

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

**November 30, 2016**

**Closed Session at 5:00 p.m.; Open Meeting at 6:00 p.m.**

**District Office Board Room, 3401 CSM Drive, San Mateo, CA 94402**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

*The Board welcomes public discussion.*

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
- *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items and potential or existing litigation. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
- *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 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 tape recorded; tapes are kept for one month.*

*Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*

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**5:00 p.m.      Call to Order**

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

1. Conference with Labor Negotiator  
Agency Negotiator: Eugene Whitlock  
Employee Organizations: AFT and CSEA
  
1. Conference with Legal Counsel Regarding One Case of Existing Litigation:  
Interstate Grading and Paving Inc. v. San Mateo County Community College District, Case No. CIV531577 (San Mateo County Superior Court)
  
2. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to  
Subdivision (c) of Section 54956.9

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

**RECESS TO CLOSED SESSION**

**RECONVENE TO OPEN SESSION**

**6:00 p.m.      Call to Order**

**Roll Call**

**DISCUSSION OF THE ORDER OF THE AGENDA**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

**MINUTES**

16-11-2      Approval of the Minutes of the Meeting of November 9, 2016

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

**NEW BUSINESS**

16-11-2A      Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

**Other Recommendations**

16-11-105B    Approval of Appointments to Bond Oversight Committee

**INFORMATION REPORTS**

16-11-1C      Discussion of Career Centers and Job Planning

16-11-2C      Discussion of Affirmation of Core Values and Principles: Commitment to Social Justice as it Relates to Educational Opportunity

**STATEMENTS FROM BOARD MEMBERS**

**RECONVENE TO CLOSED SESSION (if necessary)**

**RECONVENE TO OPEN SESSION (if necessary)**

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)**

**ADJOURNMENT**

**Minutes of the Regular Meeting of the Board of Trustees  
San Mateo County Community College District  
November 9, 2016, San Mateo, CA**

**The meeting was called to order at 5:00 p.m.**

**Board Members Present:** Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

**ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION**

Vice President Mohr said that during Closed Session, the Board will hold a conference with Agency Labor Negotiator Eugene Whitlock; the employee organizations are AFT and CSEA.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY**

None

**RECESS TO CLOSED SESSION**

The Board recessed to Closed Session at 5:00 p.m.

**RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 6:00 p.m.

Vice President Mohr announced that President Mandelkern was unable to attend the meeting.

**Board Members Present:** Vice President Thomas Mohr, Trustees Maurice Goodman, Richard Holober and Karen Schwarz

**Others Present:** Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College Vice President of Administrative Services Eloisa Briones, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

**Pledge of Allegiance**

**DISCUSSION OF THE ORDER OF THE AGENDA**

None

**ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

Vice President Mohr said the Board took no action during Closed Session.

**MINUTES**

It was moved by Trustee Holober and seconded by Trustee Goodman to approve the minutes of the meeting of October 26, 2016. The motion carried, all members voting Aye.

**STATEMENTS FROM EXECUTIVES AND STUDENT REPRESENTATIVES**

District Academic Senate President Shaw said the District Participatory Governing Council is discussing collegial consultation, especially in the face of the many plans coming to community colleges at a rapid pace. She said the Basic Skills, Student Equity, and Student Success and Support Program (SSSP) plans have been put on a one-year suspension to allow the State Chancellor's Office to determine how to combine these into one plan. She said she believes this provides an excellent opportunity for the District to examine its consultation process and make sure that all constituents have adequate time to weigh in on the many complicated plans that will be coming forward. President Shaw said that at Fall Plenary of the Academic Senate for California Community Colleges, faculty learned details about the Statewide Strong Workforce Program. To be eligible to receive funding for the programs, districts must submit their plans by January 31. President Shaw said there are only two or three Academic Senate meetings before that deadline and she encouraged the Colleges and District to engage faculty in preparation of the Strong Workforce Program plan.

Cindy Streitenberger, President of the Associated Students of Cañada College (ASCC) and Rebecca Chow, ASCC Vice President, highlighted the organization's three main goals for the semester: gender neutral, single stall restrooms; a child care center at Cañada College; and a meditation room for students. They reported on Fall 2016 ASCC events including Welcome Week, Spirit Week, Club Rush, Constitution and Election Day events, Halloween event, voter registration tabling, U.S. presidential debate watch, Dia de los Muertos events, and International Celebration. In addition, ASCC sponsored several events which included Veterans Appreciation Week, Dance Motion X, San Francisco Mission District Art Tour, College for Working Adults brown bag dinners, tours of the UC Davis, Monterey Bay and University of the Pacific campuses, Cañada College library event, and a Macario field trip. In December, ASCC will hold a two-day event, Treat Yo' Self, focusing on healing and hope.

Ms. Streitenberger and Ms. Chow described recent ASCC highlights, including being chosen as one of twenty-five colleges in the state to receive a \$10,000 Campus Impact Grant and collaborating with the Wellness Center and DREAMers to create Safe Spaces. Through the Access to School Supplies Initiative, ASCC provided more than 12,000 free prints and copies of homework and essays this semester. The Student Transportation Initiative provided 4,200 rides this semester and 11,000 rides since the start of the program last year. Meetings with SamTrans have been held to discuss a more sustainable student discount program.

Ms. Streitenberger and Ms. Chow reported on conferences attended by students, including the CCCSAA Conference, the "Catch All the Possibilities" Leadership Retreat, the California Community Colleges Student Leadership Retreat and the National Conference on Student Leadership. In addition, Cañada College created and hosted the first statewide Social Justice "PreCon" at the Museum of Tolerance, hosting fifty students from eight California community colleges.

Ms. Streitenberger and Ms. Chow thanked the Board for their continued support of students.

Trustee Schwarz asked the students to expand on the concept of a meditation room. Ms. Chow said this is in response to students who expressed the need for a safe and respectful space on campus for students who want to de-stress or pray.

Trustee Schwarz asked if ASCC is offering programs to night students. Ms. Streitenberger said students have served brown bag dinners to night students and also repeat daytime events for the evening students.

Trustee Schwarz asked if the transportation initiative involves only SamTrans or includes other alternatives such as carpooling. Ms. Chow said the program has concentrated on procuring discounted tokens from SamTrans.

Trustee Schwarz congratulated Ms. Streitenberger and Ms. Chow on the wonderful things ASCC is accomplishing. She said they set an example for other students.

Trustee Holober congratulated Ms. Streitenberger and Ms. Chow for the excellent work they do. He said their Prezi presentation was impressive.

Vice President Mohr thanked Ms. Streitenberger and Ms. Chow for their report. He also thanked them for participating in the discussion on race and equity at the last Board meeting. He said their comments had a great deal of meaning.

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

Amber Steele, Professor of Dance at Skyline College, shared the following comments from faculty members in response to AFT's prompt, "Faculty deserve a fair contract now because. . ."

Driving student success requires a community of faculty that is enabled to succeed through equitable workload practices.

Adjunct faculty deserve the same rate of pay as full-time faculty when it comes to teaching classes. They do the same job, don't they? We also need more adjuncts to be made full-timers so they receive the same benefits exactly.

We are where the rubber meets the road. We are the ones who are delivering the education our students want and need. The district needs to negotiate in good faith.

Teeka James, Professor of English at College of San Mateo and current Secretary and Past President of AFT, read additional statements from faculty:

Faculty workload continues to increase, yet the District wants faculty to accept smaller pay increases while undergoing additional evaluation, and will not consider AFT 1493's reasonable proposal for increasing workload equity. All at a time when the District is in its strongest financial position in many years. Doesn't sound fair to me!

We have worked tirelessly to support our students and this community. Part-time and full-time, we have served this district, doing our best to respond intelligently and responsibly to every new initiative that comes down the pike. Yet, the district's proposals for contract changes indicate to us that you don't trust us to do our jobs. That really hurts.

"The single most important factor in determining [student] achievement is not the color of their skin or where they come from. It's not who their parents are or how much money they have. It's who their teacher is."

President Barack Obama

Elisabeth O'Campo, a student attending classes at each of the Colleges, said she believes that arming public safety officers on campus would turn the campuses into hostile environments. She said this would make it difficult for students who came to the community colleges to improve their lives and get away from the hostile environments in which they were raised.

Daniel Casillas, a student at College of San Mateo, said he believes that arming officers would militarize the campuses. He said he is concerned about targeting of students. He said students were not given adequate notice about the public forums that were held and he wants to make sure students have an opportunity to provide input. He said student surveys have been conducted and the results indicate that students are leaning toward not having armed officers on campus.

Alfredo Olguin Jr., a student at Skyline College and College of San Mateo, said he wants the campuses to be safe but that simply arming officers will not solve underlying issues that exist within the County. He said communities have become more militarized and he is concerned this could happen at the Colleges as well. He encouraged more outreach to students.

Dontario Beverly, a student at College of San Mateo, said he is not in support of arming officers on campus. He said he believes that giving people guns changes the way they think and view other people.

Vice President Mohr thanked the students for taking the time to come to the meeting and express their beliefs. He said there will be additional public meetings and the Board will also discuss the issue thoroughly at public Board meetings. He encouraged everyone to participate in all discussions so that their voices may be heard. Vice President Mohr said the Board recognizes that in large part the Colleges belong to the students. He said the Board will do everything possible to carry out its duties with integrity, caution, balance and concern for what is in the best interest of students.

Trustee Goodman thanked the students for their comments and said their voices are welcome. He encouraged students to remain engaged by coming to meetings and participating in all issues that affect them.

Trustee Schwarz said she would be interested in seeing the results of the student survey referenced in the comments by students. Ms. O'Campo said the results will be shared with the Board.

**BOARD SERIES PRESENTATION – INNOVATIONS IN TEACHING, LEARNING AND SUPPORT SERVICES: THE SKYLINE COLLEGE PROMISE – GET IN: THE SUMMER SCHOLARS INSTITUTE (16-11-1C)**

Aaron McVean, Interim Vice President of Instruction at Skyline College, said this will be the first in a series of presentations on the Skyline College Promise, a comprehensive approach to ensuring that students "Get In, Get Through, and Get Out...On-Time" according to their educational goals. He said the Summer Scholars Institute focuses on the "Get In" entry point. During development of the Skyline College Promise, College leaders confronted the fact that placing students below transfer level English and math classes was fundamentally sentencing them to failure. At the March 2016 Leadership Retreat, it was determined that the Summer Scholars Institute, designed to make sure that students are placed in transfer level English and math classes, could be put into place right away, along with the Promise Scholarship Program.

Mary Gutierrez, Dean of Language Arts/Learning Resources, said the Skyline College Promise supports and is supported by the District Strategic Plan. It is aligned with Strategic Goal #1, “Develop and strengthen educational offerings, interventions, and support programs that increase student access and success” and Goal #2, “Establish and expand relationships with school districts, four-year college partners, and community-based organizations to increase higher education attainment in San Mateo County.”

Michael Stokes, Director of TRiO at Skyline College, discussed the components and schedule of the Summer Scholars Institute. The program is open to graduating high school seniors or GED recipients who intend to enroll as full-time students at Skyline College in the fall semester. It is a five-week program which meets Monday through Thursday from 9:00 a.m. to 4:30 p.m. Weekly themes are embedded in the courses. Students develop critical foundational skills in math, English/writing, career development, major exploration, identity development, and college acclimation and ownership. In addition, the program includes social and community service components outside the classroom.

Miranda Wang, a math faculty member, said key data show promising results for the Summer Scholars Institute, with 54 out of 58 students having enrolled in a transferable math course. The program uses ALEKS, an online software assessment and learning tool which identifies mastery of specific topics in a course. Summer Scholars Institute students’ growth in mastery of statistics and trigonometry topics at the end of the five-week period was very encouraging.

Luis Escobar, Dean of Counseling, Advising and Matriculation, shared additional results on Summer Scholars Institute students: there was a 96.6% CRER 137 course success rate; 98.3% of students registered for fall classes; 96.5% of students enrolled in a transferable English course; and 98.2% of students have completed a student education plan. Dean Escobar said student feedback on the program has been very positive.

Mr. Stokes discussed program costs. The total cost for the Summer Scholars Institute was \$96,166.46, including both compensation and non-compensation expenses. With 58 out of 60 students completing the five-week program, the cost per student was \$1,602.77.

Naomi Quizon, a student who completed the Summer Scholars Institute, said it provided rigorous training for the fall semester and also brought to light the many resources available on campus. She said it provided an environment of cohesiveness with other students. Ms. Quizon said she would like to see the program expanded.

Trustee Schwarz asked how many students applied for the program. Mr. Stokes said there were 110 applications. He said the goal is to expand to 90 students. He said one-week and three-week models are also being explored.

Vice President Mohr said the program provides an opportunity to build student confidence and remove obstacles. He said he would like to receive a report in the future on the level of success of the students in their subsequent years.

## **NEW BUSINESS**

### **APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (16-11-1A)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the actions in the report. The motion carried, all members voting Aye.

### **APPROVAL OF CONSENT AGENDA**

Vice President Mohr said the consent agenda consists of board reports 16-11-1CA and 16-11-2CA as listed on the printed agenda. It was moved by Trustee Goodman and seconded by Trustee Holober to approve the items on the consent agenda. The motion carried, all members voting Aye.

## **Other Recommendations**

### **APPROVAL OF CONTRACT AWARD FOR SKYLINE COLLEGE BUILDING 12N, NEW ENVIRONMENTAL SCIENCE DESIGN-BUILD PROJECT (16-11-100B)**

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

**APPROVAL OF CONTRACT AWARD FOR COLLEGE OF SAN MATEO TREES FIRE MITIGATION AND SAFETY PROJECT, PHASE III (16-11-101B)**

It was moved by Trustee Goodman and seconded by Trustee Holober to approve the contract award as detailed in the report. Trustee Schwarz asked if neighbors need to be notified about the tree removal. Chancellor Galatolo said this is an ongoing program which was contemplated in the Environmental Impact Report that was completed. After this discussion, the motion carried, all members voting Aye.

**APPROVAL OF CONTRACT AWARD FOR THE DISTRICTWIDE ELECTRIC VEHICLE CHARGING STATION EXPANSION PROJECT (16-11-102B)**

It was moved by Trustee Schwarz and seconded by Trustee Holober to approve the contract award as detailed in the report. In response to a question from Trustee Holober, Vice Chancellor Nuñez confirmed that the twelve existing charging stations were fully funded by a grant from the California Energy Commission. As part of the grant agreement, use of the stations was to be at no cost for the first six months. The Board subsequently approved a fee structure for users other than faculty and staff. The proposed new stations will be funded by a \$72,000 grant from the Bay Area Air Quality Management District and Measure H general obligation bond funds. Trustee Holober asked if the fees to be charged for the new stations will be sufficient to amortize the cost of installation as well as covering operational costs. Vice Chancellor Nuñez said it is his understanding that this will be the case. Trustee Holober said he is pleased that this is the arrangement. After this discussion, the motion carried, all members voting Aye.

**APPROVAL OF SAN MATEO ATHLETIC CLUB FEE AND PLAN REVISIONS (16-11-103B)**

It was moved by Trustee Schwarz and seconded by Trustee Goodman to approve the fee and plan revisions as detailed in the report. Trustee Holober asked about privacy rules for the EXOS Journey software program. He said there is a great deal of concern with the rapid growth of health-related apps that are not subject to the Health Insurance Portability and Accountability Act (HIPPA). Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said he will confer with EXOS regarding the privacy policy and will send a response to the Board.

Vice President Mohr said he is puzzled about why the fee increase is being brought to the Board for approval while other fee increases, such as lab and health fees, are not. Vice Chancellor Bauer said the overall fee structure was approved as part of the establishment of the San Mateo Athletic Club (SMAC). He said bringing SMAC fee increases for approval is an exception. Trustee Schwarz said she appreciates seeing the proposed increases. Trustee Goodman said he believes having the information is beneficial and he suggested that it be placed on the consent agenda. Trustee Holober said he would be interested in hearing President Mandelkern's thoughts on whether to continue bringing SMAC fee increases to the Board. The Board agreed to discuss this at a future meeting when all Board members are present. After this discussion, the motion carried, all members voting Aye.

**AUTHORIZATION OF USE OF UNIVERSITY OF CALIFORNIA CONTRACT TO PURCHASE DISTRICT-WIDE ROOM SCHEDULING SOFTWARE FROM AD ASTRA (16-11-104B)**

It was moved by Trustee Holober and seconded by Trustee Schwarz to approve the use of the contract as detailed in the report. The motion carried, all members voting Aye.

**COMMUNICATIONS**

None

**STATEMENTS FROM BOARD MEMBERS**

Trustee Holober reported on a job-related success that is connected to the recent discussions on race and equity because it directly impacts the rights of all consumers. Two weeks ago, the Federal Communications Commission, in a three to two vote, voted to enact sweeping broadband consumer privacy protections that will prevent broadband providers from giving customers' private data to third parties without the customers' permission. The coalition that worked on the new rules included consumer groups, privacy groups and civil rights groups, including Color of Change.

Trustee Schwarz said she attended the recent New Hire Orientation at the District Office. She said the welcome and introductions by Chancellor Galatolo, union representatives, and staff from various departments were interesting and inspiring. She said the new hires were engaged and impressed with the feeling of community and family.

Trustee Mohr said he was unable to attend a meeting of the College of San Mateo Academic Senate to which he was invited and hopes to attend a future meeting to discuss matters of interest, particularly as they pertain to curriculum.

Vice President Mohr read the following statement submitted by President Mandelkern:

"To state the obvious, this has been a distressing twenty-four hours for many, if not all, of us. I do not want to dwell on the outcome of the election but I do have two thoughts to share with my colleagues, our administration, faculty, staff, students, and the public.

First, I applaud the content and sentiments expressed in the message posted by Trustee Goodman on Facebook today. I agree whole-heartedly. Now is the time to roll up our sleeves and work harder than ever to continue to make America greater than it ever has been.

Second, I would like to call attention to the plight of our undocumented students who have been able to continue their education, gain employment, get drivers licenses and social security numbers, etc. through the DACA (Deferred Action for Childhood Arrivals) Executive Order created in 2012 by President Obama. As an Executive Order, it is subject to change by a future President, and sadly I must assume it will likely be revoked on January 20th, 2017. DACA protections only last for two years and can be renewed if certain conditions are met. I would urge all of our students who are currently protected under DACA to investigate these provisions carefully and quickly in order to see if, in their individual cases, renewal is possible before January 20th, 2017 in order to extend their DACA protection status as long as possible. I would also like to request, with the consent of my fellow Trustees, that our administration, faculty, and staff provide whatever assistance is possible, and apply whatever additional resources may be necessary, to help these students continue and extend their protections under DACA so that they may continue their education at our colleges and continue living openly and safely in our community.

Thank you."

Vice President Mohr read the following email sent to the Board by Student Trustee Dennis Zheng:

"Good evening President Mandelkern, Board of Trustees, Chancellor Galatolo, and Presidents,

I am writing to you all from the bottom of my heart. I had very little sleep last night because all I could think about is my future and my loved ones' future. I came to America when I was ten years old and within the ten years, I learned and experienced what makes America great as a nation. I am privileged to be surrounded and immersed in diverse communities and cultures that this country prides itself on. I've met many wonderful people from various backgrounds, beliefs, and culture, and I am truly blessed to have these people as friends, mentors, and colleagues. It is these people that shaped me and guided me to where I am today. When I applied and became an American citizen, I had pride and honor when I swore under the American oath, but sadly, I cannot say the same today. As an immigrant and a person of color who came from a country with no democracy, no equality, and no freedom, I could not believe last night's election results. I fear for myself. I fear for the lives of my loved ones, who are from marginalized communities and who made me fell in love with this great nation. I feel betrayed and helpless. I feel angry and hopeless that my first vote as a proud American didn't make a difference. With that being said, I will not be joining all of you at today's meeting because I will be joining my peers at a peaceful rally this evening. To stand in solidarity and to let my presence stand for something. I'm hoping to stand in faith that (good) change will come. I hope you understand and excuse my absence. My peers need me and my efforts are needed elsewhere tonight.

I appreciate your understanding and consideration."

Vice President Mohr said Student Trustee Zheng's statement is meaningful and poignant. He said the District educates students for the following purposes: so that students can challenge discrimination; so that they can recognize advantages and honor diversity; so that they understand that opportunities and resources are shared by all and that resources will be distributed equitably; and so that they can challenge unjust policies and practices.

#### **ADJOURNMENT**

The meeting was adjourned by consensus at 7:35 p.m.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the November 30, 2016 meeting.

Thomas Mohr  
Vice President-Clerk

**BOARD REPORT NO. 16-11-2A**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Eugene Whitlock, Vice Chancellor, Human Resources and General Counsel  
(650) 358-6883

**APPROVAL OF PERSONNEL ITEMS**

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT**

None

**B. PUBLIC EMPLOYMENT**

1. New Hires

**Cañada College**

**Mayra Rios** Staff Assistant Student Services

New part-time (48%), 12-month classified employment, effective November 7, 2016, replacing Christopher Brandin who resigned.

**College of San Mateo**

**Everett Chan** Program Services Coordinator – Degree Audit Counseling

New full-time, 12-month classified employment, effective November 14, 2016, replacing Michael Vargas who was reassigned through the hiring process.

**District Office**

**Marie Mejia** Project Manager II (Measure H) Facilities

New full-time, 12-month temporary, externally funded Classified Exempt Supervisory employment, effective January 3, 2017. This is a new position that was Board approved on April 5, 2016.

**Ellen Wu** Intensive English Program Coordinator Auxiliary Services  
& Enterprise Operations

New full-time, 12-month classified employment, effective November 1, 2016. This is a new position that was Board approved on September 14, 2016.

**Skyline College**

**Troy Barros** Storekeeper Business, Education  
& Professional Programs

New part-time (48%), 11-month classified employment, effective November 1, 2016, replacing Inger Nolan who resigned.

**Marianne Beck** Program Services Coordinator – Articulation Counseling

New full-time, 12-month classified employment, effective October 31, 2016. This is a new position that was Board approved on July 27, 2016.

**Calvin Nguyen** Program Services Coordinator – Study Abroad Global Learning  
Programs & Services

New part-time (48%), 12-month classified employment, effective November 4, 2016. This is a new position that was Board approved on July 13, 2016.

**2. Re-Employment**

None

**C. REASSIGNMENT THROUGH THE HIRING PROCESS**

**Cañada College**

**Mary Chries Concha Thia** College Business Officer Administrative Services

Reassignment from a full-time, 12-month Financial Analyst position (Grade 195S of the Classified Professional/Supervisory Salary Schedule 40) into this full-time, 12-month position at Grade 192E of the Academic-Classified Exempt Supervisory salary schedule 35, effective November 14, 2016.

**College of San Mateo**

**David McLain** Communications Manager Community Relations & Marketing

Reassignment from a full-time, 12-month Visual Communications Coordinator position (Grade 30 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 192S of the Classified Professional/Supervisory Salary Schedule 40, effective October 17, 2016.

**Skyline College****Ryan Samn**

Instructional Aide II

Academic Support  
& Learning Technologies

At its meeting on November 9, 2016, the Board approved a new full-time, 12-month classified employment, effective October 21, 2016, replacing Allison Hughes who was reassigned through the hiring process. A correction is being made to this item. This should be a reassignment from a part-time (48%), 10-month Instructional Aide II position (Grade 22 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 22 of the same salary schedule, effective October 21, 2016.

**D. TRANSFER/ADMINISTRATIVE REASSIGNMENT****District Office****Cristian Heredia**

Groundskeeper

Facilities

Transferred from a full-time, 12-month Groundskeeper position at Cañada College into this full-time, 12-month position at Skyline College, effective November 14, 2016.

**Jesus Alcalá**

Groundskeeper

Facilities

Transferred from a full-time, 12-month Groundskeeper position at Skyline College into this full-time, 12-month position at Cañada College, effective November 14, 2016.

**E. CHANGES IN STAFF ALLOCATION****Cañada College**

1. Recommend creation of a new classification titled, “Assistant Project Director – ESO Adelante (Funded by the ESO Adelante Project Grant)” at Grade 26 of the Classified Salary Schedule (60), effective December 1, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Assistant Project Director – ESO Adelante (Funded by the ESO Adelante Project Grant) position in the Office of the President, effective December 1, 2016. This position is a temporary, grant-funded position, effective December 1, 2016 through the expiration of the grant funding.
2. Recommend creation of a new classification titled, “Program Services Coordinator – STEM Programs (Funded by the STEM Grant)” at Grade 27 of the Classified Salary Schedule (60), effective December 1, 2016. In addition, recommend a change in staff allocation to add two full-time, 12-month Program Services Coordinator – STEM Programs (Funded by the STEM Grant) position in the Science/Technology Division, effective December 1, 2016. This position is a temporary, grant-funded position, effective December 1, 2016 through the expiration of the grant funding.
3. Recommend creation of a new classification titled, “Retention Specialist – STEM Programs (Funded by the STEM Grant)” at Grade 24 of the Classified Salary Schedule (60), effective December 1, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Retention Specialist – STEM Programs (Funded by the STEM Grant) position in the Science/Technology Division, effective December 1, 2016. This position is a temporary, grant-funded position, effective December 1, 2016 through the expiration of the grant funding.

**College of San Mateo**

1. Recommend creation of a new classification titled, "Business Operations Program Coordinator" at Grade 27 of the Classified Salary Schedule (60), effective December 1, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Business Operations Program Coordinator position in Administrative Services, effective December 1, 2016.

**District Office**

1. Recommend a change in staff allocation to add one full-time, 12-month Project Manager II (Funded by Measure H) at Grade 191E of the Academic-Classified Exempt Supervisory Salary Schedule (35) in Facilities, Planning and Operations, effective December 1, 2016. This position is a temporary position funded by Measure H, effective December 1, 2016 through June 30, 2022 or the expiration of Measure H funding.
2. Recommend creation of a new classification titled, "Housing Program Coordinator" at Grade 27 of the Classified Salary Schedule (60), effective December 1, 2016. In addition, recommend a change in staff allocation to add one full-time, 12-month Housing Program Coordinator position in International Education, effective December 1, 2016.
3. Recommend creation of a new classification titled, "Director of Operations" at Grade AE of the Management Salary Schedule (20), effective December 1, 2016. In addition, recommend a change in staff allocation to add one, full-time temporary Director of Operations position, effective December 1, 2016. This is a temporarily funded position, effective December 1, 2016 for a period of one year.

**F. PHASE-IN RETIREMENT**

None

**G. LEAVE OF ABSENCE**

None

**H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION****1. Retirement**

None

**2. Resignation****District Office**

Qingtian Liu

Custodian

Facilities

Resigned effective November 17, 2016.

**I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS**

None

**J. SHORT-TERM, NON-CONTINUING POSITIONS**

The following is a list of requested classified short-term, non-continuing services that require Board approval prior to the employment of temporary individuals to perform these services, pursuant to Assembly Bill 500 and its revisions to Education Code 88003:

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Cañada College	Operations/ Administrative Services	1	01/01/2017	06/30/2017	<b>Accounting Technician</b> Assist with coverage in the cashier's office when regular employees are out sick or on leave and during registration periods. Duties include processing payments, issuance of parking permits and other Accounting Technician duties including sessions in Banner.
College of San Mateo	Counseling	1	01/03/2017	06/30/2017	<b>Office Assistant II:</b> This is an extension of a previously Board approved classified short-term position. Assist with preparing and delivering PEP and assessment; set up and track attendance in SARS grid for all appointments related to testing, orientation, counseling and special projects; assist with scheduling student computerized placements and other means of assessment; screen calls, visitors and email to provide policy and procedural information; prepare transfer packets and materials; create informational documents for assessment and related programs.
College of San Mateo	KCSM/FM	8	01/01/2017	06/30/2017	<b>FM Announcer:</b> This is an extension of a previously Board approved classified short-term position. Select music, maintain music library and computer database, create lists of music scheduled for play; host radio programs, produce promotional announcements; operate specialized station equipment. Public contacts are extensive, involving station staff, the general public, both on and off the air, and students for the purpose of exchanging program and other procedural information.
District Office	Facilities	1	01/01/2017	06/30/2017	<b>Project Coordinator II (Measure H):</b> There is currently a variety of short term projects that need the assistance of a temporary Project Coordinator to handle. A maximum of a .50FTE needed.

Skyline College	Student Services/Assessment	1	01/02/2017	06/30/2017	<b>Office Assistant II:</b> This is an extension of a previously Board approved classified short-term position. Provide follow up core clerical assistant services to the Assessment Center staff especially in providing SSSP core services of Orientation, Assessment, Counseling/Advising and Follow-Up Services as related to student services. Assist with entering and retrieving data using different software. Prepare activity reports. Provide support in planning various educational and cultural events.
Skyline College	Counseling	1	01/03/2017	06/30/2017	<b>Retention Specialist:</b> This is an extension of a previously Board approved classified short-term position. Assist in the development of the Men of Color Initiative. Position needed 20 hours per week.
Skyline College	Counseling	1	01/03/2017	06/30/2017	<b>Program Services Coordinator:</b> Assist with additional temporary duties in student services. Assist with expansion of student services at local high schools to support the streamlining of SSSP services. Collaborate with existing programs such as Hermanos, Hermanas, MSOP, and Kapitran programs. Needed for 15 hours per week.
Skyline College	Student Services/Workability III	1	01/03/2017	06/30/2017	<b>Program Services Coordinator:</b> Fill in as temporary coordinator of Workability III Program. Coordinate all aspects of Workability III Program, including monitoring of budget, collaboration with department of rehabilitation, connecting clients to resources, and following up on client outcomes.
Skyline College	Office of VPA/Cashier's Office	2	01/01/2017	06/30/2017	<b>Accounting Technician:</b> Assist with collecting fees, issue parking permits, and perform other cashiering functions during peak registration periods at the beginning and during the start of the spring and summer sessions. Provide Cashier's Office coverage when regular staff are ill or go on vacation.

**BOARD REPORT NO. 16-11-105B**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor  
PREPARED BY: Mitchell Bailey, Chief of Staff, 574-6510

**APPROVAL OF APPOINTMENTS TO BOND OVERSIGHT COMMITTEE**

Several members of the Bond Oversight Committee have terms that will be expiring in the coming months.

- Alan Talansky, whose term expires December 2016, currently serves as a representative of business. Staff recommends the appointment of Nori Jabba to serve a two-year term as a member representing business.

Ms. Jabba is President of Jabba Development Strategies, LLC, a consulting firm that assists real estate developers, property owners, municipalities, businesses and non-profit organizations with smart growth projects. Ms. Jabba has more than 25 years of experience in urban planning, corporate real estate, real estate development and non-profit development. She holds a Master's degree in Urban and Regional Planning with a concentration in historic preservation planning from George Washington University and a B.A. in English from Grinnell College.

- Steve Dworetzky, whose term expires December 2016, currently serves as a representative of the community. Staff recommends the appointment of Gino Gasparini to serve a two-year term as a member representing the community.

Mr. Gasparini is the Public Affairs Manager for Recology San Mateo County, a recycling and solid waste collection center that serves San Mateo County. He has more than 40 years of experience in the recycling and waste industry. Mr. Gasparini is also very involved in community and civic activities, serving on the boards of numerous organizations including the Redwood City Chamber of Commerce where he is a past board chair.

- Adrienne Zanini, whose term expires February 2017, currently serves as a representative of a bonafide taxpayer organization. Staff recommends the appointment of Shelley Kessler to serve a two-year term as a member representing a bonafide taxpayer organization.

Ms. Kessler is the former Executive Secretary-Treasurer of the San Mateo County Central Labor Council, where she worked for more than thirty years. She is a 35-year member of the International Association of Machinists and Aerospace Workers as well as having served as a Vice-President of the California State Labor Federation. Ms. Kessler holds two Bachelor of Arts degrees from Sonoma State College.

**RECOMMENDATION**

It is recommended that the Board approve the appointment of Nori Jabba, Gino Gasparini and Shelley Kessler to the Bond Oversight Committee.

San Mateo County Community College District

November 30, 2016

**BOARD REPORT NO. 16-11-1C**

**DISCUSSION OF CAREER CENTERS AND JOB PLANNING**

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

**DRAFT**

## **AFFIRMATION OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT'S CORE VALUES AND PRINCIPLES: COMMITMENT TO SOCIAL JUSTICE AS IT RELATES TO EDUCATIONAL OPPORTUNITY**

*"I believe that education is the civil rights issue of our generation. And if you care about promoting opportunity and reducing inequality, the classroom is the place to start. Great teaching is about so much more than education; it is a daily fight for social justice."*

*-- Arne Duncan, former U.S. Secretary of Education, October 9, 2009*

The Board believes it is necessary and prudent to regularly evaluate the District's guiding principles that dictate our behavior and actions to ensure they are relevant and reflective of the aspirations and needs of our students, faculty and staff as well as the diverse local community we serve. The District, through its recently adopted Strategic Plan, outlined several unwavering educational values that embrace the fundamental notion of equity and social justice for our students. As the demand for attaining a higher education continues to grow, and as the world in which we operate continues to evolve in its complexity, the San Mateo County Community College District is actively committed to supporting the educational process according to the primary tenets of social justice.

We believe that social justice is practiced when we openly challenge injustice and value diversity. It exists when all people share a common humanity and therefore have a right to equitable treatment and support for their human rights, and are entitled to a fair allocation of community resources. When the tenet of social justice is fairly applied, people do not experience discrimination or prejudice because they are included in a protected class nor is their welfare/well-being constrained in any manner.

As such, the San Mateo County Community College District commits to a bold vision of creating a socially just environment with the following core values and principles:

- **Dignity and Respect.** The Board has an unwavering belief that universally all humans have and add value and every person should be treated with dignity and respect. Without exception, all individuals should be extended a basic level of understanding and accommodation so they may conduct their lives with decency and pride.
- **Access and Affordability.** Ensuring that all students, regardless of citizenship or status, have access to affordable, high-quality education is essential. Education is an equalizer that provides an opportunity for upward mobility. The Board is committed to keeping the District's colleges accessible and affordable so all individuals throughout the socio-economic spectrum have an equal opportunity to fulfil their natural potential.
- **Removing Barriers.** The Board is committed to removing barriers to student success and reinforces the importance of routine examination of curriculum, policies, procedures, and practices to ensure that there are no limitations which impede student growth, expression or learning.

**DRAFT**

- **Serving All.** Community College students are among the most diverse learners in the world. The District values the unique characteristics of our students, and is committed to meeting our students where they are and to providing them the quality education and support services that best support their individual needs and circumstances.
- **Valuing and Promoting Diversity.** The Board is committed to its continued practice of promoting and fostering diversity, equity and inclusion inside and outside of the classroom. The District's colleges continue to undertake bold steps to ensure that students are exposed to a variety of opinions, ideas, cultures and people, have regular interaction with those from similar and differing experiences and backgrounds, and are encouraged to include familiar and important cultural symbols that reflect their heritage and aspirations.
- **Participation and Freedom of Expression.** The Board expects the District's colleges to be community focused institutions where students, faculty, staff and the general public participate without fear or concern for retaliation or intimidation. Our colleges are models for open expression and are safe zones for sharing ideas and opinions.
- **Safe and Inviting.** The safety and security of the District's students and employees is a top priority for the Board. All students and employees must feel that their learning and work environments are free from fear, intimidation, violence, aggression, discrimination and intolerance.

The Board believes that adherence to these core values and principles will continue to advance the interests of our students, faculty, staff and the broader community we serve.