

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES STUDY SESSION
January 10, 2018
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 Four 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. LocusPoint Networks, LLC, et al. v San Mateo County Community College District, Case No. 17CIV04899
 - d. Interstate Grading and Paving Inc. v. San Mateo County Community College District, Case No. CIV531577

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
Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

MINUTES

18-1-1 [Approval of the Revised Minutes of the Meeting of November 8, 2017](#)

18-1-2 [Approval of the Minutes of the Meeting of December 13, 2017](#)

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

18-1-1A [Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel](#)

STUDY SESSION

18-1-1C [Exploring Resources for Homeless Students and Employees](#)

18-1-2C [Exploring Housing Opportunities for Students](#)

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 Study Session of the Board of Trustees
San Mateo County Community College District
November 8, 2017, San Mateo, CA**

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

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mohr said that during closed session, the Board will hold a conference with legal counsel regarding four cases of existing litigation and two cases of potential litigation as listed on the printed agenda. The Board will also consider one case of student discipline and public employee discipline, dismissal, release.

STATEMENTS FROM THE PUBLIC ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:01 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:15 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz, Student Trustee Alfredo Olguin Jr.

Others Present: Chancellor Ron Galatolo, Executive Vice Chancellor Kathy Blackwood, Skyline College President Regina Stanback Stroud, 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

President Mohr said it was with great sadness that the Board learned that CSM students Ricardo Torres and Matthew Cruz were involved in a fatal car accident, which occurred on Highway 35 on Halloween night. Both Ricardo and Matthew started at CSM this fall semester. President Mohr said the Board offers sincere condolences to their families and asked that this meeting be adjourned in their memory. The Board agreed to do so.

MINUTES

It was moved by Vice President Holober and seconded by Trustee Goodman to approve the minutes of the regular meeting of October 25, 2017. The motion carried, with Trustee Mandelkern abstaining and all other members voting Aye.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

José Nuñez, Vice Chancellor of Facilities Planning, Maintenance and Operations, announced that Joe Fullerton, Energy and Sustainability Manager, was nominated for a Board of Governors Leadership in Sustainability award.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-11-1A)

President Mohr said staff has requested that the item under Section E, Changes in Staff Allocation, recommending a change in title at Cañada College, be removed from consideration. It was moved by Trustee Schwarz and seconded by Vice President Holober to approve all other items in the report. The motion carried, all members voting Aye.

STUDY SESSION

AMICUS BRIEF IN SUPPORT OF LITIGATION OPPOSING THE RESCISSION OF DACA (17-11-1C)

Eugene Whitlock, Vice Chancellor of Human Resources and General Counsel, said California and several other states have joined together to sue the U.S. Department of Homeland Security in connection with the September decision to rescind DACA. He said the brief asserts that this action violates the federal Administrative Procedure Act because it did not undergo judicial review and did not allow for a public comment period. The brief also argues that the action violates due process because it breaks the promise that information acquired about DACA students would not be used for purposes of immigration enforcement. Vice Chancellor Whitlock said the brief describes the impact of the loss of DACA students' contributions and talents on colleges and universities. He said the District will have the opportunity to join additional amicus briefs in the future.

PUBLIC SAFETY STUDY OVERVIEW AND PRELIMINARY RECOMMENDATIONS (17-11-2C)

Vice Chancellor Nuñez discussed the Public Safety report prepared by Margolis Healy, the consultant that was hired to conduct a public safety services study. He said the study was undertaken within the context of:

- The District's campuses are safe learning environments where minimal criminal activity occurs
- The Department of Public Safety is not a police department and has limited authority
- The Department utilizes an Observe and Report model and works in partnership with local law enforcement
- There is a nationwide decline in trust and confidence of law enforcement in many underrepresented communities

Vice Chancellor Nuñez said a Public Safety Study Committee was formed to coordinate broad engagement with various stakeholders to discuss all aspects of public safety districtwide. The committee is comprised of faculty, staff and student representatives. All stakeholders had multiple opportunities to participate in discussions through open forums, interviews, visioning workshops, District and student questionnaires, and an anonymous feedback survey.

Vice Chancellor Nuñez said Margolis Healy made 71 recommendations over the following areas: clarify the District's role, mission and strategy; develop a written directive system; develop a strategy for engaging with the campus community; develop a comprehensive physical security program; and enhance emergency management planning. The overarching recommendation was to transition the Department of Public Safety to a sworn and armed police department. Two options were provided:

1. Transition of a hybrid campus safety model, with arming decision after transition
2. Transition to a hybrid campus safety model, with concurrent arming decision

Vice Chancellor Nuñez said that staff does not agree with this recommendation. He said there is a portfolio of factors that led staff to the decision not to accept Margolis Healy's recommendation:

1. Our campuses are safe places to learn, work and visit. The criminal activity on the three college campuses is – and has been – extremely low. There are very few felony crimes on our campuses.
2. The relationship we have and want to maintain with local law enforcement is very important. Past response rates from these agencies has been fast (generally within 4 – 5 minutes). The three policing agencies who serve our colleges had expressed concerns about creating a new police department within their jurisdictions and do not support the District transitioning to its own police department.
3. The cost of establishing a new police department is very cost prohibitive. With new staff, equipment, vehicles, facilities, insurance, professional development, etc. this would have a significant initial investment, as well as ongoing costs of several millions of dollars each year.
4. The environment in which we operate has shifted, as there has been a nationwide decline in trust and confidence of law enforcement in many underrepresented communities. Having uniformed and armed officers on our campuses only reinforces this lack of confidence and mistrust.
5. There are other opportunities to work with local law enforcement to get to a more feasible solution to enhancing safety that were not addressed in the Margolis Healy Report. Staff wants to further explore those possibilities, such as a School Resources Officer (SRO) model.
6. Having a sworn and armed police department at this point is not congruent with the approach staff recommends on having a public safety department that is more integrated in the campus community and sheds the formal posture and appearance of an intimidating law enforcement presence.

Vice Chancellor Nuñez said the District's Public Safety officers will change uniforms to one that is more casual, with the intent to make the officers more approachable and able to interact with the campus communities more effectively.

Vice Chancellor Nuñez outlined the preliminary staff recommendations: clarify the mission and role of the Public Safety Department; reject the recommendation to create a sworn and armed police department; implement, as directed by the Board of Trustees, the remaining recommendations of the Margolis Healy study; and explore alternatives to enhance local law enforcement services on or near the campuses. Based on Board feedback, staff will share these recommendations with the various participatory governance groups in the coming months. After the Public Safety Study Committee reviews all feedback, staff will develop final recommendations for Board consideration. It is anticipated that feedback will be solicited during the remainder of this semester and into the next semester and the revised recommendations will be brought to the Board in the spring.

Vice President Holober said the District has spent a considerable amount of time and money on the development of the report by Margolis Healy. He said it would be helpful to hear from Margolis Healy regarding some of their recommendations that are different than the staff recommendations, mainly on the question of sworn and possibly armed officers. He asked if there are other areas of disagreement between the Margolis Healy and staff recommendations. Chancellor Galatolo agreed that the major difference is around sworn vs. not sworn officers. He said Margolis Healy also recommended that the District renumber the campus buildings; however, this is not practical and the District will work with local law enforcement agencies to make sure they are knowledgeable about the maps of the campuses.

Vice President Holober said the Margolis Healy report addresses training and while it dovetails with the sworn vs. not sworn officers issue, it also stands on its own. For instance, Margolis Healy recommends that people who work in the Public Safety Department be POST trained or have similar training whether or not they are sworn officers. The report pointed out that the majority of officers are either not trained or their training is more than three years old and has expired. Vice President Holober said he believes this warrants further discussion. Vice Chancellor Nuñez said that since 2009, any new employee in the Public Safety Department has been required to have POST training. Director Woods pointed out that the Department does not have access to all training opportunities because not all POST training is available to civilians.

Trustee Goodman asked if Margolis Healy addressed the issue of accountability, not just of Public Safety staff but of all faculty and staff who might come into contact with students, to undergo training on de-escalation, interpersonal skills and cultural sensitivity. Executive Vice Chancellor Blackwood said the report did not address these issues. Trustee Goodman noted that an assailant coming onto campus will generally not go to a Public Safety officer. He said faculty and staff who are in contact with students should have training to identify situations that they might be able to de-escalate before they become an issue. Director Woods said Trustee Goodman's point is well taken and he would like to have training for students as well. He said the Department will roll out a comprehensive communications plan and a crime prevention campaign and will emphasize that everyone is responsible for his or her safety and security.

Trustee Mandelkern said there have been discussions about providing educational materials/training to students during registration and orientation, particularly around issues of domestic violence and sexual assault prevention and reporting as well as overall safety. He also suggested that training on mandatory reporting requirements be provided for faculty and staff. Trustee Goodman said Skyline College has had numerous events for students over the past few months to address relationship and domestic violence issues. President Claire said awareness is integrated into orientation sessions but agreed that it should be more strategic and consistent.

President Mohr asked about the plan for Public Safety officers to engage more broadly with the campus communities. He also asked how extensive the conversations with local law enforcement agencies have been, not only on the issue of armed officers but on engagement regarding ongoing training opportunities. Director Woods said the major obstacle in terms of campus community engagement is staffing. He said many duties currently performed by Public Safety officers can be done by other employees such as dispatchers. He said more dispatchers will be hired soon. Vice Chancellor Nuñez said there is a need for four to five additional Public Safety officers. Regarding training opportunities, Director Woods said local law enforcement agencies have been somewhat reticent because they see the District's officers as security guards and are quick to see the differences in mission. He said the Public Safety Department has invited them to use campus facilities for training and a San Mateo Police Department investigator and dispatcher have participated in training of District officers. Vice Chancellor Nuñez said the Public Safety study has been a stimulus for more discussion with local law enforcement agencies regarding District needs.

President Mohr asked for information about the recruitment and hiring process for Public Safety Department employees. Director Woods said it is very difficult statewide to find people who are interested in a career in law enforcement and those who are interested and trained are finding jobs quickly. Trustee Mandelkern said the Margolis Healy report included staffing recommendations such as adding dispatchers, supervisors on each campus and training officers. Director Woods said two of the District's Public Safety officers are certified POST training officers and work with new officers for several weeks. He said the District is close to hiring two dispatchers and a Public Safety sergeant and will be opening the new Communications Center. Trustee Mandelkern noted that the Margolis Healy report's recommendations on staffing would be very expensive. He asked for a summary of the District's hiring plan including the budget. Vice Chancellor Nuñez said this will be provided to the Board.

Vice President Holober said the report does not address the District employing school resource officers. He said this would eliminate the jurisdictional concerns of local law enforcement agencies. He said he would be interested in exploring this option including the cost and samples of where it has worked and not worked.

Vice President Holober said that of the ten community college districts in the Bay Area, the District is the only one that does not have sworn officers. He said that knowing what the costs and experiences of the other nine districts have been is another element that is missing from the report. Trustee Mandelkern said it would also be helpful to know how the District compares with other community colleges across the state in terms of sworn and armed/unarmed officers.

Trustee Mandelkern said it would be helpful to see an analysis of whether having armed officers on campus made a difference in the outcome when there have been shooter or other attacks. Director Woods said Steven Healy of Margolis Healy told him that there is not a significant difference. Trustee Goodman said a recent report conducted by the Johns Hopkins School of Public Health and the University of Massachusetts, with assistance from Stanford University, concluded that of the 111 mass shootings with six or more fatalities since 1966, only thirteen were on campuses where there were no armed officers. Vice President Holober said that in most cases in which campus shootings resulted in fatalities since the Virginia Tech shooting, there were sworn and armed officers. He said this would suggest that it did not make a difference. He added that in the case of a shooter who is expecting to be killed, having armed officers could be an incentive rather than a deterrent.

Trustee Schwarz said she remembers that Student Trustee Olguin, prior to becoming a trustee, said that some students come to the colleges to get away from encounters with police similar to what they have experienced in their communities. Student Trustee Olguin said his opinion has not changed. He said he does not believe that bringing guns onto campus is a positive step, particularly with the nationwide climate regarding policing. He said he is in favor of the change in uniforms and looks forward to seeing more interaction between students and Public Safety officers.

Trustee Schwarz said her impression is that local law enforcement agencies would arrive at the campuses very quickly if a situation was beyond the scope of the District's Public Safety officers' expertise. Director Woods said it is difficult to define response times because of other situations that local enforcement might be involved in at any given time. However, he said he is confident that local law enforcement agencies would be at the campuses very quickly in an emergency situation.

Trustee Mandelkern said he supports the District's recommendations regarding sworn and armed officers because of the cost, ongoing training requirements, level of responsibility and risk, and the climate created on the campuses. He said he supports the further investigation of a cooperative model with local law enforcement agencies, such as having a resource officer on campus. He said that having someone from an existing law enforcement agency would be more cost effective and would ensure adequate training and supervision. He said that there may be ways to create an environment that is not seen as hostile, but is seen as community based and cooperative.

Trustee Mandelkern said there was previous discussion with the San Mateo Police Department about sharing communications technology. Director Woods said radios with the same frequency as the local law enforcement agencies are now in place at each campus. Trustee Mandelkern said his conclusion is that having an armed officer on campus does not make a difference in terms of time, duration and severity of armed shooter incidents, but being able to have quick response times is critical.

Student Trustee Olguin, noting that safety is everyone's issue and responsibility, asked if there are initiatives in place to address this. Director Woods said Public Safety staff want to provide people with the knowledge and ability to recognize

unsafe practices, such as walking while listening through headphones or talking on telephones or noticing behavior that causes concern. Student Trustee Olguin asked if there is currently de-escalation training for faculty and staff who interact with students. Director Woods said this is not addressed in the report. He said Public Safety will look at addressing the issue. Trustee Mandelkern said the environment has changed in terms of issues of speech. He said Public Safety officers have done an excellent job of de-escalation but everyone, including faculty, has a responsibility for preventing dangerous situations from occurring in the first place.

Student Trustee Olguin said he would like to see the One Love model, which addresses domestic violence and relationships, be used more broadly and be used for other instances of safety.

Trustee Mandelkern said the Margolis Healy report addressed four areas that spoke to the need for improvement: development of more written policies/guidelines, ongoing training, communications technology, and changing the environment in terms of interaction with the community. He said officers should be seen not just as people who write parking tickets, but as people who are on the campuses for the common purpose of helping students succeed.

President Mohr said safety must be weaved into every aspect of student life everyone must work together. He said he looks forward to the next discussion.

CONTINUED EXPLORATION OF COMMUNITY, CONTINUING AND CORPORATE EDUCATION PROGRAMS (17-11-3C)

Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, said that at previous Board meetings, information was provided on signature programs such as SVIEP which now has matriculated 24 students to the District's colleges, the successful summer program for youth, and CCCE's alignment with the District strategic plan. At this meeting, the discussion will continue and the team will seek input from the Board on the direction they believe CCCE should take. A white paper has been prepared which includes a statement of the mission of CCCE: "Community, Continuing and Corporate Education (CCCE) seeks to educate and enhance the lives of San Mateo County residents, families, businesses, nonprofits, government agencies, and internationals through self-supporting innovative educational programs and partnerships, renowned signature programs, and global impact initiatives."

Vice Chancellor Bauer said that letters from SAMCEDA, the Center for Excellence in Nonprofits, and NOVA Workforce Development expressing support for CCCE programs are attached to the written report. He said that NOVA previously approached Jonathan Bissell, Executive Director of Community, Continuing and Corporate Education, about a digital advertising program to serve displaced people in the workforce. The program ran as a not-for-credit pilot program, was offered as a credit program the following semester, and continues today.

Vice Chancellor Bauer said that the vast majority of CCCE programs are the result of ideas brought to them. A recent concept that was brought directly by industry is the DevJobs Academy which seeks to provide coding training for diverse individuals currently underrepresented in the tech industry. He introduced Aditi Goel who has conducted external research with companies in relation to the DevJobs Academy. He said letters from Omidyar Network and Lex Machina expressing support for the DevJobs Academy are attached to the report. Vice Chancellor Bauer said this initiative is in the early stages. He said he is sharing information on the initiative earlier than he would normally do so that the Board can see the process of how CCCE staff responds to the needs of the community when they are approached.

District Academic Senate President Shaw said she was asked by faculty at College of San Mateo and Cañada College to clarify similarities between the DevJobs Academy and existing coding programs at the colleges and how the program would operate when it appears to be somewhat similar. Monica Malamud, Professor of Spanish at Cañada College, confirmed that this concern was raised within the Cañada College Academic Senate.

Fred See, a member of the public who works with technology companies and clients in the Bay Area, said there are many challenges in terms of finding the right talent to fill positions. He said he is interested in exploring how the community colleges can help teach the skills that are needed to meet demand beyond the traditional four-year degree.

Trustee Schwarz asked for more information about the coding program that is offered at the colleges, e.g. who designs the programs, do they work with industry to determine demand, and how many students are involved. President Shaw said she does not have details about the program because she is not in charge of it. However, she was contacted by faculty of the programs to say that many basics of the DevJobs program appear to be similar. She said faculty have asked to discuss opportunities to work on mandates through the Strong Workforce program and the Adult Education block

grant and to connect it with the Guided Pathways program in order to better respond to community needs through the existing programs. She said there also may be opportunities to work together with CCCE programs to better serve community needs. Trustee Schwarz said it was her understanding that CCCE does work with accredited programs. Vice Chancellor Bauer said the digital advertising program is a good example. CCCE worked with a College of San Mateo faculty member and with the College to design this new, not-for-credit program and it subsequently became a for-credit program. He said that generally speaking, CCCE programs are offered on a not-for-credit basis. He said there are examples around the state of successful hybrid programs and he would like to work toward that in the District. Vice President Holober asked if the digital advertising program was running for some time as a not-for-credit program or if it became a for-credit program as it was developed. Mr. Bissell said the program was developed by College of San Mateo faculty as a not-for-credit pilot program but was designed as if it would be for-credit. While the pilot program was running, it went through the Curriculum Committee process, was approved, and was offered as a for-credit program the following semester.

Trustee Mandelkern said that under the leadership of Vice Chancellor Bauer and Mr. Bissell, CCCE has made great strides and they deserve credit for saving lifelong learning programs during the economic downturn as well as for developing innovative programs and gateway programs, such as SVIEP, which fill a gap. However, he said he shares concerns about potential conflicts with existing programs and it appears that DevJobs might be an example of this. He said the Board has previously discussed the Clinical Medical Assisting programs offered by CCCE and by Cañada College which differ in terms of cost and the length of time it takes to complete. Trustee Mandelkern said the concern is whether we are competing among ourselves and how potential conflicts are being negotiated. Vice Chancellor Bauer said the Clinical Medical Assisting program offered by CCCE is also an accredited program. He said it was designed for people who need training on weekends and nights and whose initial goal is to get a job in medical assisting. He said Cañada College's program is far more robust, requiring a year's worth of prerequisites and a year to complete the program. He said the cost of the two programs is almost equal. Vice Chancellor Bauer said that in response to concerns expressed at a Board study session that the CCCE program was suppressing enrollment in the Cañada College program, he put the CCCE program on hiatus in the fall. He said the enrollment numbers in the college program did not reflect a change. He said he reached out to two students who would have enrolled in the CCCE program and found that they enrolled in a for-profit institution. Vice Chancellor Bauer said CCCE programs are designed to meet needs that are not being met currently. He said he is always open to engaging with others about the programs.

Trustee Mandelkern said that if there is a perception that a current college program is not meeting the needs of the community, perhaps that program should be adapted or improved to meet those needs rather than creating a parallel universe where different versions of the same program are offered. He said there is also sensitivity around outsourcing instruction.

Trustee Goodman said the students being served by both CCCE and academic programs are all District students and are all members of the community. He said their needs are being served in different ways. He said he has been on the Board for a few years and has heard the same questions over again and nothing has happened. He asked President Stanback Stroud, in her previous experience in workforce development, where she believes the disconnect is and how it can be addressed. President Stanback Stroud said she believes setting up a dichotomy between CCCE and college programs is a false dichotomy because while they may have the name of a program in common, the depth, goals, design and impact of the programs are different and they meet different community members' needs in different ways. She said it is important for faculty to look at whether a program is set up so that it will result in jobs for students and whether the prerequisites and years of instruction are necessary to get them to the jobs or are necessary to connect to transfer education or whatever other function or goals the programs might have that will be distinct from the CCCE program that might be shorter term. President Stanback Stroud said the Biotechnology program at Skyline College was developed in response to changes in the airline industry. It was designed for people who did not have the luxury of coming to the institution and spending one or two years in order to get a certificate that the new program could provide in sixteen weeks. Faculty were responsive and designed the program, working with Genentech. President Stanback Stroud said that if faculty had not been responsive, she would have gone to Community Education because people were in peril of losing their jobs and their homes. She said she believes the District must have all of the avenues available to serve people, particularly in a community-supported institution. She said it comes from a position of privilege to say that people should go through a two-year program if indeed they are not able to do so. She said the reality is that the needs of individuals or families will be met if there is another option available. She said she believes collaboration and coordination need to take place so that programs do not inadvertently harm other programs; however, she feels that many times the conversation is around the political impact of the programs and is sometimes more about the individual constituency's interest than about community needs.

President Stanback Stroud said she has been in the community college system for 30 years and has not experienced Community Education being such a great issue anywhere else in the state. She said she is not sure where the mismatch is in the District but suspects there is a need to be more open and to listen more.

President Stanback Stroud said she would challenge the notion that the District is not connecting with the community. She said there are strong, robust CCCE programs and the District serves as the major supplier of workforce preparation in the County. She said there are opportunities to increase or update workforce development programs and work is going on at each campus in this regard.

Vice President Holober said he has raised concerns since the adoption of the District Strategic Plan. When goal #4 was adopted, he noted that there would be an ongoing tension. He said CCCE stands alongside the for-credit programs. He said it has made tremendous strides and he gives Vice Chancellor Bauer and Mr. Bissell credit for the innovative programs and the work that is going on. He said the for-credit side, while also innovative, moves more slowly and may not be as nimble in terms of responding quickly. The for-credit programs are also subject to a long list of regulations put into place in the public interest. Because of this, the tension will exist and that is why he and other trustees ask questions when programs are brought forward about whether the programs are complementary and add greater value or whether they would be more appropriate as for-credit programs.

Vice President Holober said he believes the cost to participants in CCCE programs should be considered; for example, the cost for the prospective DevJobs Academy is \$14,000 for the equivalent of three full-time semesters.

Vice President Holober said he would like to see programs such as the Biotechnology program at Skyline College occur more often, not only in CCCE but within the colleges where he would hope faculty and administrators would recognize the need for intensive programs to respond to real world needs for employable skills.

Vice President Holober said he has some concerns about some of the suggested changes to Policy 6.90, Community Education Classes, and believes they deserve scrutiny by the Board. Specifically, he is concerned that (1) the phrase “are not appropriate for college credit” is stricken when outlining when CCCE classes may be offered, and (2) the language regarding collaboration with stakeholders is stricken and is replaced with a review by the college presidents. Vice President Holober said these changes are troubling and should not be necessary in order to continue to develop innovative programs in a way that is collaborative and that allows concerns of faculty to be addressed during the development of a program. He said he is also concerned about the terms and conditions of employment for instructors who are contract workers. He said he would like to see the uplifting of the community and this includes what people earn when they are engaged with the District, whether they are direct employees or contract workers.

Trustee Schwarz said the questions that have been raised repeatedly and the answers that have been provided indicate that CCCE staff are available to talk with faculty about programs that might be similar. She said she is confident that faculty can work with CCCE staff to work through any questions. She said she is a firm believer that community colleges must serve the entire community and members of the community have different ideas about what kind of education they want to have available. She said CCCE has been resurrected and will continue to flourish as long as there is communication about programs that may seem to be similar. Trustee Schwarz said she does not want to lose sight of the fact that the District is here to educate the entire community, whatever their needs may be. She said she hopes that the same questions will not continue to recur because she believes they have been answered. She said she is proud that the District has CCCE along with accredited classes to respond to all needs. Trustee Schwarz said she believes programs need to be marketed more effectively so that members of the community know what is available.

President Shaw said that at no point has she been approached by faculty to try to shut a program down. She said faculty want to collaborate and as stewards of curriculum, want to be included in discussions regarding creation of programs. She said faculty found out about the DevJobs program through reading the board packet. Regarding the Clinical Medical Assisting program that was put on hiatus, President Shaw said that time could have been used to reach out to Clinical Medical Assisting faculty at Cañada College to have a discussion on a collaborative effort. She said faculty have been told that the only conduit of communication is through the college presidents. She said that by engaging directly with faculty, they can better understand the needs of the community and can also collaborate on marketing of programs, transitions and pathways.

President Claire said CCCE can play a vital role in determining whether to offer a program as a for-credit program. He said that some years ago, College of San Mateo spent a significant amount of money to develop an avionics program with United Airlines. United walked away from the program and left the College with a significant capital investment and investment in faculty. He said it would make sense to offer programs that require significant investment through CCCE first to see how they go.

President Moore said CCCE classes can fill a gap. For instance, the Silicon Valley Intensive English Program filled a gap for international students who wanted to come to the District's colleges and then transfer to a UC or CSU but could not get through the colleges' English programs. President Moore said she has never seen an instance where there was not an opportunity for cooperation with CCCE. She said she has brought Vice Chancellor Bauer to the Cañada College campus twice when there have been issues of concern.

Regarding Clinical Medical Assisting, President Moore said that when the CCCE program was put on hiatus, Cañada College did not have a full-time faculty member in Clinical Medical Assisting and did not hire one until yesterday. Therefore, there was a group of students who were not served at all. She said JobTrain, with which Cañada College works, also has a Clinical Medical Assisting by exam program which deals with a different population that needs a truncated program to address their immediate needs. President Moore said that program will not cross paths with what Cañada College is doing but is filling a gap in the community.

President Stanback Stroud said there is a need to address the concept that something is being taken away from faculty and being outsourced. She said CCCE programs may need instructors to work at night and on weekends. She said the collective bargaining agreement limits the ways and amount of time in which faculty engage. She said faculty also have their own preferences and she does not believe there is a great desire on the part of faculty to work on nights and weekends.

Trustee Mandelkern said the Biotechnology program is a shining example of where the institution stepped in to respond to a need in the community. He said it was led by faculty and was a great success. He said the CCCE programs are generally tremendous and have been a great step forward. He said the reason the same conversation is being heard over and over again is around the need for collaboration, not only at the level of the college presidents but at the faculty level. He said there must be adequate communications among CCCE, faculty and administrators. Chancellor Galatolo said his recollection is that the curriculum for the Biotechnology program was actually designed by Genentech and Genentech brought in their own adjunct faculty. President Stanback Stroud said the Biology Department identified the newest faculty member, Nick Kapp, to work on the program. Professor Kapp was introduced to Genentech and Genentech helped develop the curriculum and their Chief Operations Officer became a Skyline College adjunct faculty member.

Trustee Mandelkern said his suggestion on policy revisions is that CCCE offerings should be coordinated not only with the college presidents but with other stakeholders as well. President Stanback Stroud clarified that collaboration is not just at the president level; the presidents triage it throughout the institution.

Chancellor Galatolo said he is concerned about the advent of Kaiser University which received accreditation in Radiologic Technology and Respiratory Therapy because they need to train workers more quickly than the community colleges do. He said education is evolving rapidly, including the use of augmented reality. He said CCCE is trying to ride on the coattails of what other industry movers are doing and he believes it is working.

President Mohr said the Board created a new Community Education program, did it deliberately, and put very capable, hard-driving and assertive people in charge. He said that out of this comes a dialectic; some conflict and controversy is bound to emerge. He said CCCE staff wrote a clear vision and clear goals and pursued them. He said they did a "deep dive" into industry and talked with experts about what might work and not work. He said these industries are the major employers in the County and are having to go outside the County to hire people. President Mohr said collaboration is absolutely necessary but there will be a dialectic and communication becomes supreme.

President Mohr thanked Vice Chancellor Bauer and Mr. Bissell for their report and for bringing forth a program that is so good that it has raises difficult questions.

STATEMENTS FROM BOARD MEMBERS

Student Trustee Olguin recognized Native American Heritage Month and suggested that people look at other holidays such as Columbus Day and Thanksgiving in the context of what they mean historically. He said some cities have shifted

away from Columbus Day to Indigenous Peoples Day and from Thanksgiving Break to Fall Break. He said it might be wise to explore these issues as a way of educating people.

Trustee Mandelkern requested that an information report on the District's housing efforts for faculty and staff be placed on an upcoming agenda. He said he would also like to have a discussion on possible additional ways to alleviate the housing crisis that would be faster and lower cost than building apartments; these could include providing places for people to park recreational vehicles, providing running water and shower facilities, etc.

Vice President Holober said he is the Governing Board's representative for the election of members to the County Committee on School District Organization. He said the only contested seat on the Committee is for the at-large member and he named the four candidates. Board members expressed support for Dennis McBride who is a member of the governing board of the Redwood City School District and is the President of the District's Educational Housing Board. Vice President Holober said he will cast the District's ballot for Mr. McBride.

Trustee Schwarz said she attended the San Mateo County School Boards Association's legislative session and discussed the effort to expand the state's pilot program for community colleges that offer baccalaureate degrees in certain professional fields, which is supported by Senator Jerry Hill. Chancellor Galatolo said he met with Senator Hill and Assemblymembers Kevin Mullin and Marc Berman who agreed to bring in CSU Chancellor Tim White to discuss this issue in a meaningful way. Chancellor Galatolo said that having no four-year educational institution to serve the 800,000 residents in San Mateo County is a disservice to the community.

Trustee Goodman said he also attended the San Mateo County School Boards Association's legislative session and talked about food insecurity and the continuing conversation about expanding the K-12 food program to include up to two years of community college. He said the conversation with Senator Scott Wiener, who represents San Francisco and the North County went very well and he is considering presenting legislation that would allow the District to be a pilot district for such a program. Trustee Goodman said there was also discussion regarding teacher training and exploring the possibility of a bachelor's degree in education program being offered at the community colleges.

ADJOURNMENT

The meeting was adjourned by consensus at 8:59 p.m. in memory of Ricardo Torres and Matthew Cruz.

Submitted by

Ron Galatolo
Secretary

Approved and entered into the proceedings of the January 10, 2018 meeting.

Maurice Goodman
Vice President-Clerk

**Minutes of the Regular Meeting of the Board of Trustees
San Mateo County Community College District
December 13, 2017, San Mateo, CA**

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

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

President Mohr said that during closed session, the Board will (1) hold a conference with legal counsel regarding four cases of existing litigation and one case of potential litigation as listed on the printed agenda, (2) hold a conference with real property negotiator as listed on the printed agenda, (3) hold a conference with agency labor negotiator as listed on the printed agenda and (4) consider public employee discipline, dismissal, release.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

None

RECESS TO CLOSED SESSION

The Board recessed to closed session at 5:01 p.m.

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 6:08 p.m.

Board Members Present: President Thomas Mohr, Vice President Richard Holober, Trustee Maurice Goodman, Trustee Dave Mandelkern, Trustee Karen Schwarz

Others Present: Chancellor Ron Galatolo, Skyline College President Regina Stanback Stroud, College of San Mateo President Michael Claire, Cañada College President Jamillah Moore, District Academic Senate President Leigh Anne Shaw

Pledge of Allegiance

Announcement:

President Mohr said Bob Spacher, a Maintenance Engineer who worked at Skyline College Facilities for more than 27 years, passed away last week. He invited Vice Chancellor José Nuñez to speak about Mr. Spacher. Vice Chancellor Nuñez said Bob was a quiet and humble person. Aside from his wife Bresidia and daughter, also named Bresidia, his whole life revolved around Skyline College. He was well liked by his peers and the overall campus community. His mother, Jean Marie Spacher, worked for Skyline College beginning in 1980 and retired in the summer of 1993. He met his wife at Skyline College almost 23 years ago.

Vice Chancellor Nuñez said Mr. Spacher started as a student in the Auto Technology program and eventually worked his way into the Facilities Department. He had a combined total of more than 33 years with the College. He was an expert at automotive operations. He loved tinkering with cars and Harley Davidson motorcycles. He loved electronics and was the “go to guy” for anything electrical.

Vice Chancellor Nuñez said that Mr. Spacher was the epitome of “Facilities Excellence” and will be truly missed. His family is tentatively planning a funeral for January 5th. The District and Skyline College Community will hold a Celebration of Life for Mr. Spacher at the College.

In addition to his wife and daughter, Bob is survived by his siblings Kate and Steve.

President Mohr asked that this meeting be adjourned in memory of Bob Spacher. The Board agreed to do so.

DISCUSSION OF THE ORDER OF THE AGENDA

President Mohr said there is a request by staff to remove item 17-12-102B, Approval of Contract Award for College of San Mateo Building 17 Learning Communities Modernization Project, from the agenda.

There was a request to place the student report (under Statements from Executives and Student Representatives) first on the agenda so that the student could make a presentation in his class.

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

President Mohr said the Board approved a recommendation regarding the termination of an employee.

ORGANIZATION OF THE BOARD OF TRUSTEES

President Mohr announced that tonight is the annual organizational meeting of the Board to elect officers for the coming year, as required by the Education Code.

President Mohr called for nominations for President. It was moved by Trustee Mandelkern and seconded by Trustee Goodman to elect Vice President Holober to serve as President. There were no other nominations. Trustee Mohr announced that Vice President Holober has been elected President by acclamation.

On behalf of the Board, President Holober presented a plaque to Trustee Mohr in appreciation for his outstanding service as Board President during the past year. Trustee Mohr said it has been a distinct honor to serve as president, representing a great Board and a district that is very reputable and highly regarded throughout the state. He said the Board president has a constructive partnership with the Chancellor regarding the mission and values of the District, strategic thinking and goals, and how and why investments are made and how they relate to the strategic plan. He said he is providing each Board member with a document titled "Twelve Principles of Governance That Power Exceptional Boards" that addresses this constructive partnership, among other governance issues.

Trustee Schwarz thanked Trustee Mohr for his service as president. She said it was a difficult year and he led very elegantly, making the Board think about things they might not have thought of on their own and guiding the Board through discussions that they probably would not have had without his leadership. Trustee Schwarz said she tries to be active in the District but cannot keep up with Trustee Mohr in terms of activities. She said Trustee Mohr is an excellent trustee and has been a superior president. She said the Board has learned from the best.

Vice President Goodman said he is grateful to have served with Trustee Mohr while he was president. He said Trustee Mohr was an excellent president but is an even better example of professionalism, leadership and how to carry oneself. He said he truly appreciates the words of guidance that Trustee Mohr shared with him.

Trustee Mandelkern said the past year was difficult for the country, the District and students, as well as a challenging year for Trustee Mohr. He said that through it all, Trustee Mohr led with style, grace, elegance, wisdom, wit and intellect. He said it has been a pleasure to serve with Trustee Mohr and he thanked him for his leadership of the District and the Board during the past year.

President Holober said it has been a pleasure to serve on the Board with Trustee Mohr, particularly during Trustee Mohr's presidency. He said Trustee Mohr brought a high standard of professionalism and quality in the way he interacts with people and the respect he shows to everyone regardless of their point of view. President Holober said Trustee Mohr brings a background that has helped the Board establish standards, goals and benchmarks, making sure the Board is constantly examining and measuring how they are doing and how they can do better. He said Trustee Mohr's contributions have been superb and he hopes to follow that model and continue those traditions.

President Holober called for nominations for Vice President-Clerk. It was moved by Trustee Mohr and seconded by Trustee Mandelkern to elect Trustee Goodman to serve as Vice President-Clerk. There were no other nominations. President Holober announced that Trustee Goodman has been elected Vice President-Clerk by acclamation.

President Holober called for nominations for Secretary of the Board. It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to re-elect Chancellor Galatolo to serve as Secretary. There were no other nominations. President Holober announced that Chancellor Galatolo has been elected Secretary by acclamation.

President Holober called for nominations for a Representative of the Board to serve on the County Committee on School District Organization. It was moved by Trustee Mandelkern and seconded by Trustee Schwarz to appoint President Holober to serve as Board Representative. President Holober announced that he has been appointed as the representative by acclamation.

Trustee Mohr recognized Ginny Brooks, Executive Assistant to the Board, saying that she has a command of detail and keeps the Board informed about scheduling and other matters. Other Board members also thanked Ms. Brooks for her assistance as Executive Assistant. Ms. Brooks said it has been a pleasure to work with the Board and with Trustee Mohr during his term as president.

STATEMENT FROM STUDENT REPRESENTATIVE

Colby Riley, President of the Associated Students of College of San Mateo (ASCSM), said ASCSM has three boards: Advocacy Board, Cultural Awareness Board and Programming Board. He said the goals for 2017-18 are to increase and encourage participation in both Senate and Board events, improve communication between the Boards, and plan more creative and inclusive programming. On-campus and community investments include a SamTrans pilot program and the Women's Leadership and Honors Conferences. There are more than 40 active clubs on campus; the largest club is Alpha Gamma Sigma, with 60 members. The largest event of the year was the Campus UNITE Day which educated the campus community about the Deferred Action for Childhood Arrivals (DACA) program. Other events included the Halloween Fall Carnival, Dia De Los Muertos, and Relaxation Week. Upcoming events and activities for spring 2018 include the Winter Leadership Retreat, Spring UNITE Day and Spring Fling.

President Holober thanked Mr. Riley for his report.

PRESENTATIONS TO THE BOARD BY PERSONS OR DELEGATIONS: PRESENTATION OF AWARD FROM THE YOUTH LAW CENTER IN SAN FRANCISCO TO KATIE BLISS, PROGRAM SERVICES COORDINATOR FOR PROJECT CHANGE (17-12-1C)

Trustee Mohr said the Youth Law Center is a highly regarded national organization that develops legal strategies to defend and care for the rights of incarcerated youth and those on welfare. He said he, Chancellor Galatolo, Vice President Goodman and Trustee Schwarz attended the Youth Law Center awards ceremony in San Francisco on December 4 at which College of San Mateo Professor Katie Bliss received a major award for originating, maintaining and moving forward Project Change. Project Change works with young people who are incarcerated to get them connected and prepared for college and to ensure that when they get to college, they have access to programs that engender and support high levels of success. Trustee Mohr discussed the origin of Project Change. He said he was serving on a committee appointed by Judge Marta Diaz to look at what was happening to young people who were wards of the Court. A committee member suggested doing work to connect young people who were coming out of the juvenile justice system with opportunities to go to college. It was mentioned that Professor Bliss was already doing this work with incarcerated youth and was doing it entirely on her own. Trustee Mohr talked with Chancellor Galatolo about investing in this work by providing program support and coordination time for Professor Bliss and by bringing college level, transferable classes to youth at the Juvenile Hall, as well as bringing them onto campus to orient them to the campus environment. Initial funding of \$150,000 was provided and Professor Bliss continues to maintain and drive the program.

Professor Bliss said it was an honor to receive the award from the Youth Law Center. She said it has been critical to have the support of the Board, Chancellor, College President, administrative team, faculty and staff, Probation Department, County Office of Education, and law teams who all united around the idea that it is necessary to make higher education available to the most underrepresented and underserved populations of students. Professor Bliss said the District, Project Change and the Youth Law Center are sponsoring the statewide "Conference on Creating Pathways from Youth Incarceration to Higher Education" because community colleges around the state are interested in doing this kind of work as well.

Two Project Change students spoke about how the program helped them realize that college was a realistic goal and how it has helped them as they work toward their educational goals.

Chancellor Galatolo thanked Professor Bliss for the remarkable work she does and thanked the Project Change students for their comments.

Trustee Schwarz said it was a privilege to attend the Youth Law Center awards ceremony and to learn more about Project Change. She said she is proud to be involved in a district that provides this service. She said the awards were called the

“Unsung Heroes” awards and Trustee Mohr and Chancellor Galatolo were also presented with awards for their roles in Project Change.

MINUTES

It was moved by Trustee Mohr and seconded by Vice President Goodman to approve the minutes of the meeting of November 29, 2017. The motion carried, all members voting Aye.

STATEMENTS FROM EXECUTIVES

Chancellor Galatolo noted that the Board was provided with copies of the Auxiliary Services and Enterprise Operations Annual Report. He invited Vice Chancellor Tom Bauer to speak about the report. Vice Chancellor Bauer said the Board regularly receives narratives and data on all Auxiliary Services and Enterprise Operations in the final budget report each year. He said Skyline College Bookstore Manager Kevin Chak and Graphic Arts Department Manager Amanda Bortoli, take the information from the budget report and surround it with photos to create this Annual Report.

Chancellor Galatolo said that Roxanne Brewer, Executive Assistant to Executive Vice Chancellor Kathy Blackwood, has won a Magnificent Seven Outstanding School Employees Award from the California Association of School Business Officials (CASBO). He said Ms. Brewer, among many other duties, supports the Risk Management functions of the District which includes engaging with liability and student insurance brokers. He said Ms. Brewer approaches everything with a customer-first attitude. She played a key role in the implementation of the District’s new contract management software, iContracts, which is critical to the administration of the risk management program. Her kindness, patience and optimism in handling this task resulted in a group of users who have truly embraced the tool. In addition, Ms. Brewer is now being called upon to provide iContract training at user conferences. Chancellor Galatolo congratulated Ms. Brewer on her award. He said she is a tremendous member of the District team and the award is well-deserved.

Chancellor Galatolo said that last year, Trustee Mohr was the recipient of the Redwood City-San Mateo County Chamber of Commerce’s Cornerstone Award. This year, the Chamber’s Executive Committee unanimously selected Cañada College as the recipient of the award. The Committee noted that since opening its doors in 1968, Cañada College has provided its student body with a positive and encouraging environment. Many of the County’s business and community leaders were educated at Cañada College. Larry Buckmaster, the original Executive Director of the Chamber, said the reason the Chamber’s leadership program is so successful is that Cañada College gave it its start. The Cornerstone Award will be presented at the Chamber’s Annual Dinner and Awards Recognition Gala on Friday, January 26 at the Pullman in Redwood Shores.

Chancellor Galatolo thanked Trustee Mohr for the work he did as Board president. He said it was a challenging year to be president and Trustee Mohr handled it with grace and dignity. He said Trustee Mohr has faced some health issues this year and said the Board and the entire District team wishes him the best in his recovery. Chancellor Galatolo congratulated Vice President Goodman on his appointment and said he looks forward to working with him during the coming year. He said Vice President Goodman’s appointment by his colleagues is affirmation of the leadership he displays. He thanked Vice President Goodman for the personal time he commits to attending District and college activities and events. Chancellor Galatolo congratulated President Holober and said it is a pleasure to work with him. He said President Holober is a consummate professional who clearly understands the role of president and how to run a dynamic organization as president. He said President Holober was very instrumental in the development of the District strategic plan and ensured that it is reflective of the values of the Board.

President Claire said he was notified by the State Chancellor’s Office that College of San Mateo has been awarded a \$500,000 grant to maintain and sustain the Trades Introduction Program (TIP). He said Heidi Diamond, Interim Dean of Business and Technology, was instrumental in obtaining the grant. He said 155 students have participated in the program and 112 of those students have been placed in apprenticeships.

President Claire thanked Trustees Mandelkern and Mohr for attending the state championship football game. The College of San Mateo team lost the game in the last minute but ended the year being ranked second in the country.

President Moore thanked the Board for attending the groundbreaking ceremony for Building 1 at Cañada College. She thanked the staff of the San Mateo Athletic Club for their hard work, as well as the faculty and staff at the College. President Moore said the Athletics program at Cañada College has done well, with the women’s soccer team having played in the state championship game.

District Academic Senate President Shaw, on behalf of all faculty, thanked Trustee Mohr for his leadership over the past year. She said his steadfast support of students is admirable and his faith in faculty inspires them to do better for their students and for their community. She said the Academic Senate has been engaged in the work of the Board in a different way this year and she looks forward to continuing this work with President Holober and Vice President Goodman.

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

Max Hartman, Director of the Disability Resources Center at Cañada College, said the College held two town hall meetings to reflect on the values and principles surrounding social justice, using the Board's "Affirmation of the San Mateo County Community College District's Commitment to Educational Social Justice through Access, Affordability, Individuality, Diversity and Inclusion" as a guide. President Moore invited Dr. Jeremiah Sims, Director of Equity at College of San Mateo, to lead the discussions. The first town hall was held on September 26, 2017 and was attended by 72 students, faculty, staff and administrators. The second town hall was held on November 7, 2017 and the 45 people in attendance broke into small groups to reflect on what the Board's statement means to the College. Mr. Hartman noted that the Board's statement includes, "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." He said Cañada College will continue to engage in these conversations and hopes they will continue at the District level as well.

Chelsea Brown, Co-President of Beta Zeta Nu, the Cañada College Chapter of Phi Theta Kappa, said the Honors Action Project this semester was a study of the First Amendment. The goal of the project was to help educate students about free speech and to open a dialogue regarding free speech issues. As part of the project, the students:

- Developed a stand in the College library that offered resources to help students understand free speech
- Invited a speaker from the Foundation for Individual Rights in Education (FIRE)
- Worked with a Theatre Arts professor to develop a play that would inspire students to be more understanding of differing viewpoints
- Developed a survey for students to determine what they understand regarding the First Amendment

Ms. Brown said 97 students completed the survey. Results included:

- 50% of respondents said campuses should be required to provide "safe spaces" so students can avoid hearing offensive or hateful speech; 50% said campuses should not be required to provide such spaces.
- Most respondents believe the First Amendment protects freedom of religion, speech and press, but fewer believe that it protects the right of assemblies and the right to petition.
- 67% of respondents believe the First Amendment protects hate speech; 33% believe it does not.
- 32% of respondents believe students should have the right to prevent a speaker from completing his/her presentation if they find it offensive; 68% do not believe students should have the right to do so.
- 54% of respondents believe colleges have the right to ban speakers who speak about issues that may be offensive; 46% do not believe colleges have the right to do so.
- 50% of respondents said they have been in a class where they have felt they could not fully express their political views or personal opinions; 50% said they have not been in such a class.

NEW BUSINESS

APPROVAL OF PERSONNEL ITEMS: CHANGES IN ASSIGNMENT, COMPENSATION, PLACEMENT, LEAVES, STAFF ALLOCATIONS AND CLASSIFICATION OF ACADEMIC AND CLASSIFIED PERSONNEL (17-12-1A)

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

Other Recommendations

APPROVAL OF CERTIFIED NURSING ASSISTANT PROGRAM AS A NOT-FOR-CREDIT COMMUNITY, CONTINUING AND CORPORATE EDUCATION PROGRAM (17-12-100B)

It was moved by Vice President Goodman and seconded by Trustee Schwarz to approve the program. Vice Chancellor Bauer said that the entire listing of Community, Continuing and Corporate Education (CCCE) courses was approved by the Board on November 8. He said CCCE has been informed by NOVA that the new culinary program, which was included in the list of courses, is being recognized as a training program that will qualify for workforce assistance for

displaced workers. At the meeting of November 8, the Board was also informed that CCCE would be bringing a Certified Nursing Assistant program for approval. Vice Chancellor Bauer said that during discussion about this program, Presidents Claire and Stanback Stroud were able to answer many questions that arose. He said that if the program is approved by the Board, it will take eight to ten months to develop. The suggestion for a CNA program was brought to CCCE by the Director of Nursing at College of San Mateo. A CNA program is not offered at any of the District Colleges. It is offered by private, for-profit colleges and Vice Chancellor Bauer said he believes the District should provide an alternative to students. Vice Chancellor Bauer said the report on the CNA program was prepared by Jonathan Bissell, Executive Director of CCCE, and Julie Elmquist, Community Education Coordinator. He said Mr. Bissell is present to answer questions.

Trustee Mandelkern asked what the fee for the program will be. Mr. Bissell said the fee is not set at this time. He said it will be lower than the for-profit college programs and will be competitive with other not-for-profit programs. He said he will examine comparable programs around the state and this will be one factor in determining the fee. Trustee Mandelkern said he would be interested in seeing the comparisons when the information is available.

President Holoher said California requires 150 hours of instruction and clinical training to complete a CNA program. He asked what the equivalent would be in terms of credits. Kimberlee Messina, Interim Vice Chancellor of Educational Services and Planning, said the equivalent would be nine credits.

President Holoher asked about the job market for CNAs and whether the demand is being met in Northern California. Mr. Bissell said there is a bright outlook for the occupation. He said NOVA believes there is a market and has suggestions that they believe will make students in the CCCE CNA program more marketable.

Trustee Mandelkern asked if consideration was given to whether the CNA program should be a CCCE program or a for-credit program. President Claire said the idea for the CCCE program was brought forward by the Director of Nursing, Jane McAteer. He said the College always considers whether it makes sense to offer a program on a for-credit basis. He said that in this case, there is no interest on the part of faculty to offer a CNA program. Trustee Mandelkern asked if the instructors for the program will be District faculty. Mr. Bissell said the program ideally will hire District faculty. He said recruitment will begin with the Nursing Department and will take recommendations from Ms. McAteer and colleagues at the other campuses.

After this discussion, the motion to approve the Certified Nursing Assisting program carried, all members voting Aye.

RATIFICATION OF PURCHASES AND AUTHORIZATION OF THE FURTHER USE OF THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES CONTRACT WITH CDW-G, LLC FOR THE PURCHASE OF DISTRICT COMPUTER AND NETWORK EQUIPMENT (17-12-101B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to ratify the purchases and authorize further use of the contract. The motion carried, all members voting Aye.

AUTHORIZATION TO EXECUTE AN AGREEMENT WITH ELLUCIAN FOR ADMINISTRATIVE INFORMATION SYSTEMS MAINTENANCE SERVICES (17-12-103B)

It was moved by Trustee Mohr and seconded by Vice President Goodman to authorize the execution of the agreement. The motion carried, all members voting Aye.

APPROVAL OF SOLE SOURCE PURCHASE OF APC SYMETRA UPS EQUIPMENT AND INSTALLATION FROM D B POWER ASSOCIATES, INC. (17-12-104B)

It was moved by Trustee Mandelkern and seconded by Trustee Mohr to approve the sole source purchase of the equipment. The motion carried, all members voting Aye.

NOMINATION OF REPRESENTATIVES TO SERVE ON THE RURAL CALIFORNIA BROADCASTING CORPORATION'S BOARD OF DIRECTORS (17-12-105B)

It was moved by Trustee Schwarz and seconded by Trustee Mohr to open to floor for nominations. The motion carried, all members voting Aye. President Holoher said the transfer of the station to RCBC enables them to expand the territory they cover into San Mateo County and he believes it would be appropriate to nominate members of the Board of Trustees to serve on the RCBC Board of Directors. Chancellor Galatolo said RCBC will expand into the South Bay as well as San Mateo County. He said it would be appropriate to nominate members of the Board of Trustees or members of the community who have an interest in public television. He noted that meetings will be held in the North Bay. Trustee

Schwarz said she would like to nominate Trustee Mandelkern because he has an interest in public television and would be an asset to the Board of Directors. Trustee Mandelkern said he would accept the nomination. Trustee Mandelkern said he would like to nominate Vice President Goodman who has also expressed interest in public television. Vice President Goodman said he would prefer to withdraw his name from consideration and defer to Trustee Schwarz who might also be interested in serving. Trustee Schwarz said she would accept the nomination. It was agreed that Chancellor Galatolo will forward the names of Trustee Mandelkern and Trustee Schwarz for consideration by RCBC to serve on the Board of Directors.

ADOPTION OF RESOLUTION NO. 17-18 REGARDING BOARD ABSENCE (17-12-106B)

It was moved by Trustee Mohr and seconded by Trustee Schwarz to adopt Resolution No. 17-18. The motion carried, with Trustee Mandelkern abstaining and all other members voting Aye. The Board agreed to hold a future discussion regarding hardships that are deemed acceptable by the Board.

INFORMATION REPORTS

WORKING SCHOLARS/STUDY.COM OVERVIEW (17-12-2C)

Chancellor Galatolo said that in late August of 2017, Vice President Goodman, Trustee Mohr and he attended a presentation in East Palo Alto on the Working Scholars program, which is delivered by Study.com. After the presentation, Trustee Mohr and Vice President Goodman said they would like the entire Board to learn what Study.com is doing to advance the interests of traditionally underserved, marginalized students who want to advance their learning and ultimately achieve a baccalaureate degree. Study.com allows students to do this in a very cost-effective manner and, in the case of a Working Scholar, in a manner that is entirely underwritten with community funding.

Chancellor Galatolo introduced Adrian Ridner who co-founded Study.com along with Ben Wilson, and Bo Cheli, Program Director of the Working Scholars program. Mr. Cheli said he was a high school teacher for fifteen years and education is at the heart of what he does. Mr. Ridner said he is originally from Argentina and was the first in his family to graduate with a baccalaureate degree. He said it has been gratifying to launch Working Scholars in order to serve underrepresented populations and change lives.

Mr. Ridner and Mr. Cheli provided an overview of the Working Scholars program. It is a mobile-first educational pathway that allows traditionally marginalized students an accelerated pathway to a four year degree. Like the traditional bachelor's degree pathway, the Working Scholars pathway includes completion of 120 units. It takes two to four years to complete, provides mobile-first micro lessons, operates on a scholar determined schedule and provides on demand experience. The Working Scholars pathway is designed for students who desire a pathway that will fit into their work-life schedule, students who are unable to attend campus on a full-time schedule, students who are in debt and feel they cannot afford to go to college, and students who have been traditionally underrepresented.

Mr. Cheli said that Thomas Edison State University, a non-profit university in New Jersey, is Working Scholars' university partner. It is regionally accredited by the Middle States Commission on Higher Education and has more than 50,000 alumni.

Mr. Ridner said that since he and Mr. Wilson co-founded their company in 2002, they have held firmly to the belief that everyone has the right to a quality education. He said they hold their curriculum, students and academic rigor above all else. He said Working Scholars is the ultimate fulfillment of their mission of making a quality education accessible to all.

Mr. Cheli discussed where Working Scholars is and will be operating:

- Mountain View – launched in October 2016 as a Study.com philanthropic initiative
- Gilroy – launched in June 2017 by the Gilroy Chamber of Commerce
- East Palo Alto – launched in September 2017 by the East Palo Alto City Council
- Sunnyvale – launch date set for January 25, 2018; funded by LinkedIn and Google
- Cupertino – Quarter 1, 2018 launch; working with the city and Chamber of Commerce
- San Francisco – Quarter 1, 2018 launch; funded by the city and corporate philanthropy
- Oakland – working with city officials to fold into the Oakland Promise and Brilliant Baby Program

Mr. Cheli said Working Scholars themselves have requested that a relationship be formed with the local community colleges. He said an alliance with the District could improve the reach to underrepresented populations in San Mateo

County and provide an accelerated pathway to facilitate more bachelor's degree attainment for students coming out of the District colleges. He said it would also allow Working Scholars to attend classes at the colleges in order to provide an on-campus experience.

Vice President Goodman thanked Mr. Ridner and Mr. Cheli for the work they are doing and for the communities they serve. He said the District's job is to be responsive to the needs of its communities, including those who come to the campuses and those who don't. He said that in the past, the District had satellite centers in an effort to be responsive to those in underserved communities. Vice President Goodman said that if a partnership is developed, there would be an expectation that the District would have its fingerprint on the program. He asked if Mr. Ridner and Mr. Cheli envision a partnership that would include the District's participation in the creation of the content of the micro lessons. Mr. Ridner said they would be very open to collaborating on the content and also on the instructional design. Vice President Goodman asked if the content is proprietary to Working Scholars. Mr. Ridner said all content is currently proprietary to Working Scholars. He said instructors and designers are paid and District employees could take on some of those roles as well. Chancellor Galatolo noted that some District faculty already incorporate Study.com micro lessons into their curriculum.

Trustee Mohr said he believes a large number of people, particularly in the South County, are not able to achieve a bachelor's degree except by some exceptional means. He said he viewed some of Study.com's micro lessons and the quizzes that follow the lessons and found them to be of high quality and professionally done. Trustee Mohr said he is impressed that Working Scholars is being underwritten by major companies. He asked for additional information about the costs and funding of the program. Mr. Ridner said the cost for the entire Pathway is \$7,500 per student. He said companies or cities provide the funding for a certain number of students. He said Study.com does not open a program until it can be sure that all participants are fully funded so that they will be able to finish the program. Mr. Cheli said the demand for the program is high and donors have indicated that they intend to respond to the demand.

Trustee Mandelkern thanked Mr. Ridner and Mr. Cheli for their commitment to increasing access to post-secondary education. He asked if bachelor degree programs other than the business administration program are offered. Mr. Cheli said a liberal studies degree is offered and an information technology degree will be offered in 12 to 18 months. Trustee Mandelkern asked who accredits Study.com's curriculum. Mr. Ridner said the courses are not accredited. Academic credit for courses can be recommended by the American Council on Education's (ACE) College Credit Recommendation Service and the National College Credit Recommendation Service. Colleges can choose to accept or not accept those recommendations. Study.com's courses are ACE recommended and Thomas Edison State University also did its own review of the curriculum.

Trustee Mandelkern asked about the background of the faculty members who create the content. Mr. Ridner said that when they first began, all faculty members were local but discovered that they needed more diversity. Now faculty members from around the country collaborate with each other. They tend to be working professors who create Study.com content in addition to their jobs as educators. Trustee Mandelkern asked what the vetting process is for the faculty who create content. Mr. Ridner said it depends on the subject area, but many have master's degrees or above. He said the lessons go through a peer review process throughout the creation process.

Trustee Mandelkern asked if Study.com is a for-profit company. Mr. Ridner said Study.com is a for-profit company and Working Scholars is a non-profit organization. Study.com provides the curriculum that is used in the Working Scholars program.

President Holoher asked if Study.com is considering partnering with other colleges in addition to Thomas Edison State University. Mr. Ridner said they have been approached by other four-year institutions and are open to expanding in order to provide students with more options. He added that Thomas Edison has been an excellent partner.

President Holoher asked if the courses are typical three to five unit courses, or if they are micro courses. Mr. Cheli said they are mostly three unit courses but are broken down into micro lessons and students must pass a quiz before moving on to the next micro lesson. When students have completed the micro lessons for the course, they must pass an online proctored exam to complete the course.

President Holoher asked about the process through which credits are accepted for transfer. Mr. Ridley said credits are recommended for transfer to a college by recommendation services as noted above. He said Study.com has an

articulation agreement with Thomas Edison, making the pathway clear and seamless for Working Scholars. Mr. Cheli said Study.com has articulation agreements with more than 20 colleges.

President Holober said community colleges provide lower division coursework leading to an associate degree or transfer to a four-year institution. He asked if the District's successful students could move into the Working Scholars program for upper division courses, rather than having to complete the 120 unit degree program solely with Study.com. Mr. Ridner said the model of students completing upper division courses through Working Scholars could definitely work. He said the total cost for a student who already has an associate degree would likely be under \$4,000, whether the student is a Working Scholar or not.

Trustee Mandelkern asked what portion of the \$7,500 per student cost is paid to Thomas Edison State University. Mr. Ridner said Thomas Edison receives more than half of the \$7,500. He emphasized that the \$7,500 covers all costs for the entire pathway to completion of a bachelor's degree program, including approximately 30 units that must be taken through Thomas Edison. He added that up to 27 of these 30 units can be taken as challenge exams.

President Holober said this sounds like a promising program for students who cannot otherwise go to college but who can, through Working Scholars, be funded by a corporation and get a degree from an accredited institution. He said he believes the policy issue in question would be the distinction between teaming with Working Scholars for upper division courses versus providing an alternative to the District's own fully accredited coursework that is taught by certificated personnel. He said this policy issue would require a full discussion and thorough review by stakeholders.

Trustee Mohr said the Working Scholars program is dynamic and is particularly attractive to people with restrained means. He agreed that the issue would require extensive discussions among the Board, college presidents and others.

Trustee Mandelkern asked what a program might look like for a student who has earned an associate degree – generally 60 or more units – at one of the District colleges and is willing to complete the required 30 units at Thomas Edison but has a gap in the middle in terms of required units. Mr. Cheli said the student could take courses through the Working Scholars platform to get the extra credits needed to fill the gap. He said his vision is that the student would not have to leave the District to find the Working Scholars pathway; it would be offered to the student by the college. Trustee Schwarz asked how students would know about this opportunity. Mr. Cheli said one way would be through counselors who introduce the Working Scholars pathway to students. He said Working Scholars could also assist with outreach in the community.

Trustee Schwarz, noting the earlier statement that students have requested a relationship with the community colleges, asked what students are specifically asking Working Scholars to provide. Mr. Cheli said the first question came from a former De Anza College student who had left the college, taken courses with Working Scholars, and wanted to return to De Anza. He said some students have expressed an interest in dual enrollment because they want the traditional college experience. In East Palo Alto, community leaders have spoken highly of the District's colleges and have asked that a relationship be established.

Vice President Goodman said that while it is important to discuss current District students, he would like to return to the discussion of the meeting in East Palo Alto. He said the meeting was attended by hundreds of community members who came to hear about Working Scholar's 25 slots because they want to do something to better their lives. He said these are members of the District's community. He said there is a clear need and the question is how to respond to it. He said he believes one way is to continue conversations with Study.com and Working Scholars. He said another item to consider is whether the District should go back into the community and provide space for educational opportunities, as it did with satellite centers.

Trustee Mohr said there was a tsunami of need expressed at the meeting in East Palo Alto. He said the need was expressed from the heart and was overwhelming. He said the people at the meeting are members of the District's community to whom the District has made a commitment in various ways. Mr. Cheli said Working Scholars continues to receive applications for the program in East Palo Alto. He said people must pass a college-level financial literacy course in order to be placed on the waiting list and 50 people have completed the course at this time.

Vice President Goodman said that at the meeting in East Palo Alto, he noted the glaring absence of women and people of color in the Working Scholars organization. He said he hopes the organization will note the importance of this issue as it

continues to grow. Mr. Cheli said that while the meeting was not the best representation of who the organization actually is, they take Vice President Goodman's comments seriously and are working to rectify the situation.

President Holober said the discussion with Mr. Ridner and Mr. Cheli was very informative. He said they are providing a desperately needed avenue for many people to earn a college degree and the Board is interested in exploring this further. He said that as an institution of higher education, the District is different from a city or corporation and will look at the program through other lenses.

COMMUNICATIONS

None

STATEMENTS FROM BOARD MEMBERS

Trustee Mandelkern thanked Trustee Mohr for leading the board as president in an admirable fashion, at the highest level and highest quality. He said he sincerely appreciates all that Trustee Mohr has done in the last year. He congratulated President Holober and Vice President Goodman and said he looks forward to their leadership in the coming year.

Trustee Mandelkern said he attended the following events:

- Groundbreaking ceremony for Building 1 at Cañada College. Trustee Mandelkern said there will be inconveniences during construction but this will be a lovely building when completed.
- Skyline College Automotive Technology luncheon. Trustee Mandelkern said the automotive program is outstanding and prepares students in the County for jobs that pay a living wage.
- San Mateo County Labor Council lunch. Trustee Mandelkern said he had the opportunity to talk with AFSCME District representatives.
- CSEA holiday luncheon. Trustee Mandelkern said this was an enjoyable event and he was happy to attend.
- Code.org kickoff meeting. Trustee Mandelkern said speakers included Sheryl Sandberg of Facebook, Susan Wojcicki of YouTube, Peggy Johnson of Microsoft and Lt. Governor Gavin Newsom.
- State championship football game in Sacramento. Trustee Mandelkern said the young men of the College of San Mateo team acquitted themselves well and played an exciting game. He said he is proud of them and their accomplishments.

Trustee Mandelkern wished everyone a happy holiday season and a safe winter break.

Vice President Goodman said that at the last Board meeting, he raised the issue of a City of San Mateo police officer being parked near the pool at College of San Mateo and citing students. He said Director of Public Safety Bill Woods has informed him that the police officer was present to respond to a concern for public safety.

Trustee Mohr congratulated President Holober and Vice President Goodman. He said the Board is a very important part of the leadership structure of the District and is in very good hands.

Trustee Schwarz said she attended the CSEA holiday luncheon. She thanked CSEA for this lovely and fun event. She also attended the Skyline College Automotive Technology luncheon. She said this is always a great affair that has a wonderful atmosphere. Trustee Schwarz congratulated President Holober and said she looks forward to his leadership in the coming year. She congratulated Vice President Goodman and said she remembers when he attended Board meetings as a student. Trustee Schwarz wished everyone a happy holiday season.

President Holober said he appreciates the job Trustee Mohr did as Board president and said he will try to carry on with the same aplomb. He said he looks forward to working with Vice President Goodman during the coming year.

President Holober said that when the Board reorganizes, it might be an occasion for people to suggest thoughts about how meetings are run; he said he would welcome any suggestions. He said he has the following ideas:

- He would like to make an effort to dispense with polluting and expensive water bottles.
- He would like to move in the direction of broadcasting or live streaming Board meetings. Chancellor Galatolo said Chief of Staff Mitch Bailey is preparing an information report on this item which can be brought to a future meeting.
- He was surprised to learn that reciting the Pledge of Allegiance at meetings is not required and that many districts do not recite the Pledge. He would be open to discussing this if there is interest in doing so.

President Holoher said his business workload will be scaling back somewhat and he will commit to putting in time to reach out to District stakeholders to make formal and informal contact. President Holoher wished everyone a happy holiday season.

MEETING OF THE BOARD OF DIRECTORS OF THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT FINANCING CORPORATION

President Mohr called the meeting to order at 8:53 p.m.

Present: President Thomas Mohr, Vice President Ron Galatolo, Secretary Richard Holoher, Directors Maurice Goodman, Dave Mandelkern and Karen Schwarz

Approval of Minutes of the December 14, 2016 meeting

It was moved by Secretary Holoher and seconded by Director Mandelkern to approve the minutes as presented. The motion carried, all members voting Aye.

Naming of Officers for 2018

President Mohr said that in accordance with the bylaws of the Financing Corporation, the officers for 2018 will be:

- President – Board of Trustees President Richard Holoher
- Vice President – District Chancellor Ron Galatolo
- Secretary – Board of Trustees Vice President-Clerk Maurice Goodman
- Treasurer – District Executive Vice Chancellor Kathy Blackwood

Board of Trustees members Dave Mandelkern, Thomas Mohr and Karen Schwarz will serve as Directors.

It was moved by Director Mandelkern and seconded by Director Schwarz to ratify the new officers. The motion carried, all members voting Aye.

President Holoher announced that the next scheduled meeting of the Financing Corporation will be held on December 12, 2018.

It was moved by Director Mohr and seconded by Director Schwarz to adjourn the meeting. The meeting was adjourned at 8:55 p.m.

ADJOURNMENT

The Board adjourned by consensus at 8:56 p.m. in memory of Bob Spacher.

Submitted by

Ron Galatolo, Secretary

Approved and entered into the proceedings of the January 10, 2018 meeting.

Maurice Goodman
Vice President-Clerk

BOARD REPORT NO. 18-1-1A

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)

College of San Mateo

Heidi Diamond Dean of Business & Technology Business & Technology

Reassignment from the position of Dean of Business, Design & Workforce at Cañada College (Grade AD of the Management Salary Schedule (20)), into this administrative assignment at the same grade of the same salary schedule, effective January 1, 2018.

B. PUBLIC EMPLOYMENT

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

Cañada College

Serina Garcia* Division Assistant Counseling/Student Services

New full-time, 12-month classified employment, effective January 11, 2018, replacing Christine Kincer who was reassigned.

College of San Mateo

Jill Haberlin* Instructional Aide II Language Arts

New full-time, 11-month classified employment, effective December 12, 2017, replacing Anna St. Amand who retired.

Keith Wan* Office Assistant II Language Arts

New part-time (48%), 12-month classified employment, effective December 5, 2017, replacing Angelica Soria Mendoza who was reassigned.

District Office

Owen Yoch* Public Safety Sergeant Public Safety

New full-time, 12-month classified professional/ supervisory employment, effective January 8, 2018. This is a new position that was Board approved on September 13, 2017.

Skyline College

Sanjyot Walawalkar Librarian-Outreach & Equity Academic Support & Learning Technologies

New Contract I status academic employment, effective January 11, 2018, replacing Dennis Wolbers who retired.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

College of San Mateo

Kelsey Harrison Transition Coordinator Academic Support & Learning Technologies

Reassignment from a full-time, 12-month KASP Program Services Coordinator position (Grade 27 of the Classified Salary Schedule (60)), into this full-time, 12-month position at Grade 27 of the same salary schedule, effective January 8, 2018.

Yovanka Crossley Child Development Center Aide III Student Services

Reassignment from a full-time, 10 month Child Development Center Aide II position (Grade 16 of the Classified Salary Schedule (60)), into this full-time, 10-month position at Grade 22 of the same salary schedule, effective December 11, 2017.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

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

1. Recommend a change in staff allocation to add one part-time (48%), 10-month Office Assistant II position (Grade 18 of the Classified Salary Schedule (60)) in Health Services, effective January 11, 2018.
2. Recommend creation of a new classification titled, "Director of the Wellness Center" at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule (35), effective July 11, 2018. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of the Wellness Center in Counseling/Student Services, effective January 11, 2018.

District Office

1. Recommend a change in staff allocation to add one full-time, 12-month Accounting Technician (Grade 24A of the Classified Salary Schedule (60)) in Administrative Services, effective January 11, 2018.

Skyline College

1. Recommend a change in staff allocation to add one full-time, 12-month Program Services Coordinator position (Grade 27 of the Classified Salary Schedule (60)) in the Dream Center, effective January 11, 2018.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION**1. Retirement****College of San Mateo****Martha Menendez**

Library Support Specialist

Academic Support &
Learning Technologies

Retired effective December 30, 2017 with 22 years of service. She is eligible for District retiree benefits.

2. Resignation

None

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

Skyline College

Encarnilo Mauricio

Coaching

Kinesiology, Athletics
& Dance

In accordance with Education Code 87359, the Academic Senate, Vice President of Instruction, and the President have approved the Equivalence Committee’s validation of equivalent academic qualifications to teach in the Photography discipline.

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

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	TRIO/A2B	1	1/02/2018	2/28/2018	Office Assistant II: <i>This is an extension of a previously Board approved position.</i> Incumbent, Candice Johnson, is currently detailing in the A2B University Program Coordinator position. Thus, this position needs to be backfilled temporarily to fulfill the programmatic needs of the A2B and TRIO services.
Cañada College	Student Services	1	1/01/2018	3/30/2018	Assistant Project Director: <i>Correction from the previous board report. The correct end date is March 30, 2018.</i> Works closely with project personnel on grant projects to coordinate efforts and manage budgets. Works on recruiting efforts and events. Plans and implements meetings, receptions, special events and outreach activities in conjunction with project management staff and other offices on campus.

Cañada College	Academic Support Learning Technologies/STEM	1	1/02/2018	6/30/2018	<p>Office Assistant II: <i>This is an extension of a previously Board approved position.</i> Office Assistant II position that will work with The Jams, STEM and other supporting programs.</p>
Cañada College	Student Services/VROC	1	1/16/2018	6/25/2018	<p>Program Services Coordinator: <i>This is an extension of a previously Board approved position.</i> This Program Services Coordinator continues to be on leave and this position will be helpful to our Veterans in the meantime until a substitute PSC can be hired. This position will work in the Veterans Center helping our Veterans navigate the college, being there to help answer questions, ordering food for the Eat & Greet every Tuesday, keeping the center staffed and functioning.</p>
Cañada College	Cañada Bookstore	5	1/01/2018	6/30/2018	<p>Bookstore Cashier/Clerk: <i>This is an extension of a previously Board approved position.</i> Short term bookstore clerks and cashiers assist with pricing, stocking shelves, cashiering, customer service, shipping and receiving and other duties as assigned in preparing the bookstore before, during and after back to school rush periods.</p>
College of San Mateo	Student Services/Child Development Center	4	1/16/2018	6/30/2018	<p>Child Development Center Aide I: <i>This is an extension of a previously Board approved position.</i> Regulating agencies mandate that CSM Child Development Center maintain required adult/child ratios when serving children 2 ½ to 5 years old. In order to operate in accordance with regulating agencies, 4 Classified Short Term hourly Child Development Center Aide I staff assists in the supervision of children and in the planning and implementation of curriculum.</p>
College of San Mateo	College of San Mateo Bookstore	5	1/01/2018	6/30/2018	<p>Bookstore Cashier/Clerk: <i>This is an extension of a previously Board approved position.</i> Short term bookstore clerks and cashiers assist with pricing, stocking shelves, cashiering, customer service,</p>

					shipping and receiving and other duties as assigned in preparing the bookstore before, during and after back to school rush periods.
College of San Mateo	Business/Technology	6	1/16/2018	6/30/2018	<p>Instructional Aide II: <i>This is an extension of a previously Board approved position.</i> A pool of six positions at a time for use in the Fire Technology program to assist instructional staff during manipulative skills practice and examinations in the Firefighter I Academy, Recruit Firefighter Academy, and Emergency Medical Technician: Basic and Refresher courses, including other special assignments as needed. This is a continuation of historical usage in these courses and this program. This request was originally Board approved in report #03-7-1A. Board approval for FY 2017-18 originally in report 17-8-2A (08/23/2017).</p>
College of San Mateo	Community Relations & Marketing	1	1/02/2018	6/30/2018	<p>Staff Assistant: The Staff Assistant will provide support to the Director for a college branding project. The Assistant will be responsible for generating presentations, organizing and compiling research such as surveys and interviews, and providing other support to the Director. The project should last six months or less.</p>
College of San Mateo	Counseling/Student Services	1	1/02/2018	5/31/2018	<p>Prerequisites/Assessment Specialist: Facilitate prerequisite review and approval process for CSM and provide additional back up and evening hours for Assessment Center, and provide other support as needed in Counseling Services.</p>
College of San Mateo	KCSM-FM	6	1/01/2018	6/30/2018	<p>FM Announcer: <i>This is an extension of a previously Board approved position.</i> Select music, create lists of music scheduled for play; hosts radio programs, produces promotional announcements; operates specialized station equipment.</p>

College of San Mateo	Academic Support & Learning Technologies	1	1/01/2018	6/30/2018	<p>Retention Specialist (Project Change): <i>This is an extension of a previously Board approved position.</i> Retention work for student population of Project Change Learning Community (currently and formerly incarcerated youth).</p>
College of San Mateo	Math/Science-Astronomy Department	1	1/02/2018	06/30/2018	<p>Laboratory Technician: The Laboratory Technician performs technical work involved in organizing, coordinating, and maintaining supplies, equipment and instructional support services for the ASTR Observatory and Planetarium. Under general supervision, the employee uses astronomy knowledge to set up laboratory equipment, prepare and organize laboratory materials as needed, demonstrate safe use of equipment store and dispose of a variety of supplies and to assist faculty in maintaining laboratory operations.</p>
Skyline College	Business, Education and Professional Programs/Bay Area Entrepreneur Center	1	1/01/2018	6/30/2018	<p>Office Assistant II: This is a new request for an addition of a classified short-term position. Assist BAEC director and/or designee in the planning and implementation for the BAEC. In addition, staff evening/weekend events at the BAEC as needed.</p>
Skyline College	Skyline Bookstore	5	1/01/2018	6/30/2018	<p>Bookstore Cashier/Clerk: <i>This is an extension of a previously Board approved position.</i> Short term bookstore clerks and cashiers assist with pricing, stocking shelves, cashiering, customer service, shipping and receiving and other duties as assigned in preparing the bookstore before, during and after back to school rush periods.</p>

BOARD REPORT NO. 18-1-1C

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

EXPLORING RESOURCES FOR HOMELESS STUDENTS AND EMPLOYEES

The cost of housing continues to be a driving issue in San Mateo County (and across the Bay Area) and the impacts of escalating prices for homes impacts the District's students and employees. In a district with 40,000 students annually and several thousands of full- and part-time employees, any number of those individuals face housing insecurity and homelessness.

Through SparkPoint Centers at each of the District's colleges, students who encounter challenges to financial self-sufficiency are connected to resources at the college and in the community. Generally, students self-identify as needing these resources and are often referred to college support services to better assess their needs.

As the broader San Mateo community continues to struggle with identifying and providing resources for homeless individuals, the Board has expressed interest in discussing what opportunities might be made available through the District to students and employees who are homeless.

At this study session, the Board will have such a conversation and staff will be available to provide information on current resources available to students and employees and answer questions regarding the impact of any policy changes or service offerings for student and employees.

BOARD REPORT NO. 18-1-2C

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

EXPLORING HOUSING OPPORTUNITIES FOR STUDENTS

The District does not own or operate any housing for its 40,000 students. But as students face an increasingly impractical housing market and as demand far outpaces the supply of affordable housing in the Bay Area, some students are being forced to choose between pursuing higher education or working full-time (often multiple jobs) to pay for housing.

More than a decade ago, the District undertook the innovative approach to create affordable housing opportunities for faculty and staff as a means to recruit and retain quality talent. That program has yielded untold benefits and is wildly popular with a waitlist of more than 200 employees to be assigned to a District unit.

As there appears to be no end in sight of the housing crisis facing San Mateo County, and by extension the District's students, the concept of developing student housing has been broached on various occasions over the years. Because students continue to struggle with housing insecurity and there are no immediate or foreseeable opportunities for relief from the broader community, students will continue to be negatively impacted.

At this study session, District staff is interested in engaging the Board in a conversation about formally studying student housing needs and opportunities.