navigator is a good fit to ladder into the medical administrative assistant which in turn can ladder into Cañada College's medical assisting program.

Trustee Holober asked if there was discussion with employers regarding their awareness and/or use of the District's Colleges and graduates to fulfill their needs. Ms. Varona said the response from employers was overwhelmingly positive. She added that there are already existing partnerships between the hospitals and the Colleges.

Trustee Holober asked if specific recommendations go through a development and review process prior to incorporating them into redesigned or new programs. Sarah Perkins, Vice President, Instruction at Skyline College, said appropriate deans and faculty are involved in all industry group meetings, facilitating collaborative work among the Colleges and curriculum planning to align the needs identified at the meetings. President Stanback Stroud said all College planning and curriculum processes are followed.

Trustee Holober, referring to the statement in the report that hospital executives would like to move to a merit-based admission policy for the RN program, asked if the Board will receive a recommendation before this change is made. President Claire said any change will be presented to the Board for review. He said there are specific laws regarding admission and it will likely take one to two years to develop a new admissions policy. Ms. Varona said the employer conversations did not preclude keeping a lottery system to achieve the best possible access, but included the possibility of raising the GPA requirement in order to assure employers that they are getting candidates who meet the academic criteria they believe is needed.

### **Biotechnology Employer Needs Assessment**

Ms. Goodkind said California leads the country in total life sciences investment and San Mateo County represents a large percentage of that investment. She said the challenge was to determine where the entry-level biotechnology jobs are located. The assessment began with interviews of five leading biotech-related organizations in the Bay Area to determine entry-level skill gaps and hiring needs. Interviews also were conducted with three leading staffing agencies to identify where entry-level employees in biotech are being placed. Subsequent interviews were held with employers and staffing agencies at the BioSpace Career Fair in June 2013. A major finding was that many biotech candidates are being placed in manufacturing, including a large number in pharmaceutical manufacturing.

Dean Hernandez said there is an opportunity for the District to provide biotech training. Approximately one year ago, Skyline College developed a certificate program in biotech; an advisory committee has been appointed whose members will work with faculty to review the certificate and move forward. Skyline College Professor Melissa Michelitsch has been contacting employers throughout the Bay Area, as well as visiting other successful programs at area community colleges. There are discussions about collaborating with other colleges, such as City College of San Francisco and Ohlone College, rather than creating duplicate programs. Dean Hernandez said the three areas in which the District's Colleges can specialize are bioinformatics, quality assurance and quality control, and instrumentation and calibration.



Dean Hernandez said Skyline College has collaborated with Josie Sette of Ohlone College, who is the Biotechnology Sector Navigator for the Bay Area, and will offer training in December to employees of biotechnology companies from around the Bay Area.

Trustee Mandelkern said he understands that manufacturing is the entry point for employees with certificates or associate degrees and that employers are headquartered in San Mateo; he asked if the manufacturing jobs are actually located in the County. Dean Hernandez said they are trying to disaggregate the data and find out where the manufacturing is taking place. Trustee Mandelkern said he likes the focus on bioinformatics, quality assurance and quality control, and instrumentation and calibration because he believes there may be more opportunities for employment in the County in these areas. Ms. Goodkind said that the data can be broken down into San Mateo County; however, employers continually state that once someone is qualified for a job, he/she looks for jobs throughout the entire Bay Area. Trustee Mandelkern said there is a philosophical question of whether the District should prepare people for jobs that exist in the County or for jobs where they might want to or be required to move somewhere else.

Trustee Mandelkern said he would like to have a discussion, possibly at a future study session, regarding career planning and placement in general.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: CAÑADA MIDDLE COLLEGE – A COLLABORATION BETWEEN THE SEQUOIA UNION HIGH SCHOOL DISTRICT AND CAÑADA COLLEGE (13-10-2C)**

Linda Hayes, Dean of Business, Design and Workforce at Cañada College, introduced Middle College High School (MCHS) teachers Jen Buchanan, Jen Petroelje and Halo Smart. Ms. Petroelje said MCHS is a joint program between the San Mateo Union High School District and the District/Cañada College, established in 1999. Ms. Petroelje said MCHS tries to capture those students who are not being served by other programs on their high school campuses – students with high potential but who may not be high performing in their high school settings. With a change of environment and high expectations, many students have had tremendous success at MCHS. Ms. Petroelje said Madison Meeds, who graduated from MCHS in 2009, had to leave this meeting to go to work, but wanted to thank the Board for supporting the program. She said it allowed her to start her college program early; she graduated after two years and went directly into the nursing program on the Cañada College campus through San Francisco State University.

Ms. Smart said MCHS students take significantly more courses than the average Cañada College student. However, the current 11-unit student fee cap has reduced the number of students who graduate from MCHS with an Associate degree. The majority of MCHS students take transfer-level courses; by the time they graduate, they have taken all of the preliminary and development classes they need as entry-level college students. Ms. Buchanan said the MCHS support system has helped students be extremely successful in transfer-level English and math courses. Many students continue to study at Cañada College because of the exemplary education provided during their two years as MCHS students.

Maria Ayala, a current MCHS senior, said MCHS changed her life. She said she started MCHS as a junior, unaware and indifferent to opportunities which lay before her upon graduation. As a product of parents who were never formally educated, she never considered herself worthy of a higher education, nor was she cognizant of how to pursue a higher education. Blinded by the misconceptions she had cultivated about what her future held, she was certain her life would be no different than what she knew. Yet, upon entering this program, Ms. Ayala said she was taught how to see again and how to pursue what had always seemed intangible. For the first time in her educational career, she was greeted with open arms by teachers who embraced her individuality and her personal story. She was able to come to terms with who she is and to acknowledge her own capacity for success. Ms. Ayala said that with the support and encouragement of her instructors, she earned unparalleled grades and discovered an intellectual side of herself that she had suppressed for years. Today, as she applies to some of the country's most prestigious universities, she acknowledges that she forever is indebted to everyone involved in MCHS for guiding her, caring for her, and teaching her that it is okay to succeed despite where you come from. Ms. Buchanan said Ms. Ayala will graduate with more than 45 credits and has earned A's in all of her transfer-level courses.

Vice President Miljanich asked Ms. Ayala if she knows what area of interest she will pursue. Ms. Ayala said she will pursue business administration. Student Trustee Latt said Ms. Ayala is the Associated Students of Cañada College Secretary. He said he has the privilege of working with many MCHS students and finds them to be highly motivated.

Trustee Mandelkern congratulated Ms. Ayala and thanked her for sharing her story. He said the Middle College programs at Cañada College and College of San Mateo are successful and asked when Skyline College will have a

Middle College program. President Stanback Stroud said this is part of the College's strategic priorities. However, the Jefferson Union High School District is not a basic aid district and, because of severe budget cuts, the \$400,000 that the other two high school districts put forward in order to have faculty and staff at the Colleges is not something to which it can commit. Chancellor Galatolo said that President Stanback Stroud pursued many grants in this area but was unsuccessful. He said most grant money tends to go to existing programs. However, knowing how strongly the Board supports the Middle Colleges, Chancellor Galatolo said he believes resources will be allocated for a Middle College program at Skyline College. Trustee Mandelkern said this would be worth discussing during the budget cycle. He said it also could be included in discussions about the potential renewal of the Measure G parcel tax. Chancellor Galatolo added that with basis aid status, decisions can be made that would be more difficult to make as a revenue limit district.

Regarding the limit of eleven units, which he believes precludes the Middle Colleges from expanding opportunities, Chancellor Galatolo said he has spoken with State Senators and Assemblymembers, along with State Chancellor Brice Harris about this issue. He said there is a current legislative proposal that would change the limit.

President Schwarz said she strongly supports the Middle College programs. She said she believes the welcome that students receive is the reason they are so successful. She said she has watched the leadership of these students blossom over time. President Schwarz said the South San Francisco Unified School District is a basic aid district and she asked if that district could collaborate with the Jefferson Unified High School District to support a program at Skyline College. President Stanback Stroud said that in discussions over a two year period, the South San Francisco Unified District administration made it clear that they were not interested and declined to attend meetings at which this topic would be discussed. Trustee Mandelkern said he believes this is very short-sighted on the school district's part. Chancellor Galatolo agreed, noting that many students who would attend a middle college are instead dropping out of school altogether. President Stanback Stroud said she plans to approach the South San Francisco Unified School District again.

Dean Hayes said funding for middle colleges has been changed for the current year. In order to continue to receive State funding, middle college programs were required to get a County-District-School (CDS) code by June 30 and become separate high schools within a district. Cañada College elected not to do this and, as a consequence, is no longer receiving State funding for the MCHS. The Sequoia Union High School District is paying for faculty members and Cañada College is paying for the remaining expenses. President Claire said the same is true for the Middle College at College of San Mateo, with the San Mateo Union High School District paying the majority of costs. In response to a question from Trustee Holober, President Stanback Stroud explained that in order to receive funding, colleges are required to establish a high school site, separate from the one with which they had been partnering; the site would be a high school within the college. As a consequence, the college would be required to seek accreditation from the Western Association of Schools and Colleges (WASC) and students would lose the opportunity to participate in activities at the high schools they had been attending. President Stanback Stroud said she wanted to assure the Board that, despite the changes, the three Colleges are committed to having partnerships with the high school districts in order to offer middle college programs.

#### **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 (13-10-5A)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the actions in Board Report No. 13-10-5A. The motion carried, all members voting "Aye."

#### **ADOPTION OF RESOLUTION NO. 13-14, INCREASING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT (13-10-6A)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to adopt Resolution No. 13-14. The motion carried, all members voting "Aye."

**RATIFICATION OF RENEWED COLLECTIVE BARGAINING AGREEMENT BETWEEN THE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 33 (13-10-7A)**

President Schwarz said the following Articles were inadvertently omitted from the Agreement attached to the board report: (1) Section 8.10 Conferences, Seminars, and Workshops and (2) Section 21.1 Contract Reopeners. A revised report including the omitted Articles was given to each Board member. It was moved by Vice President Miljanich and seconded by Trustee Holober to ratify the Collective Bargaining Agreement as included in the revised report. The motion carried, all members voting "Aye."

**APPROVAL OF CONSENT AGENDA**

President Schwarz said the consent agenda consists of board reports 13-10-1CA, Ratification of July and August 2013 District Warrants, and 13-10-2CA, Approval of Curricular Additions-Cañada College. It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the items on the consent agenda. The motion carried, all members voting "Aye."

**Other Recommendations**

**ACCEPTANCE OF PROFESSIONAL SERVICES AGREEMENT FROM BUTTE-GLENN COMMUNITY COLLEGE DISTRICT ON BEHALF OF ITS SPONSORED PROGRAM, CALIFORNIA CORPORATE COLLEGE (13-10-100B)**

It was moved by Vice President Miljanich and seconded by Student Trustee Latt to approve the agreement as detailed in the report. Trustee Mandelkern asked for clarification regarding whether the District is paying or receiving money through this agreement. Vice President Sarah Perkins said the District is receiving the funding. Trustee Mandelkern asked for information about the California Corporate College. Vice President Perkins said it is part of an economic stimulus package brought to the California workplace through California's community colleges. After this discussion, the motion carried, all members voting "Aye."

**APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR INSURANCE WITH THE SAN MATEO COUNTY COMMUNITY COLLEGES FOUNDATION (13-10-101B)**

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

**AWARD OF CONTRACT WITH CASEY PRINTING FOR PRINTING AND DELIVERY OF CLASS SCHEDULES THROUGH 2016 (13-10-102B)**

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

**APPROVAL OF LEASE AGREEMENT WITH INTEQ PROPERTIES FOR THE SKYLINE COLLEGE INCUBATOR PROJECT (13-10-103B)**

It was moved by Vice President Miljanich and seconded by Trustee Mandelkern to approve the agreement as detailed in the report. President Stanback Stroud said the College works cooperatively with the City of San Bruno and the San Bruno Chamber of Commerce on this project. She said the College received a small amount of money to link its incubator program to instruction at the College and to offer instruction offsite as well. The leased space would house approximately ten startups. Eventually, the low cost charged to the startups would sustain the lease. Skyline College staff are now in conversations with a broker and are studying zoning issues. Staff is seeking the Board's approval to pursue a lease and locate offsite. President Stanback Stroud said this would not relocate the entire Center for International Trade Development (CITD), but would relocate the incubator program and offer seminars, workshops and classes at the leased site. Trustee Mandelkern said he supports the idea of helping startup companies but is concerned that the Board did not learn about this program until being asked to approve a lease for the facility. He said he is also concerned because the project is not primarily educational and, therefore, might not fit with the primary mission of the District. He noted that the District had leased space in Half Moon Bay for purposes that were primarily educational and had to withdraw because of cost concerns. President Stanback Stroud said the project is part of the primary mission and is aligned with College goals because it is part of the economic development grant that Skyline College has had for approximately 18 years with the CITD. She said it would include instruction, workshops and seminars that are also part of the College goals. Vice President Perkins added that the project is a collaboration between the CITD, the College's Small Business Program, and the Youth Entrepreneurship Program. She said the site would provide a space for students to participate in internships with the startups. Chancellor Galatolo said the lease in Half Moon Bay was much more expensive than the lease for the incubator project and there were additional costs for educators and staff. He said there also was a lack of

demand. President Schwarz said she supports this project; she would like to see a presence on the Coastsides but would not want to deny other programs at the Colleges that support community needs. Trustee Mandelkern said he would have preferred to have been provided a clearer explanation, i.e. background information and the business model, before being asked to approve the lease. Vice President Miljanich said it was helpful to hear further explanation and she believes the Board now has a better understanding of the project and the request to approve the lease. After this discussion, the motion carried, all members voting “Aye.”

**APPROVAL OF REVISIONS TO BOARD POLICIES: 1.30, COMPENSATION OF BOARD MEMBERS; 2.23, LEAVES OF ABSENCE AND CATASTROPHIC LEAVE PROGRAM; 2.30, POLITICAL ACTIVITY; 6.01, PHILOSOPHY AND PURPOSE; 6.87, LIBRARY SERVICES; 7.44, STUDENT HEALTH AND PSYCHOLOGICAL SERVICES; 8.14, BOND OVERSIGHT COMMITTEE AND ACCOUNTABILITY MEASURES; AND 8.48, TRAFFIC REGULATIONS (13-10-104B)**

President Schwarz said Policy 2.30, Political Activity, is being removed from consideration at the request of the Associated Students who would like to review it further and work with staff to possibly suggest changes to some language in the policy. It was moved by Student Trustee Latt and seconded by Vice President Miljanich to approve the revisions in the remaining policies. Regarding the new language in Policy 1.30, stating that “any increase [in Board member compensation] is subject to rejection in a referendum by a majority vote of the voters in the District,” Trustee Holober said he would be interested in knowing whether referenda can be circulated in general in matters related to schools. Barbara Christensen suggested that the policy be removed from consideration at this time while staff researches the issue. All Board members agreed with this suggestion.

Regarding Policy 8.14, Trustee Mandelkern questioned why the list of Measure A projects is included in the policy rather than in a procedure. Ms. Christensen said the list can be taken out of the policy and added to Procedure 8.14.1. All Board members agreed with this suggestion.

The motion to approve the revisions as amended carried, all members voting “Aye.”

**INFORMATION REPORTS**

**DISTRICT STUDENT COUNCIL BYLAWS (13-10-4C)**

Student Trustee Latt said the District Student Council (DSC) did not have bylaws previously. The bylaws presented tonight were approved unanimously by the DSC and by the three Colleges’ Associated Students. He said the bylaws provide structure to the DSC and lay out procedural matters. They specify that the presidents and vice presidents of the Associated Students are part of the DSC. They also coordinate with Board policy on the election, reelection and removal of the student trustee. Student Trustee Latt said there was substantial input from students in developing the bylaws. President Schwarz asked how long it took to develop the bylaws. Former Student Trustee Bailey Girard said work on the bylaws began last summer. Chancellor Galatolo commended the students. He said that in response to a request from Student Trustee Latt, the Chancellor’s executive team reviewed the draft of the bylaws and made only minimal suggestions. Vice President Miljanich said the bylaws are clear and precise. Trustee Mandelkern asked why this is an information item rather than an action item. Chancellor Galatolo said staff will seek legal counsel on this issue and report back on whether Board approval is required.

**FALL 2013 CENSUS REPORT (13-10-5C)**

Jing Luan, Vice Chancellor, Educational Services and Planning, said the District total headcount increased by 0.9% from the previous year. However, last year the total headcount dropped by 2.4%. Enrollment of concurrent students has been increasing every year. The number of non-California residents increased by 24.7%, largely accounted for by international students. The student population is trending younger. Vice Chancellor Luan said the District uses information on demographics, education, the economy, public policy and community needs for strategic planning. Trustee Holober asked if students exiting high schools are considered in enrollment projections. Vice Chancellor Luan said they are; the District considers data from the Departments of Finance and Education as well as its own data. Trustee Mandelkern asked if there is an explanation for the trend toward increasing male enrollment. Chancellor Galatolo said it may be due partly to an increase in students who are veterans. President Buckley said another reason may be that more male students are returning to college for training and retraining. He said the reason Cañada College continues to have a higher female population may be that it does not have CTE programs that are traditionally male-oriented, e.g. automotive and welding. President Claire said the population at College of San Mateo has always been evenly divided between male and female students. He said the number of younger students has increased and the number of lifelong learners has decreased as curricular changes have been made. President Stanback Stroud said the number of students in the Automotive

Technology and Environmental Systems Technology Management Programs at Skyline College has increased. She said the ratio of male to female students in transfer degrees and certificates remains more evenly divided. Vice Chancellor Luan said one more year of data is needed to see if the increase in male enrollment is truly a statistical trend.

### **COMMUNICATIONS**

President Schwarz said she received an email from AFT Executive Secretary Dan Kaplan regarding a resolution; this item will be placed on the agenda for consideration at the next Board meeting.

### **STATEMENTS FROM BOARD MEMBERS**

Vice President Miljanich said that because the November 6 Board meeting is on the first Wednesday of the month, it conflicts with another meeting; she said she can attend the Board meeting but will be late. Trustee Mandelkern said he also might have a conflict with the November 6 date. Chancellor Galatolo said staff will propose alternate dates for the November Board meeting.

Student Trustee Latt said he attended the California Community College Student Affairs Association 2013 Leadership Conference. He said it was an informative meeting and he thanked the Board for allowing him to attend.

Trustee Mandelkern said he looks forward to hearing reports on the accreditation process. He said he also looks forward to the electric vehicle rally scheduled for October 28.

Trustee Holober said his and President Schwarz's interview with the accreditation visiting team for the District Office went well.

President Schwarz said there will be accreditation exit meetings at each College tomorrow. She said Vice President Miljanich will attend the meeting at Cañada College and she will attend the meeting at either College of San Mateo or Skyline College. President Schwarz said she attended the San Mateo County School Boards Association meeting at College of San Mateo; the topic was "iZone and The Big Lift." A draft policy on sponsorships was presented at the meeting and President Schwarz and one other person expressed concern that money was accepted from Walmart and Chevron.

### **RECESS TO CLOSED SESSION**

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

The Board recessed to Closed Session at 9:35 p.m. and reconvened to Open Session at 10:20 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 and 1B.

### **ADJOURNMENT**

It was moved by Trustee Holober and seconded by Vice President Miljanich to adjourn the meeting. The motion carried, all members voting "Aye." The meeting was adjourned at 10:25 p.m. in memory of Jim Tormey.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 12, 2013 meeting.

Patricia Miljanich, Vice President-Clerk





# President's Report to the Board of Trustees

**Dr. Regina Stanback Stroud**



Skyline College Students and Faculty enjoying the post-Accreditation BBQ. Photo by Jared Martin.

## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 12, 2013

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#### SKYLINE SHINES THROUGH ACCREDITATION!



Skyline College completed the external site team visit portion of the accreditation process which included more than 50 interviews with more than 100 people over the course of four days. The Self Evaluation Report was reviewed along with hundreds of documents, manuals and links to demonstrate that Skyline College meets the standards set forth by the Accrediting Commission for Community and Junior Colleges (ACCJC). At the end of the visit, the visiting team held an exit interview where the team chair gave a closing oral report to provide the college with a summary of the preliminary findings in the form of an overview. The work of the visiting team is a major part of the work that the commission considers in the development of the final report. Only the commission approved report is final and we will be receiving that report in January 2014.

The major purpose of the work was to determine whether Skyline College meets the standards set forth by ACCJC and to evaluate how well we achieve our stated purpose (the mission statement). The team is also required to review the activities related to the district offices, their functions and the board of trustees. The team chair expressed that the committee was very impressed with Skyline College and gave special thanks to Theresa Tentes and Sarah Perkins, Food Services (Pacific Dining), the IT staff, the facilities crew, Public Safety and the Distance Education Staff.

The team will recommend that the district develop an evaluation of the services provided and that the District make improvements in the professional development of the trustees. The team recognized and commended the district on the solid and stable long range financial planning and foresight that allowed the district to weather the economic challenges faced by many in the state of California. Of note, the team included in the commendation the foresight to pass the parcel tax, build faculty and staff housing and become a community supported district.

The team recognized the hard work of the Performance Evaluation Task Force, working to modify the evaluation process to include student learning outcomes. The team recommends that we work collectively to implement the new processes. The team indicated that they were “so impressed” with what we do.

The team commended the college on:

- The morale and enthusiasm which is “palpable and infectious.”
- Our commitment to learning and the civility and respect they had the opportunity to observe.
- The students first environment and our shared vision of social justice, integrity, diversity and access.
- Its spirit of innovation, creativity – noting such programs as SparkPoint, CTTL, Learning Communities, Boot-Up for New Faculty amongst many.

The entire campus, administration, faculty, staff, and student leadership were all commended for our compassion and sincere valuing of the diverse life experiences at our college. The team chair also took a moment to recognize the leadership of the president, “Dr. Regina Stanback Stroud, for her visionary leadership.....This is a fabulous, fabulous college and a great part is due to your visionary leadership.”

The team made suggestions and recommendations including:

- Provide a crosswalk or alignment chart from the plans to the standards.
- Develop a systematic assessment of resource and allocation cycle
- Ensure all Distance Ed classes have regular and substantive contact with students
- Adhere to the schedule of regular performance evaluations for part-time faculty.

The team chair closed the meeting by restating how wonderful the college is and how special the experience has been for the team. “Your culture and your spirit has touched us all. Your students and your community are very, very fortunate to have a true jewel of the community college system here in San Bruno. I want to thank you Skyline College; I want to thank you from the bottom of my heart. And this concludes my closing report.” With those comments, the team left the room and the attendees took just a brief moment to congratulate ourselves on a job very well done.

As the president of the college, I would like to take a point of personal privilege and thank all of the faculty, staff, students and community members who were involved in the preparation of the report and in the execution of the visit. You all are amazing and I am quite humbled to have the honor of working with you for this college, for these students and for our community. Thanks to the Accreditation Co-Chairs, Donna Bestock and Christine Roumbanis. You led the way to an exceptionally well executed process. Thanks to Dennis Wolbers and Christine Themoleas for managing the evidence for the self-evaluation. Thanks to Nancy Kaplan-Biegel for editing and essentially, perfecting the report. Thanks to the



## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 12, 2013

accreditation steering committee for their leadership in the writing process. Thanks to Dr. Gina Rosabal who provided consultation and writing expertise to help us amass an impressive set of integrated plans and manuals that is more impressive than we could have imagined. Thanks to Kayla Razavi, ASSC President, Leigh Anne Shaw, Academic Senate President and Linda Allen, Classified Senate President for their leadership and support in responding to the standards, ushering the various plans through the processes and calling on the faculty, staff and students to be engaged. Thanks to the faculty, staff, students and district staff on the standard committees. Thanks to Chancellor Galatolo, Deputy Chancellor Jim Keller, Vice Chancellor Tom Bauer, Vice Chancellor Harry Joel, Vice Chancellor Jose Nuñez, Vice Chancellor Jing Luan, Vice Chancellor Kathy Blackwood, Chief Information Technology Officer Frank Vaskelis, Director Barbara Christensen, and the entire District team for the unconditional support and engagement we received during this process and always. Thanks to Katie Beverly, the staff in the Skyline College Reprographics Department, Kevin Chak and the staff in the Bookstore for the production of a beautiful set of documents and for being at the ready to do whatever was necessary to have a successful visit. Finally, thanks to Dr. Sarah Perkins for her leadership and guidance as the Accreditation Liaison Officer and to the staff in the Office of Instruction and the Instructional Leadership Team for putting forth stellar work before and during the visit.

During the visit, Theresa Tentes was stellar in managing all of the logistics and ensuring that team had appropriate accommodations. I want to add my thanks to all of the third floor staff for their tireless work to support the team, the administration, faculty and staff and the process. Thanks to Rick McMahon, Hector and all of the Pacific Dining staff for the exceptional job you did in serving our guest. Three community members, Michele Enriquez-Da Silva, Jessica Evans and Carolyn Livengood took the time to meet with the team and really made a clear impression of commitment to and support for the college. "I love this college" is the way Carolyn Livengood closed her statement. The Food Service staff, Public safety, Information Technology staff, the faculty and Jim Petromilli and the staff of the Center for Teaching and Learning, Facilities and grounds crew helped us show our best face.

The team made complementary statements about the website during the entire visit. Thanks to Cherie Colin, and the Marketing, Communications, Public Relations department for the great work to give us a great website and for helping us put forth a coherent and professional image for Skyline College and Keisha Ford provided an impressive tour for the team. The Planning, Research and Institutional

Effectiveness faculty and staff, Dr. David Ulate, Katie Galvin, Karen Wong and Anjelica Gacutan were outstanding in ensuring all of the plans, data, manuals/handbooks were at the ready. Thanks to Dr. Joi Blake and the Student Services Leadership Team, you really helped us shine. Team members commented on the great work being done in student services. Vice President Eloisa Briones and the administrative services staff impressed the team members with the comprehensive and transparent budget processes. Finally, the faculty, staff and student leadership did a superb job of showing just how collegially we work together to serve our students and community.

The team chair indicated that we have a true jewel of the community college system.....yes, that confirms it....like most jewels, Skyline College really does shine!

Article by Dr. Regina Stanback Stroud. Photo by Claudia Paz.

### SKYLINE COLLEGE STUDENTS HONORED FOR ACADEMIC ACHIEVEMENT



With friends and family in attendance, 75 Skyline College students were inducted into Beta Theta Omicron, the Skyline College chapter the Phi Theta Kappa Honor Society, for the Fall 2013 semester. Members must have a minimum GPA of 3.5 and 12 degree-applicable units. On October 25, the Cañada College chapter hosted the Induction ceremony for new members of Phi Theta Kappa in the SMCCCD. It is the tradition of our chapters to alternate hosting the induction. Beta Theta Omicron president Elizabeth Gochez welcomed new members and encouraged them to promote commitment to complete college on their campuses. New Phi Theta Kappa members are shown in the photo. Inset (from left): Chapter President Elizabeth Gochez, Jose Campos, Thin Kyine Lain, Jia Lu, Naing Aung Min, Jaimelynn Alvarez, Glyna Loraine Lara, and Nicole Smith. As their names are called, new members received a flower signifying new intellectual associations and a candle, symbolic of knowledge.

Article and photos by Dr. Chris Case.



## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 12, 2013

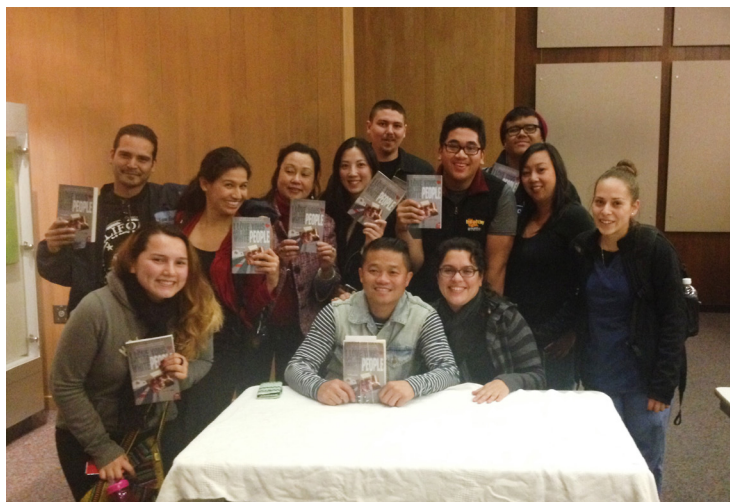
#### SKYLINE COLLEGE STUDENTS MEET AUTHOR LAC SU AT CAÑADA COLLEGE

On Wednesday, October 23rd, Paula Silva's English 100 students carpooled to Cañada college instead of going to their usual 6:00 p.m. class in building 8. The idea that they would meet the author of the book they recently read and wrote about was intriguing, but the reality of listening to him and meeting him turned out to be mesmerizing, a definite highlight of the semester.

Lac Su, author of the memoir *I Love You as for White People*, sat alone on the stage of the Main Theater and shared quietly and candidly about his life as a Vietnamese refugee seeking love and belonging in his volatile home and surrounding Los Angeles neighborhoods. After his talk, Su spent an intimate moment with every student who stood in line to have their book personally signed—this was a thrilling first for most students. The bookstore will NOT be getting those treasured books back!.

Skyline College students were one of the largest groups in attendance and shone beautifully at this event.

Article and photo by Paula Silva.



#### ALLENSWORTH EXHIBITION OPENS WITH A BANG



The Allensworth Exhibition at the Skyline College Library has officially opened! On October 29, President Stroud, hosted a ribbon-cutting ceremony and VIP reception declaring the exhibition officially open. The reception was attended by members of the community, including members of the San Mateo Community College Board of Trustees, San Bruno Rotary Club, as well as members of the President's Council. Skyline College was represented at the occasion by several staff members, faculty members and Administrators.

The Allensworth Exhibition was brought on campus through a partnership with the African-American Museum and Library of Oakland and the African Diaspora Program at Skyline College and hosted on campus in partnership with the Skyline College Library.

Allensworth is a historic California town in the Central Valley, founded by African-Americans and serves as a symbolic representation of self-determination for all African-Americans in the areas of education, community empowerment and economic development.

Visit the exhibit!

Skyline College Library, Building 5, Second floor

Exhibit Hours:

Monday-Thursday 8am-9pm

Friday 8am-2pm

Saturday 10am-2pm

For guided tours of the exhibit and for more information on the African Diaspora Program, please contact: Pcyeta Stroud [stroudp@smccd.edu](mailto:stroudp@smccd.edu) or Allison Mello [melloa@smccd.edu](mailto:melloa@smccd.edu).

Article by Richard Soyombo and CITD Intern, Alex Hernandez.

## SKYLINE COLLEGE BOARD REPORT

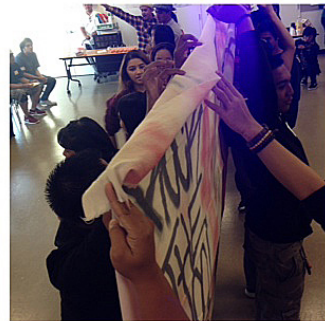
### NOVEMBER 12, 2013

#### THE KABABAYAN LEARNING COMMUNITY CELEBRATES FILIPINO AMERICAN HISTORY MONTH



The Kababayan Learning Community (KLC) held two annual events, the KLC Open House and Kapatiran Mentorship Mixer, to kick off the month of October, which is Filipino American History Month. Both events aim to build student retention through community building and peer support.

This year's KLC Open House was themed "Barrio Fiesta," which is reminiscent of annual community celebrations in various Philippine provinces. The Filipino Student Union and students of ENGL 103 coordinated the program, which included an introduction to the learning community, its instructors, and services. This was a great event for new students to learn about the KLC and to meet active students and faculty. A special thanks to Mary Gutierrez, Dean of Language Arts/Learning Resources; Arielle Smith, FYE Coordinator; Tim Dupre, ASTEP Counselor; Dr. Rod Daus-Magbual, Sociology instructor; and Dr. Reina Bautista, Filipino instructor, for their attendance and support of the event.



KLC also held its annual Kapatiran Mentorship Program (KMP) Mixer where mentors and mentees meet each other for the first time. This program aims to build peer support by matching students who have completed KLC courses with students who are new to the learning community. This year's mixer was coordinated by KLC alumnus, Allan Gargaritano, and the event's program included icebreakers, the mentee-mentor reveal, and mentorship agreement activities. The mentors and mentees are encouraged to provide academic, social, and emotional support for one another as a means to increase academic success.

A special thanks to Kababayan advisors and faculty members, including Grace Burns, Liza Erpelo, Melanie Espinueva, Nate Nevado, and Janice Sapigao who supported the event's activities.

Article submitted by Melanie Espinueva, Photos by Melanie Espinueva and Nate Nevado.



## SKYLINE COLLEGE BOARD REPORT

### NOVEMBER 12, 2013

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#### DIA DE LOS MUERTOS EXHIBIT: 11/1- 11/16



The Skyline College Gallery is pleased to present the Dia de los Muertos Exhibition on display until November 16.

Day of the Dead (Spanish: Día de Muertos) is a Mexican holiday celebrated throughout Mexico and around the world in other cultures. The holiday focuses on gatherings of family and friends to pray for and remember friends and family members who have died.

The exhibition features artwork by students, staff and faculty.



For more information, check our website or Facebook page:  
[www.smccd.edu/accounts/skygallery](http://www.smccd.edu/accounts/skygallery)  
[www.facebook.com/skygallery](http://www.facebook.com/skygallery)

#### HIP HOP WARS BY DR. TRICIA ROSE - 11/14



The Center for Innovative Practices through Hip Hop Education & Research (CIPHER) presents:

“Hip Hop Wars:  
What We Talk About  
When We Talk About Hip Hop and  
Why It Matters”  
By Dr. Tricia Rose

**Thursday, November 14, 2013**

**12:00-1:30 p.m.**

**Skyline College Theater, Building One**

Dr. Tricia Rose will share “Hip Hop Wars,” her multimedia production on the impact of corporate consolidation on black popular culture and the importance of popular culture for our youth, society, and democracy itself.

All are invited to attend. Contact Nate Nevado, at [nevadon@smccd.edu](mailto:nevadon@smccd.edu) or (650) 738-4388 for more information.



# President's Report to the SMCCCD Board of Trustees

President Michael Claire ~ November 12, 2013

## Inside...

Honors Project Students Get Rare Glimpse into Hoover Archives . . . . 1

Helping Students Develop Reading Literacy . . . . . 2

Latino Leadership Council Holds Summit at CSM . . . . . 2

Autumn Fair Offers a Bounty of Jobs & Internships . . . . 2

Health Fair Become a Spirited Event . . . . . 3

Kudos . . . . . 3

Lisa Melnick  
Shulamit Hoffmann  
Ivonne Fajardo  
Daniel Nava

Grand Opening of Electrical Vehicle Charging Stations . . . . . 4

CSM Alum Designs "World's Most Comfortable Jeans" . . . . . 5

Upcoming Events . . . . . 5

## Honors Project Students Get Rare Glimpse into Hoover Archives



Photo by Tim Maxwell

A group of students in CSM's Honors Humanities Research Seminar recently visited Stanford University's Hoover Archives for an orientation and an opportunity to work the primary sources for their research projects. After providing an orientation to the vast collections related to "war, revolution, and peace," archivist Jill Golden, who had read the students' research proposals in advance, provided each student with a box of letter, clippings, pamphlets, notebooks, maps, photographs, and even declassified intelligence related to their research. Most of these resources have never been written about or published or ever seen by researchers. Some of our students were able to read documents in Farsi, Russian, Spanish, and Chinese. All of the 18 students who attended the orientation plan to return to the archives to continue their investigations.

The students were accompanied by Professor of English **Tim Maxwell**, co-coordinator of the Honors Project; he shares his observations of the visit: "To see CSM students—our students—on the Stanford campus—and actually inside Hoover Tower—hungrily investigating primary sources, notebooks, photos, letters, pamphlets, and yellowing newspaper clippings, often in languages other than English, items that had never been written about or analyzed before, and too see their excitement, almost brought tears to my eyes as a teacher."

(Contributed by Tim Maxwell)

Celebrating **50** years on the hill  
1963–2013

College of San Mateo

## Helping Students Develop Reading Literacy



The Reading Apprenticeship (RA) held a luncheon on October 25 that was very well attended by 25 faculty and staff. Faculty leaders did an RA activity called “gallery walk” in reaction to a video that showed a dad responding to his child’s academic success, and then had a student panel speak about how RA has changed their perspective on learning. The panel was inspirational, poignant, and powerful. A video of the panel will be posted on the RA website. The next Reading Apprenticeship event is a workshop scheduled for November 22. *(Article and photo contributed by Theresa Martin)*

## Latino Leadership Council Holds Summit at CSM

On October 25, the Latino Leadership Council of San Mateo County held its 2013 Summit at CSM. Approximately 100 people attended the event which brought together Latino leaders and community supporters to promote and strengthen the Latino community commitment. Former State Legislator **Liz Figueroa** served as keynote speaker and former San Jose Mayor and current CEO of the Hispanic Foundation of Silicon Valley **Ron Gonzales** was the closing speaker. A panel of civic leaders, educators and business representatives participated in a panel discussion on how best to support the Latino population in the County, especially Latino students. Panelists included Daly City Councilmember and Former Mayor **Sal Torres**, Redwood City Mayor **Alicia Aguirre**, Chancellor of the National Hispanic University **David Lopez**, and CSM President **Michael Claire**.

## Autumn Fair Offers a Bounty of Jobs & Internships



*Photo courtesy of Eileen O'Brien*

The Career Center recently sponsored an Autumn Job Fair that brought more than 70 local employers to campus looking to match students with job opportunities. With plentiful jobs and internships available locally, students found many options for work during the holiday season and beyond. Students spoke with human resources staff about available full- and part-time positions, completed applications and submitted resumes. Employers represented a broad spectrum of fields including business and finance, government and nonprofits, security and law enforcement, staffing, personal care, sales, retail/restaurant/customer service and recreation.

According to **Eileen O'Brien**, Career Center coordinator, “Employers are hiring like crazy – we have 300 jobs and internships listed on CSM JobLinks. Given that our County has one of the lowest unemployment rates in the state, the great turnout at the fair indicates that there are plenty of opportunities, especially for those with lower-level skills or who have limited work experience.”



## Health Fair Becomes a Spirited Event



Photo by Alexis Madayag

The theme for CSM's annual Health Fair was "Come and be Treated...Not Tricked!" as it was celebrated in conjunction with Halloween. Approximately 500 students and members of the college community stopped by the fair to speak with health and wellness professionals, participate in health testing and screenings and gather written materials. Among the services provided were flu shots, blood pressure screening, blood sugar testing, massage, reiki and Zumba demonstrations. In all, more than 40 community health and service agencies and college departments participated. The event provided complimentary healthy treats to attendees. The Health Fair was coordinated by **Sharon Bartels**, health services director, and **Gloria D'Ambra**, staff assistant.

## Kudos

~ **Lisa Melnick**, an assistant professor in the ESL department had her article, "Celestino's Crusades" published in the October 13 issue of the online magazine *Positively Filipino*. The article relates the story of Celestino Alfaram, her grandfather and an early pioneer of Filipino-American rights. The article can be viewed at [positivelyfilipino.com/magazine/celestinos-crusades](http://positivelyfilipino.com/magazine/celestinos-crusades)



Photo courtesy of CSM  
ESL website

~ **Shulamit Hoffmann**, adjunct faculty in the music department, has been selected as Foster City's honoree for the San Mateo County 2013 Mayors' Diversity Celebration Awards. She was honored for her contributions to the community at the Mayor's Diversity Celebration held on October 30 at the San Mateo County History Museum.



Photo courtesy of CSM  
Music website

~ Honors Project student **Ivonne Fajardo** has been selected to speak at USC as a Latina Agent of Change, part of a program designed to increase the participation of Latino students in the STEM area.

~ Former CSM bulldog **Daniel Nava**, a member of the Boston Red Sox, can add World Series Champion to his resume. The right fielder had a standout year, his first as an everyday player, with a batting average of .303 in the regular season that helped propel the Red Sox into the post season. When interviewed by ESPN on "State of the Nation," Nava described playing in the World Series "an unbelievable experience... and one that every kid who plays baseball dreams about..."

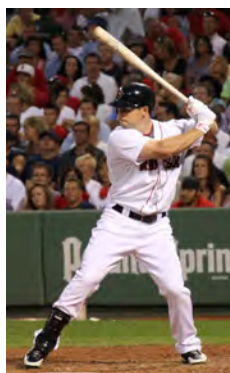


Photo source: Wikipedia

~ The **pumpkin decorating contest** sponsored by the Math/Science Division resulted in some highly imaginative and ghoulish creations. "Nurse Hatchett" from "The Little Hospital of Horrors," a quirky production by CSM's Nursing Department featured the inventive use of hypodermic needles; it took second place.



Photo credit: unknown



## Grand Opening of Electrical Vehicle Charging Stations

CSM served as the midpoint of the Electric Vehicle Rally on October 28 that began at Skyline College and ended at Cañada College. The procession of electric vehicles made its way to DaVinci Lot for a ribbon cutting ceremony at the charging station.



*Photos by CSM Community Relations and Marketing*

## CSM Alum Designs “World’s Most Comfortable Jeans”

Former CSM alum **Casey Davis** left Clemson University to return to San Mateo with one goal in mind—to create the world’s most comfortable jeans. His jeans are named McMacular, after a childhood phrase he used to describe “all things awesome.” McMaculars are made of sueded denim and lined with mulberry silk. His idea is that jeans can be worn comfortably year round because the silk provides heat in the winter and coolness in the summer. Although he has only made two dozen jeans, he is in the process of raising \$20,000 for seed money to produce 160 pairs that will sell for \$125 each. An article about Casey and his jeans appeared in *The Daily Journal* and can be read by visiting

<http://www.smdailyjournal.com/articles/news/2013-09-21/worlds-most-comfortable-jeans-san-mateo-entrepreneur-ditches-college-to-start-business/1775752.html>



Photo by Bill Silverfarb/Daily Journal

### Upcoming Events

#### **Human Rights Day**

November 13, 10 am – 1 pm, College Center,  
Bayview Dining Room

#### **Sounds from the Streets**

November 13, 7–9 pm, Theatre

#### **CSM Football vs. Santa Rosa JC**

November 16, 1 pm, College Heights Stadium

#### **17<sup>th</sup> Annual Jazz Festival**

November 22, 8 am – 6 pm, Theatre

#### **SF Chamber Orchestra Family Concert**

November 24, 3:30–4:30 pm, Theatre

#### **Electronic Music Concert**

December 5, 7 pm, Theatre

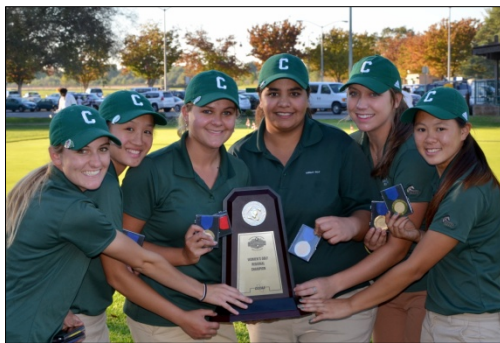


# Cañada College Report *to the* SMCCCD Board of Trustees



**November 13, 2013**

## **Golf Team Shoots Lowest Total in School History to go Undefeated**



The Cañada College women's golf team shot its lowest score in program history on Oct. 29 at Riverbend GC in Madera to complete the regular season undefeated. The top four golfers for the Colts combined to shoot 300, with all six golfers earning all-conference accolades in the Central Valley Conference. Sophomore Sarah Rotter birdied four of the last five holes to finish 1-under-71 and become the Central Valley Conference champion by one stroke. Rotter said the team is beginning to gain confidence just as they

enter the Northern California regional tournament and the state tournament, which will be held Nov. 17-18.

## **Truman Simpson Fulfills a Dream by Becoming a Game Designer**



Cañada College graduate Truman Simpson is doing what he loves, creating video games, and he credits the learning environment created by the Multimedia Art & Technology faculty at the school for his success. "I came to Cañada to learn Maya, which is the industry standard software in game design. I really didn't expect to take too many classes," he said, "but the energy and enthusiasm exhibited by the faculty and students motivated me to take more." Simpson said the technical skills he learned at Cañada opened the door for his career at Zynga but learning how to work as part of a team in a fast-paced

environment has led to his success as a game designer. "We learned so much more than how to use the software," said the Westmoor High School (Daly City) grad. "(Professor) Paul Naas always told us to keep an open mind and learn from everyone you meet. That is so true. I'm learning something every day."

## Writers on Writing: Authors Perry, Zackheim to Share Experiences



Authors Anne Perry and Victoria Zackheim will share their experiences as writers at a special lecture on Wednesday, Nov. 13. The event, which will be held in the Cañada College Main Theater, is free, and open to the public. Perry is a New York Times and international bestselling author noted for her memorable characters, historical accuracy, and exploration of social and ethical issues. Two of her most popular series feature Thomas and Charlotte Pitt and William and Hester Monk. Her latest novel, *Blind Justice*, was on the New York Times and USA Today bestselling list for fiction. Zackheim wrote *The Bone Weaver* and is the editor of six anthologies, the most recent being *FAITH: Believers, Agnostics, and Atheists Confront the Big Question*. Zackheim created the Women's Voices project and is a 2010

San Francisco Library Laureate. Her screenplay, *Maidstone*, a feature film, is in development with Identity Films. "This is a wonderful opportunity for our community to hear about the writing process from two award-winning authors," said Anniqua Rana, coordinator for Cañada's Center for Innovation and Excellence in Teaching and Learning, which is sponsoring the event. Former Cañada student and Belmont resident, Rose Whitmore, recently received the prestigious William Peden Prize, which recognizes the best piece of fiction published in the Missouri Review during the previous volume year.

## Lexie Munevar Finds Support, Success, at Cañada College



Sometimes, an average student can find success with a little support. That was certainly the case for Lexie Munevar, who did just enough to graduate from Carlmont High School in 2009, but found her academic footing at Cañada College thanks to Frank Austin. "He was the first professor I connected with in my first semester at Cañada in the fall of 2010," Munevar said. "I was a full-time student, babysitting every day and enrolled in Math 200 – *Elementary Statistics & Probability*. My initial goal was to merely pass the class because I had heard how difficult it was and I didn't have much time to dedicate to the course." Working with Austin, Munevar began to understand statistics. "Frank was an amazing resource," she said. "I not only passed the class but I received an 'A'. At

that point, I became optimistic about my studies." While her academics improved, Munevar was still missing the college experience. "My first two years at Cañada, I strictly attended class. I was not part of any groups, clubs, or organizations on campus. In the fall of 2012, I joined student government and was elected Commissioner of Publicity. I had no experience whatsoever in extracurricular activities but I was ready to experience it all and I got hooked!" She carried her newfound confidence to UC Davis, where she is currently studying psychology. "At Cañada, I did a six month volunteer internship at Stanford Medicine Outpatient Center where I confirmed my interest in pursuing graduate school. I want to become an occupational therapist."

## Social Science Faculty, A2B Reps, Usher in the New Social Science Hub



Social Science faculty and representatives from the Associate's to Bachelor's Degree Program (A2B) hosted a series of forums in late October to celebrate the grand opening of the new Social Science Hub in the library and inform students about degree and career options. Over four days, faculty from political science, philosophy, history, economics, psychology, and communication studies took turns talking about their academic disciplines. Representatives

from the A2B Program made students aware of the four-year degrees offered in social science at Cañada and how to design a class schedule to easily transfer. The A2B Program is funded by the Hispanic-Serving Institutions program of the US Department of Education to expand the University Center, increase the number of bachelor's degrees offered on campus, and provide academic support and case management services to Cañada College students preparing to enroll or already enrolled in University Center degree programs.

## PTK Recipe Contest Focuses on Healthy Eating



Phi Theta Kappa students are challenging the campus to eat healthier by sponsoring a healthy recipe contest. Students, staff and faculty can enter their healthy recipes with a chance to win a \$100 gift card and find their recipe on the menu at the Grove. The contest guidelines are simple: Create and cook a healthy and tasty recipe in one of three categories - breakfast entree, lunch entree or dessert & snack. To enter the competition, budding chefs are asked to bring their delicious dish to the qualifying round in the Grove on Friday, Nov. 8,

from 2 to 5 pm and Saturday, Nov. 9, from 10 am to 2 pm. Recipes entered in the qualifying round will be judged by PTK members and a nutrition professor. All recipes must be accompanied by a written explanation of what makes it healthy. Three winners in each category will be notified the week of Nov. 11 and move on to the final tasting. Recipes in the final round will be prepared by the cafeteria staff in the Grove. Breakfast entrees will be judged on Monday, Nov. 18; lunch entrees will be judged on Tuesday, Nov. 19; and dessert and snacks will be judged on Wednesday, Nov. 20. Free samples of each dish will be provided to attendees, who will help judge the finals. "Our goal is to encourage healthy eating habits and help introduce more healthy options in the Grove," said Paul Roscelli, faculty advisor for PTK. "The idea started small but it's beginning to gain momentum on campus. It should be fun to see the different recipes entered into the competition."

## College Night Draws 500 Students and 77 Colleges and Universities



Approximately 500 high school students and their parents met with representatives from colleges and universities around the country at the annual College Night held in October. The event is a collaboration between Cañada and the Sequoia Union High School District. The event featured six workshops focused on financial aid, how to apply to a college, how to choose a college, how to become a student at a UC or CSU, and opportunities at community colleges. “The workshops were well attended and parents appreciated the

information,” said Soroya Sohrabi, the event organizer and coordinator for the college Transfer Center. Representatives from CSU East Bay (photographed), said the event was well organized and provided them an opportunity to discuss their programs with both students and parents.

## Glenn Tojoy: from Cañada to London’s Famed Savile Row



London’s Savile Row is famous for its traditional men’s bespoke tailoring where customers such as Prince Charles and actor Jude Law have suits custom made by hand. That’s also where you’ll find Glenn Tojoy, a graduate of Cañada’s fashion design program. Tojoy is currently studying at the prestigious Savile Row Academy where he is learning the art of bespoke tailoring. He was hand-selected by the academy to attend the program based on his work at Cañada. “The courses are designed to prepare students to become a ready-to-work tailor,” Tojoy said. “We learn practical handcraft skills and other core training. The curriculum prepares us to work in cutting and tailoring rooms anywhere in the world and gives us the foundation we need to open our own business.” Professor Ronda Chaney said she’s not surprised by Tojoy’s success. “The suits he made in

our tailoring classes were professionally constructed with an excellent fit,” she said. “He understood that such skills required many lab hours of making patterns and learning the steps to tailor the garment,” she said. Tojoy enrolled at Cañada in 2010 and earned several professional certificates in the Fashion Design Program. In 2012, Tojoy visited London to look at several training opportunities. Instructors at the Savile Row Academy were so impressed by his work at Cañada that they immediately offered him a spot in their training program. “This is an excellent opportunity because I want to start my own business at some point,” Tojoy said. Tojoy said Professor Ronda Chaney and the instructors and staff in Cañada’s Fashion Department understood and embraced his skill and creativity. He said the staff worked with him to improve his craftsmanship. “I made dramatic strides,” he said. “I couldn’t have imagined how much I would learn and improve at Cañada.”



## Electric Car Rally Finishes at Cañada with Symbolic Gas Hose Cutting



Cañada College President Larry Buckley waived the checkered flag as a fleet of electric vehicles drove into Lot 4 as part of the district's ribbon-cutting ceremony for the new EV charging stations on all three campuses and at the district office. Professor Susan Mahoney and Raj Lathigara, co-chairs of the Cañada Sustainability Committee, organized the Cañada leg of the event. Lathigara and Mahoney arranged for Lot 4 and the access road between Building 8 and Building 3 to be staged as a "race pit area". In addition to the electric vehicles that participated in the rally, another eight electric vehicles were on display. "Our goal was to create an interactive event where folks on our campus could learn about the different models of electric vehicles and hear directly from the owners," Lathigara said.

## Breaking Down the Programming Divide: Democratize Computing Lab



A group of entrepreneurs gathered on the Cañada campus in late October with a simple goal in mind: Demystify the world of computer coding and broaden and diversify the pool of software creators around the world. It's part of global effort that seeks to teach programming skills to designers, artists, women, people of color, scientists, health professionals, humanities majors, entrepreneurs – anyone who desires to add software to their creative problem solving arsenal. Kay O'Neill, Director for Workforce Development at Cañada, invited the Democratize Computing Lab Advisory Board to meet on campus. The quarterly meetings are led by about 30 entrepreneurs, and their respective organizations, including large tech companies such as Google and Facebook. "Our goal is two-fold," O'Neill said. "We want to empower people to thrive in today's increasingly digital society, and to infuse the software development field with creative, big-picture thinkers. We want to open up the possibility for software creation to become part of a universal skill set just as literacy itself moved from a narrow elite to society at large over the course of modern history."

## Alicia Aguirre Honored by Mexican Government

Redwood City Mayor and Cañada faculty member Alicia Aguirre received the "Ohtli" Award from the Consulate General of Mexico at the Nov. 4 Redwood City Council meeting. Organizers said the "Ohtli" Award was a symbol of appreciation for Mayor Aguirre's support and actions made throughout the years towards helping others and opening the path to progress for Mexicans living both within and beyond the frontiers of their home country. Aguirre is the first mayor of Mexican origin in Redwood City, where one third of the population is Mexican, mainly from the states of Michoacán and Jalisco.

San Mateo County Community College District

November 12, 2013

**BOARD REPORT NO. 13-11-1C**

**“WRITING IN THE END ZONE” PROGRAM AT COLLEGE OF SAN MATEO**

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

**BOARD REPORT 13-11-1A**

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. CHANGE IN STAFF ALLOCATION**

**College of San Mateo**

1. Recommend a change in staff allocation to increase one full-time 11-month Instructional Aide II position (4C0345) to full-time (100%) in the Business/Technology Division at College of San Mateo, effective November 1, 2013.

**Skyline College**

2. Recommend a change in staff allocation to delete one full-time Financial Aid Technician position (2C0167) at Grade 26 of Classified Salary Schedule 60 and to add one full-time 12-month Financial Aid Technical Support Specialist position in the Financial Aid Office at Skyline College (Grade 34 of Classified Salary Schedule 60), effective November 1, 2013. Also recommend the reclassification of Aileen Conmigo Phuong from Financial Aid Technician into this new position, effective November 1, 2013.
3. Recommend a change in staff allocation to delete one full-time Office Assistant II position (2C0134) at Grade 18 of Classified Salary Schedule 60 and to add one full-time 12-month Financial Aid Assistant position in the Financial Aid Office at Skyline College (Grade 22A of Classified Salary Schedule 60), effective November 1, 2013. Also recommend the reclassification of Elizabeth Osai from Office Assistant II into this new position, effective November 1, 2013.
4. Recommend a change in staff allocation to increase one part-time (80%) 12-month Financial Aid Technician position (2C0230) to full-time (100%) in the Financial Aid Office at Skyline College, effective November 1, 2013. Also recommend a corresponding increase in assignment for the incumbent, Jenny Yang, effective November 1, 2013.
5. Recommend a change in staff allocation to add one full-time 12-month Staff Assistant position (Grade 21 of Classified Salary Schedule 60) in the Enrollment Services Division at Skyline College, effective November 13, 2013. The new position will provide clerical support to the Dean of Enrollment Services.

6. Recommend a change in staff allocation to add one full-time 12-month Program Services Coordinator position (Grade 27 of Classified Salary Schedule 60) in the Enrollment Services Division at Skyline College, effective November 13, 2013. The new position will assist in providing outreach activities for the College.
7. Recommend a change in staff allocation to add one full-time 12-month Program Services Coordinator position (Grade 27 of Classified Salary Schedule 60) in the Enrollment Services Division at Skyline College, effective November 13, 2013. The new position will assist in coordinating activities of the Veterans Resource Center.
8. Recommend a change in staff allocation to add one full-time 12-month Executive Assistant position (Grade 180S of Classified Professional/Supervisory Salary Schedule 40) in the Administrative Services Division at Skyline College, effective November 13, 2013. The new position will provide administrative clerical support for the Vice President of Administrative Services.
9. Recommend a change in staff allocation to add one full-time 12-month Accountant position (Grade 190E of the Classified Exempt Professional/Supervisory Salary Schedule 35) in the Administrative Services Division at Skyline College, effective November 13, 2013. The new position will provide accounting support for the Administrative Services Division.

## **B. LEAVE OF ABSENCE**

### **College of San Mateo**

**Maggie Barrientos**

Child Development Center Aide II

Student Services

Recommend approval of a pregnancy disability leave of absence, effective November 18, 2013, pursuant to provisions of the Family and Medical Leave Act. Pursuant to District policy, employee is entitled to a maximum of 12 calendar months of leave.



**BOARD REPORT NO. 13-11-1CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Kathy Blackwood, Executive Vice Chancellor, 358-6790

**DENIAL OF CLAIM AGAINST THE DISTRICT BY JAQUELINE DE FAZIO**

On October 16, 2013 the District received a claim from Jaqueline De Fazio seeking Leave to Present a Late Claim for reparation in the amount of more than \$25,000 for medical costs incurred to date. Mrs. De Fazio alleges that she sustained injuries and damages when she tripped and fell over some stacked hurdles next to the track at College of San Mateo on May 12, 2012. She claims her injuries were sustained due to the negligence of a District employee who stacked the hurdles in the wrong place. Mrs. De Fazio was at the campus as a visitor attending a college baseball game.

**RECOMMENDATION**

It is recommended that the Board of Trustees deny the claim against the District of Jaqueline De Fazio and refer the matter to the District's insurance and legal advisors.

**BOARD REPORT NO. 13-11-2CA**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Ginny Brooks, Executive Assistant to the Board of Trustees, 358-6753

**ACCEPTANCE OF GIFTS BY THE DISTRICT**

Rules and Regulations Section 8.38, Gifts and Donations, requires that a periodic report of gifts and donations valued at \$1,000 or more be made to the Board of Trustees. All gifts are promptly acknowledged when received. The following gift was received since the last report.

**GIFT**

Recipient: KCSM-FM  
\$78,322.59, to be used  
for general KCSM-FM operations

**DONOR**

Gige Coba Estate c/o David Pacheco,  
Addison, Illinois  
(Executor; brother of deceased)

**RESOLUTION NO. 13-15**

**BY THE GOVERNING BOARD OF THE  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
STATE OF CALIFORNIA**

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**RESOLUTION REGARDING BOARD ABSENCE**

**WHEREAS**, California Education Code states that a Governing Board member of a community college district may receive compensation for any meeting when absent if the Board, by resolution duly adopted, finds that at the time of the meeting, he or she is performing services outside the meeting for the community college district; he or she was ill or on jury duty; or the absence was due to a hardship deemed acceptable by the Board; and

**WHEREAS**, at the time of the October 9, 2013 meeting of the Board, Trustee Dave Mandelkern was absent due to hardship deemed acceptable by the Board;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the San Mateo County Community College District finds that under current law, Trustee Mandelkern is entitled to receive the regular compensation for the meeting at which he was absent.

**REGULARLY PASSED AND ADOPTED** this 12<sup>th</sup> day of November, 2013.

Ayes:

Noes:

Abstentions:

Attest: \_\_\_\_\_  
Patricia Miljanich, Vice President-Clerk  
Board of Trustees

San Mateo County Community College District

November 12, 2013

**BOARD REPORT NO. 13-11-2C**

**ACCREDITATION UPDATE**

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

**BOARD REPORT NO. 13-11-3C**

TO: Members of the Board of Trustees

FROM: Ron Galatolo, Chancellor

PREPARED BY: Barbara Christensen, Director of Community/Government Relations, 574-6510

**DISCUSSION OF A RESOLUTION REGARDING THE ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES (ACCJC)**

A resolution similar to the attached was originally designed for consideration by the Academic Senates in California Community Colleges. To date, six to eight local academic senates around the state have passed similar resolutions.

Dan Kaplan, Executive Secretary of the American Federation of Teachers (AFT), Local 1493 revised the resolution and is requesting that the Board consider adopting the resolution. President Schwarz agreed to bring the resolution as an information item for Board discussion.

## **RESOLUTION REGARDING THE ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES (ACCJC)**

Whereas, the United States system of regional accreditation has been well-established and has provided essential guarantees of quality in America's post-secondary institutions since the 1950's; and

Whereas, key to the overall success of this unique system is a spirit of collaboration and mutual respect between the regional commissions and their member institutions and a shared focus on the needs and interests of the student who attend these institutions; and

Whereas, for the last decade, the relationship in the Western region between the Accrediting Commission for Community and Junior Colleges (ACCJC) and many of California's 112 public community colleges (which collectively constitute 84% of the institutional membership of ACCJC and serve more than 95% of the student enrollments at ACCJC member institutions) has been problematic; and

Whereas, the Western region is the only one of the six accrediting regions of the U.S. where a separate commission exists for the purpose of accrediting two-year institutions rather than having a single commission accredit both two-year and four-year institutions; and

Whereas, the troubled nature of the relationship between ACCJC and many of its member institutions is manifested in multiple ways, including the following:

- The frequency and severity of sanctions levied by ACCJC against California community colleges compared to sanction levels and types seen in other regions and in four-year institutions accredited by other accrediting organizations.
- The creation of two separate Task Forces by two different State Chancellors charged with analyzing the problems and issues surrounding the accreditation of the system's colleges.
- ACCJC's announcements in July 2012 and July 2013 of its action first to place CCSF on "Show Cause" and then to deny accreditation to CCSF, effective July 2014--actions which have created an enrollment and financial crisis for that institution and damaged its reputation--threatening its very existence as the only public community college in the City and County of San Francisco, despite widespread support for the college from the people of San Francisco.

Therefore, Be It Resolved, that the San Mateo County Community College District Board of Trustees hereby expresses its deep concern over the strained relationships between ACCJC and many of California's community colleges; and be it

Further Resolved, that the San Mateo County Community College District Board of Trustees urges careful scrutiny of ACCJC's work as a regional accreditor during the upcoming review of ACCJC for federal recognition by the U.S. Dept. of Education (USDE); and be it

Further Resolved, that the San Mateo County Community College District Board of Trustees recommends that the USDE include in its review of ACCJC consideration of merging ACCJC and WASC Senior into a single higher education accrediting commission for the Western region in order to bring the structure of this region's commission in line with the structure of the other five regions; and be it

Finally Resolved, that the San Mateo County Community College District Board of Trustees urges ACCJC itself to consider, in its own self-evaluation, whether the Commission has been as effective as possible in fostering a spirit of collaboration and mutual respect between itself and its member institutions and that the Commission take meaningful steps to begin developing a more collaborative spirit in its work with the California community colleges.