

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

July 12, 2017

**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. 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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5:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel Regarding Three Cases of Existing Litigation:
 - a. San Mateo County Community College District v LocusPoint Networks, LLC, et al, Case No. 17CIV01534
 - b. LocusPoint Networks, LLC, et al v San Mateo County Community College District, Case No. 17CIV01550
 - c. California School Employees Association & its Chapter 33 v San Mateo County Community College District, Case No. SF-CE-3156-E
2. Conference with Legal Counsel Regarding Two Cases of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
3. Conference with Labor Negotiator
Agency Negotiator: Kathy Blackwood
Employee Organization: AFT
4. Public Employee Performance Evaluations: President, Cañada College; President, College of San Mateo; President, Skyline College
5. Public Employment – Discussion of Contract Renewals for: Chancellor; Executive Vice Chancellor; President, College of San Mateo; President, Cañada College; President, Skyline College; Vice Chancellor, Auxiliary Services and Enterprise Operations; Vice Chancellor, Facilities Planning, Maintenance and Operations; Vice Chancellor, Human Resources and General Counsel
6. Public Employee Discipline, Dismissal, Release

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

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

17-7-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

STUDY SESSION

17-7-1C [Discussion of Student Mental Health Services](#)

17-7-2C [Review of Extended Study Hours Pilot Program](#)

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

BOARD REPORT NO. 17-7-1A

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
(NP = New position, * = New Employee)

Skyline College

Chad Thompson Director of SparkPoint and Career Services Counseling

Reassignment from Interim Director of SparkPoint and Career Services position (Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule (35) into this academic supervisory assignment at the same grade of the same salary schedule, effective June 5, 2017.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

Skyline College

Ernesto Hernandez* Program Services Coordinator Counseling

New full-time, 12-month Classified employment, effective June 28, 2017, replacing Michele Haggar who was reassigned through the hiring process.

Stephanie Wells* Program Services Coordinator Global Learning Programs & Services

New full-time, 12-month Classified employment, effective July 10, 2017, replacing Calvin Nguyen who resigned.

Alberto Santellan

General Counselor

Counseling

New Contract I status academic employment, effective August 14, 2017, replacing Kent Gomez who resigned. Alberto Santellan is currently employed as adjunct faculty.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS**Cañada College****Christine Kincer**

Executive Assistant

Office of the Vice President of Instruction

Reassignment from a full-time, 12-month Division Assistant position (Grade 24 of the Classified Salary Schedule 60) into this full-time, 12-month position at Grade 201C of the Confidential Salary Schedule (50), effective July 10, 2017.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**College of San Mateo****Alex Weeks**

Athletic Trainer

Kinesiology/Athletics

Administrative reassignment from a short-term temporary Athletic Trainer position at College of San Mateo into this full-time, 12-month position, effective April 1, 2017.

E. CHANGES IN STAFF ALLOCATION

None

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****District Office****Patricia Powell**

Project Coordinator II

Facilities

Retired effective June 30, 2017 with 10 years of service. Not eligible for District retiree benefits.

2. Resignation**District Office****Jeffrey Peterson**

Foundation Development Manager

Foundation

Resigned effective June 20, 2017.

Skyline College**Jessica Lopez Jimenez**

EOPS Counselor/Coordinator

Student Equity

Resigned effective July 6, 2017.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District Office	Health Services	1	07/05/2017	06/30/2018	Professional Expert: Provide medical services to the Health Centers for College of San Mateo and Cañada College.

K. 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	Office Assistant II	1	07/05/2017	12/31/2017	Office Assistant II: Office Assistant II position that will work with The Jams, STEM and other supporting programs.
Cañada College	Enrollment Services/ Financial Aid	1	07/01/2017	12/31/2017	Financial Aid Assistant: Provide front office staffing to meet the needs of our low income and at-risk student populations. With increasingly complex eligibility requirements for federal and state financial aid programs, professional staffing is needed to better serve our students and also reduce our reliance on student employees to staff this high volume service area. This position will review application data and assist students in completing the requirements for meeting initial eligibility of the Cañada Promise Scholarship.

District Office	Buyer	1	07/13/2017	12/31/2017	Buyer: Buyer to assist purchasing staff during the transition period of an employee returning to work from leave with potential restrictions. Duties will include all buyer duties including implementation of bid procedures, scheduling and coordinating deliveries, inventory, assessing availability and quality of goods and services, administering under direction district-wide procurement related tools such as procurement and gasoline cards, creation of purchase orders, creating and archiving documentation.
District Office	Enterprise Operations/Auxiliary Services/ Cañada Bookstore	3	07/01/2017	12/31/2017	Bookstore Cashier/Clerk: Assist with pricing, stocking shelves, cashiering, customer service, merchandise shipping and receiving, assisting in the coffee concession and other duties as assigned in preparing before, during and after back to school rush periods.
District Office	Enterprise Operations/Auxiliary Services/ CSM Bookstore	5	07/01/2017	12/31/2017	Bookstore Cashier/Clerk: Assist with pricing, stocking shelves, cashiering, customer service, merchandise shipping and receiving, assisting in the coffee concession and other duties as assigned in preparing before, during and after back to school rush periods.
District Office	Enterprise Operations/Auxiliary Services/ Skyline Bookstore	5	07/01/2017	12/31/2017	Bookstore Cashier/Clerk: Assist with pricing, stocking shelves, cashiering, customer service, merchandise shipping and receiving, assisting in the coffee concession and other duties as assigned in preparing before, during and after back to school rush periods.
District Office	IT	1	07/13/2017	12/31/2017	Staff Assistant: The Staff Assistant will aide IT Technicians with receipt, identifying, and recording shipments of equipment. Will monitor and assist the ITS Help Center by answering the Help Center telephone, assigning technicians work orders, making sure the work orders are completed. Will be responsible for payment of invoices for equipment received, maintaining both the software license key repository and the SMCCCD

					equipment acknowledgement database. Inventory and relay supplies needed for the office and technicians. Schedule and approve ITS Calendar request for both the ITS Training Room at College of San Mateo and the ITS Conference Room at the District Office. The staff assistant will support the Director of Technical Support in the day-to-day operations of the technicians. This position is necessary to IT as the incumbent is retiring and will end working in July but will not retire until late September.
Skyline College	Student Equity & Support Programs	1	07/01/2017	12/31/2017	Program Services Coordinator: The PSC will facilitate programs and events that support faculty, staff, and students in addressing institutional practices and barriers related to equity. These programs include the Equity Training Series, the Equity Summit, and the Call the Consciousness Lecture Series.
Skyline College	Global Learning Programs & Services/ International Student Program	1	07/01/2017	12/31/2017	Office Assistant II: Serve as point of contact for both incoming and continuing students to ensure academic success; support orientation and international programming, while assisting faculty with student inquiries; use a database and a variety of computer software to set up, track and maintain wide variety of data and electronic manual files and to perform data entry and retrieval.
Skyline College	Student Equity	1	07/01/2017	12/30/2017	Retention Specialist-Men of Color PIF: This position will continue the work for the Men of Color Initiative.

San Mateo County Community College District

July 12, 2017

BOARD REPORT NO. 17-7-1C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Mitchell Bailey, Chief of Staff, (650) 574-6510

DISCUSSION OF STUDENT MENTAL HEALTH SERVICES

The presentation and discussion will focus on the challenges and issues facing students with regard to mental health and the services currently offered at Cañada College, College of San Mateo and Skyline College to support students with these issues.

BOARD REPORT NO. 17-7-2C

TO: Members of the Board of Trustees
FROM: Ron Galatolo, Chancellor
PREPARED BY: Mitchell Bailey, Chief of Staff, (650) 574-6510

REVIEW OF EXTENDED STUDY HOURS PILOT PROGRAM

Last fall, a group of students approached the Board with a number of concerns, including the need for extended study hours and spaces at the District's three colleges. In March 2017, the District conducted a survey of all students to gauge interest in extended hours. Over 1,000 students responded to the survey and 92% of those respondents indicated they wanted the extended hours.

As a pilot program, beginning in late March/early April, the three colleges dedicated spaces for students to use for extended study hours and adjusted the hours of operations for those spaces until 12 midnight Mondays through Thursdays and until 7:00 p.m. on Fridays.

The extended study hours pilot program will be reviewed, including student utilization, associated costs and other related academic and administrative issues.