

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

March 14, 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

Other Location: Protea Hotel Durban Umhlanga, Protea Mall, Corner Lighthouse and Chartwell Drive, Umhlanga Rocks, Durban 4320 South Africa

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes public discussion.

- *The public's comments on agenda items will be taken at the time the item is discussed by the Board.*
 - *To comment on items not on the agenda, a member of the public may address the Board under "Statements from the Public on Non-Agenda Items;" at this time, there can be discussion on any matter related to the Colleges or the District, except for personnel items. No more than 20 minutes will be allocated for this section of the agenda. No Board response will be made nor is Board action permitted on matters presented under this agenda topic.*
 - *If a member of the public wishes to present a proposal to be included on a future Board agenda, arrangements should be made through the Chancellor's Office at least seven days in advance of the meeting. These matters will be heard under the agenda item "Presentations to the Board by Persons or Delegations." A member of the public may also write to the Board regarding District business; letters can be addressed to 3401 CSM Drive, San Mateo, CA 94402.*
 - *Persons with disabilities who require auxiliary aids or services will be provided such aids with a three-day notice. For further information, contact the Executive Assistant to the Board at (650) 358-6753.*
 - *Regular Board meetings are recorded; recordings are kept for one month.*
 - *Government Code §54957.5 states that public records relating to any item on the open session agenda for a regular board meeting should be made available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to the members of the Board. The Board has designated the Chancellor's Office at 3401 CSM Drive for the purpose of making those public records available for later inspection; members of the public should call 650-358-6753 to arrange a time for such inspection.*
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5:00 p.m. Call to Order

ANNOUNCEMENT OF CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Legal Counsel Regarding Three Cases of Existing Litigation:
 - a. San Mateo County Community College District v LocusPoint Networks, LLC, et al, Case No. 17CIV01534
 - b. LocusPoint Networks, LLC, et al v San Mateo County Community College District, Case No. 17CIV01550
 - c. LocusPoint Networks, LLC, et al. v San Mateo County Community College District, Case No. 17CIV04899
2. Conference with Legal Counsel Regarding One Case of Potential Litigation Pursuant to Subdivision (c) of Section 54956.9
3. Conference with Real Property Negotiators
Property: Parcel of Land on Skyline College Campus
Negotiating Parties: Mitchell Bailey and Barbara Christensen

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

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

NEW BUSINESS

18-3-1A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel

STUDY SESSION

18-3-1C Review of Extended Study Hours Initiative

18-3-2C Update on Public Safety

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

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

ADJOURNMENT

BOARD REPORT 18-3-1A

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

APPROVAL OF PERSONNEL ITEMS

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

**A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)**

Skyline College

***Delisle Warden** Interim Dean, Global Learning Programs & Services Global Learning Programs & Services

New interim administrative employment, effective February 26, 2018. Tammy Robinson who originally was responsible for the Global Learning Programs and Services Division and the Social Science and Creative Arts Division will now be responsible for only the Social Science and Creative Arts Division.

Jennifer Taylor-Mendoza Vice President of Instruction Office of the Vice President of Instruction

Reassignment from the position of Dean of Academic Support and Learning Technologies (Grade AD of the Management Salary Schedule (20)) into this administrative assignment at Grade AB of the same salary schedule, effective March 1, 2018.

B. PUBLIC EMPLOYMENT

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

College of San Mateo

***Heeju Jang** Planning & Research Analyst Math & Science

New full-time, 12-month classified employment, effective March 12, 2018, replacing Eugene Drake who resigned.

District Office

***Maria Duarte Noyola** Custodian Facilities

New full-time, 12-month classified employment, effective March 5, 2018, replacing Giao Van Bui who retired.

Skyline College

***Claudia Paz** Visual Communications Coordinator (NP) Career & Workforce Program

New full-time, 12-month classified employment, effective February 19, 2018. This is a new position that was Board approved December 13, 2017.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

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

Lale Yurtseven Professor Business & Technology

Transferred from a full-time faculty position at Cañada College into this full-time faculty position at the College of San Mateo, effective August 13, 2018.

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

1. Recommend creation of a new classification titled, "Assistant Project Director (Funded by the STEM Grant) at Grade 26 of the Classified Salary Schedule (60), effective March 15, 2018. In addition, recommend a change in staff allocation to add one full-time, 12-month Assistant Project Director (Funded by the STEM Grant) position in Science and Technology, effective March 15, 2018. This position is a temporary, grant-funded position, effective March 15, 2018 through the expiration of the funding.

College of San Mateo

1. 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 March 15, 2018. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of the Wellness Center position in Health Services, effective March 15, 2018. Also, recommend the reclassification of Sara Wojsko to the Director of the Wellness Center position, effective March 15, 2018.

2. Recommend a change in staff allocation to add one part-time (48%), 12-month Laboratory Technician position in the Math/Science Division, effective March 15, 2018.

District Office

1. Recommend a change in staff allocation to add two full-time, 12-month Project Coordinator II positions at Grade 38 of the Classified Salary Schedule (60), effective March 15, 2018.

Skyline College

1. Recommend a change in staff allocation to add one full-time Career Counselor position (Regular Faculty Salary Schedule 80) in the Counseling Division, effective March 15, 2018.

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

Janet Stringer

Dean, Science & Technology

Science & Technology

Retiring effective May 31, 2018 with 10 years of service. Not eligible for District retiree benefits.

2. Resignation

Cañada College

Margarita Lozano

Program Services Coordinator

Vice President of
Student Services

Resigning effective March 16, 2018.

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

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>
College of San Mateo	Financial Aid/A&R	1	3/01/2018	6/30/2018	Financial Aid Assistant: This person will be responsible for assisting with the Promise Scholarship program which entails: getting students to apply and complete their FAFSA or Dream Act application, intensive outreach and inreach activities, and classroom presentations to promote the Promise Scholarship.

BOARD REPORT NO. 18-3-1C

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

REVIEW OF EXTENDED STUDY HOURS INITIATIVE

In fall 2016, a group of students approached the SMCCCD Board of Trustees with a number of concerns, including the need for extended hours and spaces to study at the District's three colleges. In March 2017, the District conducted a survey of all students to gauge interest in extended hours. More than 1,000 students responded to the survey and 92% of those respondents indicated they wanted the extended hours.

As a pilot program, beginning in late March 2017, the three colleges dedicated spaces for students to use for extended study hours and adjusted the hours of operations for those spaces. In July 2017, the Board reviewed the participation and expenses associated with the spring 2017 pilot and expressed a desire to have the initiative continued through the fall 2017 semester to gather additional data.

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

BOARD REPORT NO. 18-3-2C

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

UPDATE ON PUBLIC SAFETY

Staff briefed the Board in November 2017 about the results of the (Margolis Healy) Public Safety Study and offered preliminary recommendations for the Board to consider, including:

1. Clarifying the Mission and Role of the Department of Public Safety.
2. Rejecting the Margolis Healy recommendation to create a Sworn and Armed Police Department.
3. Implementing, as directed by the Board of Trustees, the remaining (71) recommendations of the Margolis Healy Study.
4. Exploring alternatives to enhance local Law Enforcement services on or near the District's campuses.

After discussion, the Board concurred in theory with these preliminary recommendations (but took no action at that time) and directed staff to socialize these recommendations and consult with the various stakeholder groups throughout the District (including the Academic Senates, Classified Senates and Associated Students on each campus, along with the unions and other appropriate groups or individuals). Staff is about half way through this consultative process and anticipates the briefings to conclude by the end of March and then to hold open forums on each campus in early/mid April.

In light of the tragic events that have occurred since the November 2017 Board briefing, staff will discuss the District's current public/campus safety practices with the Board, including:

1. A review of current District safety protocols, including emergency management plans and planning, trainings/drills/exercises, partnerships with local law enforcement and safety enhancements that are being implemented or are under evaluation by the District.
2. A review of student and employee support services, including student mental health services and counseling, the Employee Assistance Program (EAP), and CARES Teams (College Assessment, Response and Evaluation of Students).
3. An update on the Public Safety Study (Margolis Healy Report), including a review of the process, a review of the consultant recommendations and preliminary staff recommendations (as discussed with the Board in November 2017), a status check on the consultation process with District constituency/stakeholder groups and initial feedback received regarding the preliminary recommendations.

District staff will be seeking Board feedback and additional guidance that can inform ongoing conversations with stakeholders.